FAREHAM COLLEGE

# MEETING OF THE

# TEACHING, STUDENTS, CURRICULUM AND QUALITY COMMITTEE

7th November 2018

# M I N U T E S

Present: Mr K Briscoe

Miss E Champion

Mr N Duncan

Mr J Hilliker

Mr P Marchbank

Mr A Ramsay (Chair)

Mrs P Tilt

In attendance: Mrs L Davis (AP Students & Improvement)

Mrs J Eayrs (Clerk)

Mr A Kaye (Deputy Principal)

Ms L Palmer (AP Study Programmes)

**23/18 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.

**24/18 Apologies for absence**

Apologies for absence were received and accepted from Mr Kew and Mr Seaton. The Chair welcomed Mr Joe Hilliker, Student President/Governor, to his first meeting of the Committee and introductions around the table were completed.

**25/18 Minutes of the meeting held on the 23rd May 2018**

The minutes of the meeting held on the 23rd May 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.

**26/18 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 8th October 2018. The Deputy Principal highlighted the fact that all the issues discussed at the HEBoS meeting had been identified in the Self-Evaluation Document (SED) which would be considered later in the meeting as part of the Statement of Assurance related to the quality of HE. In addition, he drew the following to members’ attention:

* **SUN Project** – A brief overview of the project was provided. The Deputy Principal advised members that colleges had been given the opportunity to apply for £15k worth of funding to specifically target the National Collaborative Outreach Programme (NCOP) and raise participation in disadvantaged post code areas. Members noted that a dedicated post (SUN Project Leader) had been established within the College which was funded by the project and Erin Downy had been appointed in this regard;
* **TEF Year 4 Application** – The Deputy Principal confirmed that members of HEBoS had agreed to make an application for TEF Year 4 with a view to achieving the Silver Award.

The Deputy Principal concluded by saying that it had been a positive meeting and all was going well within HE from a quality perspective.

**27/18 Termly Report on Risk Management – November 2018**

Members of the Committee received a presentation from the Principal regarding the risk management arrangements going forward and the current risk profile of the organisation. He advised Governors that responsibility for risk would transfer to the Assistant Principal Finance, Funding and Resources, Mike Lewis, after Christmas and he explained that this was in view of the fact that there was a significant amount of risk associated with finance, funding and resources.

During his presentation the Principal displayed the current risk register and drew the following key points to Governors’ attention:

* The overall College risk score had slightly increased from 6.39 to 6.48 which was, primarily, due to the fact that the total number of risks had increased to 45 risks;
* The Risk Management Group (RMG) had removed one risk and 3 new risks had been added;
* The net risk score for those risks which were the responsibility of the TSC&Q Committee to monitor was 6.23;
* The risks which had been updated related to:  
  - Poor full-time and part-time recruitment;  
  - Underdeveloped full Study Programme;  
  - Serious IT security failure;
* New risks added by the RMG related to:  
  - Technology and insufficient investment in IT;  
  - Deterioration in student mental health. The Principal added that this was not a new issue to the sector but awareness had been heightened in recent years. He went on to say that more support mechanisms were available for learners now and it was acknowledged that the pressure of social media was a contributing factor. Mrs Tilt added that HCC was currently seeking volunteers to help support/assist young people in this regard and, as a result, it was hoped the situation would improve in the next 12 months;

At the end of the presentation Governors sought clarification on the following:

* **ProMonitor** – Members requested an update on the use of ProMonitor across the College. The Deputy Principal reported that it was going well although there had been a ‘glitch’ earlier due to a change in service from the provider. He went on to explain that a GDPR related update had been required which had made the system ‘fall over’ but normal service had now been resumed. The Student Governor provided his perspective on the use of ProMonitor and advised members that it was easy to use Oracle and ProMonitor albeit he tended to use it more at the start of the year to complete surveys etc. The Deputy Principal added that the College was striving to improve the use of ProMonitor across the College and that, ideally, it was hoped to develop it further to track all student marks throughout the year;
* **Lockdown** – The Principal confirmed that the relevant software package had now been purchased and plans were in train to test Lockdown Procedures at CEMAST.

