

CURRICULUM & STANDARDS COMMITTEE

AGENDA NOTICE

Curriculum & Standards Committee Meeting

Date: Thursday 16th June 2016

Time: 10.00am

Venue: Principal's Office, Farnborough College of Technology

Please note this meeting precedes Search Committee

3.1 Opening of Meeting and Apologies for Absence

3.2 Declarations of Interest

3.3 Minutes of the last Curriculum & Standards Committee held 1st March 2016 Chair of Curriculum & Standards Committee Appendix 3.3

3.4 Matters arising from the minutes

STRATEGIC PLANNING

3.5 Annual Operating Statement 2015/16 April Monitoring Point Report by the Principal Appendix 3.5

3.6 Strategic Plan Update Report by the Principal and Deputy Principal **a) Needs Analysis Update** Appendix 3.6a **b) Strategic Plan Update** Appendix 3.6b

3.7 New Curriculum Strategy & Plan and LEP Priorities Report by Deputy Principal Appendix 3.7

3.8 Marketing Update Report by Marketing Consultant Appendix 3.8

3.9 Expansion & Growth of Apprenticeships Report by Principal Appendix 3.9

3.10 FE Qualification Achievement Rates 2014/15 Report by Deputy Principal Appendix 3.10

POLICY UPDATES

3.11 Equality, Diversity & Inclusion Policy Report by Deputy Principal Appendix 3.11

3.12 Any Other Business

3.13 Date and time of the next Curriculum & Standards Committee meeting Tuesday 15th November 2016 10am – *date to be confirmed at Corporation Board 7/7/16*

DISTRIBUTION LIST:

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

In attendance
Mr I Wolloff- Deputy Principal
Mrs H Ramsdale – Vice Principal
Mrs J Milburn – Interim Vice Principal
Mr S Drew – Marketing Consultant
Professor M Earwicker – Ex-officio member
Mrs C Gillam – Clerk to Corporation

Farnborough College of Technology

Curriculum & Standards Committee

Minutes of meeting held on Thursday 16th June 2016

Present:

Ms J Houzer – Chair of Committee
Ms W Megeney
Mr R Rendel
Mr I Morgan – Principal

In Attendance:

Mr S Drew – Marketing Consultant
Professor M Earwicker – Chair of Corporation – *from mid item 3.9*
Mrs J Milburn – Interim Vice Principal
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 10.04am

Agenda Item	Minute	Action
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| 2.1/15.16 | Opening of Meeting and Apologies for Absence
Apologies were received and accepted from Mr Dowsett, Mr Hamilton and Miss Limbu. The Committee welcomed Mr Drew and Mrs Milburn to their first meeting. | |
| 3.2/15.16 | Declarations of Interest
No declarations were noted in relation to the agenda items. | |
| 3.3/15.16 | Minutes of the meeting held 1st March 2016
The minutes were accepted as a true and accurate record and were signed by the Chair. | |
| 3.4/15.16 | Matters arising from the minutes
Matters regarding marketing and the need to review the curriculum portfolio would be addressed under items 3.7 and 3.8 of the agenda. | |
| 3.5/15.16 | Annual Operating Statement 2015/16 April Monitoring Point
Project A Community University branding
The Principal explained that there were concerns expressed via the LEP and the Area Review regarding the potential university branding of the new building. Although the University Centre Farnborough is a trading name for the College's HE provision, the new building will be used by all students and it could also be a centre for businesses to use. Closer links to business are a priority and the new building could be a way to link to the outside world. | |

The Committee agreed that it was best to keep options open and broaden the title of the new building and reach out to the business community. Student recruitment, apprenticeships and links with business were critical growth areas for the College and anything to support these areas should be encouraged. A business focus would also help make the College distinctive from the VI Form College.

Project B Quality

The Principal announced that the College was reviewing its quality procedures and moving away from a stark lesson observation regime to an approach which included other factors such as learning outcomes which was more in line with current Ofsted practice. The Interim Vice Principal is keen to evolve an English and Maths strategy for the College and recruitment for a Head of Maths and Head of English would soon be underway. An Ofsted consultant will be brought in to provide an external review of our quality procedures. The Committee asked to receive in due course a copy of any reports from the external consultant. The Committee also discussed student satisfaction scores.

Project C Income and funding

All actions were on target.

Project D Technological advances

The Deputy Principal reminded members that the proposed capital spend on PCs and data storage had been discussed at the March Corporation Board. As a follow up to that discussion a paper had been prepared for F&GP Committee to provide an update on bring your own device approaches and consideration of the options for new data storage capacity. It was agreed that this paper also be circulated to Curriculum & Standards Committee members.

Project E Excellent Facilities

This section was a confidential minute.

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

3.6a/15.16 Needs Analysis – June 2016

The Deputy Principal explained that the needs analysis had been significantly enhanced by the use of key labour market data from EMSI and by data regarding the College's market share in key segments from the RCU. It was reported that the College was looking to develop a better relationship with the Army regarding apprenticeships and opportunities for exit education for those leaving the service. Better links with the Nepali community were also being sought.

