FAREHAM COLLEGE

# MEETING OF THE

# TEACHING, STUDENTS, CURRICULUM AND QUALITY COMMITTEE

6th November 2017

# M I N U T E S

Present: Mr K Briscoe

Miss E Champion

Mr N Duncan

Mrs B Farrer-Williams

Mr P Marchbank

Mr A Ramsay (Chair)

Miss J Ross-Barton

Mrs P Tilt

In attendance: Mr S Dingsdale (AP/MD CEMAST)

Mrs J Eayrs (Clerk)

Mr A Kaye (Deputy Principal)

Ms L Palmer (Director Curriculum (BRC))

Mrs G Sommers (Director Students & Recruitment)

**30/17 Presentation on Outstanding Teaching and Learning and Assessment**

*At the start of the meeting the Chair extended his congratulations on the recent Ofsted performance. He endorsed the ‘Outstanding’ outcome as thoroughly well-deserved and acknowledged the significant amount of hard work over a number of years which would have been required to achieve it.*

Members of the Committee received a presentation from Anoushka Ottley, Head of Teaching and Innovation. During the presentation Mrs Ottley drew the following to members’ attention:

* Provided a summary of the improvements which had been secured during the 2016/2017 academic year;
* Outlined how the College measured its current position as part of the internal review process;
* Outlined the improvements in SAR report writing which had been secured;
* Advised the Committee of the new E-Learning resources which had been purchased;
* Provided a summary of the improvements for the autumn term 2017/2018 which had been introduced in September 2017;
* Outlined the enhancements which had been made to the observation process. Mrs Ottley reminded members that a significant number of observations had been completed during the Ofsted inspection (approximately 100 observations during the 4-day process). The Chair questioned the feedback from staff regarding the new observation process. Mrs Ottley confirmed that the developmental approach to the process had been welcomed by staff and they had valued the feedback given and the transparency of the grading system as part of the internal quality review process;
* Members were advised that the ‘CAL’ roles (Curriculum Area Lead) were now in place and had settled nicely into their roles supporting staff within their curriculum areas;
* Areas for improvement which had arisen from the Ofsted visit were reviewed and it was acknowledged that the College did not yet have access to the Inspection Report;
* Members reviewed the areas of strength identified by Ofsted. The Chair sought confirmation from the Student Governors present whether this was also their perception and whether they recognised the strengths listed in the presentation. Both Student Governors confirmed their agreement of the strengths identified by Ofsted;
* Mrs Ottley outlined the actions required to further develop some areas and the actions required to continuously improve those areas currently deemed ‘Outstanding’;
* There was a brief discussion about the transition from Level 2 to Level 3 and the preparation provided for those students. Mrs Ottley advised members that tutorial sessions would be used to prepare students for the significant ‘leap’ from level 2 to a level 3 programme;
* Staff development days and CPD activities were outlined. Mrs Ottley confirmed that the areas for development identified by Ofsted would the focussed on as well as areas identified by staff;
* Further work was required around ProMonitor compliance. Members noted that a ProMonitor Users Group had been established to further develop the system.
* Mrs Ottley outlined the arrangements for mentoring and advised members of the new staff PGCE route.

**The Chair thanked Mrs Ottley for her presentation and she left the meeting.**

**31/17 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. No interests were declared.

**32/17 Apologies for absence**

Apologies for absence were received and accepted from Mr Kew and Miss Healey. The Chair welcomed Mrs Farrer-Williams and Miss Ross-Barton, Student Governors, to their first meeting of the Committee and introductions around the table were completed.

**33/17 Minutes of the meeting held on the 5th June 2017**

The minutes of the meeting held on the 5th June 2017 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.

**34/17 Academic Standards Committee**

Members of the Committee noted that the Academic Standards Committee meeting was not scheduled to take place until 20th November 2017 and the minutes of the meeting would be circulated once available.

**35/17 HE Board of Studies (HEBoS)**

Members of the Committee received and noted the draft minutes of the HEBoS meeting which had taken place on the 20th March 2017. The Deputy Principal reminded members that the Chair, Mr Kew, attend HEBoS meetings where the HE annual quality assessment monitoring process was reviewed and which would be considered under a separate agenda item later in the meeting.

