FAREHAM COLLEGE

# MEETING OF THE

# TEACHING, STUDENTS, CURRICULUM AND QUALITY COMMITTEE

23rd May 2018

# M I N U T E S

Present: Mr K Briscoe

Miss E Champion

Mr N Duncan

Mrs B Farrer-Williams

Mr A Ramsay

Mr C Seaton

Mrs P Tilt

In attendance: Mr P Brimecome (Faculty Director, CEMAST)

Mrs J Eayrs – (Clerk)

Mr A Kaye – (Deputy Principal)

Ms L Palmer – (Director Curriculum BRC)

**11/18 Curriculum Area Presentation**

Members of the Committee received a presentation from the Head of Employer Services on the Apprenticeship Strategy which included:

* Key updates;
* Apprenticeship reforms on a national level;
* The quality and risk of end point assessment (EPA).

At the end of the presentation, members reviewed and considered the Apprenticeship Strategy and agreed to formally recommend it for approval by the full Corporation at its meeting on the 27th June 2018.

*The Chair thanked Ms Lamer for her presentation and she left the meeting.*

**12/18 Annual Election of Chair and Vice-Chair**

Mr Ramsay and Miss Champion were duly elected as Chair and Vice-Chair respectively to serve until the first meeting after the 1st April 2019, in accordance with the Corporation’s Standing Orders.

**13/18 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.

**14/18 Apologies for absence**

Apologies for absence were received and accepted from Mr Kew, Mr Marchbank, Miss Healey and Miss Ross-Barton.

**15/18 Minutes of the meeting held on the 12th March 2018**

The minutes of the meeting held on the 12th March 2018 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.

**16/18 Academic Standards Committee**

Members of the Committee received and noted the draft minutes of the Academic Standards Committee meeting which had taken place on the 23rd April 2018.

**17/18 Higher Education Board of Studies (HEBoS)**

Members of the Committee noted that the draft minutes of the HEBoS meeting held on the 14th May 2018 would be circulated once available.

**18/18 Termly Report on Risk Management – May 2018**

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 spoke to the paper and confirmed that it was a positive position from the TSC&Q perspective as there were no ‘red’ (deteriorated) risks. He drew members’ attention to the key updated risks which related to:

* **An over reliance on subcontracting** – Members noted that there would be no new starts with Steve Willis Training Ltd and the College would complete existing learners rather than transfer them due to unacceptable consequences to College data;
* **Risk of Terrorist Attack leading to loss of life and injury** – Members noted that the new lockdown system would be tested in August at CEMAST;
* **Poor management of student behaviour impacts on reputation of the College** – Members were advised that Pro-Monitor was proving to be a useful tool in tackling poor behaviour;
* **Lack of capacity within curriculum middle**-**management team** – The Principal reported that 3 members of SMT would be or had already moved on (GS retired in March, SD at the end of June and EB was due to leave the following week to a promoted post in a private school). He went on to say that difficulties had been experienced recruiting to construction and a centre manager for CETC but was pleased to report that an appointment had now been made with Dave Richardson taking on responsibility for these areas. In addition, it was noted that a new Finance Director had been appointed albeit the post had been expanded to an Assistant Principal level which included being responsible for finance, funding, IT, MIS Estates and Commercial income. Members noted that the recruitment process for a new Assistant Principal for CEMAST to replace Steve Dingsdale would take place the following week and the advertisement for a new Head of English and Mathematics (to replace Paul Stannard) would be placed in the press shortly.

**Members of the Committee reviewed the current risk profile and noted the current position.**

**19/18 TSC&Q Summer Term Report – May 2018**

Members of the Committee received a detailed summer term report which provided an overview of the developments and plans that had taken place or would be taking place in relation to Teaching, Students, Curriculum and Quality in the Summer term 2018. The report outlined the work and performance of those areas to date and provided members of the Committee with an insight into the most significant developments and challenges ahead.

