

CURRICULUM & STANDARDS COMMITTEE

AGENDA NOTICE

Curriculum & Standards Committee Meeting

Date: Tuesday 7th March 2017

Time: 10.00am

Venue: Principal's Office

Please note this meeting precedes Search Committee which starts at 12.00pm

2.1 Opening of Meeting and Apologies for Absence

2.2 Declarations of Interest

2.3 Minutes of the last Curriculum & Standards Committee held 15th Nov 2016

Chair of Curriculum & Standards Committee

Appendix 2.3

2.4 Matters arising from the minutes

Presentation by the Principal 'Curriculum Strategy'

2.5 Annual Operating Statement 2016/17 December Monitoring Point

Report by the Principal

Appendix 2.5

2.6 College Achievement Rate Targets 2016/17

Report by the Vice Principal Quality & HE

Appendix 2.6

2.7 Monitoring of Curriculum Risks

Report by the Principal

Appendix 2.7

2.8 HE Annual Review Reports 2015/16

Report by the Vice Principal Quality & HE

Appendix 2.8

2.9 Student Performance

Report by the Vice Principal FE Curriculum

Appendix 2.9

2.10 English and Maths

Report by the Vice Principal FE Curriculum

Appendix 2.10

2.11 Equality, Diversity & Inclusion Report 2015/16

Report by the Vice Principal Quality & HE

Appendix 2.11

2.12 FE Destinations Report

Report by the Vice Principal Quality & HE

Appendix 2.12

2.13 National Reforms & Curriculum Implications

Report by the Principal

Appendix 2.13

2.14 Academic Board minutes

Report by the Vice Principal Quality & HE

Appendix 2.14

2.15 Any Other Business

2.16 Date and time of the next Curriculum & Standards Committee meeting

Thursday 15th June 2017 at 10am

DISTRIBUTION LIST:

<u>Committee</u>	
Ms Jane Houzer – Chair	
Mr N Crippa	
Mr I Hamilton	
Miss S Limbu	
Ms W Megeney	
Mr R Rendel	
Ms V Barrett – Principal	

<u>In attendance</u>	
Mr I Wolloff - Vice 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 7th March 2017

Present:

Ms J Houzer – Chair of Committee
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 – Vice Principal Quality & HE (*joined the meeting from item 2.8*)
Mrs C Gillam – Clerk to the Corporation

Quorate: Yes

The meeting opened at 10.04am

2.1/16.17 Opening of Meeting and Apologies for Absence

Apologies were received and accepted from Mr Crippa, Mr Hamilton, Ms Megeney and Professor Earwicker. The Committee noted that the Vice Principal QHE would join the meeting later as he was facilitating the QAA Review taking place that day.

Presentation – Curriculum Strategy

The Principal explained that the College's Curriculum Plan, aligned to its 5 year Transformation Strategy, will embed labour market intelligence to ensure the curriculum adapts, changes and positions the College to remain financially stable. She noted that there was little difference between regional and national demand for skills. Demand for higher level skills are increasing with demand for lower level skills declining although this may change as a result of Brexit. Technology was changing so fast that it was difficult to keep pace but the College would evolve the use of technology to enhance the learning environment. Employers valued employees who showed resilience, flexibility and emotional intelligence as well as excellent communication skills. These skills, and the notion of being lifelong learners, would serve students well in a working life where they may constantly change careers, or have to manage multiple short-term employment contracts in a 'gig economy'.

The Principal outlined the actions taken by the College to date to address LEP, regional and national skills priorities. Future plans included developing an Innovation Hub at Aldershot College, re-developing the Westminster Building as the UCF Student Centre and creating an Entrepreneurial Centre for learners and employers. There would be significant investment via the Property Strategy to support the curriculum and address areas for development.

2.2/16.17 Declarations of Interest

No declarations were noted in relation to the agenda items.

2.3/16.17 Minutes of the meeting held 15th Nov 2016

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

2.4/16.17 Matters arising from the minutes

There were no matters arising.

2.5/16.17 Annual Operating Statement 2016/17 December Monitoring Point

The Principal discussed the progress made against each project. The Committee was pleased to note the engagement of a specialist IT company for the systems and technology review, and the engagement of 16 new employers for delivery of the new apprenticeships standards.

The Committee accepted the Annual Operating Statement 2016/17 December monitoring point.

2.6/16.17 College Achievement Rate Targets 2016/17

The Committee was informed that due to a relatively high number of apprenticeships who lost their jobs the target achievement rates for some frameworks were likely to be below the rates achieved last year, although still significantly above the likely national averages. Although this was an area outside the College's control Governors suggested that the College might consider reviewing the staff turnover of companies offering apprenticeships. It was reported that the College was reviewing its joining instructions and focusing on helping potential apprentices and their employers to agree the most appropriate programme of study. In curriculum planning the College was looking at different modes of delivering College tuition such as block delivery.

The Committee observed that the College's performance for FE and apprenticeships was higher than the national average for every measure and agreed to adopt the College Achievement Rate targets for 2016/17.

2.7/16.17 Monitoring of Curriculum Risks

The Committee Chair explained that the higher level risks from the College's risk register relating to the curriculum had been brought to the Committee's attention following a recommendation from the College's internal auditors. The Committee would monitor the actions taken by the SMT to reduce the impact and probability of these key curriculum related risks. The Committee was satisfied with the actions reported in the paper.

