

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

Wednesday 11 November 2020

DUE TO THE COVID-19 PANDEMIC THIS MEETING WAS HELD VIA MICROSOFT TEAMS

MINUTES

Present: Kevin Briscoe
Sophie Burgess (student)
Emma Champion
Paul Marchbank (Chair)
Tanya Richardson
William Terry (student)
Pauline Tilt

In attendance: Victoria Adams (Director of Student Experience) **(until Item 6 only)**
Christian Allen-Kotze (DP Students & Improvement)
Georgina Flood (Head of Governance)
Andrew Kaye (Principal & CEO)
Dave Richardson (Director of CEMAST/CETC) **(Item 1 only)**
Lesley Roberts (Managing Director Business Plus)

19/20 Item 1 Faculty Update Presentation from Director of CETC and CEMAST

20/20 Item 2 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.

21/20 Item 3 Apologies for absence

Apologies for absence were received from new student member Sam Rushen new Student Vice President for CEMAST.

22/20 Item 4 Minutes of the meeting held on the 20 May 2020

The minutes of the meeting held on the 20 May 2020 were agreed as a true and accurate record and were signed by the Chair.

23/20 Item 5 Quality Improvement Plan (QIP): Committee review of the TSCQ aspects

The DPCQI provided an overview of the QIP for the Committee. It was noted that in place of the risk register (now monitored by the Audit & Risk Committee) the Committee would routinely be receiving the QIP for ongoing monitoring. DPCQI provided an overview of the key aspects of the QIP noting the following;

Positive areas include;

Teaching and learning for full time students,
Student feedback is positive – with good feedback on facilities
Growth in student numbers is positive however HE numbers have not been as hoped.

Areas to improve can be identified as follows;

Employer engagement - this has traditionally always been hard to achieve but we need to secure consistent engagement to ensure we can continue to drive up employer satisfaction.

As per previous discussion around CEMAST and CETC we have work to do to increase the quality of teaching for apprenticeships

Work experience is increasingly an issue to deliver – employers either just won't take people on, or are too inwardly focussed to pick up WEX – the DFE have suggested there may be some flexibility, but we are keen to ensure that employability skills form an important part of the student experience.

The Committee noted the report.

24/20 Item 6 Draft Self-Assessment report for 2019-20

DPCQI provided an overview to the SAR report circulated in advance to the Committee. Members were informed that at this stage the whole College SAR 2019/20 has a provisional Overall Effectiveness grade of 2 'good'. All other key areas also scored 2 or 'good' save Adult Learning Programmes which has a provisional grade of 3 'requires improvement'. In terms of changes from previous years, members noted that there had been a decline in scores for healthcare, early years, creative industries and CEMAST (as already discussed), Faculties that have improved scores include EDI, and English and Maths.

DPCQI confirmed that the final version of the SAR would be ready for presentation to the Corporation at its next meeting on 15 December 2020.

The Committee noted the draft SAR report.

25/20 Item 7 TSCQ Autumn Term report

Members of the Committee were provided with a termly report of Teaching, Students, Curriculum and Quality matters for the Autumn term which had been circulated in advance. DPCQI provided an overview of his report noting the majority of faculty areas secured good outcomes. English and Maths GCSE outcomes were very positive however 19+ and Functional skills outcomes still require improvement. Recruitment has been good for 16-18-year olds and for apprentices, there is more to do for the recruitment for adults/part time courses. Attendance is good and many of the new initiatives such as the success coaches and safeguarding support is having a positive impact this term.

Attendance

Overall, 89.7 % (85.9 % Autumn 19/20) 16-18 89.8 % 19+ 86.8 %

Most faculty areas are attending in line with college expectations – where there are issues, this is about relevant and timely interventions. COVID does have some impact – students generally prefer face to face so we need to ensure that the online lessons are suitably engaging. High risk learners in respect of attendance are a priority and we execute this well. Attendance by characteristic remains under review and there is a notable increase in students presenting with anxiety. The Committee were informed improving parental engagement was a key focus to improve attendance.

Functional skills

The impact of the stringent grading for functional skills and no allowance for potential progress had the student had a full year of delivery within centre assessed grades meant achievement rates have notably declined. This will be a focus moving forward.

