HERTFORD REGIONAL COLLEGE CORPORATION
MINUTES OF THE MEETING OF THE
QUALITY, STANDARDS & CURRICULUM PLANNING COMMITTEE
WEDNESDAY 4 OCTOBER 2017

682   PRELIMINARY PROCEDURAL MATTERS
682.1 Attendance & Apologies for Absence

Membership:	Mike Carver
	Tony Medhurst
	Jan Wing

In Attendance:	Jayne Chaplin	(Clerk)
	Angela McLean	
	Wayne Wright	

| **Apologies:** | Kyle Broad |
| | Ricky Irons |

Following receipt of the resignation of Linda Radford just prior to the meeting it was **RESOLVED** for Governor, Mike Carver, to be recognised as a member of the Committee for the purposes of the meeting.

681.2 Declarations of Interest

There was none.

681.3 Minutes of the Last Meeting

The Minutes of the Meeting held on 10 May 2017 were confirmed as a correct record, and were signed by the Chair.

681.4 Matters Arising: Learning Walks (Minute 679)

There was discussion of the arrangements for Learning Walks for the year noting that following membership changes plans were to be updated and republished.

682 ITEMS OF FORMAL REPORT OR FOR REVIEW OR APPROVAL
682.1 College Performance 2016/17:

Pending finalisation of the year-end data, interim reports were presented on performance and quality improvement for 2016/17, comprising:

682.1a College Outcomes

A report was received providing an overview of the preliminary position on the outcome achievement rates for the 2016/17 academic year, which it was noted were currently being finalised.

Providing an indication of the anticipated position once all data had been processed members were advised of:

- A College's retention rate for the year of 92.2%, an increase of 0.3% from the previous academic year.
- Based on current data a final figure for achievement rates was estimated to be between 84% -87%.
- Of GCSE (resits) Maths high grades of 31%, in-line with the previous year and 6% above the national benchmark. The high-grade results for English were however noted to be disappointing with only 16% passing the qualification at grades A* - C although 41% achieved a grade D. Nationally, members were advised, high grades (A* - C) for GCSE re-sits were approximately 25% in colleges.
- Some curriculum areas where final performance was likely to be disappointing, including Beauty and Motor Vehicle.

Reviewing the report, discussion focused on the achievement rates:

- Noting the update since the position as stated when the papers were circulated and questioning the extent to which management considered the final, overall achievement rate would be in-line with predictions, noting that current information suggested nothing to contradict the position.
- In the context of the national GCSE benchmarks acknowledging the modest improvement in Maths but noting the disappointing performance in English with only 16% passing the qualification at grades A* - C. Reflecting further on the position, there was question of management both of any impact attributed to the grade changes and the nature of the challenges presented by the subject matter itself, recognising the emphasis therefore placed on data demonstrating overall student progress independently of grades achieved.
- Considering performance by some curriculum areas, reviewing with management the preliminary data. Confirmation was welcomed of those areas that had performed well, noting in particular the improvement in Childcare, Hairdressing, Computing and. Public Services after performing poorly the previous year. However, disappointment was expressed in those curriculum areas where final performance was considered likely to be disappointing including Beauty and Motor Vehicle and Business. Questioning management of the factors affecting performance members were advised:

  i There had been a change in the configuration of a level 3 qualification in Business, which had negatively impacted on outcomes, reporting in response to further questioning that it was an issue that had similarly affected the other three Hertfordshire colleges as well as throughout England.
  ii Performance in Motor Vehicle had been a reflection of in-year staff changes with retention issues incurred in-year in Beauty along with staffing changes.

After confirming that a more detailed report, including performance by curriculum area as well as English and mathematics performance would be provided at the Committee's next meeting, the report was noted.

682.1b Post-Inspection Action Plan: Update
A presentation was provided updating members on progress in the implementation of the Post-Inspection Action Plan.

