

FAREHAM COLLEGE

**MEETING OF THE  
STUDENTS, CURRICULUM AND QUALITY COMMITTEE**

10<sup>th</sup> November 2010

**MINUTES**

Present: Mr N Duncan  
Mr D Hart  
Mrs L Munro  
Mrs N Nageon de Lestang

In attendance: Dr C Richards – (VP Students & Teaching)  
Mrs J Collumbell – (Clerk)

**25/10 Declaration of interests**

Members were reminded of the need to declare any personal or financial interest in any items of business to be considered during the meeting.

**26/10 Apologies for absence and welcome to new members**

Apologies for absence were noted and accepted from Mr Groves, Mr Goodhead and Mr Cole. The Chair welcomed Mr Duncan to the meeting in his new role as Acting Principal and Governor.

**27/10 Minutes of the meeting held on the 12<sup>th</sup> May 2010**

The minutes of the meeting held on the 12<sup>th</sup> May 2010 were agreed as a true and accurate record and were signed by the Chairman. There were no matters arising from them which were not covered elsewhere on the agenda.

**28/10 Minutes of the Academic Standards Committee**

Members of the Committee received the draft minutes of the Academic Standards Committee which had taken place on the 11<sup>th</sup> October 2010. Members were aware that the Chair had previously attended these committee meetings as the Corporation representative. The Chair advised members that he would be taking on the chairmanship of this committee from the next meeting which was scheduled for the 17<sup>th</sup> January 2011.

The Chair confirmed that the topics which had been discussed at the Academic Standards Committee meeting were due to be reported during the meeting.

**Members of the Committee reviewed and noted the contents of the draft Academic Standards Committee minutes from the 11<sup>th</sup> October 2010 meeting.**

**29/10 Autumn Term Report – Curriculum and Quality (including review of Strategic Objectives 2010/2011)**

Members of the Committee received the autumn term report for Students, Curriculum and Quality which provided an overview of the developments which had taken place since the last report. In addition, the report outlined the work and performance of Curriculum and Quality to-date and provided members of the Committee with an insight into the most significant developments and challenges ahead.

Mr Duncan spoke to the paper and advised members that the achievement tables in the paper represented the latest data available related to the 2009/2010 academic year. He drew Governors' attention to the following:

## 1. Overall College Performance in 2009/2010

- **Retention** – 86% against a target of 89%. Mr Duncan reported an improvement of **7%** compared to the previous year;
- **Achievement rate** – 90% against a target of 87%. Mr Duncan reported an improvement of **4%** compared to last year
- **Success rate** – 77% against a target of 78% and against a national target of 79%. Members of the Committee were pleased to note that the success rate had improved by 11% compared to last year despite not having reached target. Mr Duncan explained that there were still approximately 56 outstanding achievements and the College would need them all to secure the 78% target. As a result a 77% success rate had been forecast;
- **High Grade Profile** – Mr Duncan highlighted the fact that the high grade profile had declined over the trend analysis from 12% to 8% which was a concern. He explained that further development would be required at level 3 to reverse this trend;
- **Departmental Success Rate Analysis** – Members reviewed the 2009/2010 departmental success rate analysis which clearly indicated a 'spiky' profile in terms of performance. Mr Duncan explained that, where the Department's profile was predominantly long qualifications (24 weeks+), the performance tended to be lower than where there was a mixture of course durations. Members noted that the highest performing department was Hospitality and Catering which had been graded outstanding with a success rate of 90%, achievement of 96% and retention of 94%. Members noted that the weaker performing areas were the Sixth Form Centre (with AS levels being the contributory factor) and Engineering (which was a combination of retention and achievement);
- **Success by Duration** – Members reviewed the data illustrated on the 'success by duration' chart on page 2 of the paper. Mr Duncan highlighted the fact that, in 2009/2010, 74% of the College's enrolments were on long qualifications and, with a 73% success rate 4% below benchmark, this was largely attributable to a combination of both poor retention and achievement. He also explained that OFSTED were now keen to focus on the number of high grades achieved and he reported that, of the 74% long course enrolments, 11% of students had achieved a high grade. Members noted that four departments had success rates which were significantly below benchmark:
  - Sixth Form Centre (largely attributable to AS);
  - Engineering,
  - Health Care and Early Years,
  - Visual and Performing Arts.Mr Duncan explained that two of these departments had had interim management since their permanent Heads of Department left during the academic year and the other two had had new Heads appointed relatively recently.
- **Headline Analysis** – Members reviewed and noted the headline analysis outlined on page 3 of the report. In addition, members reviewed and noted the main strengths and key areas for improvement;
- **2010/2011 Recruitment** – members noted a total number of enrolments of 2057 against an allocation of 2050 and against a Strategic target of 2100. Mr Duncan advised that the College was shortly to commence a campaign in Gosport to target a further 50 full-time 16-18 year old learners;
- **Attendance Rate** – Members noted that the learner attendance rate across the College in 2010/2011 was currently at a rate of 89% (strategic whole year target of 89%) with only one department currently not meeting this target;
- **2010/2011 Curriculum Update** – Members noted the following curriculum updates for the 2010/2011 year:
  - **Gosport College** had now been established in two units at Fareham Reach and a new training salon in Gosport High Street with in excess of 120 students having been recruited and all working towards Entry, Level 1 and Level 2 qualifications. Governors