**36/17 Termly Report on Risk Management – November 2017**

Members of the Committee received a paper which outlined the College Teaching and Learning risks which were the responsibility of the TSC&Q committee to monitor and review. The Principal spoke to the paper and drew the following key points to Governors’ attention:

* **Risk 8: Lack of Capacity within curriculum management team** – The Principal confirmed that there had been no success to date in recruiting to the Service Industries post;
* **Risk 9**: **Solent Leadership Academy** – Members noted recruitment was at 102 against an LEP target of 200 by the end of December 2017. The Principal advised the Committee that the LEP had confirmed that they would not release the final grant payment;
* **Risk 14**: Failure to recruit sufficient apprentices – The Principal confirmed that the College was unlikely to meet its growth budget. It was felt that the Apprenticeship Levy had had a ‘delaying’ impact on recruitment;
* **Risk 19**: **HE Quality/T&L** – The College had been awarded TEF;
* **Risk 21**: **Potential delay in quality development through staff changes and maternity leave** – The Principal advised members that there was currently no Quality Manager but the situation was being managed;
* **Risk 25: International Students** – Members were reminded that International recruitment had been ‘delayed’ until September 2018. The College was about to enter its first year review and the Principal confirmed that an extension would be sought;
* **Risk 28**: **Sub-contracting** – Members were advised that subcontracted activity had an increased risk due to the resignation of a critical member of Steve Willis Training. The Principal confirmed that the replacement arrangement was being monitored closely;
* **Risk 29**: **Risk of terrorist attacks** – The Principal confirmed that initial testing had been successful and further planned lockdown rehearsal at BRC and CEMAST was planned for later in the term.

**Members of the Committee reviewed and noted the contents of the paper and the mitigation in place to reduce the risks identified.**

**37/17 Self-Assessment Report 2016/2017 (Executive Summary)**

Members of the Committee received the Self-Assessment Report 2016/2017 – Executive Summary. The Chair outlined the discussions he had had with the Ofsted Inspector and stated how the SAR was an accurate portrayal of the College’s position which had now been scrutinized and endorsed by Ofsted.

A minor amendment to the front page was proposed regarding the revised grade profile following the inspection and it was noted that the document would be presented to the full Corporation for formal approval at its meeting on the 13th December 2017.

**Members of the Committee reviewed and noted the Self-Assessment Report 2016/2017 Executive Summary. Members noted that the final document would be presented to the full Corporation for formal approval at its meeting on the 13th December 2017.**

**38/17 HE Executive Summary for Annual Quality Assessment Assurances**

Members of the Committee received a paper which provided an HE Executive Summary for Annual Quality Assessment Assurances. The Deputy Principal spoke to the paper and drew the following to members’ attention:

* The paper presented provided an executive summary of all the main HE programmes offered by the College;
* The full evaluation at course level was contained within the Annual Monitoring Reviews (AMR’s) which were validated and approved at HEBoS meetings;
* Members were reminded of the new requirement introduced the previous year for Governing Bodies to provide confirmation/assurance about the student academic experience on an annual basis and the deadline for submission was 1st December;
* Members were aware that powers to provide assurance on behalf of the Board had been delegated to the Teaching, Students, Curriculum and Quality Committee. As a result, members were invited to scrutinise and discuss the HE AQAA Executive Summary document which provided the evidence base on which members of the Committee could confidently agree assurance.

**Members of the TSC&Q Committee formally agreed to provide assurance to the full Corporation that the College was effectively managing and delivering on quality assurance and enhancement related to the HE student academic experience and student outcomes.**

**39/17 TSC&Q Autumn Term Report – November 2017**

*JRB left the meeting during this item (18.45hrs)*

Members of the Committee received a detailed autumn 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;
* Apprenticeship provision;
* Subcontractors;
* Traineeships;
* Self-Assessment;
* Personal, Development, Behaviour and Welfare;
* Work Experience;
* Attendance;
* Tutorial programme;
* Applications 2018/2019 and School Liaison;
* Pro-Monitor and the Student Portal;
* High Needs Students and EHCPs;
* Student Voice;
* Value Added;
* What led us to Outstanding Teaching, Learning and Assessment?
* Summary of improvements in 2016/2017;
* Autumn term improvements in 2017/2018;
* Where are we now? (Teaching, Learning and Assessment);
* Moving forwards – Consistently Outstanding;
* BRC Curriculum Update;
* BRC Attendance;
* Recruitment profile;
* Curriculum Development;
* 19+ courses;
* CEMAST campus update;
* Compliments and complaints.

The Chair sought consensus from all members present that they had had the opportunity to read and digest the detailed report. That being the case, he invited the Deputy Principal to draw the key elements of the report to members’ attention:

(i) **English and Maths**

* Attendance had marginally improved from 82% (16/17) to 84% (17/18);
* Students who were severely at risk of withdrawal or who were not making the progress expected had been identified and strategies implemented to maximise retention;
* Text messages were being sent to all parents of students under 18 who had been marked absent. Members noted that attendance had improved by 1.4% over a 10-day period as a result of the suitability boards and the text messaging strategy;
* The Chair stated that he felt a definite shift in the attitude to English and Maths from students. The Principal concurred that there had been a recognition and acceptance from the student body that they would have to continue with English and Maths until they had achieved a Grade C or above;

(ii) **Apprenticeship Provision:**

* Timely achievement for 2016/2017 was noted at 70.9%, significantly above the last national averages published at 55.2%;
* 2017/2018 timely achievement had the challenging target of 75% with the current best case scenario sitting at 80%;
* Members noted that there were currently 889 apprentices on programme;
* The College was recruiting to a further 41 live vacancies.

