

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

Wednesday 03 March 21

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

M I N U T E S

- Present:** Kevin Briscoe
Sophie Burgess (student)
Emma Champion
Gilbert Chivers (student)
Paul Marchbank (Chair)
Tanya Richardson
Pauline Tilt
Will Terry (student)
- In attendance:** Anoushka Ottley (Head of Teaching & Quality) **(Item 1 only)**
Mark Beetlestone (Technology Enhanced Learning & Resource Manager)
(Item 1 only)
Christian Allen-Kotze (DP Curriculum, Quality & Innovation)
Georgina Flood (Head of Governance)
Andrew Kaye (Principal & CEO)

01/21 Item 1 Faculty Update: Online Learning

The Committee received a Faculty Update from the Head of Teaching & Quality and the Technology Enhanced Learning & Resources Manager. The Committee were given an overview of the remote learning opportunities and activities via online delivery during the global pandemic.

Q- A member queried what was in place for those students unable to access adequate IT from home?

A- Students were asked to make requests initially via tutors and then via the IT Dept. Laptops and dongles (for internet access) we loaned to several students. Similarly for those students with an unsuitable home study environment, we worked to open the ILR and study centre to enable them to access online lessons via the College facilities.

Q- A member queried (although this is hard to measure) how the benefits of College in acting as a 'steppingstone' to the workplace have been affected by lockdown and online learning?

A- It was agreed this was a very valid concern. The success coaches are in place and have introduced additional face to face sessions, work experience has also been a concern (which will improve as the world opens up). It was noted to be something that the College will evaluate more easily as students return to campus.

Q- A member queried if there were any notable benefits or 'take aways' we will look to keep?

A - It was agreed there had been lots of positives from the experience – of note Canvas (IT application) as a working platform gives the College much more breadth and opportunity to increase online provision long term. Maintaining key elements of online provision will be key moving forward.

02/21 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.

03/21 Item 3 Apologies for absence

There were no apologies for absence.

04/21 Item 4 Minutes of the meeting held on the 11 November 2020

The minutes of the meeting held on the 11 November 2020 were agreed as a true and accurate record and were signed by the Chair.

Matters arising

AOC Mental Health Charter

Following concerns raised at the previous TSCQ meeting on the increase in mental health concerns amongst students, The Principal provided an overview to the AOC Mental Health Charter (which the College signed up to pre-COVID), the Committee noted the progress made to date.

E&D Targets

The DPCQI presented new E&DI objectives which resulted from the Governor training/discussion session on 2 February. DPCQI thanked Governors Pauline Tilt and Emma Champion for their involvement in the wider wellbeing/EDI group. The Committee noted the intention to develop more specific actions plans for review and development which will sit underneath the 4 broad targets.

05/21 Item 5 Strategic & Quality Improvement Plan (SQIP)

The Principal provided an overview of the SQIP for the Committee noting the following issues that were items of focus;

- Employer engagement
- Growth in HE student numbers
- Timely achievement rates for apprenticeships
- Work Experience (WEX) access

17.54 Samuel Rushent joined the meeting.

Q - Do we see there being an issue in recruiting for HE considering the impact COVID has had on grades?

A – It was noted it was hard to tell. Results will be made available earlier, which may have an impact on applications. Grades are likely to be similar to last year (which were also centre assessed). The Committee discussed the shortfall in university applications in the year 2020-21 which may result in higher numbers in 21-22 but there's no way of knowing at this stage.

Q- A member queried if the observation of 36 staff at this time of year was normal - as this felt low?

A- The Committee were informed 90 staff development observations with a further 36 lesson observations had taken place since September – this was usual for this time of year. There are more in place and this will continue throughout the academic year – unfortunately it's not possible to observe every teacher, and selection is made on a risk-based approach.

Q – A member queried if previous concerns with CEMAST (Centre of Excellence in Manufacturing and Advanced Skills Training) staffing were still ongoing?

A - It was noted staffing issues persist with 3 vacancies this term. Whilst we have recruited to 2 of these posts, there is an ongoing issue with recruiting staff from industry. Ongoing challenges and new schemes to keep trying to improve solutions continue.

Q- A member went on to query if attendance/retention at CEMAST had been affected?

A- The Committee were informed that both attendance and retention OK - staff cover had been secured. However, there have been 1 or 2 formal complaints in the affected faculty areas.

Q- A member asked for the details surrounding 3 vacancies in a single term.

A - It was noted one member left to return to a position in industry and the other 2 were related to disciplinary issues.

SR as Vice President at CEMAST provided feedback from his perspective noting that he feels the vacancies/cover staff and issues have been resolved well. He and the President at CEMAST are working to try and encourage students to liaise with tutors and staff and provide feedback directly.

The Committee noted the report.

06/21 Item 6 Teaching Student Curriculum & Quality Spring Term report

Members of the Committee were provided with a termly report of Teaching, Students, Curriculum and Quality matters for the Spring term which had been circulated in advance. DPCQI provided an overview of his report noting

Safeguarding

As before, there has been an increase in referrals from January to February with the team dealing with around 87 cases per week. The triage system is effective with all medium and low-level referrals managed by the wellbeing officers and Success coaches.

Q – A member queried if increases in cases and referrals are in line with national figures?

A – it was noted, in some aspects e.g., County Lines we have higher local numbers, however compared nationally to metropolitan areas we are not experiencing the same increases.

Student Behaviour

Numbers of Verbal and written warnings at this point in the year are high, but this indicates that staff are aware of and using the correct processes and appropriate recording is taking place.