queried whether the success rates for Gosport College would be assessed separately. Mr Duncan advised that they would have to be reported separately to Hampshire County Council but that they were part of the Fareham College statistic. Members queried whether this could affect the College's overall success rate. Mr Duncan explained that he did not envisage a problem;

- **A revised curriculum management structure** has been implemented to support the changing profile of the curriculum in 2010/2011 and onwards. Mr Duncan confirmed that the new structure recognised the greater emphasis that Heads of Department would be expected to place on efficient resourcing structures and teaching and learning;

- **Demise of Train to Gain** – Mr Duncan advised the Committee that, with the demise of Train to Gain, the College employer responsive curriculum would be focussed on developing a significant portfolio of apprenticeships for both 16-18 and adults;

- **2010/2011 Retention Rate** – Members noted the retention on in-year full-time courses was currently 98.23%;
- **2010/2011 Calendar** – Members received and noted the initial version of the College Calendar for 2011/2012.

## 2. Review of the Strategic Objectives for 2010/2011

Members of the Committee reviewed the progress to date on the 2010/2011 Strategic Objectives for Curriculum and Quality. Members were pleased to note that good progress was being made and all objectives were either on target to be achieved by the end of the academic year or had already exceeded target.

## 3. QAA of Higher Education Provision

Members of the SC&Q Committee had received a copy of the full Self Evaluation Document as part of the Quality Assurance process. Mr Duncan informed members of the Committee that the Quality Assurance Agency would be undertaking a Summative Review of the College's HE provision during December 2010. He reminded members that the College had already had a successful Developmental Engagement which had identified a number of actions which the College needed to undertake. Members were referred to the full Self Evaluation Document attached as agenda item 5(ii) for consideration and review.

During the detailed discussion, the following points were raised:

- Members were reminded that the higher education courses currently being offered were in engineering and early childhood studies;
- Mr Duncan confirmed that the total contract for the HE provision was 25FTE students. Members acknowledged that, although this only represented a very small percentage of the College's overall provision, quality and the needs of the learner should continue to be of paramount importance. Governors explored the potential opportunities for expanding the HE provision and Mr Duncan explained that, despite the demand being there, it was not possible at this stage although the contract value had increased from £165k in 2009/2010 to £204k in 2010/2011;
- Members were aware that the quality of teaching and learning was a key focus of the Academic Standards Committee and that this included HE provision;
- Mr Duncan outlined the creation of the HE Forum which had been established to fully engage the 'learner voice' of the College's HE students. He explained that the part-time nature of the HE students had, to date, made it difficult to have direct access to the views of this section of the student cohort. Governors were pleased to note that this facility had been made available and reiterated the view of Mr Duncan that students' views played an important part in the overall internal review process. Governors acknowledged how valuable the student perspective could be and praised the efforts and pro-active approach which had been adopted by last year's Student President and Vice-President and the enhancements to the campus they had secured which had improved the student experience at Fareham College for the entire cohort.