Governors queried the Principal’s and Deputy Principal’s most significant concern. The Principal reported that his significant concern was related to money/funding. He went on to say that commercial income levels had not increased at the rate expected and the decrease in learner numbers had had a direct impact on this. He confirmed that alternative lettings were currently being explored but this would not involve large sums of money.

The Deputy Principal expressed his most significant concern to be related to English and Maths attendance. He went on to say that the systems/process for attendance monitoring was consistent and measures were in place to address poor attendance.

The Principal concluded by saying that the College managed risk well.

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

**28/18 Draft Self-Assessment Report 2017/2018**

Members of the Committee received the Draft Self-Assessment Report 2017/2018. The Deputy Principal spoke to the paper and drew the following to members’ attention:

* Outlined the rigorous and effective annual self-assessment process which was currently underway and provided a summary on where the draft report was within that validation cycle;
* Members reviewed the Grade profile on page one of the report and noted that ‘Overall Effectiveness’ had been deemed ‘Good’ with a number of areas deemed ‘Outstanding’ for the 2017/2018 year compared to the OFSTED overall judgement of ‘Outstanding’ in October 2017;
* Some aspects of the provision had declined, in particular, timely achievement rates for apprentices. Members noted that key areas for improvement had clearly been identified and would be included in the Quality Improvement Plan which would be monitored by the Board;
* The OFSTED framework would be changing and, as a result, this was the last time judgements would be made against this particular grade profile. The Deputy Principal advised members that there had been a shift in approach with regards to the inspection framework which was less focussed on student outcomes and more on influencing the quality of teaching and learning. Members noted that consultation on the new Education Inspection Framework would be launched in January 2019;
* The Self-Assessment Report 2017/2018 was recommended as an accurate reflection of the quality of the College and the Strategic Plan and Quality Improvement Plan provided a realistic set of actions to secure improvements where required.

**Members of the Committee reviewed and noted the Self-Assessment Report 2017/2018 and noted that the final document would be presented to the full Corporation for formal approval at its meeting on the 12th December 2018.**

**29/18 HE Self-Evaluation Document (SED)**

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

* The paper presented was a precis of the Fareham College Self-Evaluation Document (SED) which would be presented to the full Corporation at its meeting on the 12th December 2018;
* The QAA Code had been revised for next year;
* The quality of HE provision, generally, had been deemed ‘Good’ and feedback demonstrated that students had a good experience and, in the main, received ‘value for money’;
* The need to further integrate the HE delivery and experiences into a prominent FE environment had been identified;
* The College was committed to developing its HE offer in line with its Strategic Priorities;
* Members reviewed the Executive summary which outlined all the main HE programmes offered by the College as well as the outcomes for 2017/2018;
* The Deputy Principal advised members that HEFCE had been superseded by the Office for Students (OfS). He explained that the College had been required to undertake a process of registration and, following a recent query on Freedom of Speech, final confirmation was awaited;
* The view of the Student Governor was sought on whether he was aware of an HE presence in his area. He responded by saying that he had been aware of an ‘HNC priority’ when it came to using the IT equipment and there was a brief discussion about the impact on FE students due to an HE priority;
* Members were reminded of the requirement for Governing Bodies to provide confirmation/assurance about the student academic experience on an annual basis and the deadline for submission was 1st December each year;
* 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 precis to the HE Self-Evaluation 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 on behalf of the full Corporation that the College was effectively managing and delivering on quality assurance and continuous improvement of the HE student academic experience and student outcomes.**

**30/18 TSC&Q Autumn Term Report – November 2018**

Members of the Committee received a detailed 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 during the Autumn term 2018. The report outlined the work and performance of those areas to date and provided the Committee with an insight into the most significant developments and challenges:

