FAREHAM COLLEGE

# MEETING OF THE

# TEACHING, STUDENTS, CURRICULUM AND QUALITY COMMITTEE

8th March 2017

# M I N U T E S

Present: Mr K Briscoe

Miss E Champion

Mr S Christian

Mr N Duncan

Mr L Fitzjohn

 Mr D Hart (Chair)

 Mr P Marchbank

 Mr A Ramsay

 Miss H Smith

In attendance: Mrs L Davis – (Head of Quality & Compliance)

Mrs J Eayrs – (Clerk to the Corporation)

 Mr A Kaye – (Deputy Principal)

 Mrs A Michael – (Head of EDI & International)

 Ms L Palmer – (Director Curriculum - BRC)

 Mrs G Sommers – (Director S&R)

**01/17 Curriculum Presentation**

 Members of the Committee received a presentation on International Students from Ashley Michael, Head of EDI and International. The slides used during the presentation are an **Appendix** to these minutes.

**02/17 Declaration of Interests**

 Members of the Committee were reminded of the need to declare any personal or financial interest in any items of business to be considered during the meeting. There were no interests declared.

**03/17 Apologies for absence and welcome to new members**

 Apologies for absence were received and accepted from Mr Kew, Mr Riches and Mrs Tilt. The Chair welcomed Mr Fitzjohn and Miss Smith, Student Vice-Presidents BRC and CEMAST, Mr Paul Marchbank and Mrs Davis (Head of Quality and Compliance) to their first meeting of the Committee and introductions around the table were completed.

In addition, for the benefit of new members, the Chair outlined the committee structure and reporting lines from the Academic Standards Committee through to the full Corporation including the role of the Wellbeing Committee.

**04/17 Minutes of the meeting held on the 23rd November 2016**

 The minutes of the meeting held on the 23rd November 2016 were agreed as a true and accurate record and were signed by the Chair. There were no matters arising from them which were not covered elsewhere on the agenda.

**05/17 Correspondence**

(i) **Letter dated 8th February 2017 from HEFCE:** Annual Provider Review preliminary assessment– Members noted that HEFCE had confirmed that the APR Group had identified “no concerns on quality and standards matters” in its preliminary assessment of the College. As a result, this classification would be notified to HEFCE’s Quality Committee.

**06/17 Draft minutes of the Academic Standards Committee**

 Members of the Committee received and noted the draft minutes from the Academic Standards Committee meeting which had taken place on the 18th January 2017. The Chair advised members that a presentation had been received from Paul Stannard on Mathematics and Science and the information provided had been very useful.

**07/17 Minutes of HE Board of Studies**

 Members of the Committee noted the draft minutes of the HE Board of Studies meeting held on the 23rd January 2017 and the discussions which had taken place.

**08/17 Risk Management – March 2017**

 Members of the Committee received a paper on Risk Management which outlined the top risks which were the responsibility of the Committee to monitor and review. The Principal, spoke to the paper and drew members’ attention to the three ‘red’ risks which related to:

* **The Solent Leadership Academy project** underperforming which leads to loss of income and reputation – Members noted that the recruitment was at 57 against an LEP target of 200 by the end of December 2017. Spend against profile was behind schedule and, as a result, the LEP had withheld the final payment of the Employer Ownership of Skills grant funding;
* **Inability to provide accommodation to meet student uptake at CEMAST** – Members were advised that CEMAST was showing some signs of accommodation issues. The Principal outlined a number of options which were currently being explored which included the reconfiguration of existing facilities to include an Aero Workshop and Concourse drop-in IT suite and the purchase of land to the north of CEMAST with a view to making use of existing buildings initially and to develop plans for a new build for HE in the future;
* **An over-reliance on subcontracting activity of 16-18 part-time numbers, apprenticeships and ASB funding with inherent risks e.g. quality, reputation, funding, management and organisational dependency** – The Principal outlined the position regarding the review of arrangements which had been initiated for the College’s largest subcontractor Steve Willis. In addition, members noted that Mrs Davis had visited two new potential subcontractor companies which were due to visit the College the following week.

