FAREHAM COLLEGE

# MEETING OF THE

# TEACHING, STUDENTS, CURRICULUM AND QUALITY COMMITTEE

12th March 2018

# M I N U T E S

Present: Mr K Briscoe

Miss E Champion

Mr N Duncan

Mrs B Farrer-Williams

Miss Z Healey

Mr A Ramsay

Mrs P Tilt

In attendance: Mr P Brimecome (Deputy MD CEMAST (Interim))

Mrs J Eayrs – (Clerk to the Corporation)

Mr A Kaye – (Deputy Principal)

Ms L Palmer – (Director Curriculum - BRC)

Mrs G Sommers – (Director S&R)

**01/18 Curriculum Presentation/Demonstration**

Members of the Committee received a demonstration on Pro-Monitor and how it had been embraced and the benefits realised during the two years since introduction.

Mrs Sommers outlined future developments of Pro-Monitor which included Learner ILP, career development goals, the Parent Portal and the access of students and recording of ALS and the progress made by students.

**02/18 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. There were no interests declared.

**03/18 Apologies for absence and welcome to new members**

Apologies for absence were received and accepted from Mr Kew, Mr Marchbank and Miss Ross-Barton. The Chair welcomed Mr Brimecome, Deputy MD CEMAST (Interim) to his first meeting of the Committee.

**04/18 Minutes of the meeting held on the 6th November 2017**

The minutes of the meeting held on the 6th November 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.

**05/18 Draft minutes of the 15th January 2018 Academic Standards Committee Meeting**

Members of the Committee received and noted the draft minutes from the Academic Standards Committee meeting which had taken place on the 15th January 2018. The Chair advised members that a presentation had been received from Iain Russell on Sport and David Richardson on Automotive and Marine Engineering and the information provided had been very useful. He went on to express concerns about Sport and the fact that, although a number of issues had been raised during the Sport presentation, no solutions to those issues had been provided. It had been agreed that these concerns would be brought to the TSC&Q Committee’s attention. There was a brief discussion whereby the turnover in Head of Department was cited as a cause for some of the issues being experienced within the Sport Department. The Deputy Principal reported that Paul Stannard, Lead Manager for English and Maths, and previously Programme Manager for Sport would now take back responsibility for Sport.

**06/18 Minutes of 29th January 2018 HE Board of Studies Meeting**

Members of the Committee noted the draft minutes of the HE Board of Studies meeting held on the 29th January 2018 and the discussions which had taken place.

**07/18 Risk Management – March 2018**

Members of the Committee received a paper on Risk Management which outlined the top risks which were the responsibility of the Committee to monitor and review. The Principal, spoke to the paper and drew members’ attention to the four risks which had deteriorated and which related to:

* **Poor student attendance leading to non-achievement and poor outcomes** – Members noted that some recent issues had been identified with attendance in some pockets of the College;
* **Poor student outcomes leading to a loss of reputation and reduction in student recruitment** – It was noted that a decline in adult retention could result in lower than expected adult achievement. In addition, it was noted that Apprenticeship achievement was also forecast to be lower than targeted;
* **Lack of capacity within curriculum middle-management team** – Members were advised that, despite all curriculum managers at the BR campus having been further supported by the addition of two curriculum area leads (CALs) it was proving difficult to appoint Heads of Construction, Sport and Uniformed Services and CETC. It was noted that a further review of the structure may be required;
* **An over reliance on subcontracting activity** – It was noted that recent discussions around the transfer of apprenticeships back to Steve Willis Training to support the initiation of their new contract has highlighted the potential for in-year changes to subcontracted activity.

**Members reviewed and noted the risk scores, mitigating factors and the actions in train to mitigate each risk as outlined in the Risk Register document.**

**08/18 Teaching, Students, Curriculum and Quality Spring Term Report 2018**

Members of the Committee received a comprehensive and detailed spring 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;
* Mock exams update – forecast outcomes;
* Curriculum KPIs
* BRC;
* CEMAST;
* Apprenticeship Provision;
* Subcontractors;
* Work Experience;
* Traineeships;
* HE Quality Update;
* BTEC QMR Visit;
* Vulnerable cohorts and current performance;
* Dfe Performance Tables and local comparisons;
* Students & Recruitment;
* Student Voice;
* 2018/2019 Applications and School Liaison
* Applications by School;
* 2016/2017 Destinations;
* Careers and IAG;
* Observation;
* Staff Development;
* Directed independent study;
* Blended learning;
* Compliments and Complaints.

