

**HERTFORD REGIONAL COLLEGE**  
**QUALITY, STANDARDS & CURRICULUM PLANNING COMMITTEE**  
**14<sup>th</sup> May 2015.**

**Present:**

Viki Cooper (Chair)  
Desdra Kingdon (Interim Principal)  
Denni Morrison

**In Attendance**

Nicola Conibear (Director of Academic  
Quality & Development)  
Olive Oliver (Director of Technical Services & MIS)  
  
John Fowl (Clerk to the Corporation)

**602. To Receive Apologies For Absence.**

Apologies were received from Fouzia Sillett.

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

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

**604. To Approve the Minutes of the Meeting Held on 27<sup>th</sup> February 2015.**

The minutes were approved.

**605. Matters Arising.**

There were no matters arising.

**606. Notice of Concern.**

Following receipt of the 'Notice of Concern' the College has produced an Action Plan to address the issues in each of the learning programmes. Governors were told that a cohort of 281 students were considered to have a success rate of below the minimum standard required.

Members reviewed each cohort of students and the action intended to improve their performance.

Retention in all areas was high with retention of adults on electrical courses above the national average.

It was noted that the Action Plan had been discussed with both the Chair of Governors and the Chair of the Quality & Standards Committee before arriving at the final draft.

Magdalena Johnson has been appointed as Head of Maths & English and is already making the necessary changes in this area which features as a standing item on the SMT agenda each week. Desdra Kingdon outlined the early findings of Magdalena regarding Maths & English delivery in the College. Each negative issue found now has an action to aid improvement, including the introduction of online exams. GCSE Maths & English have been found to have the most problems due to the amount of work required of the students. This may have a negative impact on the final achievement rates and levels in the college. Overall the delivery of Maths & English is progressing more positively.

The Committee and Desdra Kingdon (as interim Principal) recorded their thanks to Nicola Conibear for the work she has undertaken to produce the Action Plan.

It was suggested that the Action Plan should be made available to any member of staff who wished to see it.

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

**607. Mid-Year Teaching & Learning Report & Update on Classroom Observations.**

Data up to the end of January 2015 was received and noted. At this date the College was on track to achieve 87%, 'Good or Better' teaching with no inadequate teaching found.

The grading profile for each teaching department and Subject Sector Area was noted and the committee was told that classroom assistants will in future be included in the observation process.

The College has purchased the STAR video system so that staff can video themselves teaching and play it back afterwards with their coach/mentor.

A total of 91% of observations have now been completed and since January the grade of 'Good or Better' has increased to 90%. It was intended to move to a 2 day notice of observation and it was therefore expected that this percentage will reduce slightly, in the next academic year.

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

**607. Risk Management of Curriculum Issues.**

Governors had received a thorough briefing on this at the Board's Development Day in January 2015 when it was recommended that each Committee should consider the risks associated with their area of oversight.

Heads of Department had now considered the curriculum section of the Risk Register and Desdra Kingdon outlined the risks that had been identified by them. All Heads saw Maths & English as a key risk and some also saw enrolment numbers as a risk.

The Strategic Risk Register had been amended to include the risk of;

- (i) Current course offering is not suitable to react to market trends.
- (ii) Failure to improve student outcomes.

The committee recommended that delivery of Maths & English should also be included as a strategic risk.

It was **Recommended** that the Board approves the addition of Maths & English to the Strategic Risk Register.

**608. Committee Self-Assessment.**

The Clerk informed the Committee that in discussion with the Chair of the Board it had been agreed that self-assessment of each Committee and the Board will from the summer term 2015 be undertaken as a discussion item on each agenda and set against the backdrop of the Committee Terms of Reference.

It was **Recommended** that the Terms of Reference should be amended to include the review of Strategic Risks associated with curriculum matters.

In considering the work of the Committee during the past year the Governors were of the opinion that Heads of Departments should be invited to provide feedback on the issues within their departments as there was not sufficient detail reported to the Board. This should also include the service/support areas.

Members requested that the outcome of all student surveys be included on future agendas and that there should be more information on the 'Good News' stories rather than just the areas of concern.

The Governors accepted that the attendance of some of the committee members was not good/consistent and that the membership need to be broadened.

Overall it was felt that the Members of the Committee was now challenging, appropriately, the information provided to them.

**609. Any Other Business.**

There was no other business.

**610. Date of the next Meeting.**

The next meeting of the Committee will take place on Thursday 12<sup>th</sup> November 2015.

Signed.....  
(Chair)

Date.....