 **Members reviewed and noted the risk scores, mitigating factors and the actions in train to mitigate each risk as outlined in the Risk Register document.**

**09/17 2016/2017 Strategic Priorities and Quality Improvement Monitoring Document**

 Members of the Committee received the Strategic Priorities and Quality Improvement Monitoring Document 2016/2017. The Deputy Principal spoke to the paper and drew members’ attention to the 7 actions which had ‘limited progress or KPI requires improvement’ and which related to:

* **Sustained growth in 16-18 year old recruitment** – Members noted that retaining students in the first 6 weeks of term was still an issue for the College. Members noted that plans for a new Careers Centre were currently being developed to address this issue;
* **Income profile exceeds original MCV (minimum contract value) by 5%** - Members noted that SFA funding was below the 2016/2017 Budget by £1million;
* **Commercial trading income of £550k** – Members noted that commercial trading income was £258k at the end of January 2017 and forecast to be circa £500k by year-end. As a result, members were advised that the stretch target for 2016/2017 would not be achieved;
* **Annual operating surplus of 2% turnover** – Members noted that actual operating deficit to the end of January 2017 was £233k (-0.04% of turnover). The reduction was due to lower than expected income to apprenticeship growth and SFA classroom;
* **Reduced centrally funded dependency to 70%** - Members noted that at the end of January 2017, EFA/SFA funding stood at 75% of income;
* **Outcomes for English and Maths for trainees to be in line with College profile and national averages** – Members reviewed current retention rates of provision and noted that there were significant drops in 16/17 retention against 15/16 attainment on most course aims. However, it was also noted that the College, on almost all provision, was still performing above the national average in most cases;
* **Outcomes for Access to HE and Level 4 AAT** – Members noted that current retention of Access provision stood at 79.3% with improvements still to be made to the Access performance. Rigorous plans to underpin IAG processes would support future intake of Access programmes. In addition, it was noted that L4 AAT currently stood at 100% retention and measures had been implemented to underpin timely achievement.

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

**10/17 Teaching, Students, Curriculum and Quality Spring Term Report 2017**

Members of the Committee received a detailed spring term report which provided an overview of the developments and plans in train in relation to Teaching, Students, Curriculum and Quality. The report outlined the work and performance of the following key areas to date and provided the Committee with an overview of the most significant developments and challenges:

* English and Mathematics;
* BRC Curriculum Update;
* CEMAST;
* Apprenticeship Provision;
* Subcontractors;
* Work Experience;
* Traineeships;
* HE Quality Update;
* Students & Recruitment;
* 2015/2016 Destinations;
* Compliments and Complaints.

The Deputy Principal spoke to the paper and drew members’ attention to the mid-year review on page one of the report which provided a reasonably sound position with regard to curriculum quality and performance against the College key performance indicators and national benchmarks as follows:

* 16-18 E&T = 86% (national benchmark 80.2%);
* 19+ E&T = 84.3% (national benchmark 85.9%);
* Apprenticeships overall = 75.7% (national benchmark 67%);
* Apprenticeships timely = 66.8% (national benchmark 58.7%);
* Maths 16-18 A – C = 23.4% (national benchmark 20%);
* English 16-18 A – C = 47.9% (national benchmark 22.2%);
* Maths 19+ A – C = 36.8% (national benchmark 42.8%);
* English 19+ A – C = 68.3% (national benchmark 42.2%);
* Applied General Progress = -0.43 below national average;
* Applied General average result = Merit + (national average Distinction);
* Technical levels average result = Distinction- (national average Distinction-)

The Deputy Principal added that ‘value added’ was of concern and the Head of Quality and Compliance was currently focussing on this.