Providing an overview of the key actions for continued improvement members noted in particular:

- Leadership and management, action included the introduction of a management development programme, a strengthened performance development review process and the introduction of a performance review framework to improve accountability and ownership of success measures and drive rapid improvement across the College
- The introduction of a comprehensive quality framework with a focus for 2017/18 on the review of QIPs at curriculum level, the introduction of specific Teaching Learning & Assessment (TLA) progress meetings with curriculum managers and the development of a CPD programme aligned to the College TLA standards
- Teaching Learning & Assessment planning had been streamlined with greater emphasis on strategies to ensure all learners maximised their progress, independent learning and development of maths and English and other employability skills with a more robust observation process and improved support with developmental action plans
- The management of the English and maths department had been completely revamped advising members of a layered delivery model for English and maths to create a whole College focus on the development of such skills and enable better support of attendance and progress in sessions
- The delivery of sessions outlining the College's high expectations for attendance and punctuality communicated to all students during induction; and to parents during Parent Introductory Evenings along with an intensive programme of learning walks with increased manager visibility and the continued promotion of the College's expectations with all teaching staff set targets around attendance and punctuality in-line with college targets.
- The full analysis of the 2015/16 outturn data and in year predicted data had been regularly reviewed with focussed on actions for narrowing achievement gaps and ensuring consistency of outcomes between different groups of learners. Members noted that current predictions indicated that identified gaps were closing for a number of areas with the final position to be confirmed through the end of year self-assessment process as well as identifying actions for 2017/18.
- That to ensure study programme requirements were met, guidelines mapped to the College Destination Curriculum model had been provided to managers to support successful planning and timetabling of study programmes. Members were advised that this had been accompanied by refreshed learner tutorial programme and Student CPD days with revised process for Work experience with greater emphasis on employability skills and measurement of learner progress towards the introduction and implementation of 'HRC Skills for Success'.

There was discussion with management of the extent of any impact of the measures introduced, noting that this would be through the year-end data and feedback from Ofsted after the November 2017 Support and Challenge visit.

After confirming that the Presentation would be made available to those members not present, the update was noted.

682.1c Ofsted Support & Challenge Visit (15 November 2017)

An oral report was provided updating members on preparations for the forthcoming Ofsted Support & Challenge Visit

Due to visit on 15 November 2017, members were advised that:

- The College had been assigned a new HMI
- In advance of and in preparation for the visit, the agenda for which was awaited, a College Review would be undertaken involving independent third parties with regular meetings in the meantime, involving two groups that would monitor and review progress.
- After the visit, it was proposed to both implement a 48-hour plan to ensure the immediate response following notification of reinspection and provide a range of staff activities.

The update was noted.

683 2017/18 Activity

Reports were presented on year to date activity and quality improvement objectives for 2017/18 comprising:

683.1a Enrolment: Update

A report was received providing an overview of the position to date for 16-18 and Higher Education (HE) enrolments for 2017/18 along with an oral update on subsequent developments.

The report was summarised with members noting in particular:

- That recruitment figures for 16-18 funded learners in the first month compared well to the previous year, even though demographically there were less learners leaving school in 2017. Members were advised however for the figures were to be treated with caution with funding not received until students reached their 42nd day with the position to be confirmed in late October.
- Despite the cut off point for HE learners to receive funding not yet being reached, there had been an increase in the number of students although the data highlighted the increase to be patchy with an overall reduction in the number of learners franchised from the University of Hertfordshire in contrast with an increase in Higher National numbers.

Reviewing the report, discussion included factors that affected learner decisions regarding their choice of institution noted to include location, the specialisms on offer and both the retention of students by schools and continued constraints in access to and communication of the range of options available.

Recognising the picture to date represented a useful guide, it was acknowledged that it remained too early in the year for any firm conclusions to be drawn noting that regular updates would be provided during the course of the year.

Following discussion, the report was noted.

683.1b Performance Targets (Strategic Objectives)

In-line with the College Strategic Plan, a report was received presenting in draft format the curriculum and quality performance objectives proposed for 2017/18, progress against which the Committee would have responsibility for monitoring during the academic year.

