

**HERTFORD REGIONAL COLLEGE**  
**QUALITY, STANDARDS & CURRICULUM PLANNING COMMITTEE**  
**28<sup>th</sup> September 2016.**

**Present:** Jan Wing (Chair)  
Ricky Irons  
Tony Medhurst (Principal)  
Linda Radford

**In Attendance** Angela Maclean (Director of Curriculum)  
Wayne Wright  
Kyle Broad  
Kam Nandra  
Jo Newlands  
Annabel Lucas (Governor)  
Mike Carver (Governor)  
Ian Richardson (Governor)  
Harvey Young (Governor)  
John Fowl (Clerk to the Corporation)

**643. To Receive Apologies For Absence.**

Apologies were received from George Robertson and Ken Ayling.

**644. 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.

**645. To Approve the Minutes of the Meeting Held on 12<sup>th</sup> May 2016.**

The minutes were approved.

**646. Matters Arising.**

There were no matters arising.

**647. To Consider and Approve the Post Inspection Action Plan (PIAP).**

Angela Maclean provided a presentation detailing the actions planned to address the issues identified during the Ofsted inspection. All of the actions planned are geared to bring about the necessary improvement to achieve a grade of at least 'Good' at the next inspection.

The College Mission, strategy and values now in place have received the agreement and support from 91% of the staff.

Datasets are now being provided to all Programme Managers which include comparative data with the national averages.

**Quality Assurance.**

The self-assessment and observation process has been strengthened as part of the drive to improve the quality assurance processes overall, with a greater focus on developmental action and improvement. Feedback following observations is now shared with a wide range of stakeholders to include employers, governors etc:

The Committee was informed of how the skills of the students are now being assessed as part of the observation process.

Observations are undertaken once a year with robust 'Learning Walks' throughout the year together with 'Peer Observation'.

**Teaching, Learning and Assessment.**

The documentation for Teaching, Learning and Assessment has been streamlined with greater emphasis on collaborative planning between staff. There has been no negative feedback from the staff.

Tracking of learner progress is being better supported by the use of a proprietary software system.

A 'Back to The Floor' staff development event is planned for 21<sup>st</sup> Sept 2016.

Staff will be given an enhanced induction and all staff will be encouraged to share good practice.

English & Maths.

Governors were told that a new management team was now in place for the English & Maths Department with a 'layered' delivery method for these subjects put in place.

Harvey Young offered to meet with the management team to share his experience of delivering English & Maths as a private training provider.

The College is developing the use of Data dashboards to provide 'live' information to better support the curriculum teams in the areas identified 'at risk'.

Attendance, Punctuality & Consistency.

All staff have been set targets for attendance & punctuality in line with the college targets. This is underpinned by the 'Learning Walks'.

Achievement Rates.

A full analysis of the 2015-16 outturn data is underway as part of the self-assessment process and additional funding will be used to narrow the gap between courses in order to produce greater consistency across study programmes.

Members were told of the guidelines that are set for staff to ensure the study programme requirements are met and mapped to the HRC Destination Curriculum model & implementing 'HRC Skills for Success'.

Jan Wing asked that the various booklets be shared with Governors.

Strengthen Governance Structures.

Governors are now included in all challenge and scrutiny matters and will be encouraged to take part in such actions as 'Learning Walks' and the SAR validation sessions.

Mike Carver requested that clear guideline be issued for Governors involved in these activities to ensure that they did not cross the line between Governance & Management.

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

**648. To Approve the Admissions Policy.**

The Admissions policy has been amended to reflect the new job titles of individuals. The next review will be in March 2017.

It was **Resolved** that the revised Admissions Policy be approved.

**649. Any Other Business.**

There was no other business.

**650. Date of the next Meeting.**

The next meeting of the Committee will take place on Wednesday 7<sup>th</sup> December 2016.

Signed.....  
(Chair)

Date.....