

**HARROW COLLEGE FURTHER EDUCATION CORPORATION
MINUTES OF THE MEETING OF THE
CURRICULUM, QUALITY & STANDARDS COMMITTEE
WEDNESDAY 1 JULY 2009**

1. PRELIMINARY PROCEDURAL MATTERS

1.1 Attendance, Apologies for Absence, Welcome & Introductions

Membership: Rosy Crehan
Gillian Eldridge (Chair)
Fidelis Griffith
Nikita Joshi

In Attendance: Pat Carvalho
Jayne Chaplin (Clerk)
Bob Vesey

Apologies: Anisa Johns

The Chair welcomed the student member to her first meeting.

1.2 Declarations of interest & confidential items

There were none.

It was **RESOLVED** that item 3.2 and all matters relating to it would be taken as a confidential item.

1.3 Minutes of Previous Meeting

The Minutes of the Meeting held on 11 February 2009 were confirmed as a correct record, and were signed by the Chair.

1.4 Matters Arising

There were none.

2. COMMITTEE DEVELOPMENT SESSION

2.1 Interactive presentation: Inspection changes

An interactive presentation on the forthcoming revised Common Inspection Framework was received from the Vice Principal, on behalf of the Head of Quality & Standards who had been unable attend.

Members were advised of the key factors in the revised process including:

- 2.1.1 That Government changes driving the approaches to commissioning of funding and pre and post-16 may require separate judgements for provision about outcomes for each of the cohorts
- 2.1.2 The greater requirement for self-regulation and the capacity to improve.
- 2.1.3 That the Framework for Excellence was to inform the selection of colleges for inspection and inspection judgments
- 2.1.4 The greater emphasis on the empowerment of users and increased attention to be paid to the interaction between “users” and services to promote improvement.

The basic questions that would need to be addressed were noted and the revised framework was summarised in respect of the factors to be evaluated and graded:

- 2.1.5 overall effectiveness
- 2.1.6 Capacity to improve
- 2.1.7 Leadership and management
- 2.1.8 Quality of provision; and
- 2.1.9 Outcomes for learners

There was a discussion of:

- 2.1.10 The move towards self-regulation and those factors that it was considered would feature strongly in future inspections such as equality & diversity
- 2.1.11 The different types of inspection that would be taking place in future and the College’s position in the cycle. It was noted that the College was anticipating notification of inspection in the near future, the earliest possibility being October 2009.
- 2.1.12 The main and contributory grades.

The Chair thanked the Vice Principal for an interesting and informative presentation and it was agreed that a briefing to the whole Board in due course would be beneficial.

3. QUALITY IMPROVEMENT & DEVELOPMENT

3.1 Curriculum Planning Update

The curriculum planning update was received.

The Curriculum Management changes for 2009/10 were summarised, the highlights so which included:

- 3.1.1 That 85% of curriculum development was on target for 2009/10
- 3.1.2 The appointment of the heads of faculties and deputies; and the progress in recruiting curriculum leaders.

- 3.1.3 The introduction of new provision in respect of levels 1, 2 and 3 and vocational programmes; and
- 3.1.4 New student assessment initiatives scheduled to commence in September 2009

There was a discussion of:

- 3.1.5 The effect of the changes to the management structure on staff morale.
- 3.1.6 The new provision being introduced and the new student assessment initiatives coming into effect in September.

After consideration it was **RESOLVED** to:

- 3.1.7 **NOTE** the report.

3.2 CONFIDENTIAL ITEM

3.3 Quality Improvement: Update Report

The Quality Improvement Update Report was received outlining the activity undertaken for period 1 February 2009 to 22 May 2009, the highlights of which were:

- 3.3.1 That a number of policies identified in the report as in draft stages had now been through the usual internal management processes
- 3.3.2 That predicted success rates for all ages Long were now 76%, rather than the 75% outlined in the report, 1% above the weighted 2006/07 National Average.
- 3.3.3 Following the reorganisation in May, members were advised that teaching and learning improvement now explicitly fell within the remit of the Head of Quality & Standards. It was noted that a Teaching and Learning Improvement Manager had now been recruited who would be coordinating the work of the Teaching and Learning Coaches and the Advanced Practitioners. Members were advised that a strategy was in place for the implementation of more effective teaching methods about which Heads of School had been briefed. It was noted the strategy would be launched with teaching staff during the Staff Development Week with a whole day training event for all teachers and their managers.

There was a discussion of:

- 3.3.4 The franchise quality assurance arrangements and it was noted that those franchise arrangements not meeting the appropriate standards were being discontinued.
- 3.3.5 The external verification of vocational FE provision and the review of work with awarding bodies; and the action being taken with regard to AAT.

The Head of Quality & Standards was thanked for a succinct and informative report.

