

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

Wednesday 15 June 2022

Board room, Bishopstoke Road, Fareham

MINUTES

Present: Emma Champion
Paul Marchbank (Chair)
Erin Meakins (student)
Collins Ntim
Josh Thomas (student)

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

12/22 Item 1 Deep Dive – Special Education Needs and Disability (SEND)

The Committee received a ‘deep dive’ session on Special Education Needs and Disability (SEND) from SEND Co-ordinator Jackie Bean. This presentation will be made available to members via the Governor’s portal.

The Chair commended the presentation and thanked JB for her attendance noting SEND was an incredibly key area for the College.

Q. A member queried if we have ever refused a place to students as a result of their needs?

A. JB confirmed that of around 80 or 90 consultations considered this year, only a total of 6 or 7 students have been declined a place as a consequence of the College not being able to support their needs.

Q. A member asked for clarification on the number of students in receipt of access arrangements in the context of the entire College population?

A. DoSE confirmed this was around 460 or 25% of all students.

Members discussed the importance of transitional information from secondary school and the requirement to have evidence of prior assessment and access arrangements. Members noted improved systems and processes e.g., requesting that the form ‘eight’ that specifies SEN requirements is included with students GSCE certificates.

13/22 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.

14/22 Item 3 Apologies for absence and Introduction of new Governors

Apologies for absence were received from Kevin Briscoe. Louise Fowler was not present.

15/22 Item 4 Minutes of the meeting held on the 9 March 2022

The minutes of the meeting held on the 9 March 2022 were agreed as a true and accurate record.

16/22 Item 5 Item of Focus

The Chair noted this opportunity to direct the meeting and suggested members take additional time during the meeting to focus on the items relating to Safeguarding.

17/22 Item 6 Safeguarding Link Governor feedback

The Safeguarding Governor provided a verbal update of work completed/undertaken since the last TSCQ meeting. Members were informed that the Director of Student Experience was leaving the College and that after a wide recruitment process, internal candidate Samantha Crouch has been appointed as her successor. It was noted that the meetings and 121 time between the Safeguarding Governor and the College team was considered invaluable in terms of keeping abreast of how we are supporting our students.

The Principal asked the Safeguarding Governor if previous concerns around the single central record and related recommended actions had since been followed up. EC confirmed a repeat meeting has been scheduled. The Principal reminded members that expected actions included updating the DBS policy to include a 5 year review and an annual self declaration (which has been completed) , the beginning of the process to re-check DBS records starting with longest serving members of staff to achieve a 5 year minimum period (which has started) as well as a scanning and filing process of a number of hard copy records to staff members electronic files (underway). EC provided reassurance that she felt that this area had much improved.

18/22 Item 7 Student Board Feedback

Student Governors provided a brief update to supplement the minutes from the Student Board meeting held on 25 May 2022.

Members were informed that changes had been made to all College communications – it has been noted that messages to staff around items such as e.g., car park reduction due to building works or closure of Café 141 were not being shared with students due to a reliance on the use of College email. Longer term there is an intention to use the television screens in the concourse areas of each campus to display relevant messages.

DoSE also informed members that changes had been made to lift access at BRC. Previously the lift was available to all students, but as a result of some students (who genuinely required the lift) not being able to use it as a result of other students, this has been restricted to required use only. Those students that need lift access have been given an access 'key.' It was noted that the lack of access (as a result of the introduction of keys) would need to be kept under review in respect of public and out of hours events.

The Committee noted the report.

19/22 Item 8 Strategic Priorities & Quality Improvement Plan (SP & QIP)

The Principal provided an overview of the SQIP (Strategic and Quality Improvement Plan) for the Committee noting that it was generally positive, and that curriculum and quality remain robust.

The MDBP provided some background to the 'amber' rated apprenticeship feedback by informing members that the process behind capturing feedback from employers and apprentices is changing. As the start dates for apprenticeships are roll on roll off, and at various times of the academic year it can be hard to pinpoint those 'touch points' to seek accurate feedback on a consistent basis.

