

## CURRICULUM & STANDARDS COMMITTEE

### AGENDA NOTICE

#### **Curriculum & Standards Committee Meeting**

**Date:** Tuesday 15<sup>th</sup> November 2016

**Time:** 10.00am

**Venue:** Meeting Room, University Centre Farnborough

*Please note this meeting precedes Search Committee which starts at 11.30am*

- 1.1 Opening of Meeting and Apologies for Absence**
- 1.2 Declarations of Interest**
- 1.3 Minutes of the last Curriculum & Standards Committee held 16<sup>th</sup> June 2016**  
Chair of Curriculum & Standards Committee Appendix 1.3
- 1.4 Matters arising from the minutes**
- 1.5 Review Curriculum & Standards Committee Terms of Reference**  
Chair of Curriculum & Standards Committee/Clerk Appendix 1.5
- 1.6 Annual Operating Statement 2015/16 July Monitoring Point**  
Report by the Principal Appendix 1.6
- 1.7 Annual Operating Statement 2016/17**  
Report by the Principal Appendix 1.7
- 1.8 FE Self Assessment Report – First Draft**  
Report by Deputy Principal Appendix 1.8
- 1.9 Staff Development Report 2015/16**  
Report by Deputy Principal Appendix 1.9
- 1.10 Complaints Analysis 2015/16**  
Report by Deputy Principal Appendix 1.10
- 1.11 English and Maths**  
Report by Vice Principal Appendix 1.11
- 1.12 Any Other Business**
- 1.13 Date and time of the next Curriculum & Standards Committee meeting**  
Tuesday 7<sup>th</sup> March 2017 at 10am

#### DISTRIBUTION LIST:

##### Committee

Ms Jane Houzer – Chair  
Mr J Dowsett  
Mr I Hamilton  
Miss S Limbu  
Ms W Megeney  
Mr R Rendel  
Ms V Barrett – Principal

##### In attendance

Mr I Wolloff- Deputy Principal  
Mrs J Milburn – Vice Principal  
Mr D Wales - Business Services & Marketing Director  
Professor M Earwicker – Ex-officio member  
Mrs C Gillam – Clerk to Corporation

**Farnborough College of Technology**

**Curriculum & Standards Committee**

Minutes of meeting held on Tuesday 15<sup>th</sup> November 2016

Present:

Ms J Houzer – Chair of Committee (*joined the meeting mid-item 1.7*)  
 Mr J Dowsett  
 Miss S Limbu  
 Mr R Rendel  
 Ms V Barrett – Principal

In Attendance:

Mrs J Milburn - Vice Principal Curriculum & Learners  
 Mr D Wales – Business Services & Marketing Director  
 Mr I Wolloff – Deputy Principal  
 Mrs C Gillam – Clerk to the Corporation

Quorate: Yes

*The meeting opened at 10.03am*

<b>Agenda Item</b>	<b>Minute</b>	<b>Action</b>
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<b>1.1/16.17</b>	<p><b>Opening of Meeting and Apologies for Absence</b>                  As Ms Houzer was delayed Mr Rendel opened the meeting and took the Chair. Apologies were received and accepted from Mr Hamilton, Ms Megeney and Professor Earwicker. The Committee welcomed Mr Wales to the meeting. It was agreed to amend the running order of the agenda items.</p>	
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<b>1.2/16.17</b>	<p><b>Declarations of Interest</b>                  No declarations were noted in relation to the agenda items.</p>	
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<b>1.3/16.17</b>	<p><b>Minutes of the meeting held 16<sup>th</sup> June 2016</b>                  The minutes were accepted as a true and accurate record and were signed by the Chair.</p>	
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<b>1.4/16.17</b>	<p><b>Matters arising from the minutes</b>                  Under 3.5 it was noted that appointments had been made for a Head of Maths and Head of English.</p>	
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<b>1.6/16.17</b>	<p><b>Annual Operating Statement 2015/16 July Monitoring Point</b>                  The Principal introduced the final progress update for 2015/16 noting that most of the actions had been achieved or progress made.</p>	
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Project A Community University branding  
 All actions completed.

Project B Quality  
 The NSS score was disappointing at 71%. The Deputy Principal

explained that this score reflected concerns from students in two particular curriculum areas who had experienced staffing and timetabling changes and thus given low ratings for organisation and management. Ratings for other areas were high. The College would endeavour in future to ensure stable staffing and timetabling.

Project C Income and funding

All actions completed.

Project D Technological advances

All actions completed.

Project E Excellent Facilities

Work on the new Property Strategy had been postponed pending the arrival of the new Principal and the outcome of the ABR. However, work had re-commenced, a Property Strategy consultant had been appointed and initial Property Strategy options would be presented to the Board in December.

The Principal explained that for the actions ticked in yellow (lesson observation grades, enhanced marketing activities and integrated technology), whilst progress had been made there was still work to do which would be picked up in the Annual Operating Statement for 2016/17.

The Committee accepted the Annual Operating Statement 2015/16 July monitoring point.

