FAREHAM COLLEGE

# MEETING OF THE

# TEACHING, STUDENTS, CURRICULUM AND QUALITY COMMITTEE

5th June 2017

# M I N U T E S

Present: Mr K Briscoe

Miss E Champion

Mr S Christian

Mr N Duncan

Mr P Marchbank

 Mr A Ramsay

 Mrs P Tilt

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

 Mrs A Ottley – (Head of TL&A)

Mrs J Eayrs – (Clerk)

 Mr A Kaye – (Deputy Principal)

 Ms L Palmer – (Director Curriculum BRC)

 Mrs G Sommers – (Director Students & Recruitment)

**13/17 Curriculum Area Presentation and Observation Policy Update:**

*Mr Marchbank arrived during this item (5.40pm).*

(i) Members of the Committee received a presentation on “Observing Teaching, Learning and Assessment” from Anoushka Ottley, Head of Teaching, Learning and Assessment and Louise Davis, Head of Quality.

 The presentation covered the following aspects:

* Context;
* The need for change – Current TLA profile;
* Review of the 2016-2017 observation process;
* Proposed Changes for 2017-2018.

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

At this point, members present agreed to review agenda item 8, Observation Policy Update as it was specifically relevant to the presentation item.

 Members reviewed and considered the Observation Policy Update. Members were advised that a review of the 2016/2017 observation cycle had led to the introduction of the following for the new 2017/2018 cycle:

* Rationalisation of the observation team to improve standardisation and timeliness;
* The introduction of an unannounced developmental walkthrough with targeted actions prior to any formal observation taking place;
* The introduction of a robust CPD process which focussed on year-round themed Teaching and Learning workshops;
* Training in conduction observations and in writing observation records would be provided to all observers and learning coaches.

**Members of the TSC&Q Committee reviewed and endorsed the Observation Policy Update.**

**14/17 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 2018, in accordance with the Corporation’s Standing Orders.

**15/17 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 interest were declared.

**16/17 Apologies for absence**

 Apologies for absence were received and accepted from Mr Kew, Mr Fitzjohn and Mr Riches. Members noted that Miss Smith, Student Governor, was expected but had not yet arrived.

**17/17 Minutes of the meeting held on the 8th March 2017**

 The minutes of the meeting held on the 8th March 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.

**18/17 Correspondence**

1. **Letter dated 28th April 2017 from HEFCE: Annual Provider Review 2016/2017: Outcomes** - Members reviewed and noted the contents of the letter from HEFCE which confirmed the judgement on the quality and standards matters reached by the independent Quality Committee which confirmed the College status as ‘Meets Requirements’ and no action being required.

**19/17 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 10th May 2017.

**20/17 Higher Education 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.

**21/17 Termly Report on Risk Management – June 2017**

 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 informed members that 23 risks out of the top 40 risks were the responsibility of the TSC&Q Committee with an average net risk score of 7.19 (compared to an overall net risk score of 7.02). He went on to advise that:
- 6 risks had stayed the same;
- 9 risks had improved; and
- 8 risks had deteriorated.

 The Chair requested that the Principal draw to members’ attention the highest scoring and deteriorated risks as follows:

(i) **Risk 1: Poor Student Attendance leading to non-achievement, poor success rates and Ofsted grading** – Members were advised that an Attendance Strategy and Policy had been developed with all HODs and PMs were targeting students with less than 75% attendance and unauthorised absent students were being contacted by phone twice a day. In addition, it was noted that the Parent Portal had now been accessed by more than 500 parents and attendance had increased to 88.7%;

(ii) **Risk 3: Poor FT and PT recruitment leads to a decline in funding** – Members noted that applications for 2017/2018 were currently holding at around the same level as the previous year;

(iii) **Risk 8: Lack of capacity within curriculum middle-management team** – Members were advised that 3 management posts had been formally integrated into two roles to make two bigger departments (Creative Industries and Service Industries). Members noted that recruitment for these posts was currently underway;

(iv) **Risk 9: Solent Leadership Academy project underperforms leading to loss of income and reputation** – Members noted that the Solent LEP had confirmed that they would not release the final grant payment due to under recruitment;

(v) **Risk 14: Failure to recruit sufficient apprentices to meet the growth plan in the budget** – Members were advised that the College was not going to meet the apprenticeship growth within the budget. It was acknowledged that the Apprenticeship Levy had had a delaying impact on recruitment. Increased recruitment activity and careful setting of targets would be developed going forward;