The intention is to develop automated surveys e.g., 6 weeks after induction, another on completion and then other smaller 'pulse' surveys during the lifetime of the apprenticeship. Members endorsed the new approach.

Members were informed that EFSA have recently introduced an accountability framework which includes the use of benchmarks and the capturing of employer and apprenticeship satisfaction data in real time. Data is live for employers and will be introduced for apprentices shortly. Moving forward the MDBP suggests that any Corporation led KPI's around apprenticeships are linked to the same. All agreed.

Q.A member asked how we are able to know when employers are not providing what we ask/expect from them?

A. MDBP noted that every apprentice will meet with their success coach around every 8-10 weeks. This should really be a 3-way process involving the employer line manager. Now systems are established we recognise this only happens in around 50% of cases. Historically, we have focussed on what the employer needs from us, but at the detriment of being equally clear about what we need from the employer. There is an intention to be much more robust with employers at the outset and notably at contract stage around our expectations and requirements from them when taking on an apprentice.

The Committee noted the report.

20/22 Item 9 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.

Retention/Achievement

Members were informed there had been a 16-18 slight decline in retention and achievement amongst 16-18 and that as already discussed, 19+ remains a focus as part of the overall College SAR.

DPCQI asked members to know the huge increase in the retention and timely rates for apprenticeships as a result of significant amounts of work and effort in short time. We are currently performing just above the national average of 58% with a forecast for year end of 68%. In comparison to an end result of 48% for last academic year this is a significant turnaround. The Committee commended the MDBP and her team for the significant turnaround.

Members were informed that T level applications are positive, looking to meet a target of 300. As we are now building from one year to the next, we have some great case studies T level students' destinations, this data is invaluable at 'selling' T levels as a credible option. Positively 95% of employers involved in T level WEX would repeat their experience.

DPCQI informed members that FT applications are good with a slight increase on last year – progression has started earlier, and new applications are increased – still some work to do to develop Year 11 applications and our outreach work with feeder schools since numbers are down in comparison to previous years.

DPCQI reminded members that as a result of the Strategic Awayday discussion, an A level feasibility study is underway. A project to assess the market, evaluate timescales and look at the high-level risks/benefits will be brought back to this Committee for review.

Q A member queried the reduced attendance figures for Maths and English?

A. DPCQI confirmed that Maths and English GCSE attendance within FE is an ongoing challenge. Students invariably come to College for specialist subjects and securing and maintaining 'buy in' is difficult. The target attendance for Maths and English is 90% (which is intentionally less than the full curriculum at 95%). Overall, the Maths and English departments are strong and use a variety of methods to engage students, in many cases there are specific case by case reasons why students don't engage.

Student Governors were asked for their feedback/input into Maths/English lessons. Students suggested that as a result of working towards exam dates, specific question 'technique' lessons can become repetitive but acknowledged there was a mix of teachers and approaches. It was also noted that coming into a Maths/English class directly from an active lesson in e.g., performing arts or sports science can make it hard to adjust, students suggested that a short break or revised timetabling might give students space to re-group. Members thanked students for their feedback.

Attendance/Retention

Attendance shows a mixed view with most faculty areas declining this year. Business Plus, CEMAST and Healthcare/Early Years/Sport are all under College benchmark of 90%. Various mechanisms to address are in place.

19+ Retention remains an area of focus based on the SAR 20/21. 16-18 provision has also seen a decline. Faculties achieving below target retention have improvement actions which are scrutinised at senior leadership, management, and course leader level.

Application

Applications are positive, especially on T-Level programmes with predicted numbers exceeding 300 learners. Overall applications have increased in comparison to 21/22 academic year attributed to increase in progressing learners and increased T-Level programmes launching in September 2022. Yr 11 applications are slightly lower than expected in comparison to 21/22 however, overall applications have increased and in line with our overall college target.

A levels

As discussed at the strategy day, investigative work is being undertaken to review the possibility of providing an A level curriculum at the College (this will come to Governors for review/decision).