The Committee commended an excellent report.

3.6b/15.16 Strategic Plan Update 2015-16

The Principal explained that there was a compelling case to

suspend detailed Strategic Plan development until Christmas 2016. This would give time for the new Principal to take up post and for any outcomes of the Area Review to be known. In the meantime the focus would be on a number of key strategic aims. One such focus was on learning strategies including improving learning support and creating learning zones – areas with on-demand tutorial support and learning resources. It was suggested that the Board may wish to consider the re-introduction of a Governor curriculum link scheme.

The Committee proposed that the wording of bullet 6 be amended to remove branding and instead focus on marketing activity. The Committee recommended that work on branding and identifying ourselves as a community university should be suspended until December.

The Committee discussed consideration of the product portfolio and how decisions are made regarding which courses to run or remove.

Action: The Committee approved for recommendation to the Board a decision to suspend detailed Strategic Plan development until Christmas 2016.

Board

3.7/15.16 New Curriculum Strategy & Plan and LEP Priorities

The Principal and Deputy Principal had worked to align the curriculum strategy with LEP priorities thus attempting to ensure that the curriculum offer meets the skills needs of the regional economy. It was hoped that the LEP would endorse the College's Curriculum Strategy & Plan and be the first College in the area to achieve this validation. However, it was also acknowledged that the Strategy & Plan should also focus on key employment priorities which were not LEP priorities such as education. It was noted that the new EMSI package which had provided some of the data for the needs analysis also had a career coach function which when added to the College's website would tell prospective students how the courses we provide lead to careers. It provides detailed labour market information as students browse courses. The Committee agreed that it would be good to have a demonstration of this technology at a future Board meeting.

The Committee commended approval of the new Strategy and Plan.

Action: The Committee approved the Curriculum Strategy & Plan for recommendation to the Board.

Board

3.8/15.16 Marketing Update

Mr Drew introduced his update. Although the majority of FE recruitment takes place before Christmas there is still work to be done converting applications into enrolments for the start of the 2016-17 year. A new College website has been commissioned and is out for tender. The existing website is not user friendly and

more importantly is not mobile responsive which is a huge failing when the number of people visiting FE websites via a mobile device exceeds 50%. Greater use is being made of social media and traffic to the website via social media is improving. There is a chat line on the website where the information team are online to answer questions. More needs to be done to bring the public into the College and thus academies, business master classes, sponsorship and industry events are all areas of activity.

It was reported that investment in a flexible marketing team was critical.

The Committee commended the range of current marketing activity and thanked Mr Drew for his informative report.

It was noted that student recruitment continues to present significant challenge and it was requested that an update on FE, HE and apprenticeship numbers set against target numbers be brought to the July Board meeting.

Action: The Committee requested an update on student numbers against targets at the July Board meeting. **Board**

3.9/15.16 Expansion & Growth of Apprenticeships

The Committee received a report from the newly appointed Apprenticeships Consultant who has already grown apprenticeships in year. It was noted that BCoT have around 2,500 apprenticeships and that FCoT should be equally ambitious in its target setting in this area. The College currently has around 500 apprenticeships and very high success rates so the quality of the provision is excellent. What would be helpful is advocacy marketing from local businesses.

One possible outcome of the Area Review may be a recommendation to pool apprenticeship provision across Hampshire colleges under one joint enterprise. If so this would still represent significant growth for the College.

It was reported that the Director of Business Services would be retiring and this presented an opportunity to bring in a more commercial focus to the team.

Professor Earwicker arrived.

The Committee accepted the report.

3.10/15.16 FE Qualification Achievement Rates 2014/15

The Deputy Principal presented the national comparative data noting that for all lengths of courses for all levels and ages the College remains in the top 10 of colleges nationally. The main areas for focus are adult students and level 3. It was agreed that it would be useful to invite the Head of the Academic Studies Faculty Adam Seddon to the Committee's November meeting to discuss AS and A Levels, and the blended approach to study

programmes.

The Committee accepted the report.

3.11/15.16 Equality, Diversity & Inclusion Policy

The Deputy Principal explained that the Policy had been updated taking into account legislative requirements and best practice in the sector.

The Committee discussed the difficulties in undertaking equality impact assessments but noted that this was a requirement. Whilst it was observed that there are not gaps in categories of students' achievement rates there were gender imbalances in participation in certain curriculum areas. Attempts to address this are being made through targeted advertising.

Action: The Committee accepted the Equality, Diversity & Inclusion Policy. The Policy would be presented at the July 2016 Board meeting. **Board**

3.12/15.16 Any Other Business

The quality dashboard which had just been received from the Skills Funding Agency was presented for consideration. The overall maintenance of quality and financial health was pleasing but there is work to be done on learner and employer satisfaction, and adult performance which is along the national average.

The Committee concluded by noting that this was the Vice Principal's last C&S Committee meeting. They wished her a very happy retirement and thanked her for all her hard work.

3.13/15.16 Date and Time of next Curriculum & Standards Committee meeting

Tuesday 15th November 2016 at 10am.

The meeting closed at 12.05pm

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

Signed:

Dated: