

**HARROW COLLEGE FURTHER EDUCATION CORPORATION
MINUTES OF THE MEETING OF THE
CURRICULUM, QUALITY & STANDARDS COMMITTEE
WEDNESDAY 24 FEBRUARY 2010**

1. PRELIMINARY PROCEDURAL MATTERS

1.1 Attendance, Apologies for Absence, Welcome & Introductions

Membership: Rosy Crehan (Chair)
Nick Davies
Fidelis Griffith
Ketan Sheth

In Attendance: Afshan Baksh (Up to item 3.4)
Pat Carvalho
Jayne Chaplin (Clerk)
Stevie Dee (Up to item 3.4)
Chris Faux (Items 1, 2, 3.1 & 3.4 only)
Beverley Hoare (Up to item 3.4)
Bob Vesey

Apologies: Alf Filer
Antonio Weiss

1.2 Declarations of Interest, Confidential Items & Agenda Order

There were none.

It was **RESOLVED** to take items 3.1, 3.4, 3.2 and 3.3 as the first items of business.

1.3 Minutes of Previous Meeting

The Minutes of the Meeting held on 4 December 2009 were confirmed as a correct record, and were signed by the Chair.

1.4 Matters Arising

There were none.

2. COMMITTEE DEVELOPMENT SESSION

A presentation was received from the Teaching and Learning Improvement Manager updating members on teaching and learning improvement initiatives. Members were advised of:

- 2.1 The support provided
- 2.2 The focus of the continuing professional development (CPD)
- 2.3 The delivery of the CPD, including training and learning activities and coaching sessions, and it was noted that to supplement the activities participants were encouraged to apply for a mentor via the LSIS HQM Programme
- 2.4 The introduction of supported experiments and the further areas for development

There was a discussion of the presentation and in particular the activities involved in the supported experiments, the benefits obtained through their use; and the Chair thanked the Teaching and Learning Improvement Manager for an interesting and informative presentation.

3. QUALITY IMPROVEMENT & DEVELOPMENT

3.1 Quality Improvement Report

A report was received updating members on the implementation of the College's quality improvement initiatives, the highlights of which included:

- 3.1.1 That the College had entered into a QAA IQER Developmental Engagement in November 2009, the final report for which had been recently received. It was reported that the summary findings had been very positive with many areas of good practice identified, particularly in respect to Business Management and Teacher Training, and with a comparatively small number of recommendations for improvement.
- 3.1.2 The College's successful Matrix Standard re-accreditation for Information Advice and Guidance, not only for core advice and guidance (Admissions, careers etc.) but also to "embedded standard", covering the entire College, and in particular the advice and guidance given by tutors, which it was noted currently had been achieved by very few colleges in country.
- 3.1.3 That it was considered that it was less likely that the Training Quality Standard (TQS) would be achieved. However, it was noted that it was the College's first attempt following its written submission and that it was acknowledged that further work could be necessary to achieve success. Members were advised that the standard was likely to become mandatory for colleges who wished to be funded for employer-responsive work, and that it was therefore critical for the College to achieve it.

There was a discussion of the report and its contents, particularly in the context of the overall College development framework and it was agreed that future reports could include an update on the relevant objectives set out in the College Development Plan.

After consideration, it was **RESOLVED** to:

- 3.1.4 **NOTE** the report.

3.4 Project Monitoring Report

The Project Monitoring Report was received updating members on the monitoring of the quality of the College's franchise provision.

Members were advised that the report covered the period May 2009 to February 2010.

There was a summary of the proactive quality monitoring undertaken by the College across all its franchise partners, which it was noted encompassed a range of activities, including liaison visits to assess the quality of teaching and learning and the accuracy of reported data through on site spot checks.

It was noted that with regard to activity, the only contract with a franchise partner that had been the cause of some concern in respect of the quality of teaching and learning had now been discontinued.

After discussion, it was **RESOLVED** to:

3.4.1 **NOTE** the report

Mr C Faux left the meeting at this point.

3.2 Annual Marketing Report

The Annual Marketing Report was received.

The marketing activities for the period January and December 2009 were summarised and noted.

There was a discussion of the overall impact of the marketing activities. It was agreed that it would be helpful for future reports to contain some statistical information to demonstrate the impact of such activities, such as the conversion rate from enquiries to actual enrolment.

The Marketing Manager was thanked for an interesting and informative report and after consideration it was **RESOLVED** to:

3.2.1 **NOTE** the report.

3.3 Annual Staff Development Report

The Annual Staff Development Report was received.

Members were advised that the report concerned the staff development activities during the period 1 August 2008 to 31 July 2009, including all in-house training that staff received during this period and external courses and conferences attended.

The activities for the year were summarised and noted.

There was a discussion of the development activities and the overall impact of those undertaken and the degree to which comparisons with prior year activity could be made. It was noted that recent changes in the administration of the data made it difficult to currently produce such information, but that it would be possible to include such data in the next annual report.

The Professional Development Manager was thanked for an interesting and informative report and after consideration it was **RESOLVED** to:

3.3.1 **NOTE** the report.

Ms B Hoare, Ms S Dee & Ms A Baksh left the meeting at this point.

4. CURRICULUM MATTERS

4.1 Curriculum Strategy: Update Report

The Curriculum Strategy Update Report was received, which it was noted was an update following the discussions that had taken place at the Corporations' recent away-day.

The update was summarised and it was noted:

4.1.1 That the ESOL priorities would become the responsibility of the Local Authority from 2011/12. Members were advised that the College would be making changes in its ESOL provision accordingly, along with a move to functional skills away from adult literacy, which members were advised was to be withdrawn in 2011.

4.1.2 That it was proposed to introduce BTEC level 3 – Pharmacy Services from 2010/11.

4.1.3 That the progress in the College's international partnerships would generate additional funding in a way that has not been the case previously, subject to the current issue about visas being resolved.

There was a discussion of the update and in particular the proposal to introduce Pharmacy Services and the current issues about visas affecting progress in the College's international partnerships.

After consideration, it was **RESOLVED** to:

4.1.4 **NOTE** the update.

4.2 Business Base: Update Report

.A report was received updating members on the review of the Business Base activities.

Members were advised that the review was continuing and that it was possible that the results would be far-reaching in the light of the funding cuts. It was reported that as the College had not yet received confirmation of its final allocation, realistic plans could not yet be finalised, but that a report would be provided to the Committee once the review was complete.

After discussion it was **RESOLVED** to:

4.2.1 **NOTE** the report.

5. ANY OTHER BUSINESS & MEETING EVALUATION

5.1 Any Other Business

There was none.

5.2 Date of Next Meeting

Wednesday 9 June 2010

5.3 Meeting Evaluation

Members completed the meeting evaluation forms and the meeting closed.