

**MEETING OF THE TEACHING, STUDENTS, CURRICULUM, AND QUALITY COMMITTEE
OF THE CORPORATION OF FAREHAM COLLEGE**

13 November 2019

MINUTES

Present: Mr K Briscoe
Ms Emma Champion
Mr P Marchbank (Chair)
Ms T Richardson
Mrs P Tilt

In attendance: Mrs L Davis (AP S&I)
Mrs G Flood (Clerk to Corporation)
Ms C Green (Operations Manager (Apprenticeships)) (Presentation only)
Mr A Kaye (CEO & Principal)
Mrs L Palmer (AP Curriculum)
Mrs L Roberts (MD Business & Partnerships)

12/19 Curriculum Area Presentation

Members of the Committee received a presentation from Clare Green Operations Manager (Apprenticeships) on the quality of the College's current apprenticeship provision. General themes covered by the presentation included;

- Clear expectations consistent quality of Professional Coach delivery across all programmes for all Professional Coaches
- One File Reporting facility to be created and utilised in the monitoring performance across employer contracts and for individual Professional Coach analysis
- Robust way of capturing learner feedback data at start, mid-point and end point of learning journey

The Committee commended the team on work completed to date and noted their very positive endorsement of the One File reporting facility.

13/19 Item 1 Declaration of Interests

Members 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.

14/19 Item 2 Apologies for absence

There were no apologies for absence.

15/19 Item 3 Minutes of the meeting held on the 22 May 2019

The minutes of the meeting held on the 22 May 2019 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.

16/19 Item 4 HE Board of Studies (HEBoS) Minutes of the meeting held on 10 October 2019

The Committee noted the minutes of the HEBoS meeting held on the 10 October 2019 for information. APSI informed the Committee much of this would be covered under Item 7 Executive HE Self-Evaluation Document (SED)

17/19 Item 5 Risk Management – review of top college risks identified by the College Risk Management Group

Members of the Committee were provided with the Risk Register which outlined the top risks which were the responsibility of the TSCQ Committee to monitor and review.

The Principal spoke to the paper and outlined the 3 items of risk that have been subject to increase since the last review.

- Poor English and Maths outcomes continue to impact on College performance – the Committee were reminded of the decline in results over the summer particularly within functional skills and adult English and Maths outcomes
- Poor student attendance leading to non-achievement, and poor outcomes – the Principal confirmed attendance had dipped compared to previously, but that this risk is largely reflective of 2018/19 rather than 2019/20. The Committee were informed this risk was likely to decrease.
- Deterioration in young people’s mental health could lead to a serious incident – the Committee were informed as a result of the male suicides in 2018-19/20 this risk has obviously increased. A significant amount of intervention is in place but this continues to be a College priority.

The Principal went on to note that residual risk remains at a reasonable level. The Committee were asked to note that some ‘housekeeping’ had been completed to try and reduced and combine risks to create a more succinct and manageable register.

The Chair queried what actions the College has in place in respect of 3rd party assurance to combat mental health. APS&I confirmed that we are required to provide an annual Safeguarding self-assessment (SA) to Hampshire County Council which is used to inform their audit programme. To date the College has not been required for audit which suggests our SA has provided sufficient evidence of meeting requirements. The College also subscribes to the Association of Colleges (AOC) Mental Health Charter. We comply with all its key standards and an appraisal from the AOC Safeguarding Lead due this term, will help to provide additional 3rd party evidence. APS&I went on to confirm that the College is an active participant on a number of local safeguarding boards and groups. A recent lottery bid for 9K has been secured to develop ‘train the trainer’ emotional resilience training which will be rolled out to the wider college during 2020. The Committee were also reminded of the Educational Psychologist support provided to staff and particularly the Health and Wellbeing Team.

The Chair and other members commended the College’s approach to health and wellbeing and suggested more evidence is included in the risk register to this effect. The Principal confirmed that he would be hoping to see the risk rating for this area to drop over time as a result of the number of positive interventions in place.

The Chair provided some general feedback that he felt the risk register would benefit from more specific information e.g. percentages, numbers and benchmarks. It was agreed this would help better contextualise some of the movement between risk levels.

ACTION: Principal to include more specific detail within the risk register where appropriate.

18/19 Item 6 Draft Self-Assessment Report 2018-19

Members of the Committee received the Draft Self-Assessment Report (SAR) 2019/2020.

