

FAREHAM COLLEGE

**MEETING OF THE  
TEACHING, STUDENTS, CURRICULUM AND QUALITY COMMITTEE**

22<sup>nd</sup> May 2019

**MINUTES**

Present: Mr K Briscoe  
Mr A Kaye  
Mr A Ramsay  
Mrs P Tilt

In attendance: Mrs L Davis (AP Students & Improvement)  
Ms J Eayrs (Clerk to the Corporation)  
Ms L Palmer (AP Study Programmes)  
Mrs L Roberts (MD Business Plus/CEMAST/CETC)  
Ms M Young (Faculty Director Health, Sciences &  
Education)  
Ms R Sharp (Head of English & Maths/Director of MCoE)

**01/19 Curriculum Area Presentation**

Members of the Committee received a presentation from:

- Rosie Sharp, Head of English & Maths provided an English and Maths Update.
- Michelle Young, Director Health, Sciences & Education on the development of online learning;

(i) **English and Maths Presentation and consideration of the English and Maths Strategy:**

The Head of English and Maths provided members with an update and drew members' attention to the following:

**Attendance:**

- Daily and weekly reports on attendance at English and Maths classes would be created;
- A clear oversight of where there were issues would be gained;
- Parents of students with poor attendance were invited into College in November 2018;
- Curriculum area leads (CALs) had been introduced to support Faculty Directors and work towards further embedding and contextualising Maths and English;
- The strategies for 2019/2020 were outlined;
- 'Walk throughs' and poking heads into classrooms had worked well and this would be encouraged and would be rota'd for 2019/2020;
- Staff were being encouraged to actively seek students out and have a conversation with them rather than just put a note on ProMonitor;
- Schemes of work were being reviewed to see if there was any 'cross-pollination';
- Progress was being made but joined up thinking and working together collaboratively across the College needed to continue in order to drive further improvement. Faculty Directors walking into classrooms and noticing poor behaviour and following up on that sent a strong message.

**Achievement:**

- Mock exams had taken place in January 2019;
- Consistent mini-assessments throughout the year were going to be re-introduced for 2019/2020 as they provided a better overview of a student's level;

- Reporting home with the outcomes of assessments had caused a 'flurry of activity'. It had worked well and had provided a clear directive;
- Small group intervention with 2 maths coaches had taken place. This had produced an improvement in terms of engagement and confidence;
- Mock exams had highlighted the fact that there were anxious students. As a result a different check-in had been devised for these students;
- 97% attendance which meant that 12 students didn't attend and 6 of those students the College knew about;
- Keeping warm activities and additional sessions were planned over the summer for adult students;
- The College had developed a GCSE pod online for younger students too;
- Incentives would be advertised more in 2019/2020;
- Maths coaches had been placed in the hub to support students with their homework and to up-skill. It had become a one-stop shop for queries;
- Some student had increased their marks by 30% in the mock after having intervention and an increase in confidence.

#### **Challenges:**

- Timetabling – BRC had tried to replicate CEMAST with shorter more frequent sessions which had helped with behaviour;
- Functional Skills had been reformed and was really difficult. Maths sample papers were 'meaty' and similar GCSE content. The College still advocated the original strategy that all students would study GCSE although this was being assessed on a case-by-case basis;
- Governors queried, of the students taking English and Maths, what percentage were in their final year. The Principal added that it was important to know who was in their final year but tracking 400 students did present challenge. The progress measure the previous year had been positive and Fareham had been one of the few colleges to do that.

Members of the Committee considered the English and Maths Strategy for 2019/2020. Members were referred to page 3 of the document which outlined the five key strategic aims which the English and Mathematics Strategy focussed on as follows:

- All full-time students will continue to develop their English and mathematics skills routinely as part of their technical or professional qualifications through the achievement of formal English and mathematics qualifications;
- The value of English and mathematics for our students' successful futures for progression to higher level learning, University or employment and increased earning potential will be actively promoted prior to and during their studies;
- College environments will promote the use of words and numbers in innovative ways that demonstrate to students the importance of English and mathematics and the integral contribution to life and work;
- All English and mathematics teachers will provide high quality teaching, learning and assessment;
- Financial investment will be available to support all teachers to develop their personal competence in English and mathematics through a range of training and development activities.

**Members reviewed the Maths and English Strategy and agreed to recommend it for formal approval by the full Corporation at its meeting on the 26<sup>th</sup> June 2019.**

*The Chair thanks Mrs Sharp for her presentation and she left the meeting.*

- (ii) **Development of online learning** – Members of the Committee received a presentation on the Development of online learning. The Faculty Director for Health, Sciences and Education drew the following to members' attention:
- Online delivery and learning came under her umbrella of responsibility because the disciplines within her department attracted part-time adult students who were seeking to up-skill or retrain;
  - There were 2 main systems:
    - Pearl System: a complete teaching and delivery online package; and
    - Short courses of 8-10 weeks for those already in employment (mostly Level 2);
  - The short course package had been used on internal staff who had found it to be quite useful;
  - The short course package was not hugely exciting but it got the job done;
  - The Pearl System had more videos and was more engaging;
  - The advantages of online delivery were outlined which included:
    - flexible learning for adults due to employment/family commitments;
    - running costs reduced;
    - Interest from a much wider geographical area;
    - Entry points can vary throughout the year;
  - Considerations for the future were outlined:
    - Online enrolment and payment;
    - How online learners were managed in relation to start and end dates and attendance;
    - Staffing in respect of contracts, holidays and marking;
    - Administration and monitoring was more difficult;
    - Maintaining motivation of learners – face to face events and online Campus.

