

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

**Present:**

Jan Wing (Chair)  
Tony Medhurst (Principal)  
Harvey Young  
Ricky Irons

**In Attendance**

Jane Clarke (Deputy Principal Curriculum & Quality)  
Nicola Conibear (Director of Academic Quality Development)  
John Fowl (Clerk to the Corporation)

**624. To Receive Apologies For Absence.**

Apologies were received from Viki Cooper and Denni Morrison.  
Jan Wing explained that during the enforced absence of Viki Cooper on compassionate grounds, the Chair of the Board had asked her to join the Committee and to take on the role of 'Interim Chair'.

**625. Declaration of Interests and to Notify Part2 Agenda Items..**

There were no declarations of interest and no confidential items notified.

**626. To Approve the Minutes of the Meeting Held on 12<sup>th</sup> November 2015.**

The minutes were approved.

**627. Matters Arising.**

There were no matters arising.

**628. Notice of Concern Update.**

The Committee was informed that the College had received on 3<sup>rd</sup> February, a letter from the SFA removing the Notice of Concern from the College.  
The report covered the Action Plan that had led to this improved position and the removal of the Notice of Concern.  
Governors congratulated the staff and Management team for achieving this outcome and for all the hard work that had been necessary to get to this position.

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

**629. Quality Improvement Plan (QIP) 2015-16.**

Members received the QIP & noted the data for student Attendance, Retention, Success Rates, Functional Skills (Maths & English), Apprenticeships and staff learning and development. The data was compared with the targets set and the actual Attendance & Retention to date.  
There had been a good improvement in Child Care performance.  
The focus of the current term is on teaching & learning and employability. Jane Clarke outlined the work that had taken place with Maths & English and the Chair referred to the ACER newsletter in which it was possible via a hyperlink to access a report/video of what is deemed to be 'good practice' in these subjects.

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

**630. Mid-Year Teaching & Learning Report 2015-16.**

Observers are now more aware of what is required under the new observation scheme and the number of 'Learner Walks' have increased.

To date 45% of the planned observations have been conducted and the grade profile following the refocussing of the new scheme was seen to have reduced.

The Teaching & Learning procedure has been re-written and approved by the Board of Governors.

Under the scheme inadequate performance and the subsequent support process has seen a number of poorly performing staff leave the College.

Governors asked that they be given an opportunity to be included in the 'Learner Walks' that take place in future. This was planned and it was suggested it could be part of the Link Governor arrangements.

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

**631. English & Maths Action Plan, Entry & Level 1 Functional Skills.**

The Action Plan to improve Functional Skills at Entry and Level 1 indicates the measures that have been put into place this academic year. Entry and Level 1 Functional skills delivery is the responsibility of the vocational Directorates, with the strategic leadership and management responsibility across the College sitting with the Head of Department for English and Maths.

Member's attention was drawn to the issues/areas that required improvement & the action being taken.

An emphasis is on improving attendance & punctuality. The College has introduced a number of incentives to assist with this and is also looking at reducing the number of small size groups to help improve parity across all provision. Timetabling has been changed to assist with this reduction and an improved feedback process to students on their written work.

The Chair following a recent visit shared her observations of the support workshops at Loughborough University.

At the last meeting of the Committee a number of concerns about the delivery of Maths & English had been raised and this had subsequently been reported to the full Board. The Maths & English Action Plan is intended to address these concerns and improve the situation.

The Principal reported back on his recent visit to a Grade 1 College and compared what he had seen with the strategy being adopted by HRC with the intention of improving Success Rates.

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

**632. Any Other Business.**

There was no other business.

**633. Date of the next Meeting.**

The next meeting of the Committee will take place on Thursday 12<sup>th</sup> May 2016.

Signed.....  
(Chair)

Date.....