The agenda item order was re-arranged as follows.

2.9/16.17 Student Performance

The Vice Principal C&L reported on the outcomes for learners in 2015/16. For 16-18 year old learners the College was in the top 10% of all colleges and for 19+ was above the national average but the Committee was advised that ambitious achievement rate targets for English and Maths for 2016/17 could impact upon the College's future overall achievement rates. The Committee received a detailed report on retention rates by faculty and programme area and noted that the Vice Principal was working with the relevant Heads of Faculty and Programme Managers to maximise achievement rates. The Committee noted that attendance rates for the whole College stood just above the national average and attendance was monitored via the circulation of a fortnightly 'league table'. Again, the Vice Principal was working closely with the relevant Heads of Faculty and Programme Managers to monitor and address attendance issues. In addition RAG rated Risk Records for all learners at risk of either non-completion (impact upon retention) or non-achievement (impact upon achievement rate) were centrally held and monitored by the SMT.

2.10/16.17 English and Maths

As noted in the above item ambitious targets had been set for achievement in English and Maths. The Committee acknowledged that this was a challenging area and noted the actions and progress listed in the English and Maths Operational Plan. It was suggested that the College seek out beacons of good practice in the FE sector that might be employing new and radical approaches for the College to consider.

The Vice Principal QHE joined the meeting.

2.8/16.17 HE Annual Review Reports 2015/16

The Vice Principal QHE introduced the two reports. New this year was the Annual Institutional Report to the University of Greenwich which covered the College's teacher training programmes which were in their first year of operation. Both this Report and the Annual Report to the University of Surrey provided evidence that the requirements of both universities were being met.

The Committee noted the uneven profile of the NSS survey over recent years and that overall satisfaction scores for certain programme areas in 2015/16 were below sector averages. Possible contributing factors were discussed and it was noted that the SAR and QIP explicitly addressed all issues which arose at programme level from the NSS survey. The Committee suggested it might be helpful to explain to students the scale used in the survey as unlike many surveys the mid-point did not equal a satisfactory response. It was observed that it was unusual that scores for detailed questions were much higher than the summary scores. The results of the 2016/17 NSS survey would be known by the time of the next Committee meeting.

2.11/16.17 Equality, Diversity & Inclusion Report 2015/16

The Vice Principal QHE introduced the summary report which drew upon the College SAR and information provided to the College's Equality & Diversity Committee. It was noted that for FE, students identifying themselves as 'black' had consistently lower achievement rate than their peers, but this was also reflected in the national averages. There were no significant differences in achievement rate by gender although it was noted that some programme areas had different gender balances. The Committee noted that HE had a significantly higher proportion of women and apprenticeships far more men leading Governors to consider the gendered value of the term 'apprentice' and it not being associated with 'traditionally female' careers. It was noted that the ethnicity profile of apprenticeship participation did not match the ethnicity profile of the local population which might reflect local employment patterns. Overall the College's student body was representative of the composition of the local community. The report concluded with an Action Plan and Equality & Diversity Impact Measures for 2016/17.

2.12/16.17 FE Destinations Report 2015/16

The Vice Principal QHE informed the Committee that the College's FE students were achieving good destinations with 25% in paid employment, 68% in further study, 3% unemployed and looking for work and 4% in other activities. Recently published DfE data for 2013/14 level 3 students aged 16-19 placed the College in the top 10% nationally for sustained positive destinations and similarly new SFA data for adults showed the College as achieving the highest level of sustained positive destinations in the country. The Committee commended the data in the report and suggested that more should be done to promote the College's success both to its existing students and externally.

A report on HE destinations would be presented at the next meeting.

2.13/16.17 National Reforms & Curriculum Implications

The Principal advised the Committee that there were two collaborative bidding opportunities for the College to consider regarding the new Institutes of Technology (IoT). The first was a potential collaboration with the Farnborough Aerospace Consortium (FAC) to establish an IoT for Innovation, Creativity and Engineering within the AAA building. The second was a potential collaboration with other Hampshire and Surrey Colleges to be part of a regional Digital IoT. The Committee discussed the potential risks of being part of a consortium but noted that at this stage there was little risk in exploring further and submitting expressions of interest. However, consideration should be given to how an IoT could operate across multiple institutions of mixed quality.

Action: The Committee approved recommending to the Board investigating further an IoT as part of the College's portfolio.

2.14/16.17 Academic Board Minutes

The Committee received the minutes and noted that the College's internal committee structure had been restructured. The Clerk agreed to circulate to members a map showing the new committee structure. The Committee agreed it was useful to see the reports from each of the committees via the Academic Board minutes.

2.15/16.17 Any Other Business

The Committee thanked the SMT for the quality of the documentation received for the meeting.

2.16/16.17 Date and Time of next Curriculum & Standards Committee meeting

Thursday 15th June 2017 at 10am.

The meeting closed at 11.57am

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

Signed: _____

Dated: _____

Summary of action points

Item	Action	Responsibility
National Reforms & Curriculum Implications	Recommend to the Board that the Principal investigate further IoT options as a part of the College's portfolio	Board/Principal
Academic Board Minutes	Circulate college committee map to C&S Committee members	Clerk