The Chair requested that an update on English and Maths and Apprenticeships be provided at each meeting.

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

#### **02/19 Annual Election of Chair and Vice-Chair**

In view of the fact that Mr Ramsay had resigned his role as Governor (effective from 31<sup>st</sup> August 2019) and Miss Champion (Vice-Chair) was on a secondment in the Netherlands, this item was deferred to the autumn term meeting. Mr Ramsay agreed to chair the meeting.

#### **03/19 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.

#### **04/19 Apologies for absence**

Apologies for absence were received and accepted from Mr Kew, Mr Marchbank. Members were advised that the Student Governor, Joe Hilliker had resigned his role as Governor in April 2019.

#### **05/19 Minutes of the meeting held on the 12<sup>th</sup> March 2018**

The minutes of the meeting held on the 12<sup>th</sup> 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.

## 06/19 Higher Education Board of Studies (HEBoS)

Members of the Committee noted that the draft minutes of the HEBoS meeting held on the 13<sup>th</sup> May 2019 would be circulated once available.

## 07/19 Termly Report on Risk Management – May 2019

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 had been very little movement with only 1 new risk and 2 updated as follows:

- **New risk 8: T Level preparation** – Members were advised that careful monitoring of progress against time bound actions enshrined within a T Level implementation plan assigned to SMT and Faculty Directors was taking place;
- **Updated risk 16: Failure to recruit sufficient apprentices** – Members noted that there was currently £47k left to achieve target before year-end;
- **Updated risk 22: Strategic failure to recruit international students** – Members were advised that the Strategic Plan had been revised and updated and there were no direct plans to specifically recruit to international provision.

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

## 08/19 TSC&Q Summer Term Report – May 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.

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 Principal to draw any particular areas of concern to members' attention:

- **Apprenticeships** – Members reviewed recruitment, focus and forecast outcomes for apprenticeships. Members noted that overall outcome for 2018/2019 was predicted at 76.8% with timely achievement likely to be 62.8%;
- The finance target for apprenticeships was down by £56k against a £3.2m budget;
- Members reviewed the MLP levels and noted the areas which had not achieved the MLP;
- Big changes in how the achievement of apprenticeships were measured were expected in 2019/2020;
- **AEB Subcontractors** – Members noted that the College was currently working with three key AEB subcontractors in the current year;
- **Quality of subcontracting** – Members reviewed page 11 of the report which provided a quality assessment of each subcontractor and a recommendation for continued work in 2019/2020 for Governors' consideration. The proposal was to continue with Steve Willis Training Ltd, Military Mentors and Remit but to cease contracting with Pathway and Fareport Training. Members of the Committee endorsed the proposed arrangements for 2019/2020;

- **Study Programmes** – Members reviewed and noted attendance and retention data for study programmes as outlined on pages 12 and 13 of the report;
- Attendance and retention were particularly poor in Level 1 programmes Hair and Beauty, Construction and Automotive;
- CPD would remain a Level 1 offer;
- Sport retention had improved significantly. The Principal confirmed that this had been due to a change in line management;
- Forecast outcomes were reviewed and noted on page 13 of the report.
- **Industry Placements** – Members were reminded that the College was in receipt of Capacity and Delivery Funding for 2018/2019 to support 83 students completing extended, external work experience of a minimum of 315 hours (9 weeks) during the academic year. Members were advised that, whilst this had presented significant challenge, progress had been made and the College had refined its strategy for 2019/2020. Members noted that 55 out of the 83 students were on schedule to achieve industry placement;
- **2019/2020 Applications** – Members were advised that full-time applications for 2019/2020 continued to remain positive with current applications level with the 2017/2018 year (which was deemed more comparable geographically);
- **Applications from local feeder schools** was also very positive with almost all applications from feeder schools meeting or exceeding the 2017/2018 application position;
- **Application data by feeder school** was reviewed and noted as outlined on page 18 of the report;
- **Performance of vulnerable groups** – Members noted that the performance of vulnerable groups continued to remain positive in year with almost all groups within the College on learner responsive provision on or at the College’s average retention rates;
- **LAC** and those that were on the safeguarding register were performing slightly below the College’s retention rates;
- **Destinations** – Members reviewed and noted the destination data outlined on page 19 of the report;
- **TL&A** observation profile continued to remain strong and was reported at 93% good or better across all provisions;
- **Several staff changes** in-year had resulted in a shortfall of internal quality assurers specifically in engineering for both study programmes and apprenticeships;
- **Stretch and challenge** also remained an area for development in some areas. Members noted that this was being targeted through CPD and learning communities moving forward in order to identify and share best practice;
- **Compliments and complaints** were reviewed and noted. Members acknowledged that both complaints and complements had reduced compared to the previous year.