After consideration it was **RESOLVED** to

3.3.6 **NOTE** the report

3.4 Project and Franchise Monitoring Report

The Project and Franchise Monitoring Report was received updating members on progress since the last meeting including:

3.4.1 The franchise with CTL, who members were advised had been working with Work the Director of Finance to ensure appropriate QA procedures are in place. It was reported that following the Head of Quality and Standards' visit to CTL with the Head of Learning Quality, there had been follow-up visits by the College's for the purposes of lesson observations. It was noted that the College was confident that success rates would be at least satisfactory but it was noted that the pace of improvement in teaching and learning was slow.

3.4.2 The Shaw Trust franchise. The quality monitoring arrangements were noted and members were advised that students had a good level of success. It was reported that quality monitoring and review would be part of the responsibilities of the new Curriculum Leader for Outreach in 2009/10.

There was a discussion of the quality monitoring arrangements, particularly in respect of CTL and members were advised that whilst the College had a good relationship with franchise partner, it had been mutually decided that the contract would not be renewed in 2009/10.

After consideration it was **RESOLVED** to:

3.4.4 **NOTE** the report.

3.5 Progress on Targets: term 3 Update Report

A report was received updating members on progress against targets.

Members were advised of the actual position to date against the LSC target learners and it was noted that:

3.5.1 Recruitment to College programmes for 16-18 years old learners continued to be below plan with a shortfall in income generated of around £1.7million.

3.5.2 There was a current shortfall in 19+ adult responsive of just over 100.

3.5.3 After a slow start, the target learner numbers for the employer responsive provision had been achieved although the actual funding was likely to be £100k below target due to the large number of learners carried over from 2007/08, which had resulted in lower funding per learner.

- 3.5.4 The Train to Gain contract for the provision of security related programmes in the workplace was progressing well with funding of £278k generated and achievement of contract targets anticipated.
- 3.5.5 There was a significant shortfall in both numbers and funding for work based learning provision, which had resulted in the LSC re-profiling the College's contract with a reduction in funding of £97k.

It was reported that whilst in previous years the College had exceeded its adult target and not been funded, the changes to funding with its emphasis on employer related had also made it harder to obtain the funds

After discussion it was **RESOLVED** to:

- 3.5.6 **NOTE** the report.

3.6 Directorate of Learner Services: Update Report

The Directorate of Learner Services update report was received.

Members were advised that the objectives of the Learner Services Directorate were to:

- 3.6.1 Support learners on their journey through College by providing a range of high quality services to secure their active engagement in learning and wider activity in the college community
- 3.6.2 Support teaching staff through the provision of effective support systems that relate to the learner journey from pre-entry advice and guidance to final assessment and progression.

The highlights of the services provided were reported including:

- 3.6.3 That teams within Learner Services had during the past year been asked to work towards having a set of service standards and impact measures (in relation to student success) against which the performance of the Directorate overall, and sections within it could be measured. It was noted that to support this, the measures being used would be shared with managers in West Thames College as part of the peer review of the self assessment process.
- 3.6.4 Learners participating in work experience.
- 3.6.5 The College's welfare and support programmes

There was a discussion of:

- 3.6.6 The peer review process involving south Thames College
- 3.6.7 The quality and standards and activities being undertaken in respect of service improvement

- 3.6.8 The courses on which learner were able to participate in work experience, which members considered to be low. It was noted that it was planned to increase the number of courses offering work experience.
- 3.6.9 The range of support and services provided by the Directorate, including child protection was considered. It was noted that there would be a report to the Committee on child protection in the autumn term.

After consideration it was **RESOLVED** to:

3.6.10 **NOTE** the report.

4. COMMITTEE BUSINESS

4.1 Report on Proposed Amendments to the Committee's Terms of Reference

A report was received on proposed amendments to the Committee Terms of Reference.

Members were reminded that the Terms of Reference set out the remit and procedures to be followed by the Committee and that to ensure that the Terms of Reference remained in line with good practice it was necessary to periodically review them.

It was reported that the Term of Reference were last reviewed in response to the publication of the amended Instrument & Articles of Government on 1 January 2008, following which amendments were proposed to ensure that the Corporation remained compliant with the Statutory Instrument.

It was noted that no further amendments are currently proposed with the exception of the inclusion of a reference to the appointment of a Chair *and Vice Chair* of the Committee.

After consideration it was **RESOLVED** to:

4.1.1 **NOTE** the report and to **RECOMMEND** to the Corporation the approval of the Committee's Terms of Reference as amended.

5. ANY OTHER BUSINESS & MEETING EVALUATION

5.1 Any Other Business

There was none.

5.2 Date of Next Meeting

Wednesday 25 November 2009

5.3 Meeting Evaluation

Members completed the meeting evaluation forms and the meeting closed.