Industry placements and work experience

Despite some restrictions from Covid-19 and hesitance from employers, T-Level and Industry placements have confirmed placements this term. WEX continues to be a challenge in some areas however improved relationships with key employers have enabled the team to secure placements from January onwards. Business plus team are working hard to try and develop 'online' WEX and work with EFSA to convince them this is a suitable alternative in this climate.

A student member provided feedback on the number of WEX hours required as part of many qualifications being unachievable. MDBP agreed that the numbers are high, and they are working to try and use alternative options to help students gain their WEX. In more technical subjects this can be hard to fulfil. DPCQ&I resolved to link with this student member to look at possible options for CEMAST students.

Destination Data

DPCQ&I confirmed that significant work has been completed since this report was written to increase the data, we have on student destinations improving our knowledge from 46% to 75% of students. We know we still have work to do to better capture destination data however results are largely positive as follows; 194 students went into employment, 117 into higher education (mainly external from the College) a total of 608 students moved into progression within the College with a total of 30 (2%) students NEET (not in education, employment or training).

Applications

October 20/21 283 October 21/22 187. Members were informed that applications have increased from this time last year – an increase of around 10% is positive considering there is no demographic increase for this year. DPCQ&I noted that the careers and marketing teams have been working hard (and successfully) to create alternative options for open days/virtual tours etc.

Student safety and well-being

The Committee were informed that there has been a huge increase in the number of students presenting mental health issues – the timely introduction of the success coach and a new triage system ensures high level safeguarding remains our top priority. Overall, we feel these interventions are working. The Committee re-iterated their concern in the prevalence of mental health issues and commended the College's approach to date.

Student Surveys and Voice Induction Survey (583 responses)

The Committee were informed that a student induction survey has captured over 583 responses from those starting in September. Similarly, the apprenticeship induction survey runs cumulatively throughout the year to capture in year starts, 192 apprentices have responded October 19-Oct 20. Key highlights included;

- 92% of learners said they know where to go for support with my studies
- 97% of learners said that lessons are well organised and help them to progress
- 72% of learners agreed that Online Lessons are engaging and useful

The Chair queried what interventions were in place for those 8% of students that don't know where to go for support? DPCQI confirmed that more work will be done to drill down to understand this issue. DPCQI also confirmed that the 72% of learners not enjoying online lessons was concerning, with consideration to develop consistently engaging lessons online a priority.

Student members were asked for their feedback. One student member suggested that the allocation of classrooms for media students has been frustrating with some of the computer suites being used for non-IT based lessons. Another student member noted he found it hard to understand how any student could not understand where to go and get help in respect of their studies. DPCQI committed to review classroom allocation.

Apprenticeships/ Subcontractor Update

Members were informed that projected grades for both Timely Achievement 65% and Overall Achievement 70% for apprentices take into consideration delays experienced because of COVID. It would be fair to note that apprenticeships have been notably impacted by Covid-19 with the effects of furlough and the inability to complete final competency assessments.

A review of all 3 current sub-contractors was noted by the Committee. The MDBP informed members that whilst there was a general view to not increase sub-contracted provision, the College has gone into a new contract with BAE who approached us directly to deliver a particular course. This is performing well and will move to 'green' after its 3rd formal review later this term. The Committee noted that both sub-contractors Steve Willis Training and Military Mentors had received scores of 2 'good' in their self-assessment review (SAR)

The DPCQ&I provided members with an update on innovation noting that work to prioritise online delivery, and flexible teaching/learning models remains a priority. The introduction of 'CANVAS' a virtual learning environment has been positive as has ongoing investment in IT resources.

The Principal asked for feedback on the revised reporting from the DPCQ&I. Chair confirmed he welcomed the statistics and the narrative behind them. He added he would welcome year on year comparisons and sector comparison where possible. Principal confirmed that sector comparison can be hard to find and noted that the next 1-2 years (because of COVID-19) are likely to render comparison difficult.

The Committee noted the termly Teaching, Students, Curriculum and Quality report for the Autumn Term.

26/20 Item 8 Annual report on Equality & Diversity TAKEN AT ITEM 5

Director of Student Experience Victoria Adams presented an annual report on Equality and Diversity to the Committee. The Committee were reminded that DSE was new in post (9 weeks) and as such this report reflected on the 12 months prior to her being in post.