In addition, the Deputy Principal drew the following to Governors’ attention:

1. **English and Mathematics** – Members noted that the volume of students had increased for Maths GCSE (16-18) from 325 in 15/16 to 369 in 16/17 and from 406 in 15/16 to 461 in 16/17 (16-18) for English GCSE. In addition, it was noted that Grade E had also now been included. Members queried whether this had adversely impacted on the mock exam results. The Deputy Principal responded by saying that it had impacted on the A-C rate. Members questioned whether there had been any improvement secured by the schools and the Director of Curriculum (BRC) confirmed that 40% of school leavers had not achieved an A-C grade. The Deputy Principal added that a further deterioration in English and Maths was anticipated due to the new regime being introduced this year. Members reviewed and noted the mock exam grades outlined on page 3 of the report. Governors were assured that the strategies in place would improve the summer series exam outcomes;
2. **BRC Curriculum Update:**
* **Attendance & Retention** - Members reviewed and noted the attendance and retention outlined on page 4 of the report. Members were advised that all HoDs/PMs were monitoring and applying intervention as necessary for students at risk due to attendance issues. In addition, in order to mitigate retention issues, most departments across the College had referred full-time students at risk of withdrawing from their programmes to the Careers and Personal Development Programme, Traineeship or Apprenticeships. Members noted there were currently 46 students studying on the CPD programme (57 in 2015/2016);
* **BRC Curriculum changes** – Members were advised that Art, Design and Fashion and Hair and Beauty had recently been consolidated into a larger department under the line management of Vicky Morrall as the Head of Department for Creative Industries. Members noted that the Construction Department was in an interim management position until the 6th April 2017 when George Tabbeart was due to take up the newly created role of Head of Department for Construction, Sport and Uniformed Services;
* **BRC Curriculum planning for 2017/2018** – Members were advised of the introduction of six AS options alongside Technical and Professional qualifications for students with high attainment at GCSE. These included:
- AS Physics;
- AS Biology;
- AS Maths;
- AS Computing;
- AS English Literature;
- AS Business;
- Extended Project Qualifications.
Members noted that the enhanced study programmes would be equivalent to 3.4 A Levels in terms of UCAS points;
* **19+ Outcomes** – Members were advised that 19+ course outcomes continued to record below national average in some subjects. The Deputy Principal advised the Committee that the Head of Quality and Compliance would be establishing a working group to improve adult outcomes.
1. **CEMAST**:
* **Curriculum Developments** – Members noted that negotiations with the University of Portsmouth had come to a successful conclusion with all the Higher National work in Engineering due to commence in 2017/2018 being certified by them. In addition, it was noted that a ‘Girls in Engineering’ programme initiative had been set up with the local feeder schools offering hands on engineering taster sessions to the year 8 and year 9 cohorts;
* There had been growth in student numbers across all areas of the curriculum but most notably Marine Engineering, Aerospace Engineering and the Higher Education provision;
* CEMAST now had 1150 students in attendance each week;
* Higher levels of entry criteria had been set across all programmes and at all levels to raise the bar for being able to study at the centre from the next academic year;
* Staff was still a high risk as the difficulty in recruiting to engineering posts still remained a challenge;
* Retention was particularly pleasing at an overall current performance of 98.4% and attendance was currently holding at 1.64% above the College target of 90%. Members discussed how this success could be emulated at the Bishpsfield Road site. It was felt that there were a combination of factors contributing to the CEMAST success with location playing a significant part;
1. **Apprenticeship Provision** - Members noted that:
* Current timely achievement for 2016/2017 was 49.2% with a potential to reach 78.7% if all current planned learners achieved (based on 293 learners);
* Two Business Manager posts had been lost since the last report and replaced with Business Advisors to carry out sales focussed roles with no line management responsibility to support the demanding target expectation in-year;
* Members noted that an Employer event had been hosted by CEMAST on the 2nd March.
1. **Subcontractors** – Members reviewed and noted the position regarding subcontractors. In particular, members noted that Steve Willis Training continued to perform well with in-year achievement;
2. **Work Experience** – Members noted that, currently, 36.4% of learners had completed their work experience which was slightly behind the target of 50%. Members were advised that a large number of groups were due to go on placement in the second half of the spring term;
3. **Traineeships** – Members noted that additional cohorts had recruited with January starts progressing well and showing good work experience attendance. Members were also advised that a bespoke employer led provision at the Royal Hospital Winchester had trialled from January 2017 with just 2 starts but both were awaiting employment confirmation. In addition, it was noted that 2 further NHS trusts were exploring delivery of a similar model (UHS and Portsmouth);
4. **HE Quality Update** – Members were advised that HE performance was good with in-year retention currently at 87%. As reported earlier in the meeting, preliminary indications from HEFCE through the APR process suggested that there were no concerns with quality and standards and the HE learner voice was good in the main;
5. **BTEC QMR Visit** – Members were advised that the College had recently had a successful Pearson Quality Management Review (QMR) visit which had praised the College on a comprehensive centre engagement document and had highlighted effective practice throughout;
6. **Underperforming Programmes 2015/2016** – Members reviewed the appendices attached to the paper which outlined the 2015/2016 underperforming programmes and the recommendations made to address the key themes of concern;
7. **Students and Recruitment**:
* **2017/2018 Applications** – Members noted net applications of 917 compared to 965 at the same time the previous year. Mrs Sommers highlighted the fact that three of the feeder school applications were down compared to the previous year despite their Year 11 roll numbers remaining the same (Brookfield, Crofton and Cams Hill);
* **2015/2016 Destinations** – Members noted that 94.1% of last year’s leavers had been traced. In addition, the destination of high needs students had been tracked and, with the exception of one student, all students had a positive destination with the majority staying at the College for a further year;
* **Observation** – Members noted that the majority of formal observations on teaching staff were complete and Learning Coaches were now conducting their one-to-one meetings with staff under their allocation to ensure they were well supported with their agreed actions;
* **Directed Independent Study (DIS)** – Members were advised that all full-time students had between 1 to 3 hours per week timetabled for DIS;
* **Compliments and Complaints** – Members noted a total of 46 complaints to date (55 in 15/16 and 68 in 14/15) and 8 compliments.

