

**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
Emma Champion
Gilbert Chivers (student)
Paul Marchbank (Chair)
Tanya Richardson
Samuel Rushant
Pauline Tilt

In attendance: Victoria Adams (Director of Student Experience)
Christian Allen-Kotze (DP Curriculum, Quality & Innovation)
Shirley Collier (Observer) left at 19.30
Georgina Flood (Head of Governance)
Andrew Kaye (Principal & CEO)
Anoushka Ottley (Managing Director, Business Plus)

11/21 Item 1 Faculty Update: Online Learning

The Committee received a 'deep dive' session from the new Managing Director of Business Plus, Anoushka Ottley in respect of Apprenticeship Quality. This presentation will be made available to members via the Governor's portal.

MDBP was thanks for her presentation. The Committee requested this was shared via the Governors Portal and in future is circulated in advance of the meeting (to enable better digest of the information)

ACTION: HG to ensure deep dive presentations are circulated in advance of the meeting.

12/21 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.

13/21 Item 3 Apologies for absence

Apologies for absence were received from Student Members Will Terry and Sophie Burgess.

14/21 Item 4 Minutes of the meeting held on the 3 March 2021.

The minutes of the meeting held on the 3 March 2021 were agreed as a true and accurate record subject to a minor amend relating to a typo in the final page of the minutes referring to a 'collateral agreement'

ACTION: HG to update the Minutes of 3 March 2021 as appropriate

A decision made between meetings (5 May 2021) to approve the Peer-to-Peer abuse policy was ratified by the full Committee.

15/21 Item 5 Feedback from the Student Council

Members of the Committee reviewed the minutes of the Student Council meeting held on 5 May 2021. DSE provided verbal feedback from the meeting outlining the main outputs of the student ambassador roles and noting the student's intention to continue developing their online focus group. Members were informed that a LGBTIQ+ group has been established with a staff sponsor.

Q: A member queried if students felt comfortable returning to campus?

A : DSE confirmed that student surveys in advance of return to College were very positive with students very happy with the curriculum and support services at a distance, some students expressed concern about returning to College, but these concerns were much more based in academic concerns, e.g., being behind, an excess of practical work to catch up on rather than COVID safety concerns. DSE has been really impressed with student attitude to COVID to date students have been very respectful and mature about the measures we've put in place and its worked very well.

Q The Chair specifically asked student members GC and SR- how are their feelings about coming back to College? Tanya as a member of staff?

A One student confirmed they were nervous, especially when masks were no longer mandatory, but most students have been careful about social distancing.

A TR agreed as a lecturer, all her students have been very respectful about required measures, some exempt students offering to move to sit elsewhere in the classroom etc and now with no mandatory mask, some students whilst not wearing them in the classroom are still choosing to wear them in communal areas.

16/21 Item 6 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 satisfaction feedback is generally positive - whilst response rate is low and there is more work to do to expand this, what we get is generally ok
- Student survey results to date for 16-19 are very strong, a recent end of year survey was 'spikier' (results to be analysed but likely to be CEMAST areas with teaching concerns) however generally response is strong, and students are satisfied.
- Progression and application for 21-22 is very good indeed –likely the best they've ever been, outreach with schools is working really well.
- Of biggest concern are a number of issues around apprenticeship provision MDBP has given a very honest presentation of what we're up against – overall achievement is forecasted to be 62%, with timely completion anticipated to be as low as 44% we are well below national averages and we need to improve this asap. Whilst Covid has impacted, there are a number of other factors that require action including process and oversight of end point assessment and a lack of robust tracking and monitoring as discussed in MDBP session.

Q: The Chair queried how the Committee could receive assurance that things are moving in the right direction in respect of apprenticeship provision (with the next meeting of TSCQ not scheduled until November)

A: The Principal confirmed there was an 'extra' Corporation meeting in early October, however outside of this an interim report can be provided if required. MDBP encouraged members to come into College to meet/shadow and see developments with Business Plus. Chair noted he is already scheduled to come into College later this month and will likely piggyback. The Chair asked permission from the Committee to use the list of development areas as listed on page 19 of this report to be used as a template discussion on their behalf. All agreed.

ACTION: Chair to meet MDBP to review developments within Business Plus at a mutually agreeable time before the 'additional' Corporation meeting on 6 October.

The Committee noted the report.