The Principal spoke to the paper and drew the following to members’ attention:

- The OFSTED framework has changed with effect from January 2019; and, as a result, this was the first-time judgements would be made against this revised profile. The 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 reviewed the Grade profile on page one of the report, and noted that 'Overall Effectiveness' had been deemed 'Good' with the majority of areas deemed 'Good' for the 2018-19 year compared to the OFSTED overall judgement of 'Outstanding' in October 2017;
- Members noted those aspects of the provision which had declined, in particular, standardised processes to assess/review evidence of student learning as well as capture employee engagement in respect of apprenticeships as well as English and Maths results.

APSI informed members the changing criteria to an increased focus on the quality of teaching and learning will be a journey for the College. Whilst we are confident we are performing well and 'exceptionally' in some areas, to reach an 'outstanding' self-assessment score requires the pure quality of education in ALL aspects of teaching to be exceptional.

Members agreed they felt that the key areas for improvement had clearly been identified and noted their confidence in the College's awareness of what needs to improve. The Chair reiterated his general feedback that the self-assessment might benefit from more specific information e.g. percentages, numbers, benchmarks and RAG ratings to better contextualise the information provided. APS&I agreed.

Members of the Committee reviewed and noted the Self-Assessment Report 2018/2019 and noted that the final document would be presented to the full Corporation for formal approval at its meeting on the 11 December 2019.

19/19 Item 7 Executive Summary of the Higher Education (HE) Self-Evaluation Document

Members of the Committee received the Fareham College Self-Evaluation Document (SED). The APS&I Principal spoke to the paper and noted that the paper presented was the Office for Students (OfS) equivalent return as the previously submitted executive summary of the Annual Quality Assurance Assurance (AQAA) provided to HEFC. APS&I informed the Committee that overall, HE and delivery has performed well within the College however assessment and feedback methods need some additional focus particularly e.g. engineering.

Members were informed that an additional HE Operational Group has been set up to help deliver, assess and feedback decisions made at HEBoS. The HE Operational group meet termly and assessment and feedback especially innovation in method with be a key target.

Members were also informed due to the change to OfS there is no longer a requirement for Governing Bodies to provide confirmation/assurance about the delivery of HE within the College. APS&I noted however that for the purposes of best practice the Committee would continue to be invited to scrutinise the SED and use it as assurance of HE quality assurance and continuous improvement.

Members of the TSC&Q Committee noted the report and took assurance that the College was effectively managing and delivering on quality assurance and continuous improvement of the HE student academic experience and student outcomes

20/19 Item 8 TSCQ Autumn Term Report – October 2019

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 2019. 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.

English and Maths

The Committee were informed as an increased number of students were close to the GCSE grade 4 boundary in the summer there was a significant increase in November GCSE re-sits of 130 English and 140 maths. This has been very well received by both students and parents. The AP Curriculum also noted improved assessment of starting points (and obtaining of raw scores) has enabled better targeting of intervention whilst the addition of a Curriculum Area Manager (CAM) and Coach roles within the department also continue to support quality improvement and drive student outcomes. Finally, the Committee were informed that the application process for adults has become more stringent with the offer of functional skills rather than GCSE's in some cases, and that alternative GCSE examining boards are being considered for future exam seasons.

Apprenticeships

The MD Business and Partnerships informed members that SLA's have been developed for all Business Plus team members to each Faculty involved in the delivery of any apprenticeship aims, this will provide clarity in timescales and interaction with both internal and external customers. The Committee went on to discuss 'timely' and 'overall' achievement rates for apprenticeships compared to wider market. It was noted the College figures around 60% were not significantly behind the average but that improvements were still required for 19/20. The MD Business and Partnership went on to confirm that sales were performing particularly well with a possibility of hitting the 3.7 million target by the end of December.

16-18 Outcome

Outcomes for 16-18 students remain static at 85% whilst 19+ student outcomes have increased by 4% compared with the previous year's outcome. Our Level 3 students perform particularly well and sit in the top 5% of national rates.

Work experience and industry placements

The Committee were reminded the WEX target has been significantly increased to 100 hours for all Level 2 and Level 3 students for this academic year (compared to 67% completing 35 hours in 2018-19). It was noted there are 123 confirmed WEX placements, started or shortly due to start.

T Levels

T Level preparation is progressing well with Digital and Education Childcare routes and both the Department for Education and the ESFA have stated they are confident with our progress to date. Members were reminded of the successful bid for T Level capital to redevelop the campus, noting that works start from May 2020 with a completion date prior to the start of delivery of T Levels in September 2020. APC noted her thanks to her team who are performing extremely well with this project in addition to their day to day workload. The Committee discussed levels of awareness of T level's outside of FE.