 **Members of the Committee reviewed and noted the contents of the termly report.**

**11/17 Strategy/Policy Development**

 Members of the Committee received the following Strategies/Policies for consideration and discussion:

(i) **Internationalisation Strategy 2017-2022** – The Deputy Principal spoke to the paper and advised members that the Strategy represented a five year plan of the College’s journey into international recruitment and internationalisation of Fareham College to benefit our students by developing a more culturally diverse wider student population which would assist students in becoming better prepared for working in an increasingly globalised UK economy. Governors suggested the inclusion of Malaysia and Singapore to the potential markets and members were invited to provide any further feedback to the Deputy Principal prior to the Strategy being presented for formal approval by the Board at its meeting on 5th April 2017.

**Members of the Committee agreed to recommend the Internationalisation Strategy 2017-2022 for formal approval by the Board at its meeting on the 5th April 2017.**

(ii) **Higher Education Strategy** – The Deputy Principal advised the Committee that the Strategy had been updated to include an emphasis on Higher Apprenticeships and had been adjusted in-line with the new quality assurance arrangements.

**Members reviewed the contents of the paper and agreed to recommend it for formal approval by the full Corporation at its meeting on the 5th April 2017.**

(iii) **Higher Education Admissions Policy and Procedure** – Members were advised that the Policy had been updated to include an additional paragraph on ‘Competition and Markets Authority Compliance’. In addition, members were advised that the entry requirements had been separated from those for CEMAST.

**Members of the Committee formally approved the Higher Education Admissions Policy and Procedure.**

(iv) **Student Attendance Strategy** – Members of the Committee reviewed the Student Attendance Strategy and noted that the College had set a minimum student attendance target of 90%. The Deputy Principal highlighted the fact that the strategy now made it very clear whose responsibility it was to monitor individual student attendance and all action taken would be recorded on Pro-Monitor for the HoDs and Tutors to see.

**Members of the Committee agreed to formally recommend the Student Attendance Strategy for formal approval by the full Corporation at its meeting on the 5th April 2017.**

(v) **Attendance Policy** – Members of the Committee reviewed and formally approved the Student Attendance Policy.

**12/17 Date of next meeting**

 Members noted that, in accordance with the Corporation Calendar approved by the Board in June 2016, the date of the next scheduled meeting was **Wednesday 17th May 2017 at 5.30pm.**

**Post minute note:** Due to a significant number of apologies received, the date of the next meeting was subsequently changed to **Monday 5th June 2017 at 5.30pm**.