

## CURRICULUM & STANDARDS COMMITTEE

### AGENDA NOTICE

<p><b>Curriculum &amp; Standards Committee Meeting</b>  <b>Date:</b> Tuesday 17<sup>th</sup> November 2015  <b>Time:</b> 10.00am  <b>Venue:</b> Principal's Office, Farnborough College of Technology  <i>Please note this meeting precedes Search Committee which starts at 12 noon</i></p>
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- 10.00 **1.1 Opening of Meeting and Apologies for Absence**  
**1.2 Declarations of Interest**

<p><b>Presentation – New Ofsted Framework</b>          By Ray Walker, Director of Learning Quality</p>
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- 10.30 **1.3 Minutes of the last Curriculum & Standards Committee held 18<sup>th</sup> June 2015**  
*Chair of Curriculum & Standards Committee* *Appendix 1.3*
- 1.4 Matters arising from the minutes**
- 10.35 **1.5 Review Curriculum & Standards Committee Terms of Reference**  
*Chair of Curriculum & Standards Committee/Clerk* *Appendix 1.5*
- 10.40 **1.6 Annual Operating Statement 2014/15 July Monitoring Point**  
*Report by the Principal* *Appendix 1.6*
- 10.45 **1.7 Annual Operating Statement 2015/16**  
*Report by the Principal* *Appendix 1.7*
- 11.00 **1.8 Curriculum & Academic Plan 2015/2016**  
*Report by Deputy Principal & Vice Principal Curriculum & Learners* *Appendix 1.8*
- 11.10 **1.9 FE & HE Quality Matters**  
*Report by the Deputy Principal*
- a) Self Assessment Report – Key Data 2014/15** *Appendix 1.9a*
- b) HEFCE letter** *Appendix 1.9b*
- c) Complaints Analysis 2014/15** *Appendix 1.9c*
- 11.25 **1.10 Staff Development Report 2014/15**  
*Report by Deputy Principal* *Appendix 1.10*
- 11.30 **1.11 FE & HE Destinations Report**  
*Report by Deputy Principal* *Appendix 1.11*
- 11.35 **1.12 Structures Update**  
*Report by the Principal*
- a) Area Reviews** *Appendix 1.12a*
- b) Collaboration** *Appendix 1.12b*
- 11.55 **1.13 Any Other Business**
- 12.00 **1.14 Date and time of the next Curriculum & Standards Committee meeting**  
 Tuesday 1<sup>st</sup> March 2016 at 10am

**Distribution List**

Ms Jane Houzer – Chair

Ms W Megeney

Mr J Dowsett

Mr I Hamilton

Miss S Limbu

Mr R Rendel

Mrs C Slaymaker – Principal

Professor M Earwicker – Ex-officio member

Mrs H Ramsdale - Vice Principal Curriculum & Learners

Mr I Wolloff - Deputy Principal

Mrs C Gillam - Clerk to Corporation

## Farnborough College of Technology

### Curriculum & Standards Committee

Minutes of meeting held on Tuesday 17<sup>th</sup> November 2015

Present:

Ms J Houzer – Chair of Committee  
Mr J Dowsett  
Mr I Hamilton  
Miss S Limbu  
Ms W Megeney  
Mr R Rendel  
Mrs C Slaymaker - Principal

In Attendance:

Professor M Earwicker – Chair of Corporation  
Mrs J Bratt – Director of Finance (*for item 12 onwards*)  
Mr D Hewitt – (*for item 12 onwards*)  
Mrs H Ramsdale - Vice Principal Curriculum & Learners  
Mr I Wolloff – Deputy Principal  
Mrs C Gillam – Clerk to the Corporation

Quorate: Yes

*The meeting opened at 10.06am*

<b>Agenda Item</b>	<b>Minute</b>	<b>Action</b>
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<b>1.1/15.16</b>	<b>Opening of Meeting and Apologies for Absence</b> There were no apologies for absence. The Chair welcomed Mr Dowsett to his first meeting.	
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<b>1.2/15.16</b>	<b>Declarations of Interest</b> No declarations were noted in relation to the agenda items.	
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**Presentation by Ray Walker, Director of Learning Quality – New Ofsted Framework**

Mr Walker explained that the Ofsted Common Inspection Framework had changed. There are now four rather than three key judgements and for the first time the same Framework applies across all types of provision. Lesson observations will no longer be graded but feedback will be given on strengths and areas of development. However, it seems wise to retain grades as an internal quality control measure which FCoT has.

Taking each of the four key judgements Mr Walker highlighted areas of increased emphasis:

- Effectiveness of leadership and management –the institution’s culture and vision
- Teaching, learning and assessment – developing learner’s knowledge, understanding and skills to prepare them for their next step

- Personal development, behaviour and welfare – this is the new key judgement with key emphasis upon personal skills leading to employability, behaviour and welfare
- Outcomes – success rates, value added scores and progression over time for 16-19 especially

The Committee asked if the College would do anything differently as a result of the new Framework. The Principal noted that the fundamentals were unchanged but there were new requirements for the prevention of radicalisation and extremism. The Committee discussed the College's rigorous internal programme of quality review noting that every programme area is observed every year. A report is prepared for the SMT and action plans are followed through. Mr Walker observed that the College continues to meet the profile for an outstanding institution with its FE success rates being the highest in the country and outstanding teaching and learning quality.