(iii) **Subcontractors**

* Members noted that **Steve Willis Training** (SWT) continued to perform well ending 2016/2017 with timely achievement of 80.5% and overall achievement of 82.8%, both well above published national averages;
* In 2017/2018, 125 starts were currently being processed with SWT;
* SWT had submitted a tender for non-levy starts from January 2018;
* **Military Mentors** had retained their 23 learners and were exceeding agreed EFA contract delivery with 100% achievement of the main learning aim;
* Recent IQR activities (Oct 2017) reported good progression and retention for the starts in 2017/2018 with one learner removed for Safeguarding concerns supported by the College Safeguarding Lead;
* **Groundworks** had had limited activities which were due to complete in full in November 2017. It was noted that they were seeking to deliver a small amount of AEB for 2017/2018 and with quality concerns resolved, the College was considering the request;
* **St Mary’s Training Centre** – 8 adult apprenticeships, 2 of whom were at risk and formal feedback was awaited on possible suspension or early achievement. Concerns raised at IQR and progress meetings meant that additional monitoring was in place ahead of the planned achievement in early 2018. Members noted that no further starts were planned;
* **VSS** – The partner was currently negotiating AEB spend for 2017/2018 with an initial proposal of £100,000 before December 2017;
* Members noted that all live delivery partners had updated their DBS and Prevent training records for 2016/2017.

Members of the Committee reviewed the information provided on the performance and quality of the subcontractors during 2016/2017 and endorsed the decision to continue with each provider into 2017/2018 as outlined above.

(iv) **Traineeships**

* 2016/2017 showed good overall achievement with 70% achieving a positive progression (to apprenticeships, employment, armed forces, FE or volunteering) which reflected a strong performance against comparable provision;
* 2017/2018 recruitment was already above this time the previous year,
* 4 trainee groups were in place, 2 general routes and 2 CETC Trainee routes;
* The College was currently working with CETC employers to commence WEX to support progression into employment options around construction;
* The College was looking at further staffing around the programme to support growth in year.

(v) **Personal Development, Behaviour and Welfare**

**Student Numbers 2017/2018:**

* Student numbers were similar to the previous year;
* Significantly less withdrawals compared with the previous year (130);
* The improvement was attributed to a more rigorous monitoring of attendance in the first two weeks;
* The CELCAT register system was now fully embedded and, as a result, students’ timetables had stabilised at a much earlier date than in previous years;
* Students ‘at risk of withdrawal’ had been targeted more quickly than the previous year;
* The Careers Centre staff had followed up concerns with over 200 students to date and had either transferred them to more appropriate courses, provided early student support intervention or simply involved parents on matters such as poor attendance or behaviour;
* Apprenticeship numbers currently stood at 889;
* Full-time 16-18 stood at 1364.

**Work Experience:**

* 75% of learners actively engaged in work experience activities;
* The target for 2017/2018 was 80% engagement;
* Members were advised of recent ESFA guidance which placed a responsibility on colleges to ensure that work placements were, on average, 45-60 days covering a minimum of 315 hours. It was noted that this applied to 2018 – 2019 delivery only. Mrs Sommers highlighted the fact that the minimum of 45 days was non-negotiable and the College would try to implement the increase in days for the current academic year;

**Attendance:**

* Improving student attendance would remain a key focus with the College target set at 90%;
* Text messages to parents of non-attenders started at the beginning of October and had already had an impact.

**Tutorial Programme:**

* The delivery of the Tutorial Programme was much improved in 2016/2017;
* The recent Ofsted inspection confirmed that the programme was robust and that students had a great understanding of how to keep themselves safe;
* It was agreed that student input in designing the tutorial would be valuable.

**2018/2019 Applications and School Liaison:**

* Applications for 2018/2019 were currently 196 compared to 173 at the same time the previous year;
* GS outlined the new arrangements for school liaison.

**Pro-Monitor and the Student Portal:**

* Members noted that Pro-Monitor was now very well embedded across the College and there had been significant improvement in how staff were using it;
* Members requested a presentation update on Pro-Monitor 2 years after introduction;
* Members noted that the Parental and Employer portals had now been launched.

**High Needs Students and EHCPs:**

* Members noted that 46 students had an EHCP in place;
* Members noted that there were 26 High Needs Students enrolled at the College.

**Student Voice:**

* Members noted that student representatives had now been elected from each curriculum area and the first Student Board meeting had been held

**Value Added:**

* Members were advised that progress regarding value added had move forward substantially. He advised the Committee that the league tables were due to be published in January 2018.