17/21 Item 7 Curriculum, Quality, and Innovation Summer Term report

Members of the Committee were provided with a termly report of Curriculum, Quality and Innovation matters for the Summer term which had been circulated in advance. DPCQI opened by asking the Committee for their thoughts and suggestions on the report, the data contained and whether they are being given the information they need to understand this area of focus. DPCQI noted that videos and other links have been added to try and provide a richer and wider understanding for Governors beyond the raw data. He continued by offering the opportunity to visit/observe any lessons/faculties as Governors felt inclined.

The Chair noted that he appreciated the contextualised data and felt this was much improved. The addition of an extra column for headcount numbers as well as the full name of faculty areas and descriptions of course levels e.g., Level 1 etc would further improve members understanding.

ACTION: DPCQI to amend the format of the report to include headcount, explanations of faculty acronyms as well as explanations of course levels.

Attendance/Retention

Attendance overall is positive at 89.6%. Overall retention is currently just below the college target of 95%. 19+ Retention remains an area for improvement as the majority of learners withdrawing were from Adult provision. Some mitigating factors such as lockdown and furlough contributed to results in poor retention in Business Plus, CETC and CEMAST but overall, this remains a priority for improvement. On request the DPCQI reminded members of the headcount for 16-18 and 19+ noting this can 'skew' the representation of the numbers.

Industry Placements and Work Experience

Despite the challenges faced with lockdown, we have successfully placed 100% of Industry placement and T-Level students this academic year.

T-Levels

Applications are going well, to date we have a total of 130 T-Level Applications. Members were asked to note the video included in the report, that hopefully provided a good flavour of what T levels are all about. This has been used widely on social media and the AOC are using one of our videos nationally as part of their campaign. A further nine T-Levels due to launch in 21/22 with investment in equipment and facilities planned in the Wave 2 capital.

DPCQI reminded members that the College are keen to use any contact and employers known to Governor (especially those in education) to help utilise and develop 'articulation agreements' in terms of developing paths and joining up progression routes. Student surveys suggest that many 16-18 are considering A levels as the only route to University, we are keen to challenge this.

The Chair suggested a testimony from someone like himself (Dean at a Local University) supporting and endorsing T levels and the possible pathways open to students could be very powerful. Members discussed the use of alumni in marketing campaigns (DPCQI confirmed we do have a running programme on social media) and also public events. A member noted Brookfield School have recently run a successful alumni campaign. DSE informed members that her team are developing some marketing (video and factsheet) to bridge the gap between how T level courses link and can be used to access university and to myth bust (to students and parents) that A levels are the only route – this will be circulated to Year 9/10 parents as part of our outreach campaign.

Maths and English/Functional skills /Maths Centre for Excellence Project

In year GCSE assessments indicate a high pass rate and an improving trend in the achievement of grades 9-4 in both subjects and the centre assessed grading process is well underway.

The Centre for Excellence Action Research is ending, with results showing the real benefit of coaching to our more anxious students - we are looking forward to developing the coaching programme further next academic year, a vital resource for those not exposed to exam situations due to COVID -19.

Forecast achievement rates

Members noted that figures for 16-18 were positive and that 19+ is often an area for improvement. The Principal clarified the difference between Timely and Overall achievement rates, to make it clearer that timely rates are most affected (mainly due to COVID furlough and other employer related factors) – although there is still scope to improve the overall achievement rate. He went on to clarify as discussed in the ‘deep dive’ that we are realistic there may well be other internal issues for us to work on, and not all can be attributed to COVID.

Q Is this being felt by other Colleges to?

A Yes, nationally this is likely to be felt by any College with apprenticeship schemes - COVID has had a notable affect on businesses and employers using furlough/reducing staff. DPCQI reiterated the need to separate out performance issues from COVID v. our internal processes.

FT Applications

Increase in Full time Application in comparison to 19/20 academic year with 1945 applications as at today's dates. Based on interviews booked (300) and late applications there is confidence we are on-track to hit our target of 1800 FT students for 21/22.

HE Provision

Challenging provision to grow, target of 250 HE students in the new academic year – new provision includes HNC Fashion and HNC Computing.

Behaviour

DSE provided an overview to the approach to student behaviours noting that generally the student body is extremely well behaved. There have been no exclusions, 1 suspension and a low number of fitness to study withdrawals for those unable to continue their study at this time (all of which have been provided with a support package and hope to return to us in September). Members commended the student support, tutorial and staff consistency that sits behind such positive figures.

Student Safeguarding and Wellbeing/Success Coach

SEND/Safeguarding/Free school meals retention figures remain high and show very positive results for the numerous processes to support students. As expected there has been an increase in the number of students presenting with mental health issues (including some high risk through suicide attempts or serious self-harm with intent) due to COVID 19 and our experience correlates to national figures.