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

21/22 Item 10 Higher Education (HE) Quality Review

A report circulated in advance provided an overview of the mechanisms in place to review and assess the quality of HE provision. Members discussed the HE quality cycle and the activities that this comprises across the year. It was noted the self -assessment against the HE Quality Code is not required by QAA anymore but represents good practice and provides additional assurance of compliance.

TR as Staff Governor and Head of Quality endorsed the fact that embedding similar methods of quality check and review across the College is really helpful and provides a positive benchmark. It was noted whilst apprenticeships (as discussed above) have less predictable 'review points' there is a commitment to create something similarly robust that mirrors wider processes.

The Committee noted the HE Quality Review report.

22/22 Item 11 Marketing Strategy and plan for 2022-23

Members of the Committee were provided with a high-level overview of the suggested marketing strategy and plan for 2022-23.

A member queried how we have ensured we are appealing to the SEND community?

DPCQI confirmed this has been considered in depth including the use of additional language translation services, and 'read to me' functionality. We similarly are working to ensure we have representative imagery in all communications/website.

Members discussed advertising on television. The Principal noted that a sky advertising package is being trialled. A 30 sec video (which will also be released on YouTube) can be tailored to specific geographical areas. Feedback mechanisms include metrics/clicks/navigation etc.

A member queried how we know which of the various media we are using to engage with customers works? The Principal confirmed that google analytics e.g., clicks, time spent on page, where people are navigating through from (it was noted website functionality is much better than previously).

Members went on to discuss the fact that different platforms e.g., TV/Facebook and TikTok would appeal to different audiences, and we should work to cater to this where possible. Student governors were asked for their opinion on what methods they think would attract their peers. Both reiterated they felt it would be tailored more specifically to courses e.g., Instagram for Performing Arts, something more mainstream for the adult courses. The 'Ping-Pong' parlour in central Fareham was noted as a valuable resource – its always well used by a variety of people, teenagers, as well as families/parents etc.

The Committee approved the Marketing Strategy and plan for 2022-23.

23/22 Item 12 Annual Governance Self-Assessment : review of Code of Good Governance/Committee terms of reference

The Committee reviewed a report circulated in advance providing an overview of the Committee's performance against the Code of Good Governance. Members attention was drawn to the suggested actions for improvement in good practice which included;

- Consideration if student survey improvement/action plans are reviewed via TSCQ
- An annual review report detailing student complaints and appeals will be created starting Autumn 2022.
- Consideration if we adequately consider the recruitment/development and quality assessment of teaching staff.
- Noting Governor's interest in better understanding careers, student destinations and Gatsby benchmarks.

The Committee were asked to review the Terms of Reference (TOR) both for accuracy of work completed for the academic year completed and in respect of their fitness for purpose for the year ahead. Members agreed the TOR were adequate and required no changes.

The Committee noted the report and approved the suggestions actions/confirmed the use of current TOR for the year ahead (2022-23)

24/22 Item 13 Equality Diversity and Inclusion (EDI) update – Summer Term

The DoSE provided an overview to this report, reminded members that after the Governors training in March it was agreed oversight of specific EDI objectives would be overseen by the TSCQ Committee.

Members were informed that the membership of the SED Committee has been broadened to include faculty directors, governors, and wider college staff. Their input and contribution to the suggested action plans has

been invaluable. It was noted the next step will be to add more specific details/parameters and accountability in preparation for annual reporting.

The Committee noted the report

25/22 Item 14 Strategies and Policies

The HG noted the following policies included for approval;

- HE External Examining policy
- Student mental health and wellbeing policy
- Trans and Gender Identity policy

All policies were approved.

On discussion around the caveat added to the Student Health and Wellbeing policy which refers to staff not providing support out of office hours, the Principal suggested that automatic email signatures for members of the Health and Wellbeing teams could be adapted to include signposting to mental health charities/emergency numbers.

ACTION: DoSE to liaise with IT to arrange for relevant signposted numbers to be added to the email signature of members of the Health and Wellbeing teams.

26/22 Item 15 Any other business

There were no items of further business. It was noted the next meeting of the TSCQ Committee was scheduled for Wednesday 9 November 2022. The meeting closed at 19.20.