Members were asked to note that progress against the Equality and Diversity action plan was generally good. The performance of almost all vulnerable groups of students is broadly in line with all groups across the college however in the 14 –16 age range the LAC group did not meet expectation and sit below the college target whilst in the 19+ group it is the care leavers that don't perform as well as the rest of the college.

The Committee were informed in respect of the 14-16 age range, the College is looking to amend the current service level agreement (SLA) with schools and the school leadership team to work more closely and encourage them to maintain investment and responsibility students as part of their 'joint' role. Weekly reports using a traffic light system have been developed to help schools identify concerns.

It was noted that 19+ care leavers can be a tricky group to support; after leaving care, many students lack the 'wrap around' care they are used to. Focusing on maintaining communication and developing a relationship with 'home' i.e. supported housing or host families is key.

In respect of student voice the Committee were informed that the student survey reported that 95% of learners felt safe and protected by the college, in terms of issues to work on, students indicated a greater need for awareness around emerging issues such as transgender and gender fluidity. Members were asked to note that there remains some work to do around recruitment of staff and students with a declared disability. As the table below shows only 1% of staff have a declared disability.

The Chair queried what action planning or mitigation were planned to address the 5% of students that didn't 'feel safe'. DSE confirmed that the latest student survey report 97% students felt safe and the vast majority of the 3% that didn't were related to COVID-19 and associated issues. In respect of transgender and gender fluidity there is still work to do but some dedicated tutorial sessions have been put in place and been well received.

DSE informed members that she was keen (having recently met with E&D governor Emma Champion and Director of People & Culture Sarah Carruthers) to re-set the equality objectives and develop some associated

action planning to deliver some more tangible targets. DSE suggested these revised targets are presented and approved at the next Governors meeting on 15 December. All agreed.

ACTION: Revised Equality Objectives to be provided to the Corporation for approval at its meeting on 15 December 2020.

The Principal endorsed the 'fresh' look at the equality objectives and reminded DSE of the inclusion of apprenticeships within the wider picture – recent sector reporting suggests this group can get 'lost' in wider reporting.

The Committee noted the report.

27/20 Item 9 Annual report on Safeguarding TAKEN AT ITEM 6

Director of Student Experience Victoria Adams presented an annual report on Safeguarding to the Committee. Members were asked to note numbers on the safeguarding attendance register (students most at risk of immediate danger) has increased from 38 students at end of 2020 increasing to 50 in October 2020. Similarly, a steep increase in the 'high-risk' safeguarding register rising from 41 to 92 at the end of 2020, 141 when this report was written and is already at 153. The cause for concern' register rose from 141 to 233 at the end of 2020 and has risen further to 298 at October 2020. The Committee were informed that of note as a result of increased training of the CEMAST and CETC staff and the increased presence of the HWB team (twice-weekly surgeries) we have noted a significant deterioration in male mental health.

Current retention of the students classified on the safeguarding register is 93.5% an increase on last year's figures last year's figures (90% in 19/20) by 3.5% however we are early in the academic year and this will need to be monitored. A significant number of interagency MASH referrals were made in the academic year 19/20 (39 students on CP plans) of note, we already have 48 for 2020-21.

Recent information and training suggest that both PREVENT, and County Lines are increasing issues - with an increase of 153% in county lines activity in Hants since March. We have worked had to develop links.

As with Equality, the Committee were reminded that DSE was new in post (9 weeks) and as such this report reflected on the 12 months prior to her being in post. The DSE noted her intention to re-address the current Safeguarding priorities and related action plan. Going forward DSE will be considering what we need to do to up-skill staff across the College, what the summer 'offer' looks like for new students and going further to develop working with our employers and apprentices.

The Committee expressed concerns for the increase in the deterioration of mental health amongst the student body. Consequently VA was questioned regarding this information and plans for monitoring, intervention and prevention in the future. The Committee felt that the responses and ideas behind an action plan was robust and will continue to monitor very closely going forward.

The Committee noted the report.

28/20 Item 8 Strategies and Policies

Members of the Committee reviewed and approved (subject to the following minor amendments) the following formal policies;

- Policy for preventing extremism & radicalisation (PREVENT) policy
ACTION: AMEND Page 36 wording from 'Extremists of all persuasions' to all extremists'
- Office for Students; Fair access & participation plan, compliance with consumer protection and student protection plan
- Fitness to Study Policy

29/20 Any other business

There were no items of further business and the meeting closed at 19.20.