(vi) **Risk 19: HE Quality/T&L – insufficient staff engagement and lack of engagement with QAA processes leading to non-compliance and loss of courses/funding** – Members were reminded that this risk had been increased due to the new quality processes which had been implemented in line with the latest changes to HE quality procedures. Members noted that TEF Yr.2 had been applied for and further changes would need to implemented if the accreditation was awarded. In addition, HEFCE had confirmed the successful outcome to the Annual Provider Review (APR) process;

(vii) **Risk 21: Potential delay in quality development through staff changes and maternity leave** – Members noted that the Head of Quality and Compliance was due to go on maternity leave. Members were advised that temporary cover needed to be secured to maintain the very good progress and momentum which had been achieved to date;

(viii) **Risk 25: Strategic: Failure to recruit international students leading to a loss of diversified income and potential reputational impact** – Members noted that the Manchester terrorist attack had weakened the market and the appetite to come to the UK. Actions were in train to recover the position;

(ix) **Risk 29: There is a risk of terrorist attack leading to loss and life, injury and collateral damage** – Members noted that initial Lockdown testing had been successful with further rehearsals at BRC and CEMAST being planned for later in the term. There was a general discussion about Lockdown and Cyber security. The Principal outlined a technical issue which had been discovered regarding the doors at CEMAST and an inability to lock them from the inside.

 Members discussed the number of risks on the register and it was felt that the College should try to hone the number of risks down to ten top level risks. The Principal responded by saying that the risks could be sequenced in terms of residual risk.

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

**22/17 TSC&Q Summer Term Report – June 2017**

 Members of the Committee received a detailed summer term report which provided an overview of the developments and plans that had taken or would be taking place in relation to Teaching, Students, Curriculum and Quality in the Summer term 2017. 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 elements of the report to members’ attention:

1. **OFSTED** – The College continued to anticipate an Ofsted inspection and had prepared an interim self-assessment for the academic year 2016/2017 to provide a useful in-year position statement should the College be inspected at any time during the remainder of the Summer term. Members were referred to page 2 of the report which provided a realistic assessment of the current performance against the key judgements and provision types of the Ofsted Common Inspection Framework. The Deputy Principal emphasised the fact that a key theme arising from recent Ofsted inspections across the sector had been the need to ensure that there was a focus on, not just high achievement rates but, ensuring that all students made better than average progress from their starting points. Members reviewed and noted the Value Added data for 2015/2016;
2. **Work Experience** – Members noted that 65% of all College students had taken part in external work placements in work places that were closely related to the subject they were studying. In addition, it was noted that it was planned for approximately 80% of all study programme students to have completed placements by the end of the Summer term;
3. **English and Maths** – Members reviewed and noted the headline data for English and Mathematics on page 3 of the report. The Deputy Principal reported a relatively low attendance rate for Maths during the year but a 97% attendance rate on the examination which had taken place before half-term. Members were advised that an English Language Part 1 exam was due to take place the next day. The Deputy Principal confirmed that he would provide an email to Governors on the attendance rate at the exam;
4. **BRC**:
- Cross-College attendance was recorded as 87.4% and required improvement;
- Attendance at English and Maths required improvement;
- Pro-Monitor was being used to monitor, measure and target improvements;
- Members reviewed and noted the current attendance incentives;
- Members noted the summary of forecast outcomes by department;
- 19+ course improvement actions were reviewed and noted;
- Members noted the use of ‘Mark Book’ on Pro-Monitor to predict VA progress against student starting points;
- The summary of forecast apprenticeship timely achievement by department was reviewed and noted.
5. **CEMAST** – Members noted that the outcomes for CEMAST were ‘good’ and ‘strong’ with further growth of 12% predicted for the 2017/2018 year. The Deputy Principal outlined a number of student activities and events which had taken place at the centre. Governors questioned how good progression was and the Deputy Principal confirmed that it was strong with good links to employers. Members questioned the number of females at the centre and the Deputy Principal confirmed it was currently 12%. In addition, he outlined the ‘Women into Engineering’ events which had taken place to engage with year 9 girls;
6. **HE Quality** – Members noted that HE performance was currently good and progress boards held in-year did not demonstrate any significant concerns with in-year attainment or retention;
7. **IQR Process March/April 2017** – Members were reminded that the IQR process focussed on identifying in-year emerging issues in departments and provided senior managers with an overview of strengths and areas for development that would require in-year action. Members reviewed and noted the current profile for IQRs as outlined on page 13 of the report;
8. **Quality and Standards Monitoring (QSM) Process March 2017** – Members were advised that all departments had now been involved in a QSM process that measured the performance of the area against a number of specific criteria including the KPIs, learner experience and teaching, learning and assessment performance. Members noted the majority of areas reported a grade 2/3 profile. Members reviewed and noted the in-year actions taken to address improvements;
9. **2017/2018 Applications** – Members noted current applications for 2017/2018 of 1101 compared to 1088 at the same time the previous year;
10. **Teaching, Learning and Assessment** – Members were reminded that the TLA profile of the College in 2015/2016 had been ‘Good’. The key strengths and areas for development were reviewed and noted as well as the progress and current position as outlined on page 18 of the report;
11. **Compliments and Complaints** - Members noted that 57 complaints and 8 compliments had been received to date in 2016/2017. Governors queried whether there had been a particular pattern to the complaints received. The Principal responded by saying that the majority of complaints had been related to ADF and Plumbing as it had been a particular challenge to recruit teaching staff to these areas.

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.**

**23/17 Teaching and Learning Strategy**

 Members of the Committee received the Teaching and Learning Strategy for consideration and review. The Aims of the Strategy were reviewed and considered and the related actions to achieve each aim were fully endorsed.

 **Members of the Committee reviewed the contents of the paper and agreed to formally recommend the Teaching and Learning Strategy for approval by the full Corporation at its meeting on the 28th June 2017.**

**24/17 Learner Involvement Strategy**

Members of the Committee received the Learner Involvement Strategy for consideration and review. The Deputy Principal spoke to the paper and outlined the purpose of the strategy which 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 of the Committee reviewed the contents of the paper and agreed to formally recommend the Learner Involvement Strategy for approval by the full Corporation at its meeting on the 28th June 2017.**

**25/17 Quality Strategy 2017-2019**

 Members of the Committee received the Quality Strategy 2017-2019 for consideration and review. The Deputy Principal spoke to the paper and outlined the Aim of the Strategy which was to ensure that the quality assurance (QA) cycle promoted a culture of continuous improvement and ensured an excellent experience for all stakeholders at the College.

 **Members of the Committee reviewed the contents of the paper and agreed to formally recommend the Quality Strategy 2017-2019 for formal approval by the full Corporation at its meeting on the 28th June 2017.**

**26/17 16 to 19 Curriculum Strategy 2017-2019**

Members of the Committee received the 16 to 19 Curriculum Strategy for consideration and review. The Deputy Principal spoke to the paper and highlighted for members the aim of the Strategy which was to ensure that all the young people attending the College became confident adults, equipped with the knowledge, skills and behaviour they needed for life and work.

 **Members of the Committee reviewed the contents of the paper and agreed to formally recommend the 16 to 19 Curriculum Strategy for approval by the full Corporation at its meeting on the 28th June 2017.**

**27/17 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 to the Terms of Reference but one amendment was proposed to the Annual Cycle of Business:

* The inclusion of a termly update on subcontracted activity. (Members noted that this had been included in the Terms of Reference but had been omitted from the ACB).

Members agreed to recommend the updated ACB for approval by the full Corporation at its meeting on the 28th June 2017.

 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 2016/2017 year.

**28/17 AOB** - The Chair, as the Safeguarding Nominee for the Corporation, confirmed that he had completed his termly check of the Single Central Register. He commented that he had been surprised that HR were working on a significantly paper based system and he sought clarification on whether there were plans in train to transfer the department onto a computerised system and for an online DBS system to be introduced. The Principal responded by saying that the appropriate software was not currently in place. The College had previously had HR Pro but had since moved to Open HR and were currently finding the implementation of this system a challenge. Further development would be required to move the HR department to a computerised system.

**29/17 Dates of meetings in 2017/2018**

 Members of the Committee agreed the following dates of meetings during the 2017/2018 year for inclusion in the Corporation Calendar with all meetings to start at 5.30pm:

* 8th November 2017;
* 28th February 2018;
* 23rd May 2018.

**Post minute note:** The date of the 8th November 2017 meeting was subsequently changed to Monday 6th November 2017 at 5.30pm.