

**HARROW COLLEGE FURTHER EDUCATION CORPORATION
MINUTES OF THE MEETING OF THE
CURRICULUM, QUALITY & STANDARDS COMMITTEE
FRIDAY 4 DECEMBER 2009**

1. COMMITTEE DEVELOPMENT SESSION

A presentation was received from the Head of School for the School of Sciences outlining to members:

- 1.1 The work and the aims of the School
- 1.2 The programmes of Study
- 1.3 The key strengths and areas for improvement
- 1.4 The range of teaching and learning activities and learner involvement initiatives; and
- 1.5 The student visits and activities in place.

There was a discussion of the teaching and learning activities and learner involvement and the Chair thanked the Head of School for an interesting and informative presentation.

2. PRELIMINARY PROCEDURAL MATTERS

2.1 Attendance, Apologies for Absence, Welcome & Introductions

Membership: Rosy Crehan (Chair)
Alf Filer
Antonio Weiss

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

Apologies: Nick Davies
Fidelis Griffith
Shahenaz Pradhan (Item 1 only)
Ketan Sheth

The Chair welcomed new members to their first meeting.

2.2 Declarations of interest & confidential items

There were none.

2.3 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.

2.4 Matters Arising

There were none.

3. OFSTED INSPECTION OCTOBER 2009

3.1 Inspection Feedback & Post Inspection Action Plan

A verbal report was received advising members of the outcome of the recent Ofsted Inspection.

It was reported that overall the outcome of the inspection had been pleasing with a fair and reasonable approach undertaken by the inspectors; and with the areas where recommendations had been made reflecting those already identified by the College.

It was noted that the draft report had just been received and there was a discussion of:

3.1.1 The revised Common Inspection Framework which it was noted was much tougher than the previous framework.

3.1.2 The areas identified for improvement, which members were advised had been incorporated into the College Development Plan.

After discussion it was **RESOLVED** to:

3.1.3 **NOTE** the report.

4. SELF-ASSESSMENT & PERFORMANCE

4.1 Draft Self Assessment Report 2008/09 (inc. Corporation SAR)

The draft Self Assessment Report 2008/09 (inc. Corporation SAR) was received.

The College Self Assessment Report 2008/09

The College's draft Self Assessment Report (SAR) was received.

The report was summarised and it was noted that:

4.1.1 The College was required to assess its performance annually and to provide a report of the assessment for the LSC and Ofsted, as well as for internal use.

4.1.2 The report was in first draft and that the final report would be produced for the Corporation's December meeting.

4.1.3 The grade profile echoed the judgements of the Inspectors; and subject specific grades had been included.

4.1.4 The SAR set the agenda for the College quality and improvement priorities for 2009/10. It was noted that action plans for each area had already been

drawn up, progress against which the Committee would monitor at forthcoming meetings.

There was a discussion of the grade profiles and it was **RESOLVED** to **RECOMMEND** to the Corporation:

4.1.5 The **APPROVAL** of the College SAR for 2008/09.

The Corporation Self Assessment Report (SAR) 2008/09

A report was received advising members on the process and outcome of governance self assessment for 2008/09, the conclusions of which it was noted contributed to the leadership and management element of the College's Self Assessment Report.

The key strengths and areas identified for improvement were summarised; along with an action plan for 2009/10 and it was noted that the grading assessment was Grade 2, reflecting the College's overall grade for leadership and management.

There was a discussion of the areas identified for improvement, some of which had been carried forward from the 2007/08 improvement plan and others were intended to further consolidate actions undertaken in the previous year. It was noted in particular that activities were planned intended to:

- Ensure that arrangements for safeguarding learners and equality and diversity fully meet latest requirements.
- Review further meeting attendance and the College's future approach to governance.

After consideration it was **RESOLVED** to **RECOMMEND** to the Corporation:

- The **APPROVAL** of the Corporation SAR 2008/09.