At the end of the detailed discussion, Mr Duncan gave a brief explanation of the arrangements for the desk based review which was scheduled to take place the week commencing the 6<sup>th</sup> December 2010.

**Members of the Committee reviewed in detail the Summative Review Self Evaluation Document and noted the excellent work being progressed in this area.**

### **30/10 Annual Review of College's Curriculum Strategy – November 2010**

Members of the Committee had received the 2010-2013 Curriculum Strategy. Mr Duncan spoke to the paper and advised the committee that the design and delivery of the curriculum was the core business of the College and central to its success. He drew Governors' direct attention to the purpose of the curriculum offer which was to:

- meet the needs of the Fareham and Gosport communities at both individual and institutional level;
- meet the requirements of HCC, the YPLA, the SFA, the Department for BIS and Department for Education to raise standards and improve skill levels notably in key priority areas;
- meet realistic demands for the provision of programmes of learning delivered as efficiently and effectively as possible;
- meet the highest expectations of the College students.

Mr Duncan continued by outlining other key changes which had informed the strategy as follows:

- The Gosport College;
- The Sixth Form Centre;
- HE provision;
- Employer responsive;
- The Quality Curriculum Framework (QCF) – Governors had received training on this new curriculum model in February 2010. Mr Duncan referred members to page 37 of the document which outlined the QCF full-time curriculum modelling;
- The launch of the National Enterprise Academy supported by the Peter Jones Foundation. Members were advised that the new role of Business Enterprise Manager had been established within the College to manage this project.

Members were also provided with a copy of the College Performance Report which had been provided in the format which would be received by OFSTED.

**Members of the Committee reviewed the content of the Curriculum Strategy in detail and noted the changes which had informed its development. Members agreed to recommend it for formal approval by the full Corporation at its meeting on the 8<sup>th</sup> December 2010.**

### **Reports from the Vice-Principal Students and Teaching:**

#### **31/10 Review of Progress against annual Strategic Objectives 2010/2011**

Members of the Committee received a paper from the VP Students and Teaching which provided a review of the progress achieved to date on the 2010/2011 Strategic Objectives for Students and Teaching. Members reviewed the contents of the paper and were pleased to note that, overall, good progress was being made towards all the strategic objectives and all objectives were either on target to be achieved by the end of the academic year or had already been completed.

**Members of the Committee reviewed and noted the contents of the paper.**

### **32/10 Communications Update – November 2010**

Members of the Committee received a paper which provided an update on the significant changes which had taken place within the Communications team and the departmental strategy and processes. The VP Students and Teaching spoke to the paper and drew members' attention to the key points. In particular, members acknowledged the excellent appointment of Communications Manager which had been secured and all members agreed that Sam Pordage had done an excellent job since her appointment to the College in September 2010.

**Members of the Committee reviewed and noted the contents of the paper and the current position within the Communications Department.**

### **33/10 Student Services Update – November 2010**

Members of the Committee received a paper which provided an update on the significant changes which had taken place within the Student Services Department. These included:

- the recruitment of a new Health and Wellbeing Co-ordinator;
- two apprentices being recruited to work in the LRC;
- change in the Student Services Team structure to change workloads;
- a change in role to have an Assistant Student Services Manager;
- a change in the role of the Student Services Manager;
- a new Admissions and Progression Team;
- an increase in the careers service offered to 19+ students;
- a change in the full-time use of a Connexions Careers Adviser for 16-18;
- the collection of medical information;
- the improved collection of progression and destination information.

The VP Students and Teaching advised the Committee that data was now being used to make recommendations for ways to further improve the service and she referred members to the first report produced by the Student Services Manager which was attached for information. Members noted that the report provided data in relation to the level of engagement learners had had with aspects of the Student Services support provision which included:

- Pastoral support;
- Welfare support;
- Admissions and progression;
- Learning Resources Centre;
- Careers and Higher Education;
- Student Liaison and Ambassador Activities;
- Sexual Health Support Services;
- Enrichment Activities.