The Committee thanked Mr Walker for his informative presentation.

**1.3/15.16 Minutes of the meeting held 18<sup>th</sup> June 2015**

The minutes were accepted as a true and accurate record and were signed by the Chair.

**1.4/15.16 Matters arising from the minutes**

*Item 3.4.* It was noted that the action for publishing the arrangements for obtaining staff and student views had been completed and was now available on the website.

**1.5/15.16 Review Committee Terms of Reference**

The Committee endorsed the appointment of Ms Houzer as Chair under item 1iii. The word 'Schools' was replaced by 'Faculties' under item 2v.

**Action:** Recommend ToR amendment to the Board.

**Board**

**1.6/15.16 Annual Operating Statement 2014/15 July Monitoring Point**

The Principal reported that most targets had been achieved either fully or partially by the year end.

The Community University Branding project will carry over into 2015/16 and had been discussed at the recent Board Away Day. It was pleasing to see a significant improvement in the NSS score with the College now placed in the top quartile nationally. Growth targets continue to prove challenging and the Committee noted that HE enrolment was down. The Lean Processes review of the Finance Department will carry over into 2015/16. The building of the new UCF is on schedule and on budget.

The Committee accepted the Annual Operating Statement 2014/15 July monitoring point.

**1.7/15.16 Annual Operating Statement 2015/16**

The Principal explained the relationship between the five projects detailed in the Annual Operating Statement and the 'building blocks' diagram at Appendix A which clearly showed the prioritised strategic development work. For example the Community University branding work identified in tier 1 of the building blocks appears under Project A 'Developing the vision' with deadlines for the sub-brand strategies to be worked into implementation.

It was noted that growth targets had not been included under Project C 'Income and funding'. Given local and national demographics it was felt difficult to set realistic growth targets.

The Committee agreed that it needed to better understand the factors in operation here to ascertain what strategies to adopt and set appropriate targets. It was acknowledged that the research process had started with the three presentations on different market segments given to the Board at its October Away Day. Each area was now working on action plans which could incorporate realistic targets. The Principal agreed to incorporate the targets once set into the Annual Operating Statement document.

**Action:** Include targets in Project C.

**Principal**

The Committee accepted the Annual Operating Statement 2015/16.

**1.8/15.16 Curriculum & Academic Plan 2015/16**

The Vice Principal reported that a more personalized 'Mixed Study Programme' combining BTEC and A Levels had been developed initially in Media & Creative Arts. There would be a significant increase in the number of students participating in both GCSE English and Maths with the expectation that they will achieve a C or above.

Teaching staff this year will be delivering new specifications in some A Levels with a linear approach to assessment. There will also be greater emphasis on external examinations in some BTEC courses.

The Deputy Principal noted that in Apprenticeships the new Trailblazer standards will be introduced and in HE a number of new programmes and new progression routes are planned to grow student numbers.

The Committee accepted the Curriculum & Academic Plan for 2015/16.

**1.9a/15.16 FE&HE Quality Matters**

**a) Self Assessment Report – Key Data 2014/15**

The Deputy Principal presented the key quality data from the College's SAR. The overall position is that the College remains outstanding. The 16-18 overall success rate is lower in

comparison to the exceptionally high figure achieved last year, when the College was placed first in the country, but remains significantly above the national average. Adult success rates are at the national average. Overall for all learners the combined success rate is 88%, which should ensure that the College remains in the top 10% nationally.

The Committee accepted the report.

**1.9b/15.16 b) HEFCE Letter**

The Committee approved the steps taken by the College to meet the requirements for the maintenance of the quality of the student experience after the removal of student number controls.

**1.9c/15.16 c) Complaints Analysis 2014/15**

The Committee noted the report.

**1.10/15.16 Staff Development Report 2014/15**

The Committee noted the report.

**1.11/15.16 FE & HE Destinations Report**

The Committee noted the report which would be included in the SAR 2014/15.

*Mr Hewitt and the Director of Finance joined the meeting.*

**1.12a/15.16 Structures Update**

The Principal explained that due to unavailability of members for an additional Board Update Briefing, an update on structures would be given at both this Committee and the Finance & General Purposes Committee.

**a) Area Reviews**

The Area Review process is completely separate to any conversations individual institutions may have with one another regarding potential collaborations.

Area Reviews for the Solent and Coast to Capital areas are underway. The remaining Surrey colleges not in the Coast to Capital Area Review have been informed that they will be in the next wave of reviews. It therefore seems likely that the Area Review including FCoT will not take place until after July 2016. It is possible that the Area Review process may develop and change during its operation.

The purpose of the Area Review is to enable institutions which are financially sustainable and meet the area's economic and educational needs. As independent bodies it is for the governing bodies of each individual institution to decide whether to accept or reject the review's recommendations whilst being mindful of the possible implications for their institution's future public funding.

**1.12b/15.16 b) Collaboration**

This item was recorded as a confidential minute.

**1.13/15.16 Any Other Business**  
None.

**1.14/15.16 Date and Time of next Curriculum & Standards Committee meeting**  
Tuesday 1<sup>st</sup> March 2016 at 10am.

*The meeting closed at 12.31pm*

Minutes agreed as being a true and accurate record by the Chair.

Signed: .....

Dated: .....