

## CURRICULUM & STANDARDS COMMITTEE

### AGENDA NOTICE

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

**Date:** Thursday 30<sup>th</sup> November 2017

**Time:** 9.30am

**Venue:** Principal's Office

- 1.0 Opening of Meeting and Apologies for Absence**
- 1.1 Declarations of Interest**  
**Action:** Declare any interests
- 1.2 Minutes of the last Curriculum & Standards Committee held 15<sup>th</sup> June 2017**  
Chair of Curriculum & Standards Committee Appendix 1.2  
**Action:** Review and approve
- 1.3 Matters arising from the minutes**  
Chair of Curriculum & Standards Committee Appendix 1.3  
**Action:** Note progress on actions
- 1.4 Property Strategy Update**  
Verbal Report by the Principal  
**Action:** Note
- 1.5 Review Committee Terms of Reference and Committee Effectiveness**  
Chair of Curriculum & Standards Committee Appendix 1.5  
**Action:** Review and approve Terms of Reference, briefly discuss effectiveness of Committee
- 1.6 Annual Operating Statement 2016/17 July Monitoring Point**  
Report by the Principal Appendix 1.6  
**Action:** Receive final progress update
- 1.7 Annual Operating Statement 2017/18**  
Report by the Principal Appendix 1.7  
**Action:** Consider and make recommendations
- 1.8 FE Self Assessment Report 2016/17 – First Draft**  
Report by the Vice Principal Quality & HE Appendix 1.8  
**Action:** Review and recommend approval to Board
- 1.9 HE Annual Review Reports 2016/17 – First Draft**  
Reports by the Vice Principal Quality & HE Appendix 1.9  
**Action:** Note and comment on any issues arising
- 1.10 English and Maths**  
Report by the Vice Principal Curriculum & Learners Appendix 1.10  
**Action:** Note and comment on any issues arising
- 1.11 Student Performance Report – Term 1 2017/18**  
Report by the Vice Principal Curriculum & Learners Appendix 1.11  
**Action:** Note and comment on any issues arising
- 1.12 Implementation of Sainsbury Report & T Levels**  
Report by the Vice Principal Curriculum & Learners Appendix 1.12  
**Action:** Receive for information
- 1.13 Monitoring of Curriculum Risks**  
Report by the Vice Principals Appendix 1.13  
**Action:** Receive update

**1.14 Complaints Analysis 2016/17**  
Report by the Principal Appendix 1.14  
**Action: Note and comment on any issues arising**

**1.15 Staff Development Report 2016/17**  
Report by the Vice Principal Quality & HE Appendix 1.15  
**Action: Note and comment on any issues arising**

### **SAFEGUARDING**

**1.16 Termly Safeguarding Report**  
Report by Vice Principal Quality & HE Appendix 1.16  
**Action: Note and comment on any issues arising**

**1.17 Safeguarding Policy**  
Report by Vice Principal Quality & HE Appendix 1.17  
**Action: Review and recommend approval to Board**

**1.18 Child Protection Policy & Procedures**  
Report by Vice Principal Quality & HE Appendix 1.18  
**Action: Review and recommend approval to Board**

**1.19 Any Other Business**

**1.20 Date and time of the next Curriculum & Standards Committee meeting**  
Tuesday 6<sup>th</sup> March 2018 at 9.30am

#### DISTRIBUTION LIST:

Committee  
Ms Jane Houzer – Chair  
Mr N Crippa  
Miss S Limbu  
Ms W Megeney  
Mr R Rendel  
Mr A Smith  
Ms V Barrett – Principal

In attendance  
Mr I Wolloff- Vice Principal  
Mrs J Milburn – Vice Principal  
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 30<sup>th</sup> November 2017

Present:

Ms J Houzer – Chair of Committee  
Mr N Crippa  
Miss S Limbu  
Ms W Megeney  
Mr R Rendel  
Ms V Barrett – Principal

In Attendance:

Mrs J Milburn - Vice Principal Curriculum & Learners  
Mr I Wolloff – Vice Principal Quality & HE  
Mrs G Christie (*left after item 1.4*)  
Mr S Markham – Fusion Project Management Ltd (*left after item 1.4*)  
Mrs C Gillam – Clerk to the Corporation

Quorate: Yes

*The meeting opened at 9.39am*

#### **1.0/17.18 Opening of Meeting and Apologies for Absence**

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Apologies were received and accepted from Mr Smith and Professor Earwicker.

#### **1.1/17.18 Declarations of Interest**

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No declarations were noted in relation to the agenda items.