The Chair sought a 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 aspects of the report to members’ attention:

1. **OFSTED** – The Deputy Principal emphasised the fact that this was the last progress report of the current academic year. With that in mind, he stated that the report was a useful interim self-assessment and provided Governors with assurances on the quality and performance of the curriculum against the Ofsted Common Inspection Framework. Members were aware that the College had been inspected by Ofsted at the start of the academic year in October 2017 and had been awarded the judgement of ‘Outstanding’. The Deputy Principal reported that, since then, there had been many new strategic initiatives (i.e. the development of CETC) as well as the achievement of additional accolades (i.e Constructing Excellence (SECBE) Award and TEF), as well as a full review of the College’s longer term strategic options. Members were aware, as discussed under the Risk Register item, that there had been some key personnel changes at a senior and middle management level and, as a result, it had been even more important than ever to focus on quality and student achievement to ensure the College maintained its ‘Outstanding’ status;
2. **Current Position** – Members were advised that there were some areas in which performance had declined marginally but the fundamental key judgement of leadership and management, quality of teaching and learning, student personal development behaviour and welfare and outcomes for learners were all still ‘Outstanding’;
3. **Areas of marginal decline**:  
   - retention of Level 2 adults;  
   - a small dip in forecast outcomes for apprentices although members noted that they were still above national averages;  
   - the predicted reduction in Maths GCSE achievement was due to a reduced retention rate when compared to 2016/2017.  
     
   Governors explored the reason for the adult retention rate. The Deputy Principal stated that it had been tracked back to the selection and interview process and IAG. He reported that the recruitment process had been changed and was now more selective. He added that, although there had been a reduction in enrolments, better retention had meant that the College had not lost out too much financially.
4. **Attendance** – Overall 88% (compared to 87.4% in 2016/2017 and a target of 90%). Members explored the disparity between the BRC campus and CEMAST. It was noted that there appeared to be a correlation where there had been management issues in departments;
5. **Course improvement actions** – Members were advised that underperformance had been identified in:  
   - Sport and Public Services;  
   - Construction; and  
   - Hair and Beauty.  
   Members reviewed and noted the actions to improve underperformance outlined on page 9 of the report.
6. **Key areas for development from IQRs carried out to date** – Members reviewed and noted the key areas for development as outlined on page 14 of the report;
7. **Work Experience** – Members noted that 67.4% of all College students had taken part in external work placements which represented an increase of 2.9%. It was noted that significant work remained albeit clear plans were in place to achieve the in-year target of 80%;
8. **Traineeships** – Members noted that in-year achievement was 57.1% and recruitment was the same compared to 2016/2017.

The Chair extended his thanks for the detailed report and all the work which had gone into preparing it.

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

**20/18 Policies/Strategies for consideration and review**

Members of the Committee received the following policies/strategies for consideration and review:

1. **Observation Policy 2018/2019** – Members of the Committee reviewed and considered the Observation Policy 2018/2019. The Deputy Principal highlighted the purpose of observation which was to:  
   - improve learner outcomes and enhance their experience of learning;  
   - ensure the quality of TL&A was continuously improving;  
   - enable the College to be accurate and aspirational in its self-assessment of TL&A;  
   - positively promote a culture which invited constructive feedback;  
   - promote and compliment the College’s mission of striving for excellence.  
     
   The Deputy Principal went on to say that the College had chosen to remain with graded formal observations and that the policy was about good practice and linked in with performance appraisals.  
     
   **Members of the Committee formally endorsed the Observation Policy 2018/2019.**
2. **Maths and English Strategy** – Members of the Committee received the English and Maths Strategy 2018/2019. The Deputy Principal spoke to the paper and confirmed that, broadly, the strategy was working and improvements were being secured within these areas. He referred members to the key strategy changes which had been introduced as outlined on page 6 of the document.  
     
   **Members of the Committee agreed to formally recommend the English and Maths Strategy 2018/2019 for approval by the Corporation at its meeting on the 27th June 2018.**
3. **Assessment Policy** – Members of the Committee received the Assessment Policy for consideration and review. The Deputy Principal advised members that the Policy had been updated to incorporate end point assessments for apprenticeships standards and he referred members to page 8 of the document.  
     
   **Members of the Committee formally endorsed the Assessment Policy.**

**21/18 Annual Review and Evaluation**

Members of the Committee undertook the annual review of the Terms of Reference and the Annual Cycle of Committee Business. No amendments were proposed for the 2018/2019 year.

In addition, members undertook an annual review of the performance of the Committee against the Code of Good Governance. The Chair requested that any feedback/suggested action to be taken to secure improvements be emailed to him by the 4th June 2018.

**22/18 Dates of meetings in 2018/2019**

Members of the Committee agreed the following dates of meetings during the 2018/2019 year for inclusion in the Corporation Calendar with all meetings to start at 5.30pm:

* 7th November 2018;
* 27th February 2019;
* 22nd May 2019.