The Chair acknowledged that the report included a significant amount of detail and it was accepted that all members had had the opportunity to read and digest the content. The Chair invited the Deputy Principal to draw the key aspects of the report to the Committee’s attention as follows:

1. **English and Mathematics** – Members noted that the volume of students had decreased for Maths GCSE (16-19) from 369 in 16/17 to 298 in 17/18 and from 461 in 16/17 to 338 in 17/18 (16-19) for English GCSE. In addition, members noted an improvement in attendance of:  
   - English: 80.8% (compared to 77.6% in 16/17);  
   - Maths: 79.6% (compared to 78.5% in 16/17);  
   Members reviewed and noted the mock exam forecast outcomes as outlined on page 4 of the report.
2. **Curriculum KPI’s:**

* **Attendance –** Members reviewed attendance rates by department as outlined on page 5 of the report. It was noted that cross-College attendance was currently 88.5% compared to 87.8% in 2016/2017 with all HODs/PMs monitoring and applying intervention as required for students at risk due to attendance issues;
* **Retention 16-18** was noted as 95.5% (compared to 93.3% year-end 2016/2017);
* **Retention 19+** was noted as 91.5% (compared to 93.7% year-end 2016/2017);

(iii) **Curriculum Development:**

* **Apprenticeship frameworks** – Members noted that it was the College’s strategy to move from Apprenticeship Frameworks to new Apprenticeship Standards as soon as they were approved and available for delivery to ensure maximised funding;
* **19+ Course Improvement Actions** – Members noted that the Task and Finish Group had focussed on those part-time courses that had under-performed in the previous academic year. The actions arising from the Group had ensured that a robust IAG (Information Advice and Guidance) process had been put into place for part-time courses. The IAG process trialled for English and Maths had included a 3-step enrolment process which had asked all prospective students to attend a screening session, complete pre-course material and pay a refundable deposit. In addition, the Group had identified a new method for engaging with part-time students to check and monitor attendance and progress;

(iv) **CEMAST**:

* CEMAST had taken part in a number of important promotional events over the previous few months which included attendance at the EBP ‘Get Inspired’ event at Portsmouth Guildhall;
* There had been growth in student numbers across all areas of the curriculum but most notably Aerospace Engineering and the Higher Education provision;
* Girls in Engineering sessions had proven successful with the local feeder schools;
* Higher levels of entry criteria had been set across all programmes and at all levels to raise the bar for being able to study at the centre from the next academic year;
* Staffing was still a high risk as the difficulty in recruiting to engineering posts still remained a challenge;
* Engagement with employers continued to improve and grow with new employers and existing employers wanting to recruit more apprenticeships and further develop their workforce on higher level programmes;
* Retention was particularly pleasing at an overall current performance of 97.3% which represented a 1% increase year-on-year on the final out-turn;
* Attendance remained at or above the College target across all areas.

(v) **Subcontractors** – Members reviewed and noted the position regarding subcontractors as outlined on page 14 of the report;

(vi) **Work Experience** – Members noted that, despite being behind target, the team was still focussed on the 80% in-year achievement for full-time students;

(vii) **HE Quality Update** – Members reviewed and noted the position regarding the TEF Year 3 process and that the College hoped to be awarded a TEF Year Three Bronze Award. It was noted the outcomes would be published in June 2018;

(viii) **BTEC QMR Visit** – Members were advised that the recent BTEC quality monitoring visit (QMR) which had taken place on the 8th December 2017 had been extremely successful with only two minor recommendations having been made;

(ix) **Vulnerable Cohorts and Current Performance** – Members reviewed and noted the current position with regard to vulnerable cohorts and current performance as outlined on page 17 of the report;

(x) **Students and Recruitment**:

* **2018/2019 Applications** – Members noted net applications by department of 902. It was noted that applications had picked up in the last three weeks, particularly from the two main feeder schools, Bay House and Brune Park. Members were reminded that the demographic showed a 10% decline in the current Year 11 numbers and to only be -1.5% compared to the previous year was encouraging;
* **2016/2017 Destinations** – Members noted that 87% of last year’s leavers had been traced. In addition, the destination of high needs students had been tracked and all students had a positive destination with the majority staying at the College for a further year;
* **Compliments and Complaints** – Members noted a total of 18 complaints to date (55 in 15/16 and 46 in 16/17) and 10 compliments.

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

**09/18 Strategy/Policy Development**

Members of the Committee received the following two Strategies for consideration and discussion:

(i) **Employer Engagement Strategy 2018-2020** – The Deputy Principal spoke to the paper and advised members that the College aimed to provide education and training which met the needs of employers and addressed employment skills gaps across the Solent LEP area and beyond. He went on to say that it was intended that the Strategy would support the continuous development and improvement of an education system that supported the vision of the Solent LEP and the unitary authorities of Portsmouth, Southampton and the local authorities of Fareham and Gosport to ensure that the region’s young people and adults could access high quality education to meet their needs and enable appropriate progression.

**Members of the Committee agreed to recommend the Employer Engagement Strategy 2018-2020 for formal approval by the Board at its meeting on the 28th March 2018.**

(ii) **Advanced Level Strategy (Technical Baccalaureate) 2018/2019** – The Deputy Principal advised the Committee that the re-integration of STEM A-Level subjects had been designed to add breadth to the career and higher study choices of prospective students and to ensure the College remained a key stakeholder in the development of a highly qualified academic and professional local and national workforce. It was acknowledged that this re-introduction would not dilute the current curriculum offer but would replace some poor performing courses in terms of recruitment and progression.

**Members reviewed the contents of the paper and agreed to recommend it for formal approval by the full Corporation at its meeting on the 28th March 2018.**

**10/18 Date of next meeting**

Members noted that, in accordance with the Corporation Calendar approved by the Board in June 2017, the date of the next scheduled meeting was **Wednesday 23rd May 2018 at 5.30pm.**