FAREHAM COLLEGE

# MEETING OF THE

# TEACHING, STUDENTS, CURRICULUM AND QUALITY COMMITTEE

11th May 2016

# M I N U T E S

Present: Mr K Briscoe

Miss E Champion

Mr N Duncan

Mr D Hart (Chair)

Mr A Ramsay

Mrs P Tilt

In attendance: Mr V Adams (Director TL&A)

Mr S Dingsdale (AP/MD CEMAST)

Mrs J Eayrs – (Clerk)

Mr D Jones (student observer)

Ms L Palmer – (Director Curriculum)

Mrs G Sommers – (Director Students & Recruitment)

**12/16 Curriculum Area Presentations:**

(i) Members of the Committee received a presentation on The Quality Assurance of Higher Education: New Responsibilities for Governors from Mrs Nageon de Lestang, Lead Manager, Higher Education.

The presentation covered the following aspects:

* The current process;
* The Green Paper – ‘fulfilling our potential: teaching excellence, social mobility and student choice;
* A new landscape;
* The Higher Education Code of Governance;
* Emerging themes;
* Annual provider review;
* Periodic assurance review;
* Support for Governor;
* References
* Enhancement project update.

The presentation slides used are an **Appendix** to these minutes.

The Chair thanked Mrs Nageon de Lestang for her presentation and she left the meeting.

(ii) Members of the Committee received a presentation on Maths: D to C – The Challenge! From Mr Stannard, Lead Manager, Maths.

The presentation covered the following aspects:

* Increased provision;
* Attendance – am improving picture;
* Mock examinations;
* Headline examination data;
* Strategy update;
* Maths at CEMAST;
* Teaching and Learning
* Grow your own.

The slides used during the presentation are an **Appendix** to these minutes.

(iii) Members of the Committee received a presentation on English from Ashley Michael, Lead Manager, English.

The presentation covered the following aspects:

* KPIs;
* Mocks;
* Tracking;
* Quality;
* Going forward.

The slides used during the presentation are an **Appendix** to these minutes.

**13/16 Annual Election of Chair and Vice-Chair**

Mr Hart and Mr Ramsay were duly elected as Chair and Vice-Chair respectively to serve until the first meeting after the 1st April 2017, in accordance with the Corporation’s Standing Orders.

**14/16 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. Mrs Tilt confirmed that she was no longer a Magistrate.

**15/16 Apologies for absence**

Apologies for absence were received and accepted from Mr Kew, Mr Christian, Mr Magee and Mr Kaye.

**16/16 Minutes of the meeting held on the 2nd March 2016**

The minutes of the meeting held on the 2nd March 2016 were agreed as a true and accurate record and were signed by the Chair. There were no matters arising which were not covered elsewhere on the agenda.

**17/16 Academic Standards Committee**

Members of the Committee noted that the meeting of the Academic Standards Committee had taken place on the 4th May 2016 which was the date the TSC&Q papers had been dispatched to members. It was agreed that the Clerk would circulate the minutes to members when they were available.

**18/16 Termly Report on Risk Management – May 2016**

Members of the Committee were provided with the Risk Register which outlined the top risks which were the responsibility of the Committee to monitor and review. The Principal advised members that the Register had recently been thoroughly reviewed by the Risk Management Group and the scoring format adjusted. He went on to explain the purpose of the Risk Register and the process for reviewing it for the benefit of new members present.

A robust discussion took place regarding the Risk Register. Serious concern was expressed by the Chair that, after relevant mitigation, there were still a large number of very high risks on the Register. He went on to say that this could either be interpreted as meaning that the College was in an extremely precarious position or that the mitigation being put in place was not effective. The Chair highlighted the fact that the threshold for a ‘red’ very high risk was a residual rating of 10 against a maximum risk rating of 25 and it was his view that a risk rating of 20 would be more appropriate for a ‘very high risk’. He went on to say that the problem appeared to be an inappropriate scale for the ratings and he requested that the Principal review the scoring system again.