5. CURRICULUM MATTERS

5.1 Quality Improvement Strategy Report

A report advising on the implementation of the Quality Improvement Strategy was received.

Members were advised that progress had been generally good as acknowledged in the recent Ofsted inspection, reflected in the awarding of a grade 2 in the areas of Capacity to Improve and Leadership and Management.

Members were advised that in respect of implementation:

5.1.1 Sharing effective practice continued in 2008/09 and work with other colleges in the West London Peer Review Group was extended.

- 5.1.2 Developing effective partnerships had been highly productive with good partnership working with local schools extending the range of courses available through the Harrow Collegiate; and courses offered by the college's Business Base tailored to meet the specific training needs of local employers.
- 5.1.3 The Quality Cycle – the Quality Improvement Framework and the Learner Support Cycle, the learner journey concept had been further developed during 2008/09. It was reported that the emergent good practice with regard to listening to and acting on the learner voice as being consolidated into a standard expectation across the College for 2009/10; with further activity now included in the revised Strategy.
- 5.1.4 Complaints continue to be monitored under the complaints procedure. It was noted that there were no significant variations in the number or type of complaints in 2008/09 and that the overall number was low.
- 5.1.5 There had been a significant improvement in the consistency of approach to quality assurance and improvement in 2008/09.

There was a discussion of the various initiatives that had been introduced and in particular:

- 5.1.6 The teaching and learning observation scheme, which was now more rigorous.
- 5.1.7 The revised processes for annual course reviews with all course reviews being led by a member of the executive team and outcomes used to identify improvements, inform self-assessment and set appropriately challenging targets. It was noted that staff had a clear understanding of the targets set for improvement and how these applied to their area of responsibility. The rate of change and the effect on staff was considered and whilst the sensitivity required in maintaining quality improvement was acknowledged, it was noted that it was necessary to continue the momentum.

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

- 5.1.8 **NOTE** the report; and
- 5.1.9 **APPROVE** the amendments to the Quality Improvement Strategy as outlined.

5.2 Position Paper for Business Base

A report was received outlining a review of the activities and Business Base to inform future arrangements.

It was noted that recent government papers had stated the need to develop advanced vocational skills, apprenticeships and 'associate professional' roles but that it had been also stated that such growth would come from a reduction in both employer and learner responsive funding from 2010/11. Members were advised that In the light of these papers it would be important to re-evaluate the Business Base activities and ensure the College was fit for purpose – and best able to respond to the skills

challenge and other initiatives around unemployment and the closer link between employment and skills.

After discussion it was **RESOLVED** to:

5.2.1 **NOTE** the report.

5.3 Draft HE Strategy

The draft HE Strategy was received.

Members were advised that the Strategy was a HEFCE requirement and it outlined:

5.3.1 The College's aims for next three years.

5.3.2 Possible curriculum developments

5.3.3 Areas where improvements could be made.

It was noted that the Strategy met the College's strategic objectives to develop full cost HE as well as Foundation Degrees and the diversification of funding streams.

After discussion it was **RESOLVED** to **RECOMMEND** to the Corporation:

5.3.1 The **APPROVAL** of the College HE Strategy as outlined.

6. COMMITTEE BUSINESS

6.1 Committee Annual Report

The Annual Report for the Curriculum & Quality Committee was received outlining the work of the Committee during the period 1 August 2008 to 31 July 2009.

The contents of the report were discussed and the Committee's attendance rate for the year was noted. After discussion it was **RESOLVED** to:

5.1.1 **NOTE** the report.

5.1.2 **RECOMMEND** to the Corporation the approval of the Committee's Annual Report for 2008/09.

7. ANY OTHER BUSINESS & MEETING EVALUATION

7.1 Any Other Business

There was none.

7.2 Date of Next Meeting

Wednesday 10 February 2010

7.3 Meeting Evaluation

Members completed the meeting evaluation forms and the meeting closed.