

HERTFORD REGIONAL COLLEGE
QUALITY, STANDARDS & CURRICULUM PLANNING COMMITTEE
1st February 2017.

<u>Present:</u> Jan Wing (Chair)	<u>In Attendance</u> Angela McLean (Director of Quality & Learner Experience)
Sally Kemp	Wayne Wright (Director of Curriculum)
Tony Medhurst (Principal)	Mike Carver (Governor)
Linda Radford	John Fowl (Clerk to the Corporation)
Harvey Young	
Annabel Lucas	
Ricky Irons	

664. To Receive Apologies For Absence.

There were no apologies

665. Declaration of Interests and to Notify Part2 Agenda Items..

Harvey Young declared his interest as a private training provider of Maths & English.
No confidential items were notified.

666. To Approve the Minutes of the Meeting Held on 7th December 2016.

Under item 647 it was confirmed the date should be 21st October 2016. With this amendment the minutes were approved.

667. Matters Arising.

The Clerk was asked to re-circulate to all governors, the Link Governors list and the associated guidelines. Angela McLean confirmed that she will provide a briefing for Governors undertaking 'Learning Walks'.

668. To Receive the Teaching & Learning Report for January 2017.

The Committee was informed that Learner Walks have been carried out and it has been noted that this has already resulted in an improvement to delivery in some areas. A total of 45 such 'Walks' have been conducted in the past 2 weeks and has assisted with identifying staff training needs and a review of the strategies employed for upskilling staff in the delivery of English & Maths. Harvey Young reported that during his recent Link Governor 'Learner Walk' he had noted good attendance at English & Maths classes. He advised that recent analysis had indicated that attendance at such classes within FE Colleges was on average 10% below attendance at other classes. He had noted that there was a considerable amount of management time spent to improve attendance at English & Maths classes.

In response to a query as to how the College ensures students are on the right course Angela McLean advised that extensive testing takes place at the time of entry to identify the student's ability rather than just taking their qualifications as a guide.

All classroom observers are supported by the College to obtain their licence to observe so that their identification of key judgements is robust. The new observation process has been well received by tutors & managers but at present the completion rate is not as high as intended at this point, but efforts are being made to remedy this.

From the observations so far completed a range of strengths and areas for development have been identified.

A view was expressed that the increase in Learner Walks will help in identifying teaching below the standards required.

The quality team is supporting all curriculum teams & individuals and the Committee was of the professional development being offered & undertaken.

It was **Resolved** that the report be received.

669. To Receive a Report on Enrolment & Retention.

Wayne Wright informed the Governors of the action taken to increase enrolment of 16-18 aged students and it was noted that the number was rising closer to the funding allocation of 2170 but remained below the College target of 2200.

The College is seeking to increase the Full Time ‘Access’ provision as a prelude to a University degree.

The overall retention rate for the College was currently 97.5% and Governors attention was drawn to the retention rate within each curriculum area. It was accepted that at this time of year retention rates can drop as learners withdraw following the Christmas and New Year break. To counter this the College makes contact with the parents of 16-18 aged students when 2 consecutive attendances have been missed. As an incentive to attend poor attendance can also lead to a student being ineligible to undertake class trips etc: It was noted that the College follows up each withdrawn student in an attempt to find out why they have left.

Attendance is overall 83% and has been included as part of the Curriculum Area Managers (CAM) Performance Review targets to improve.

The English and Maths Steering Group has commissioned research to break down attendance by curriculum area and this will be used by CAMs to target students who are not attending their English and Maths lesson. Changes are also being made to the way that timetables are constructed to help with English & Maths attendance by avoiding long gaps between such classes leading to student going home rather than attending the class.

Application for the year 2017-18 are currently 883 which is slightly down on last year at this time. Governors entered into a discussion on the use of social media to attract students.

It was **Resolved** that the Report be Received

670. Any Other Business.

The Chair confirmed that as the lead Governor for Safeguarding she had met with the Safeguarding team of the College. It was confirmed that the annual safeguarding report will be presented to this committee.

671. Date of the next Meeting.

The next meeting of the Committee will take place on Wednesday 10th May 2017.

Signed.....
(Chair)

Date.....