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.**

#### **09/19 Policies/Strategies for consideration and review**

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

- (i) **Observation Policy 2019/2020** – Members of the Committee reviewed and considered the Observation Policy 2019/2020. The 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;
  - equip all Professional Coaches with the skills and confidence to deliver training to apprentices in the workplace.

Members noted that a thorough review of the 2018/2019 observation cycle had led to a number of changes for the new observation cycle to be implemented in 2019/2020. The changes outlined on page 4 of the document were reviewed and noted.

**Members of the Committee formally endorsed the Observation Policy 2019/2020.**

- (ii) **Assessment Policy** – Members of the Committee received the Assessment Policy for consideration and review. Members were advised that the Policy had been updated to incorporate end point assessments for apprenticeship standards and members were referred to page 8 of the document.

**Members of the Committee formally endorsed the Assessment Policy.**

- (iii) **Teaching and Learning Strategy** – Members of the Committee received the Teaching and Learning Strategy for consideration and review. The AP(S&I) spoke to the paper and outlined the purpose of the strategy and confirmed that there were no key strategy changes being proposed for 2019/2020

**Members of the Committee reviewed the contents of the paper and agreed to formally recommend the Teaching and Learning Strategy to the full Corporation for approval at its meeting on the 26<sup>th</sup> June 2019.**

- (iv) **Learner Involvement Strategy** – Members of the Committee received the Learner Involvement Strategy for consideration and review. The AP(S&I) spoke to the paper and outlined the purpose and objectives of the strategy which was to involve learners in strategic decision-making and operational management processes and document how the College captures and uses them to secure improvement.

**Members of the Committee reviewed the contents of the paper and agreed to formally recommend the Learner Involvement Strategy for approval by the Corporation at its meeting on the 26<sup>th</sup> June 2019.**

In addition, the Chair suggested that, in future, the Policy and Strategy items should be considered earlier in the meeting to ensure parity of attention time at future meetings.

## **10/19 Annual Review and Evaluation**

Members of the Committee received a report on the Annual Review and Evaluation which included:

- An annual review of the current Terms of Reference including consideration that the Committee had complied with its terms of reference;
- An annual review of the Annual Cycle of Committee Business; and
- The Committee’s work to support the Board in respect of the Code of Good Governance (The

Code):

- Ensuring that there are effective underpinning policies and systems which facilitate the student voice;
- To foster exceptional teaching and learning;
- To ensure that the College is responsive to workforce trends by adopting a range of strategies for engaging with employers and other stakeholders;
- Meet and aim to exceed its statutory responsibilities for equality and diversity.

The Clerk reported that, this year, the review against the key elements of the Code had been further developed and further embedded into the work of the committees, the Corporation and the annual performance review process. A compliance/evidence chart had been presented (as Appendix C to the paper) which provided an assessment against the key responsibilities outlined in the Code which specifically related to the TSC&Q Committee (Sections 3,4,5 and 8) for members to consider and review.

The Committee reviewed the key criteria outlined in the compliance/evidence chart and agreed that the Board was largely compliant. However, a number of actions were proposed to secure further improvements as follows:

- (i) **TSC&Q Committee Terms of Reference and Annual Cycle of Business** – updated to include:
  - termly Link Governor Engagement Report;
  - Learner survey outcomes;
  - Employer engagement & employer satisfaction;
  - termly update on student appeals analysis;
  - parent survey outcomes;
  - annual review and performance assessment against the Code of Good Governance.
- (ii) Members agreed to consider the introduction of on-line Safeguarding and Prevent training for all Governors;
- (iii) The Committee agreed to include student appeals in the termly report on complaints and compliments;
- (iv) Link Governor engagement was acknowledged as currently variable. The Committee agreed to the development of a more structured approach with the Clerk facilitating half-termly or termly visits/contact with link departments;
- (v) The Committee agreed it would be beneficial for student/employer/parent survey outcomes to be reported to the full Board as well as the TSC&Q Committee;
- (vi) The Committee agreed to seek a volunteer for an E&D Governor Champion as with Safeguarding;
- (vii) The Committee acknowledged that diversity representation on the Board was an area which required development.

**Governors reviewed the Terms of Reference and Annual Cycle of Business for the TSC&Q Committee and agreed they had complied during the 2018/2019 year and proposed the changes outlined above. In addition, the Committee agreed that the Board was broadly compliant with the key criteria enshrined within the Code of Good Governance which came under the Committee's area of responsibility to review (Sections 3, 4, 5 and 8) and agreed to recommend for approval by the full Corporation the actions outlined above to secure further improvement.**

#### **11/19 Dates of meetings in 2019/2020**

Members of the Committee agreed the following dates of meetings during the 2019/2020 year for inclusion in the Corporation Calendar with all meetings to start at 5.30pm:

- 13<sup>th</sup> November 2019;
- 4<sup>th</sup> March 2020;
- 20<sup>th</sup> May 2020.