Student Numbers 2019/2020 Members were advised that full time enrolment has seen a significant increase with a 4% improvement on market share achieved from local feeder schools. Apprenticeships have also increased significantly. It was noted adult recruitment still requires some improvement, predominately the decline is in part time courses.

Performance of vulnerable groups

APSI reminded members of the College aspiration that 'vulnerable group' students should be performing at least at the college average if not the KPI average. Members noted that the performance of vulnerable

groups was not yet at the College rate of achievement (87.9%). The Committee were informed more needs to be done to close this gap, but significant improvements have been made e.g. achievement gap between students and those students with a disability has notably improved by 4.7. %

Exclusions

The Committee noted the reduced numbers of written warnings v. static results in respect of suspensions and exclusions. It was noted exclusion was only used as a last resort or in situations deemed so serious there is no choice e.g. violence/weapons/drug related incidents. Generally, the Committee thought results were positively low. The Committee sought reassurance that those students subject to exclusion were provided with transition support. The APSI confirmed there was notable support in place as often there are wider issues in place e.g. a number of excluded students from 18/19 were also referred to social services.

20/19 Item 9 Annual Equality and Diversity Report 2018-19

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.

APS&I talked to some of the key objectives included on the action plan;

Encourage participation of underrepresented staff and student groups in College activity

Members were informed that we are making good progress however there is more work to do in recruitment in respect of diversity, especially gender balance in CETC and the engineering faculty specifically.

To address the underperformance of specific groups within the College

It was noted the performance of almost all vulnerable groups of students has improved from 17/18-18/19, other than EHCP and HNS student which is in decline. APS&I reminded members that closing the gap between the College average performance and those that are deemed vulnerable, still remains a priority.

Eliminate any form of discrimination between students, staff and other stakeholders

The Committee noted that 97% of student's state they feel safe within the College and queried the impact on the 3% of students that feel don't. APS&I confirmed that this represented 11 students. As the survey was not anonymous we have been able to engage with those students for more information, the majority suggested it was because they had either have moved up from school and feared similar reprisals to a school environment or they held concerns about the open campus. APS&I went on to note that the open campus has been an SLT consideration for some time and confirmed access control points (using staff and students swipe badges) will be introduced on all main exit doors over the next few weeks. The Chair suggested this additional information is captured via the action plan.

Members of the Committee reviewed the contents of the Annual Equality and Diversity Report 2018-19 and recommended it's formal approval at the full Corporation meeting on the 11 December 2019.

21/19 Item 10 Annual Safeguarding Report 2018-19

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.

APS&I informed the Committee there had been 10 reported incidents of peer on peer abuse in year. In respect of 'vulnerable group' students, retention is good, and achievement is 80% but still under the College average. The APS&I provided an overview of numerous interventions in place to support 'vulnerable' group

students such as BOOST and the summer transition programme. Finally, the Committee reviewed the Quality Improvement Plan (QIP) for Wellbeing and Safeguarding and were informed this was in place to track the ongoing improvements via the Wellbeing Committee and then TSCQ. Governors commended the depth and breadth of strategies in place to support both student and staff health and wellbeing.

The Committee discussed the success of the internal provision of wellbeing services versus the use of a 3rd party as previously. APS&I confirmed that generally this feels to have been very successful but a full evaluation will take place in due course for TSCQ review.

ACTION: APS&I to review success of internal Health and Wellbeing provision v. 3rd party for future TSCQ review

Members of the Committee reviewed the contents of the Annual Safeguarding Report 2018-19 and recommended its formal approval at the full Corporation meeting on the 11 December 2019

22/19 Item 11 Strategies and Policies

The Principal gave a short overview of main changes to each of the policies subject to review.

Members of the Committee reviewed the following formal policies and recommended their formal approval at the full Corporation meeting on the 11 December 2019;

14-16 Policy

CPD Policy

Policy for Preventing Extremism and Radicalisation (PREVENT)

Safeguarding Policy

Peer on Peer Abuse Policy

Behaviour Management Policy

Assessment Policy

Attendance Strategy

Attendance Policy

Fitness to study policy

Malpractice and Maladministration policy

Observation policy

Teaching and Learning Strategy

Code of Practice on Freedom of Speech

Quality Strategy

Complaints Policy