**Members of the Committee noted the current position and endorsed the Chair’s request that the scoring system of the ratings be reviewed by the Principal.**

**19/16 TSC&Q Summer Term Report – May 2016**

Members of the Committee received a detailed summer 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 and the significant developments and challenges facing the following key areas to date:

* Student Services;
* Marketing and Communications;
* Applications and Progression for 2016;
* Higher Education Quality;
* Maths and English;
* Apprenticeship Recruitment Profile;
* Apprenticeship retention profile;
* Traineeships;
* Employability;
* Teaching, Learning and assessment;
* BRC Report (attendance and retention);
* CEMAST campus report;

Each Director spoke to their relevant section of the paper and drew the following to Governors’ attention:

(i) **Student Services**:

* The focus of the tutorial programme for the summer term had been ‘British Values’;
* A full review of the tutorial programme would be undertaken at the end of the academic year to assess the impact and value of the topics covered;
* Members noted a 40% increase in the number of students seeking emotional support in the current year;
* Student behaviour continued to be good although attendance continued to be a concern at 86.9% which equated to a 0.5% drop since last reported to the Committee;
* The Attendance Working Group met recently and agreed a number of actions which it was hoped would have a positive impact on attendance;
* The introduction of Pro-Monitor, the student portal, would streamline the process for dealing with poor attendance as the Student Services team would be able to contact parents/carers automatically by SMS or email if a student was marked absent;
* The introduction of ‘late slips’ had raised the profile of punctuality which continued to be a challenge. Members noted that an automated ‘late slip sign-in station’ was currently being trialled with Construction students and, if successful, it would be rolled out to other curriculum areas in the last half-term;
* Mrs Sommers outlined the new progression process which was being trialled whereby each student received a 10 minute interview with a Student Advisor to discuss their options for the following year. Members noted that the target was to retain at least 50% of the current students. Mrs Sommers reminded members that the target for full-time students in 2016/2017 was 1800.

(ii) **Marketing and Communications:**

* Members reviewed and noted the many events that had been held during the term to celebrate students’ skills and achievements;
* The Communications team had been busy attending a number of key school events to promote the College and taster days had been a key feature of the plan during the current year. Many students had stated that it was the taster day that they attended whilst at school that made their mind up about the College. As a result, these events would continue to be offered to as many students as possible.

(iii) **Applications and Progression for 2016:**

* Members were pleased to note that current applications for 2016/2017 had increased by 7% compared to the previous year. Members reviewed the number of applications by department as outlined on page 3 of the report;
* Members noted 405 students had confirmed their progression to date;
* Members noted that 351 students were still to receive their progression interview;
* Members noted the current student total of 1414, 204 leavers and 1210 students eligible to study in 2016/2017.

(iv) **Higher Education Quality:**

* Members were advised that the QAA team had revisited the College at the CEMAST campus on Monday 18th April 2016 following the submission of around 80 documents which demonstrated the College’s progress against the action plan;
* The purpose of the visit had been to triangulate the written evidence with the views of students, academic staff and managers;
* The QAA team were not permitted to give any feedback on the day as their findings had to go through a verification procedure before their draft report was sent. Mr Adams confirmed that the day went as intended and the QAA team appeared content that they had access to the information they required;
* Mr Adams confirmed that the College had received approval to run a Level 6 top up of the BA (Hons) Early Childhood Studies from September 2016.

(v) **Maths and English:**

* Members acknowledged the presentations received earlier in the meeting and endorsed the improvements which had been achieved in this area to date which had included:  
  - improved attendance (English from 73.1% to 79.8% and Maths from 68.3% to 77.1%);  
  - improved collaborative working;  
  - ownership of outcomes by staff;  
  - increased measuring and monitoring through mock exams.

(vi) **Apprenticeship Recruitment Profile**

* The Principal reported that recruitment of apprenticeships now stood at 754;
* The final number of apprentices for last year was 781 and the College was expected to exceed this comfortably;
* Members were reminded that the target for this academic year was 1000 apprentices and the Employer Services Team were working hard to meet this target;
* There were currently 120 vacancies;
* Members noted that the new Head of Employer Services was due to join the College on 16th May 2016.

(vii) **Apprenticeship Retention profile (80.3%):**

* Members noted retention in apprenticeship programmes at 80.3% (compared to classroom based programmes of 94.1%) and the Principal confirmed that this raised some concerns that would require careful monitoring and management;
* The area showing the worst retention was noted as Construction along with Health and Social Care and Hair and Beauty;
* Members noted that the Director of Curriculum was working closely with the relevant Heads of Department to ensure the final outcomes were maximised.

(viii) **Traineeships** – Members noted that, since the dispatch of the committee papers, the number of trainees had increased from 52 to 54. Members were pleased to note that, of the 25 that had completed their programme so far, 84% had progressed to positive destinations. The Principal emphasised the fact that the positive destination measure was the key performance indicator for traineeships and included progressing to an apprenticeship, further education or employment. Members noted a traineeship target of 75 for 2016/2017.