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, members explored and discussed key elements of it as follows:

(i) **English and Maths**

* Attendance in comparison to College-wide attendance continued to be a challenge and was currently too low. It was noted that, in 2018/2019, a number of incentives would be introduced to celebrate success and improve focus on English and maths studies;
* The Deputy Principal reported that outcomes for English remained the same compared to the previous year around the National Average level;
* Maths had experienced a significant decline due to a change in specification;
* The DfE had announced funding for Fareham College to lead a Maths Centre for Excellence which provided an opportunity to work with a network of post-16 providers to improve outcomes in Maths;
* Members noted that the first Network meeting had taken place that week and £170k funding had been received with a further £240k in the next two years;
* A dedicated Director role for the Centre to lead improvements in Maths had been established;
* Maths was acknowledged as an ‘all age’ problem. Members discussed the approach of schools in ‘selling’ maths to pupils and a number of suggestions were made to improve the messaging:  
  - Maths ambassadors visit local schools;  
  - A regional maths convention be established.
* The Deputy Principal confirmed that a ‘Teach Meet’ had been organised for the previous day;
* Governors queried whether attendance was better than the same time the previous year. The AP Study Programmes confirmed that attendance was no worse than the same time the previous year;
* The Student Governor provided his experience of English and Maths during his time at the College;
* Members were reminded that the English and Maths Strategy was predicated on ‘selling the value of English and Maths’ to College students from day one and the reasons why e.g employability etc. and the College was actively working on this, in particular, further development of E&M staff working more collaboratively with curriculum staff;
* The timetabling of lessons had been identified as a potential issue for poor attendance. The AP Study Programmes advised members that, for the 2018/2019 year, a different approach had been adopted whereby E&M lessons were ‘sandwiched’ in between practical and theory lessons. She went on to say that strategies to ensure students were more engaged were being explored and developed;
* The Deputy Principal confirmed that more students had made progress than the previous year in both English and maths;
* Governors queried whether there had been an increase in the number of learners taking English and Maths due to the change in specification. The Deputy Principal confirmed that they had remained static compared to previous years;
* Governors were assured that all that could be done was being done to improve English and Maths. The Chair queried where the College would expect to be by the time the Spring Term meeting took place. The Deputy Principal outlined the progress which should have been made which included the appointment of the Centre Manager post. He concluded by saying that the impact of the strategies and sanctions would not be seen for 2-3 years.

**Members of the Committee requested that a presentation on progress in English and Maths be provided at the next meeting of the Committee in February 2019.**

(ii) **T Level Implementation:**

* The Deputy Principal confirmed that 90% of work placements had been achieved the previous year;
* The AP Study Programmes provided members with an update on the T Level Implementation Plan as follows:  
  - Fareham was one of 52 colleges nationally to be chosen as a T Level early adopter;  
  - Delivery was due to commence in 2020;  
  - Industry placement (WE) had increased to 315 hrs (45 days);  
  - Being a pilot college provided opportunity to develop and inform the content and delivery of the specific T Level pathways;  
  - The College had recently submitted large amounts of information to the DfE on future projected requirements for the infrastructure required to support and deliver T Levels;
* The College had 83 Level 3 students in the 2018/2019 year;
* A mid-term and end of term evaluation would be required;
* Employer engagement for the industry placement of 45 days had been a challenge;
* Members explored the safeguarding aspects of the industry placement. The AP Study Programmes explained that the College was required to set up a Risk Assessment for each placement;
* Members explored how the College was promoting the T Level and how it responded when asked if it was better than an A Level. The credibility of the T Level and how it could be undermined nationally if it was not accepted by Parents, Employers and Universities as a credible alternative to A Levels was discussed.

(iii) **2019/2020 Applications:**

* Members noted that current live net applications stood at 256 which was 66 applications above the same time the previous year and 27 above the year before that;
* Members were reminded that comparing the current year’s data with the previous year was not an accurate reflection due to the 10% decline in 16-18 demographic. It was noted that comparing the data to the year prior to that was more realistic which still showed the College to be in a strong position with regards to full-time recruitment;
* Significant investment in the Marketing and Comms Team had been made for 2018/2019 which included a newly appointed Marketing Manager who had taken up post in October 2018 (Zara Breckell);
* An Outreach Co-ordinator post, responsible for outreach activity was currently out for advert. Governors were assured that the College currently had an interim Outreach Co-ordinator in post to ensure school liaison work was undertaken at such a crucial time of year;
* Governors queried the reason for the decline in applications from Fareham Academy. The AP Students and Improvement, Louise Davis, explained that a lot of the Fareham Academy population lived in Whiteley and, as a result, pupils generally went to Itchen College, particularly as Itchen College ran a bus service in and out of Whiteley. Mrs Davis confirmed that school liaison work to build relationships with local schools would continue.

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

**31/18 Annual Report on Equality and Diversity 2017/2018**

Members of the Committee received the Annual Report on Equality and Diversity 2017/2018 which provided Governors with an annual overview of the College’s Equality and Diversity practices, procedures and monitoring in relation to staff and students.

The AP Students and Improvement spoke to the paper and drew the following to members’ attention:

* The report provided confidence to the Corporation that the College was executing its statutory and moral duties in relation to being inclusive to all;
* Staff undertook the equality and diversity E-learning package every two years and had a compliance rate of 97%;
* A range of topics to educate all students on the concept of inclusivity were included in the tutorial programme and were outlined on page 2 of the report;
* The achievement of some groups of students did require improvement:  
  - children looked after (72.2%); and  
  - those students that had declared a disability (84.7%)  
  These groups were generally performing lower that the College average and action to improve this needed to be taken;
* Students accessing ALS (87.6%), in receipt of an EHCP (89.5%), High Needs (92%) and accessing free school meals (93.5%) all performed marginally or dramatically above the College’s headline rate;
* Members noted that there were 51 students with EHCPs in the current year compared to 38 the previous year.

**Members of the Committee reviewed the contents of the Annual Equality and Diversity Report 2017/2018 and agreed to recommend it for formal approval by the full Corporation at its meeting on the 12th December 2018.**

**32/18 Annual Report on Safeguarding 2017/2018**

Members of the Committee received the Annual Report on Safeguarding 2017/2018 which provided Governors with an annual overview of the College’s Safeguarding practices, procedures and monitoring in relation to staff and students.

The AP Students and Improvement spoke to the paper and drew the following to members’ attention:

* It was the Corporation’s responsibility to make sure that the College met its statutory obligations and the appropriate policies and procedures were in place to ensure that young people attending the College were safe;
* Members were reminded that the Corporation’s designated Governor for Safeguarding was Alastair Ramsay. It was noted that it was not a legal requirement to have a Governor lead but it was deemed best practice;
* Updates on safeguarding for staff took place throughout the year. All staff were invited to attend the Safeguarding update training in August 2018 which outlined the key changes to KCSiE (2018) which came into effect in September 2018. Governors were also briefed on these changes at the Board meeting on the 10th October 2018;
* Staff training for Safeguarding and PREVENT E-Learning modules, stood at 96% compliance;
* Raising awareness of the dangers and risks facing young people was a key part of the student tutorial programme which provided information on what to do and where to go for help should the need arise;
* Positive feedback from students had been received which confirmed that they felt safe whilst at College.

**Members of the Committee reviewed the contents of the Annual Safeguarding Report 2017/2018 and agreed to recommend it for formal approval by the full Corporation at its meeting on the 12th December 2018.**

**33/18 14-16 Policy**

Members of the Board received the 14-16 Policy for consideration and review. The Deputy Principal spoke to the paper and advised the Committee that this was a new policy which had been developed to support and deliver 14-16 education to students who had been unsuccessful in schools, were at risk of exclusion or had not been attending school for a range of reasons, including those who had been home educated. He went on to say that the overarching principle of this work was to support a small number of students (less than 20 in any given academic year) in this age group in a different educational setting and context which might enable them to succeed in the future.

In addition, the Policy outlined the principles and responsibilities for ensuring that students aged 14-16 were safe, well supported and achieved during their time at the College. The Deputy Principal highlighted the fact that the policy also set out the admissions and exclusions policy and procedures.

**Members of the Committee reviewed the contents of the paper and formally approved the 14-16 Policy.**

**34/18 Careers and Personal Development (CPD) Strategy (Transition to College or Employment)**

Members of the Board received the CPD Strategy for consideration and review. The Deputy Principal spoke to the paper and reminded members that the CPD course was a personalised programme of study which developed a student’s early career-related learning and was aimed at helping the student to understand themselves, their strengths, weaknesses and any particular interests. The programme aimed to prepare them for progression to a career they would like to follow. Essentially, the primary purpose of the programme was to help a student make a transition from school to college or into employment.

**Members of the Committee reviewed the contents of the paper and agreed to recommend the CPD Strategy for formal approval by the full Corporation at its meeting on the 12th December 2018.**

**35/18 Policy for Preventing Extremism and Radicalisation**

Members of the Committee received the Policy for Preventing Extremism and Radicalisation for consideration and review. Members were aware that Part 5 of the Counter-Terrorism and Security Act 2015 placed a duty on colleges to have ‘due regard to the need to prevent people from being drawn into terrorism’. The AP Students and Improvement highlighted the fact that Preventing Extremism and Radicalisation was one element within the overall College arrangements to safeguard and promote welfare of all students in line with statutory duties. She went on to say that the policy also drew upon the Government’s ‘Prevent’ agenda and associated briefing sheet, ‘Prevent violent extremism’ and DfE Guidance ‘Keeping Learners Safe in Education, 2014’.

The role of the Governing Body was outlined as follows:

* To undertake appropriate training to ensure that Governors were clear about their role and the parameters of their responsibilities, including their statutory safeguarding duties;
* To support the ethos and values of the College and to support the College in tackling extremism and radicalisation;
* To challenge the College’s senior management team on the delivery of this policy and monitor its effectiveness;
* To review the policy annually;
* To amend and adopt it outside of the normal timeframe in accordance with any new legislation or guidance.

**Members of the Committee reviewed the contents of the paper and agreed to formally recommend the Policy for Preventing Extremism and Radicalisation for approval by the Corporation at its meeting on the 12th December 2018.**

**36/18 Peer on Peer Abuse Policy**

Members of the Committee received the Peer on Peer Abuse Policy for consideration and review. The AP Students and Improvement, Mrs Davis, spoke to the paper and advised the Committee that the Policy set out to address the College’s commitment to safeguarding students and to specifically address the College’s response to peer on peer abuse, as outlined and required in Chapter 5 of Keeping Children Safe in Education 2018.

Members were informed that there had been 3 cases of sexual peer on peer abuse which had occurred away from the College but that both the victim and the perpetrator were attending College. Mrs Davis confirmed that the College was working very closely with the Police regarding this matter.

**Members of the Committee reviewed the contents of the paper and agreed to formally recommend the Peer on Peer Abuse Policy for approval by the full Corporation at its meeting on the 12th December 2018.**

**37/18 Date of next meeting**

Members of the Committee noted that, in accordance with the Corporation Calendar approved by the Board in June 2018, the next meeting was scheduled for **27th February 2019.** The Chair requested that, in order to allow enough time for curriculum presentations, the meeting commence **at 5.00pm.**  Members present agreed.

**Post-minute note:** The meeting of the 27th February 2019 did not proceed as it was not quorate. An alternative date could not be found whereby a quorum could be achieved and, as a result, a spring term meeting of the Committee did not take place. All policy documents were presented directly to the Board for consideration and approval.