The objectives for the year were reviewed:

- Noting the proposal to improve overall College pass rate to 92% (excluding English and maths) and retention 94% to give an 87% overall College achievement rate
- Discussing the objective outlining expectation for all students to aspire to 100% attendance in order to achieve an overall minimum student attendance figure of 90% in 2017/18 across all provision, including English and maths
- To continue to revitalise the curriculum offer for 2018/19 to ensure it responds to local, LEP and national priorities – to include 16-18, adult, higher education, apprenticeships and commercial programmes – and maximises market opportunities

After discussion, it was **RESOLVED** to:

- **RECOMMEND** for the Corporation to **APPROVE** the objectives proposed.

684 Policies

Policies were presented setting out arrangements for the quality, standards, academic performance and welfare of College students, updated in-line with the usual review cycle.

Acknowledging the need not only to ensure ongoing compliance with good practice and statutory requirements to avoid any risk of potentially significant issues and consequences; but also to avoid failure to demonstrate competence to Ofsted, impacting on the College's reputation, the policies were reviewed:

684.1a Single Equality Scheme 2017- 2020

Noting that the College Single Equality Scheme 2017-2020, outlined out how the College intended to fulfil its moral, social and legal obligations to put equality, diversity and inclusion at the heart of everything it did. The amendments proposed were considered, noted to be minor in nature.

Following discussion, it was **RESOLVED** to:

RECOMMEND for the Corporation to **APPROVE** the Single Equality Scheme 2017-2020.

684.1b Student Disciplinary and Behaviour Management Policy and Procedure 2017-18

Noting that the policy and procedure outlined how the College managed student behaviour. Members were advised that the revised document:

- Reflected a stronger emphasis on behaviour management
- Introduced a "Cooling off" period;
- Tightened the procedure timeline through the stages;
- Provided a clearer definition of the stage 3 meeting and participants involved; and
- Included a flow chart of the process.

Following consideration, it was **RESOLVED** to:

- **RECOMMEND** for the Corporation to **APPROVE** the Student Disciplinary and Behaviour Management Policy and Procedure 2017-18

684.1c Safeguarding Children and Vulnerable Adults & Prevent Policy and Procedure 2017-18
Noting the updated 2017/18 Safeguarding Children and Vulnerable Adults and Prevent Policy and Procedure presented.

After acknowledging how the Policy and Procedures set out both the College approach and its arrangements for the active promotion of the safeguarding of all staff, students and visitors, the key changes were summarised, noting:

- The inclusion of training and induction
- The new ESFA guidance for colleges regarding informing them of serious safeguarding incidence including Prevent, including:

  i What should be reported and by whom
  ii The introduction of a new section on Prevent incorporated into policy and procedure covering the Prevent awareness agenda and College practice that would contribute to the Prevent agenda
  iii Understanding and recognising risks, vulnerabilities and radicalisation
  iv The Channel referral process (flow chart)

Reviewing the amendments in more detail, discussion included:

- Commending the introduction of the referral flow chart, considered to provide great clarity in the understanding of the referral stages.
- Reflecting further on the articulation of the role and responsibilities of the Corporation in the context of sector practice. Suggestion was made for one further small amendment to clarify and make more transparent its role and responsibilities with the Clerk to the Corporation to offer examples of sector practice for reference to assist in the making of the amendments.

Following consideration and subject to the inclusion of the one amendment proposed, it was **RESOLVED** to:

- **RECOMMEND** for the Corporation to **APPROVE** the Safeguarding Children and Vulnerable Adults & Prevent Policy and Procedure 2017-18

685 Committee Business: Terms of Reference: Review
The Committee's Terms of Reference were presented along with amendments proposed to ensure that they remained in line with good practice

After discussion, it was **RESOLVED** to:

685.1 RECOMMEND for the Corporation to **APPROVE** the updated Committee Terms of Reference.

686 ANY OTHER BUSINESS & NEXT MEETING
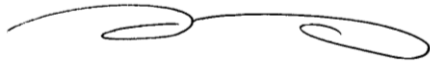
686.1 Any other business

No other business was raised.

686.2 Date of Next Meeting

5.30pm, Wednesday 6 December 2017

Signed: **Date: 6 December 2017**

          Committee Chair