(ix) **Employability** – Members were reminded that the development of students’ employability skills through the study programme was a key feature of the curriculum and the most effective way to develop these skills was through meaningful work experience carried out with supportive employers. Members noted that 1400 students needed to be placed this year;

(x) **Teaching, Learning and Assessment:**

* Members noted that the first round of a new Internal Quality Review (IQR) process had recently been completed in which SMT and Quality staff jointly reviewed the quality of teaching, learning and assessment and feedback with managers in each area;
* Of the 11 subject areas, 6 self-assessed at grade 2 and five at grade 3;
* English and Maths self-assessed at grade 3 which was not unexpected. This grade was validated by Richard Moore (ex-Ofsted consultant) and he confirmed that the departments compared well with other colleges in terms of having a clear strategy for improvement and maintaining a relatively effective learning environment;
* The focus would now be to work with the grade 3 departments to ensure an improved self-assessment for the 2015/2016 report;
* Members were advised that the Director TL&Q would be reviewing the approach to observation, induction, performance management and the role of the learning champions for 2016/2017.

(xi) **Bishopsfield Road Campus Report:**

* Cross-College attendance was recorded as 87% compared to the College target of 90%;
* All HoDs/PMs had introduced their own departmental attendance incentive schemes;
* To mitigate retention issues most departments across College had referred full-time students at risk of withdrawing from their programmes to the Careers and Personal Development Centre (CPD). Members noted that there were currently 65 enrolments in this area with a predicted achievement rate for CPD of 95% and students who had achieved their CPD Study Programme had progressed onto Traineeships, apprenticeships or employment.

(xii) **CEMAST** **Campus Report:**

* The part-time offer had now been planned for 2016/2017 and the draft prospectus was being checked;
* Mr Dingsdale outlined the changes to the CEMAST part-time curriculum and its delivery which were planned for the new academic year and which included blocking delivery over a shorter period of time and building in weekend delivery;
* The predicted growth in full-time student numbers meant extending the delivery day into twilight in some areas to enable the practical components of the provision to access these resources;
* The Centre had experienced enrolments above the initial in-year forecast and was predicting further growth of approximately 20% the following year. Members reviewed performance data against target as at April 2016;
* **Engineering performance -** Members were delighted to note a current retention rate of 96.2%, a success rate in line with the College target and the Higher Education retention rate was noted at 98% which was expected to convert into a 94-95% success rate;
* **TeenTech** – Members noted that the Education Business Partnership would be hosting the TeenTech event on the 19th May 2016 and it was anticipated that over 300 STEM focused school pupils would attend the event on the day;

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

**20/16 Marketing Strategy for the 2016/2017 Academic Year**

Members of the Committee received the Marketing Strategy which had been developed to underpin the College’s Strategic Plan and which would be used to drive the annual production of a detailed Marketing Operational Plan to ensure effective planning and delivery of all campaigns, publications, materials and activities on an annual basis.

Members reviewed and noted the ‘Goals’ of the Strategy which were to:

* Build the profile and reputation of the Fareham College brand;
* Raise awareness of its values and appeal to identified target audience(s);
* Position Fareham College as a leading provider of further education in Fareham and Gosport and to encourage the community to engage and participate in its various offerings;
* Achieve specified 16-18 application targets and facilitate future uplift in full-time recruitment;
* Exhibit flexibility in order to accommodate and react to the changing FE landscape within the Solent area and nationally.

Mrs Sommers advised the Committee that the Full-Time prospectus would be designed in-house this year as the department currently had its own in-house designer. She also added that a new Marketing Manager had been recruited to undertake Cara Thistleton’s maternity cover. Members noted that Mrs Julia Holt had been appointed and that she had public and private sector experience.

**Members of the Committee reviewed the draft Marketing Strategy and agreed to recommend it for formal approval by the full Corporation at its meeting on the 29th June 2016.**

**21/16 Annual Review and Evaluation**

Members of the Committee undertook the annual review of the Terms of Reference and the Annual Cycle of Committee Business. One amendment was proposed to the Terms of Reference which related to the addition of the Committee’s oversight of the Marketingn Strategy. Members agreed to recommend the updated Terms of Reference for approval by the full Corporation at its meeting on the 29th June 2016.

In addition, members undertook an annual review of the performance of the Committee against the agreed performance indicators and concluded that the work of the TSC&Q Committee had added value to the work of the Board during the 2015/2016 year.

**22/16 Dates of meetings in 2016/2017**

Members of the Committee agreed the following dates of meetings during the 2016/2017 year for inclusion in the Corporation Calendar with all meetings to start at 5.30pm:

* 9th November 2016 – Members noted that this date would need to be changed as the Chair was unavailable;
* 8th March 2017;
* 11th May 2017.

**Post minute note:** The date of the 9th November 2016 meeting was subsequently changed to Wednesday 23rd November 2016 at 5.30pm.