

HERTFORD REGIONAL COLLEGE
QUALITY, STANDARDS & CURRICULUM PLANNING COMMITTEE
12th November 2015.

Present:

Viki Cooper (Chair)
Tony Medhurst (Principal)
Denni Morrison
Ricky Irons
Harvey Young

In Attendance

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

611. To Receive Apologies For Absence.

Apologies were received from Mike Carver

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

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

613. To Approve the Minutes of the Meeting Held on 14th May 2015.

The minutes were approved.

614. Matters Arising.

There were no matters arising.

615. Enrolment Update.

The Committee was informed that Full Time enrolment was at just 89% of the target agreed with the SFA and the target for 16-18 year old students had also not yet been reached. Higher Education enrolments were slightly exceeding target.

Governors were told that pre-apprenticeships were now being offered with additional provision with organisations such as the Princes Trust. It was anticipated that this will result in additional recruitment of 16-18 year olds.

Existing contracts with sub-contractors are to be extended to enable additional recruitment from these sources.

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

616. Outcomes for Learners 2014-15.

Members were given details of the overall Success Rates for the College together with the KPI's for Attendance, Retention and Achievements. The Committee was informed of the steps that have been taken to bring about improvement to the areas of concern that had been identified.

It was noted that Success Rates excluding Maths & English have remained fairly constant and work is now being undertaken to raise these to match or exceed the National Averages.

The Data was analysed by age group and Levels 1&2 for 16-18 year olds were identified as areas that need to improve to bring them up to the National standard.

It was reported that the University of Hertfordshire is now accepting undergraduates on Foundation Degrees without Maths & English GCSE grade A-C and allowing students to study for Maths & English GCSE alongside their university studies.

GCSE Maths & English trends were explained and the Governors were disappointed to be told that the overall success rate for English had fallen.

The overall Success Rate for each of the College Departments was shared with the Committee and the inconsistency between them.

In response to a question by the Governors it was confirmed that the impact of changes introduced in September 2015 was at present 'patchy' but that the staff are working hard to improve that.

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

617. Teaching & Learning Report

Classroom observations are now undertaken with just 2 days' notice. Nicola Conibear stated that there had been an improving grade profile for Teaching & Learning which was at odds with the Success Rates.

The report set out the key areas for development and the key priorities for 2015-16.

Overall the number of 'Good or Better' observation grades represented 90% of the total formal observations undertaken.

Members received the analysis which showed the observations by Department, type of provision and Level. It was noted that there had been significant improvement in Work Place observations.

It was planned to offer Governors some training on classroom observations so that they could have a better understanding of what is looked for.

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

618. Notice of Concern Progress Report.

The Notice of Concern related to 19+ provision in functional skills and other areas. It was expected that a list would be published nationally of those colleges with a Notice of Concern but this had not happened.

The college had spent a lot of time producing its' Action Plan and it is now able to demonstrate that improvement is happening but that the pace needs to be more speedy.

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

619. Student Disciplinary Policy.

Currently there existed two policies to manage performance on course and to manage behaviour in college. It was proposed that these should be combined to form just one document as it was felt this would make it easier for the management of student behaviour and to act as a 're-engagement' policy.

It was **Resolved** that;

(i) The Learner Disciplinary Policy be approved.

(ii) The Learner Performance Policy be cancelled.

620. Annual Safeguarding Report & Prevent Strategy 2014-15.

Members received the annual report and noted the work of the Safeguarding Strategy Group which also now had oversight of the Prevent Strategy.

The report identified the numbers of children and vulnerable adults that were known to the safeguarding team in 2014-15, and a summary of the reasons and the numbers who were referred on to specialist services. The numbers and the reasons are similar to those in the previous year, although more than in 2012-13. It is believed this is largely due to an increased awareness and confidence in reporting concerns.

Members received anonymous data detailing the type of issues that had been handled by the Safeguarding team.

It was confirmed that access to the Campuses is now more controlled than in the past and students say that they feel safe in College.

The Prevent Strategy was received which identified the five key objectives & the manner by which the process will be managed.

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

621. Higher Education Consumer Law.

Members were informed of the new consumer laws that bring the HE fees and course content under the same legislation. Advice to Colleges and Universities by the Competition & Marketing Authority. HE students will now have up to 6-7 years in which time they may bring a case against the educational institution if it is found they were given misleading information at the time of enrolment to a course. It is therefore essential all pre-course information is accurate. The Committee was told of the steps take in the College to ensure information given is accurate.

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

622. Any Other Business.

- (i) HEFCE now require a report of any complaints lodged regarding HE courses but this College has none to report currently.
- (ii) Members had noted the issue of staff turnover and retention of staff & its effect on learner outcomes. Karen Fleet will be producing a report for the Resources Committee.

623. Date of the next Meeting.

The next meeting of the Committee will take place on Thursday 4th February 2016.

Signed.....
(Chair)

Date.....