Members reviewed and noted the contents of the paper and noted the current position within the Student Services department.

### **34/10 Outcomes of Student Liaison Committee and Student Conferences 2009/2010**

Members of the Committee received a paper which provided an update on the work of the Student Liaison committee during the 2009/2010 year and the outcomes of the Student Conference 2010/2011. The VP Students and Teaching spoke to the paper and drew members' attention to the following:

- (I) **Student Liaison Committee** – Members noted that the Committee had met every half-term during the 2009/2010 year and had been well attended. Members reviewed and noted the key achievements which had been secured during the year and the areas for

development which had been highlighted by students as priorities for 2010/2011;

- (ii) **Student Conference 2010/2011** – Members noted that the Student Conference had gone well and the Student Executive was currently being established. Members were advised of the key priorities which had been identified at the conference and noted that all students who had attended had received training on Child Protection, AimHigher Ambassador and Roles and Responsibilities. In addition, the VP Students and Teaching advised that elections for departmental representatives had now taken place and the first Student Liaison Committee of the 2010/2011 year was scheduled to take place on the 24<sup>th</sup> November 2010.

**Members of the Committee reviewed and noted the contents of the paper.**

### **35/10 Annual Report on Equality and Diversity – November 2010**

Members of the Committee received the Annual Report on Equality and Diversity 2010. The VP Students and Teaching spoke to the paper and advised members that, over the past year, there had been significant developments within the College in terms of Equality and Diversity. She continued by saying that these developments had been seen in the College's Strategic planning, the Equality and Diversity Committee business, staff training, representation, student conference, tutorials, the Student Induction Survey and Health Support. In addition, she drew to members' attention the change in legislation with the introduction of the new Equality Act (2010) and she assured Governors that the College was ensuring that all new requirements were being met, including the re-introduction and update of the Single Equality Document.

**Members of the Committee reviewed and noted the contents of the Annual Report on Equality and Diversity 2010 and noted that it would be presented to the full Corporation at its meeting on the 8<sup>th</sup> December 2010.**

### **36/10 Annual Report on Safeguarding 2010**

Members of the Committee received the Annual Report on Safeguarding 2010. The VP Students and Teaching (VP S&T) spoke to the paper and drew members attention to the following key points:

- **HSCB** – Members noted that the College had established good links with the Hampshire Safeguarding Children's Board (HSCB) and the Communications and Awareness Raising Group (CARG);
- **Safeguarding Consortium Group** – Members were reminded that the VP Students and Teaching was currently the Chair of the Fareham and Gosport Consortium Safeguarding Group which had been established during 2009/2010 to bring together all member organisations to discuss safeguarding issues;
- **Staff Training** – Governors noted that all staff had received further training on Safeguarding as part of staff development and that 99% of staff had signed the Guidelines for Safer Working Practices document to show that they understood their responsibility for safeguarding. Members questioned when the outstanding 1% of staff would be required to sign the Guidelines and the VP S&T confirmed that the remaining staff were due to sign during November. She went on to say that all staff (including volunteers) working with the College's students were asked to sign the guidelines and were required to have a CRB check and receive Child Protection training;
- **Child Protection Training for Students** – Members were reminded that students who had attended the student conference in October 2010 had received child

protection training which had been well received;

- **Gosport College** – Members were advised that the Assistant Student Services Manager, Eve Burdfield, had been allocated to work with students at Gosport College two days per week to support and work with vulnerable students, support the tutorial process and highlight any issues regarding safeguarding. The VP S&T highlighted the fact that this addition to the service provided tailored safeguarding advice and support for students and tutors working in the Fareham Reach Skills Centre and the Gosport College Salon located in the High Street;
- **CRB Checks for Governors** – Members were aware that the College was committed to Safeguarding and the pursuit of Grade 1 'outstanding' across the College. As a result, the VP S&T asked members of the Committee to consider a change in policy and agree that all Governors be requested to complete a CRB check in future which was entirely appropriate and expected for a Grade 1 institution. Members of the Committee wholeheartedly agreed that the change in policy was entirely appropriate and fully endorsed this approach.