Q: Chair asked the Safeguarding Governor if she had any additional feedback/felt comfortable with measures in place?

A: PT confirmed that yes, she felt the health and wellbeing team handle all these situations very well (including those rare incidents of attempted suicide), equally importantly PT was pleased with the staff support in place for those needing to deal with high-level student cases on a regular basis. She noted referral figures are going to increase because we have such robust systems and operate an ‘open door’ policy. PT also noted that she is confident external resources and signposting is being well used.

DSE went on to note success coaches have been a really successful addition to the College team and have (the report), plugging the gap at the bottom of the triage, keen to re-align them to more academic focus as per their original intent.

Q :A member queried if the DSE felt that with success coaches being moved back to focus on academic issues, if the health and wellbeing team will manage the additional workload?

A:DSE confirmed that the intention is that success coaches will always maintain a holistic role and maintain low level support. Additional work is being undertaken in respect of developing resilience within the student body. That said, consideration has been made in budgets for next year to account for the potential increased staffing requirement of the health and wellbeing team.

The Committee noted the termly Curriculum Quality and Innovation report for the Summer Term.

18/21 Item 8 Annual review of Committee performance against the Code of Good Governance (COGG) and Terms of Reference (ToR)

The HG introduced this item noting that an annual review of performance against the Code of Good Governance, forms a key part of Committee Effectiveness review. Appendix A provides a tabled response to the code against the College's current performance. Members were asked to note a suggested action for improvement in relation to more specific EDI objectives. Members endorsed the suggested action.

HG went onto to note the annual review of the Committee's terms of reference which forms another part of Committee Effectiveness. It was noted no real material changes had been made other than to terminology/conciseness etc.

The Committee noted the report and approved their terms of reference for the year ahead.

19/21 Item 9 Board development review, consolidating Board behaviours

HG introduced this item noting the report (circulated in advance) supporting the Board development review requested that members come to this discussion ready with some suggestions on how this Committee and or Corporation members might need to think/grow and evolve to deliver a 'purpose' and 'learning' culture.

Members discussed this briefly making the following suggestions/statements;

- Specific subject talks or topics like the deep dives, enable the Committee to get more into the detail, ask questions and really understand a subject/have debate and discussion.
- Formal reporting is not where the creativity will come from
- As a culture Committees need to increase their discovering, asking, probing natures and move away from being 'fed'
- Recognition there are some requirements to see certain information and sign things off – but could this be done differently?
- HG noted an information pack for those items of information that don't require debate could free up time for discussion/innovation
- Culture – it was remarked it was a 'long time' before feeling comfortable to contribute. How can we make members feel comfortable/able to do this?
- A formulaic agenda can be over constricting/predictable BUT form and purpose are valid, the 'walk through' of various topics on the agenda is important

20/21 Item 10 Strategic Plan review – Committee discussion

HG introduced this item noting members are asked to pick up as a Committee, the work started at the Strategic Review session held on 4 May. Members are asked to consider the current 5 strategic aims (provided on page 38) and make recommendations to changes/additions to reflect the current market/situation/post White Paper world. HG reminded members this was not a wholesale review of the strategy so much as an annual 'check in' that the main aims set for 2021-22 remain fit for purpose.

Members discussed the fact they didn't feel they had the time to complete the exercise and that it might be better to hold a dedicated session. A member suggested that there was a missing focus on students over the 'business' and discussed the audience of the final document. The Principal reminded members that the additional 2-year plan was in response to COVID-19 and that this could be removed from the strategy entirely, leaving the original 5-year plan.

The Committee went on to discuss the deadline of 29 June and the fact other Committees were also being asked for their feedback. It was agreed that feedback would be collated from all Committees and the Corporation would re-evaluate next steps at the Corporation meeting on 29 June 21.

The Committee noted the report.

21/21 Item 11 Strategy & Policy

Members of the Committee reviewed and approved:
Quality Assurance of Teaching and Learning Policy (prev. Observation policy)
English & Maths Strategy
16-18 Curriculum Strategy

22/21 Any other business

DPCQI invited members to the Creative Industries Showcase being held on 24 June. HG confirmed that the date had already been sent to members for their diaries.

It was noted the next meeting of the TSCQ Committee was scheduled for 17 November 2021

There were no items of further business and the meeting closed at 19.50.

Signed: Paul Marchbank

DATE: 18.11.21