#### **1.2/17.18 Minutes of the meeting held 15<sup>th</sup> June 2017**

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

#### **1.3/17.18 Matters arising from the minutes**

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There were no matters arising.

#### **1.4/17.18 Property Strategy Update**

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Mr Markham presented a detailed update on the work which had taken place since the July Board meeting. He noted that he had given similar presentations to the Industrial Board and to the F&GP Committee.

The remainder of this item was a confidential minute.

*Mr Markham and Mrs Christie left the meeting.*

#### **1.5/17.18 Review Committee Terms of Reference and Committee Effectiveness**

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The Chair asked members to inform either herself or the Clerk if they wanted to change Committees. The Committee discussed their responsibilities and the Committee's annual cycle of business noting that destination reports should be added to the business of the spring term meeting and a list of standing agenda items. It was agreed that the Committee should also receive a copy of the Student Recruitment paper which went to F&GP in the autumn and that this should be added to the cycle of business. The Committee discussed the inclusion of the student voice as an item but after reflection it was felt that this was covered through a variety of different items and also significantly at the Corporation Board where from December all

Governors would see the inclusion of a paper 'you said, we did' with the Student Governors' reports. If this was not felt sufficient then the Committee could reconsider ways to access the student voice at its March meeting. C&S Committee Governors were offered a standing invitation for one member to attend the termly student conference and Mr Crippa offered to attend the December meeting. Finally the Committee suggested the following new wording for item 1.i. of the Terms of Reference:

*The committee shall comprise no more than seven members of the Corporation, including the Principal and an Academic Staff Governor. The attendance of the College's Vice Principals at Committee meetings will be required.*

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

### **1.6/17.18 Annual Operating Statement 2016/17 July Monitoring Point**

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The Principal discussed the progress made against each project noting that the key performance targets were all linked to Senior Postholders' targets. After discussion by the Committee it was agreed that the wording of some targets could be reviewed. For example although it was appropriate to set stretching targets for the overall FE Student Evaluation score target of 92% on page 4 it was announced that had the College achieved this it would have placed the College first place nationally and considerably ahead of the field! For many targets placing the College in the top 10% nationally was a sufficiently challenging target. The Committee also suggested that in the commentaries upon progress against targets it should be immediately clear if the target has been met or not. The Principal agreed and suggested that RAG rating each target line might assist clarity here in future reports.

The Committee looked at the progress reports in detail, praising on page 3 the substantial increase in the College's grade profile of outstanding teaching. The Committee asked how such an increase could be verified and noted that the College's resident Director of Learning Improvement was an Ofsted inspector with exacting standards. The Principal noted that she was planning a whole College Ofsted inspection activity in 2018 run by an external Ofsted inspector which would assist the Committee in verifying these figures. Governors also discussed the 3% of teaching which was graded as inadequate noting that staff either improve their performance or leave. The Committee asked for details of progress against the target on page 2 of 95% FE/HE students continuing into further study or paid employment to either be emailed or picked up at the next meeting. The Committee discussed under the recruitment target on page 3 the difficulties the College experienced in recruiting lecturers in engineering and the proactive steps it was taking with employers and partners such as the Farnborough Aerospace Consortium to recruit staff even possibly on a freelancing basis.

Finally the Committee was pleased to note Appendix 1 to the paper setting out the impact of the new website which together with various Open Events had contributed towards the College's improved enrolment figures. It was reported that for HE at the same point last year the College was up on applications and on offers and had seen a substantial shift towards direct application as opposed to UCAS with two-thirds of applicants applying directly.

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

### **1.7/17.18 Annual Operating Statement 2017/18**

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It was agreed that the wording of the targets would be revised in line with the suggestions made under the previous item and that where possible SMART targets would be used. It was agreed that as English and Maths were such critical areas there should be separate targets for achievement and progress for each, and also possibly a separate target for Health & Social Care. The Principal agreed to incorporate these suggestions and circulate a revised Statement by email by the end of January 2018.

*The agenda item order was re-arranged as follows.*

### **1.9/17.18 HE Annual Review Reports 2016/17 – First Draft**

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The Committee reflected upon the concerns raised in the Programme Monitoring Report to the University of Greenwich. Students had reported some issues regarding delayed online registration, assessment methods and not feeling part of the University of Greenwich. The Vice Principal Q&HE noted that these were teething problems and there were signs of improvement already this year but that the situation would continue to be monitored. It was noted that the University of Greenwich teacher training programmes were well established and operated by a number of other network colleges. The Committee praised the frankness of the Report and asked to have sight of any response received by the College in response to the issues raised and suggested actions to improve.

The Annual Review Report to the University of Surrey was also considered with the Committee noting that this was a very different relationship to that with Greenwich. However, both reports to each institution confirmed that in each case the quality requirements of the Universities of Surrey and Greenwich continued to be met.

### **1.8/17.18 FE Self Assessment Report – First Draft**

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The Principal paid tribute to the Vice Principal Q&HE for his work in compiling the SAR which summarised all the key indicators for FE performance. This week an external validation panel had reviewed the SAR using an external validator who is an Ofsted inspector. He had suggested a number of amendments which the Vice Principal Q&HE had summarised and circulated to Committee in a handout. Amongst the recommendations were: to reconsider the grading of the 16-18 study programmes making clear the outstanding nature of the provision and quantifying the impact of the GCSE Maths attainment; to sharpen the focus on the impact of actions on the student experience; separate evaluations relating to English and to Maths; re-write the effectiveness of leadership and management section. Once the recommendations were incorporated the SAR would be sent back to the external validator for endorsement and would then come to the December Board for final approval. It was noted that the external validator had no issues with the College's self evaluation of its overall effectiveness as 'outstanding'.

The Committee discussed the draft document in detail setting aside half an hour. Amongst the comments raised by Governors were:

- sharpen the focus – highlight areas where there is necessary repetition, reduce length and simplify if possible and sharpen the somewhat nebulous passages
- show that the College recognises where it needs to improve (e.g. English, Maths, Health & Social Care) and put greater attention in these areas such as a specific action plan for each
- include progress since last Ofsted inspection – how have we addressed the areas we needed to work on since the 2011 'outstanding' inspection
- seek the external validator's advice as to potentially removing Appendix 9 from the document which is sent to Ofsted – whilst it is helpful internally is it necessary for Ofsted?

Governors also enquired under page 36 as to the achievement rates of different learner groups and specifically black students and what action the College was taking to address. It was also felt helpful to include actual numbers in the table here as well as percentages. The Principal replied that this would be addressed in the Quality Improvement Plan which would be a standing item for the Committee and would also be addressed within the minutes from the Equality & Diversity Group which would come to the next Committee meeting in March. The Committee noted that it has a standing item to monitor English and Maths and requested that Health & Social Care be included as a standing item too. Regarding English and Maths the Committee discussed looking at a variety of approaches going forward to raise both attainment and progression.

The Committee concluded by echoing the Principal's thanks to the Vice Principal Q&HE for his work on the SAR and for a most thorough and detailed discussion of the draft document. The

Chair asked to be copied into the email to the external validator and noted that following revision the Committee was content to recommend the amended document to the Board.

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

### **1.10/17.18 English and Maths**

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The Vice Principal Curriculum & Learners noted that the discussions held under the previous item with regards to English and Maths had been very useful. The English and Maths Operational Plan 2017/18 detailed the variety of improvement strategies to raise achievement and progress rates. The Committee noted the initiatives and actions but counselled that nothing should be taken off the table and that they were keen to explore any possible ways for the College to improve its results in this challenging area. Additional resources might also need to be considered. However, it was also agreed that with the examinations changing again this year it was not always possible to be sure what the issues were and the challenge was to identify the key issues, consider ways to address and if there were any budgetary implications. The students' perspective should also be considered. It was agreed that it would be helpful for the Committee to receive a 30 minute presentation at the next meeting from the Head of English and Maths.

### **1.11/17.18 Student Performance**

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The Vice Principal Curriculum & Learners circulated this paper at the meeting reporting on retention and attendance rates. Retention is currently 99% for the College overall with risk areas flagged as L3 Public Services Yr2 (75%), L3 Travel & Tourism Yr2 (78.9%) and part-time Access Yr2 (80.2%). These areas were being intensively monitored. Current attendance for the whole College stood at 87.3% but it was noted that this was significantly impacted by low HE attendance.

### **1.12/17.18 Implementation of Sainsburys Report and T levels**

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The Vice Principal C & L presented the update on the new technical study programmes. The Committee was keen to learn how the College was responding to the new reforms. The College has put in a £190k bid to build work placement capacity and delivery; this will support the requirement to deliver substantive work placements which are a necessary element of the new T Levels. This will position the College positively when bidding to deliver two of the three trailblazer pathways in childcare and education and construction in 2020. The College was already well placed to deliver the childcare and education pathway as its Level 3 Early Years students have a significant work placement element to their courses, and the intention was to mirror this for engineering and construction. Part of the fund is proposed to be used to appoint a full-time work placement co-ordinator specific to the sector which would also prove useful for the Institute of Technology bid. This would in turn position the College well to deliver in 2021 the full route for Construction and the full route for Engineering and Manufacturing. Going forward the College would then look to the full route for Digital. The Committee praised the College for its ambition and asked to be kept informed of progress.

### **1.13/17.18 Monitoring of Curriculum Risks**

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The Chair noted that this was a standing item and that the format of the risk register was changing as requested by Audit Committee. It was agreed that it would be helpful at the next meeting to receive a 15 minute presentation from the Principal on some of the high curriculum risks such as 11.3, 3.1, 3.2, 11.2 and 3.3 which were at the bottom of page 2 of the document.

### **1.14/17.18 Complaints Analysis 2016/17**

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The Committee thanked the Executive for an excellent and clear report compiled by the PA to the Principal. One missing bullet point for the five wholly founded complaints will be reported

under matters arising at the next meeting. The Committee was pleased to note that the number of complaints was relatively small and that they were being managed proactively.

### **1.15/17.18 Staff Development Report**

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The Committee received the summary report from Human Resources and asked if staff felt that their training and development needs were being met. The Principal acknowledged that whilst it was impossible to please all there was a culture of training and improvement at the College.

### **1.16/17.18 Termly Safeguarding Report November 2017**

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The Vice Principal Q & HE drew the Committee's attention to the changes to the management of safeguarding and that in November three new members of staff would receive Designated Safeguarding Lead training. The Governors enquired as to the number of 'looked after children' and were disappointed to learn that the College often does not receive the necessary information to identify such children. Surrey County Council is a model of good practice in notifying the College of these children and their Personal Education Plans where appropriate, as well as forwarding the necessary funding. Other councils see this as a privacy issue and do not disclose the information to the College. This can also lead to lack of associated funds for these learners. The Principal intended to take this matter up with Hampshire County Council. The College therefore has to routinely email its lecturing staff to collect information as to which students might fall into this category in order to make appropriate provision for them. It is thought that approximately 40 students are 'looked after'.

**Action:** Forward Termly Safeguarding Report to Board for information.

### **1.17/17.18 Safeguarding Policy**

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The Committee suggested that the actions should be made more explicit in the document either by putting in bold or making more explicit the direction on page 3 to refer to the College's Child Protection Policy.

**Action:** Recommend to Corporation Board approval of the Safeguarding Policy.

### **1.18/17.18 Child Protection Policy and Procedures**

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The Committee suggested that it would be useful to include an opening statement stating what training is required and how often and, as was noted above, clearly signpost in the document what action is to be taken such as the flowchart on page 10. It would also be good practice to annually issue to all staff via email, the key contacts list and the advice on pages 15 and 16. It was also suggested that given his work for Surrey County Council Children's Services Mr Crippa review both the Safeguarding and Child Protection Policies next year prior to the Committee meeting. Governors noted the list of responsibilities of the Board of Governors on page 7 and suggested that in future it would be helpful to have an action plan to accompany this list to satisfy themselves that they meet their responsibilities.

**Action:** Recommend to Corporation Board approval of the Child Protection Policy and Procedures.

### **1.19/17.18 Any Other Business**

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The Principal announced that this would be the Vice Principal Q & HE's last meeting as he was leaving the College to take up the post of Principal at Newbury College. The Committee formally congratulated Mr Wolloff on his promotion and thanked him for all his hard work for the College.

### **1.20/17.18 Date and Time of next Curriculum & Standards Committee meeting**

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Tuesday 6<sup>th</sup> March 2018 at 9.30am.

The meeting closed at 1.15pm

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

Signed: .....

Dated: .....

### Summary of action points

Item	Action	Responsibility
Review Committee Terms of Reference and Committee Effectiveness	<ul style="list-style-type: none"> <li>Amend cycle of business as suggested</li> <li>Recommend ToR change to Board</li> </ul>	Clerk Chair of Committee
Annual Operating Statement 2017/18	Revise wording of targets and circulate to Committee	Principal
FE Self Assessment Report	<ul style="list-style-type: none"> <li>Revise as suggested</li> <li>Recommend SAR to Board</li> </ul>	VP Q & HE Chair of Committee
English and Maths	Schedule presentation for March meeting	Clerk
Monitoring of Curriculum Risks	Schedule presentation for March meeting	Clerk
Termly Safeguarding Report	Forward to Board for information	Clerk
Safeguarding Policy	Recommend revised policy to Board	Chair of Committee
Child Protection Policy & Procedures	Recommend revised policy to Board	Chair of Committee