**Members of the Committee reviewed and noted the contents of the Annual Report on Safeguarding and the significant developments in this area as outlined in the report.**

### **37/10 Learner Involvement Strategy Update – November 2010**

Members of the Committee received a paper which provided an update to the Learner Involvement Strategy. The VP Students and Teaching (VP S&T) reminded members that the purpose of the Strategy was to ensure that the learner voice was heard at a strategic level and was taken into account at every level in the organisation. Members reviewed the amendments for 2010/2011 which had been presented as follows:

- The Strategy now included a Student Executive Group that met monthly as agreed by the SMT (Senior Management Team) and which would require elections for specific posts;
- The Strategy had been updated with a new action plan for 2010/2011;
- The Student Conferences would continue to meet 3 times per year;
- That months are clearly targeted for the Student Surveys which also include HE

**Members of the Committee reviewed and endorsed the proposed amendments to the Learner Involvement Strategy.**

### **38/10 Teaching and Learning Strategy Update – November 2010**

Members of the Committee received a paper which provided an update to the Teaching and Learning Strategy. The VP Students and Teaching spoke to the paper and advised Governors that the Strategy was currently being reviewed and feedback sought from various internal College committees and Groups before being approved by the Management Team. She went on to say that the full Strategy document was 35 pages in length but, at this stage, Governors were only being provided with the first 15 pages until the full review process had been completed.

Governors reviewed the current headline areas for consideration and suggested that 'mentoring' be added to the list of 'Key areas of strength'.

Members noted that the final version would be presented at the Spring Term meeting 2011.

**Members of the Committee reviewed and noted the contents of the paper and the actions in train to progress the development of the Teaching and Learning Strategy 2010/2011 – 2012/2013. In addition, members noted that the final version would be presented at the next meeting of the Committee in the Spring Term 2011.**

### **39/10 Analysis of Complaints 2009/2010**

Members of the Committee received a paper which provided analysis of the complaints which had been received during the 2009/2010 year. The VP Students and Teaching spoke to the paper and confirmed that 60 official complaints had been received by the Principal's Office with the largest number being related to Teaching and Learning. Members reviewed the analysis which had been provided by course and noted that the largest number of complaints had been received for Health and Social Care. The VP S&T explained that, in 2009/2010, two members of staff had resigned within this area and that the courses had now been transferred to the Sixth Form Centre which appeared to have had a positive impact.

**Members of the Committee reviewed and noted the analysis of complaints for 2009/2010.**

### **40/10 Student Withdrawals Analysis 2009/2010**

Members of the Committee received a paper which provided the Withdrawal Analysis for 2009/2010. The VP Students and Teaching drew members' attention to Appendix 1 which outlined the reasons for student withdrawal from their courses by department. She continued by saying that the highest number of reasons that students had given were 'unknown to the College' which was unsatisfactory and required further development. She outlined the actions in train to address this issue and better capture the data for analysis in the future.

**Members of the Committee reviewed and noted the contents of the paper.**

### **41/10 Termly Report on Risk Management – November 2010**

Members of the Committee received a paper on Risk Management which outlined the risks which were the responsibility of the Committee to monitor and review. Members reviewed the 10 'net' risks and noted that, of those risks, only one had been deemed 'high' level. Members considered the one 'high' risk which related to the College's failure to secure business volume and value targets. Members noted that, although the September 2010 enrolment numbers for 16-18 year olds had met College Strategic targets, uncertainties surrounding the Government spending review and other funding streams like TTG, JCP and Apprenticeships, the risk had been retained at 'high'.

Governors reviewed the remaining risks and suggested that the abolishment of the EMA be included in the risk register due to the potential loss of students this presented to the College.

**Members of the Committee reviewed the contents of the paper and noted the current position.**

### **42/10 Date of next meeting**

Members noted that, in accordance with the Corporation Calendar approved by the Board on the 23<sup>rd</sup> June 2010, the date of the next scheduled meeting was **Wednesday 2<sup>nd</sup> March 2011 at 5.30pm.**

**Post minute note:** The date of the next meeting was subsequently changed to Monday 14<sup>th</sup> March 2011