Q - A member queried where a student has been excluded due to criminal activity, is there an option to work with the youth offending team (YOT) to keep them in College?

A - The Committee noted that appropriate referrals to agencies are made in every case - and the College does work with the YOT. Retention at College is dependent on the issue that led to exclusion however it is always the last resort, and we work hard to keep students at College if this is the best option.

Attendance/Retention

Attendance overall is positive at 89%. Focus remains on Level 1 at 80% and level 2 programmes 86% Business Plus, CEMAST and HCS are also below the college benchmark of 90%.

Retention is incredibly positive at a College whole of 96.7 % retention compared to 94% this time last year. 2 areas for priority to retain LAC/EHCP learners.

Q- A member queried if there was a reason there was a notable issue of attendance in Business Plus?

A- It was noted these numbers were mainly attributable to traineeships and the fact these have been hard to translate to online learning. Traditionally this is a hard student group to engage and retain. Improvements are underway.

Industry Placements and Work Experience

Figures as follows; Industry Placement 61%/WEX 20% /T-Levels 81%

As expected, IP (Industry Placement) and WEX have been notably affected by COVID. A small proportion of 'online' placements have been secured but on the whole employability skills are a real focus as we return to more 'usual' circumstances.

T-Levels

T level Digital and Education Childcare routes are both progressing well with 100% of learners retained and likely to progress on to the second year. Planning for T level delivery in September 2021 is underway, applications are positive with some additional focus in Digital where numbers are lower than expected.

Maths and English/Functional skills

Work continues in preparation for centre assessed grading in the summer. Attendance at Maths and English classes remains on a par with figures prior to lockdown (80%)

Maths Centre for Excellence Project

The Action Research Project is progressing well- the coaching model first trialled at Fareham College has been introduced across 6 other FE colleges in the region. The ETF and DfE have shown particular interest and asked for consideration to be given to how this model can be extended beyond the life of the project.

FT Applications

Full Time applications continue to be healthy leading into 21/22, at 1055 to date. The internal progression process begins in March and with more students on roll this academic year, we are confident we will meet the target of 1800. Areas of increased applications are in hair/beauty and construction. Lower applications noted in science, marine and manufacturing.

Q - A member noted it was interesting that the number of applications for digital courses is strong and yet we have concerns with T level recruitment. Is there something to consider here?

A - It was noted that T-levels are still new for students and parents to grasp in terms of a qualification, additionally, the English and Maths requirement may be off putting for some. Long term (now is not the right time) we need to think our digital offer and the fact ultimately T-levels and the UAL course will compete for applications.

Quality of Education - IQR update

The TLQ team have completed Internal Quality Reviews (IQR) in Business Plus and across the CEMAST provision to date. Areas for development include end-point assessment coordination, quality and consistency of apprentice reviews and employer and apprentice engagement in providing feedback to inform improvements.

Teaching, learning and assessment

Remote and Online learning presentation covered this earlier. 90% of developmental observations have now taken place, with 35 formal observations completed to date. The vast majority have been graded green or better.

KPI (key performance indicators) Progress board

Following on from the Colleges progress boards and Quality SMs (QSM), the projected outcomes in year look positive with 16-18 at 92% and 19+ at 90%. There is an expected decline in apprenticeship achievement to around 72%. Work is underway to ensure robust tracking and monitoring of in year progress.

Sustainability

A sustainability group utilising the Climate Action roadmap as a starting point has been set up with a focus to lead, advocate and monitor the delivery of the sustainability agenda throughout the College. Individual groups have been set up within this to deliver more specific focus. E.g., governance, students, estates etc.

The Chair provided feedback on DPCQI reporting noting he was pleased with the increased use of data and previous years comparison.

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

Members of the Committee reviewed and approved the End Point Assessment policy.

08/21 Item 8 Student Council Feedback

Members of the Committee reviewed the minutes of the Student Council meetings held on 25 November and the 3 March. SB provided verbal feedback informing the Committee that there were plans to create an action plan to help log and track completed projects. Additionally, members of the Council will be dividing up work areas e.g., sustainability, to enable members of the Council to work on separate projects. A member commended this approach noting this was similar to the Link Governor scheme that Corporation members undertake.

Q- A member queried whether the students felt that student engagement had suffered because of lockdowns and the College campuses not being open

A – SB noted that she felt if anything it was better, lots of people seemed to be happier to contact her via messaging services than in person. SR agreed suggesting that TEAMS has been an invaluable way for students to stay connected and provide feedback. He went on to note he felt it would be important to find a way to integrate the feedback and interaction from students via TEAMS even once students returned to campus.

The Committee noted the report.

09/21 Item 9 Higher Education Board of Studies (HEBOS) feedback

Members of the Committee noted the minutes of the HEBOS meetings held on 8 December 2020 and the 10 February 2021. DPCQI noted that work continues to develop stronger links with HE providers. A progression agreement is in place with Solent University and under way with Portsmouth University which helps to provide reassurance to students/parents about the future pathways of College qualifications. This work is being looked at in the widest sense with contact being made with several Universities e.g., Cardiff, Bournemouth to see if we can organise something similar.

18.55 Will Terry joined the meeting.

WT noted there was a new engineering university 'TEDI' that lots of students seems to be impressed and interested in.

The Committee noted the minutes from HEBOS (HE Board of Studies).

10/21 Any other business

There were no items of further business and the meeting closed at 19.01.

SIGNED: Paul Marchbank

DATE: 26/5/21