(vi) **BRC Curriculum Update**

* LP outlined the changes in management structure which had taken place at BRC. Members noted that the changes had created larger curriculum departments managed by Heads of Department (HoD) and supported by a new role of Curriculum Area Lead (CALs). LP highlighted the fact that these new roles had removed the post of Programme Manager from the BRC management structure;
* Recruitment continued for the post of Head of Service Industries;
* A new Civil Engineering Training Centre (CETC) had been established on the Daedalus site for Civil Engineering and Groundworks Apprenticeships (CEGA). Members noted that 37 apprentices were currently on programme with a 2nd cohort due to commence in February 2018;
* LP highlighted the fact that attendance had declined in Construction, Sport and Public Services Department and actions were in train to mitigate this decline;
* The 3-year recruitment trend was reviewed and noted on page 14 of the report;
* Members noted that HoDs had been tasked to review their curriculum portfolio to meet stakeholder demands, align with Cross-College strategic priorities and areas of decline;
* All managers were expected to explore the current opportunities to increase their apprenticeship offer and apprenticeship recruitment, diversify into full-cost provision and increase the amount of higher level qualifications within their areas of responsibility.

(vi) **CEMAST**

* CEMAST had seen a growth in student numbers across all areas of the curriculum with an estimated 1,250 students going through the building each week;
* Members were pleased to note that the College had successfully bid for and had been awarded renewed contracts for:  
  - DE&S apprenticeship provision for a further 4 years;  
  - BAE Higher apprenticeship provision Maritime Services, Portsmouth Dockyard;
* The College had been successfully awarded the Engineering Craft Apprenticeship programme which is delivered off-site in Portsmouth Dockyard. Members noted that this consists of a further 35 Apprenticeships across 8 engineering disciplines.

(vii) **Compliments and Complaints** - Members reviewed and noted compliments and complaints received to date.

**Members of the Committee reviewed and noted the contents of the Autumn term report.**

**40/17 Annual Report on Equality and Diversity 2016/2017**

Members of the Committee received the Annual Report on Equality and Diversity 2016/2017 and published Equality and Diversity Objectives 2016-2020 which provided Governors with an annual overview of the College’s Equality and Diversity practices, procedures and performance in relation to staff and students.

Mrs Sommers apologised to members for the delay in providing the report and invited members to provide any feedback, comments or queries to the Clerk in advance of the report being presented to the full Corporation at its meeting on the 13th December 2017.

**Members of the Committee agreed to review the contents of the Annual Equality and Diversity Report 2016/2017 and provide any feedback or comments to the Clerk in advance of the report being presented for formal approval at the full Corporation meeting on the 13th December 2017.**

**41/17 Annual Safeguarding Report 2016/2017**

Members of the Committee received the Annual Report on Safeguarding 2016/2017 which provided Governors with an annual overview of the College’s Safeguarding Policies and Processes and the support and training that was available for students and staff.

Mrs Sommers apologised to members for the delay in providing the report and invited members to provide any feedback, comments or queries to the Clerk in advance of the report being presented to the full Corporation at its meeting on the 13th December 2017.

**Members of the Committee agreed to review the contents of the Annual Safeguarding Report 2016/2017 and provide any feedback or comments to the Clerk in advance of the report being presented for formal approval at the full Corporation meeting on the 13th December 2017.**

**42/17 English and Mathematics Strategy 2017-2018**

Members of the Board received the English and Mathematics Strategy 2017/2018 for consideration and review. The Deputy Principal spoke to the paper and advised the Committee that, broadly, the strategy was working and improvements were being secured within these areas.

**Members of the Committee agreed to recommend the English and Mathematics Strategy 2017/2018 for formal approval by the full Corporation at its meeting on the 13th December 2017.**

**43/17 Safeguarding Policy and Procedure**

Members of the Board received the Safeguarding Policy and Procedure. Mrs Sommers spoke to the paper and highlighted the changes which had been added under ‘Definitions of Abuse’ related to Female Genital Mutilation (FGM).

**Members of the Committee agreed to recommend the Safeguarding Policy and Procedure for formal approval by the full Corporation at its meeting on the 13th December 2017.**

**44/17 AOB**

There was a brief discussion about ‘sexual harassment’ and how the College was preparing students to deal with and report incidents of inappropriate behaviour. Mrs Sommers explained that this issue would be addressed through the College’s Tutorial Programme and was also discussed at the Wellbeing Committee. In addition, it was noted that a Social Media Safeguarding Champion was being introduced.

**45/17 Date of next meeting**

Members of the Committee noted that, in accordance with the Corporation Calendar approved by the Board in June 2016, the next meeting was scheduled for **28th February 2018 at 5.30pm.**

**Post minute note:** The date of the next meeting was subsequently changed to Friday 2nd March 2018 at 5.30pm.