**1.7/16.17 Annual Operating Statement 2016/17**

The Principal explained that she was reviewing the College's Strategic Plan with a range of stakeholders within the context of the outcome of the Hampshire Area Based Review, the independent AoC Create Strategic Options assessment, the naming of FCoT as the preferred merger partner by Guildford College Group and the myriad of policy changes affecting the FE sector as set out in Appendix 1. Against this complex backdrop she had formulated five key operating priorities with underpinning performance targets.

*Ms Houzer joined the meeting and took the Chair.*

Project A Performance Beyond Outstanding

In line with the new Ofsted framework and their interest in demonstrating progression this project would include a target for the College to introduce stretch and challenge targets and ensure value added was in the top 10% of colleges nationally.

Project B Diverse and sustainable funding

Actions and targets under this project would create an agile organisation.

Project C Deliver more for less through greater innovation and collaboration

The key action here would be to integrate the use of technology in all college systems.

Project D Building partnerships

This was a critical project to engage more with local SMEs, large corporations, government organisations such as the NHS, schools and local authorities. The Committee requested that the target to engage with “25% more large corporations” be changed to something more tangible such as the targeted number of companies or define engagement. The Vice Principal informed the Committee that the College had been invited to tender by BAE to manage their apprenticeships. Mr Wales confirmed that there were a number of large employers looking for providers to manage their apprenticeship levy provision.

Project E Excellent facilities

Phase 7 of the Property Strategy was the key action under this project and would address the needs of learners and the curriculum as well as modernising the infrastructure. Initial options would be brought to the Board in December 2016.

The Committee accepted the Annual Operating Statement 2016/17.

**1.5/16.17 Review C & S Committee Terms of Reference**

The following changes were proposed:

- 1.ii and 1.iv – revise wording to be consistent with other Committees
- 1.v - revise wording to be consistent with other Committees
- 2.ii and 2. iii – delete redundant items
- 2.iv – replace ‘sufficiency’ with ‘relevance to stakeholders’
- 2.vii – introduce a monitoring function
- 2.ix - introduce a monitoring function

It was agreed that a new item regarding ‘monitoring requirements of our partner quality agencies’ should also be added as if the College moved into new areas of provision e.g. apprenticeships in the field of health then this would bring new compliance issues which the Committee should monitor.

The Committee discussed including an item on recruitment and entry criteria but it was agreed that it was difficult to frame a strategic responsibility which didn’t stray into operational matters. The Chair and the Principal agreed to return to this at another time.

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

**Board**

**1.8/16.17 FE Self Assessment Report – First Draft**

The Deputy Principal introduced the draft report and drew attention to significant changes in its format which was largely

based on the key criteria used by Ofsted. The College was judged as outstanding by its output measures but there were areas which needed to be addressed namely: English and Maths; value added; employer views; provision for learners with high needs; % of teaching grades rated good or better. Once the draft SAR had been externally validated then the Quality Improvement Plan 2016/17 would address specific actions in these areas. The Committee agreed to monitor through the year action in these areas.

The Committee discussed learners with high needs and noted that the College was providing support to a larger number of learners who required additional support than it was currently funded for.

English and Maths were a key focus for Ofsted and required a significant shift in resources. The paper for item 1.11 contained a detailed operation plan so that the Committee could see how the College would address the substantive issues here. The Committee's attention was drawn to page 79 of the SAR which showed 16 students took GCSE English and Maths in 2014/15. In 2015/16 this figure increased to 576 students. It was agreed that due to its importance the Committee's agendas should include a standing item on English and Maths.

**Action:** The Committee recommended approval of the SAR to the **Board** Board.

**1.9/16.17 Staff Development Report 2015/16**

The Committee noted the variety of training and development activities and that all staff had received training on Prevent via a Staff Development Day in December 2015 which had been supplemented with online training in autumn 2016.

The Committee received the report.

**1.10/16.17 Complaints Analysis 2015/16**

The Committee received the report.

**1.11/16.17 English and Maths**

The Vice Principal explained that from August 2015 it became a mandatory funding condition for all young people enrolled on full time study programmes who had not achieved a Grade C or above in English and/or Maths to be working towards the achievement of GCSEs at these grades or a recognised stepping stone qualification. This had led to a significant increase, as seen in the discussion under item 1.8 above, in the number of students needing to take English and Maths GCSEs. This had presented a challenge for teachers who were new to teaching these subjects. The Committee enquired if the College might need to consider employing more specialist teachers and asked that resources be added to the English and Maths Operational Plan.

Another challenge for teaching staff was the low level of

motivation and confidence amongst some students, and thus attendance was an issue. The Committee requested the inclusion of actions to be taken to address attendance in the Plan.

The Committee concluded that the challenging targets the College had set were appropriate and that excellent progress had been made going forward.

**Action:** The Committee approved the English and Maths Operational Plan 2016-18.

**1.12/16.17 Any Other Business**

There were none arising.

**1.13/16.17 Date and Time of next Curriculum & Standards Committee meeting**

Tuesday 7<sup>th</sup> March 2017 at 10am.

*The meeting closed at 11.40am*

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

Signed: .....

Dated: .....