

CURRICULUM & STANDARDS COMMITTEE



AGENDA NOTICE

Curriculum & Standards Committee Meeting

Date: Tuesday 6th March 2018

Time: 9.30am

Venue: Principal's Office

*Please note this meeting follows Search Committee (8.30am start)
and precedes Audit Committee (12.30pm start)*

- 2.1 Opening of Meeting and Apologies for Absence**
- 2.2 Declarations of Interest**
Action: Declare any interests
- 2.3 Minutes of the last Curriculum & Standards Committee held 30th November 2017**
 - Part 1 Appendix 2.3a
 - Part 2 Confidential Appendix 2.3b*Action: Review and approve*
- 2.4 Matters arising from the minutes**
 - Chair of Curriculum & Standards Committee Appendix 2.4*Action: Note progress on actions*
- 2.5 Annual Operating Statement 2017/18 December Monitoring Point**
 - Report by the Principal Appendix 2.5*Action: Receive progress update*
- 2.6 College Achievement Rate Targets 2017/18**
 - Report by the Assistant Principal, Dean of HE & Quality Regulator Appendix 2.6*Action: Consider adopting targets*
- 2.7 Monitoring of Curriculum Risks**
 - Report by the Principal Appendix 2.7*Action: Receive update*
- 2.8 Student Performance Report**
 - Report by the Vice Principal Curriculum & Learners Appendix 2.8*Action: Note and comment on any issues arising*
- 2.9 Progress with Quality Improvement Plans**
 - Report by the Assistant Principal, Dean of HE & Quality Regulator Appendix 2.9*Action: Note and comment on any issues arising*
- 2.10 English and Maths**
 - Report by the Assistant Principal, Cross College Curriculum *to be tabled**Action: Note and comment on any issues arising*
- 2.11 FE Destinations 2016/17**
 - Report by the Assistant Principal, Dean of HE & Quality Regulator Appendix 2.11*Action: Receive for information*
- 2.12 Student Recruitment Numbers 2017/18**
 - Report by the Principal Appendix 2.12*Action: Receive update*
- 2.13 Student Survey's Report – Induction 2017/18**
 - Report by Assistant Principal, Dean of HE & Quality Regulator Appendix 2.13*Action: Note and comment on any issues arising*

2.14 Equality, Diversity & Inclusion Report 2016/17
Report by Assistant Principal, Dean of HE & Quality Regulator Appendix 2.14
Action: Note and comment on any issues arising

2.15 Termly Safeguarding Report
Report by Assistant Principal, Dean of HE & Quality Regulator Appendix 2.15
Action: Note and comment on any issues arising

POLICY UPDATE

2.16 Complaints Policy
Report by Assistant Principal, Dean of HE & Quality Regulator Appendix 2.16
Action: Review and recommend approval to Board

2.17 Any Other Business

2.18 Date and time of the next Curriculum & Standards Committee meeting
Thursday 14th June 2018 at 9.30am

DISTRIBUTION LIST:

Committee

Ms Jane Houzer – Chair
Mr N Crippa
Mr A Young/Ms H Poole
Ms W Megeney
Mr R Rendel
Mr A Smith
Ms V Barrett – Principal

In attendance

Mr L Magee- Assistant Principal
Mrs J Milburn – Vice Principal
Mrs D Nolan – Assistant 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 Tuesday 6th March 2018

Present:

Ms J Houzer – Chair of Committee
Ms W Megeney
Mr R Rendel
Mr A Young
Ms V Barrett – Principal

In Attendance:

Mr D Hewitt
Mr L Magee -Assistant Principal, Dean of HE & Quality Regulator
Mrs J Milburn - Vice Principal, Curriculum & Learners
Mrs D Nolan – Assistant Principal, Cross College Curriculum
Mrs C Gillam – Clerk to the Corporation

Quorate: Yes

The meeting opened at 9.31am

2.1/17.18 Opening of Meeting and Apologies for Absence

Apologies were received and accepted from Mr Crippa, Mr Smith and Professor Earwicker. The Student Governor and Assistant Principals were welcomed to their first meeting.

2.2/17.18 Declarations of Interest

No declarations were noted in relation to the agenda items.

2.3/17.18 Minutes of the meeting held 30th November 2017

The Part 1 and confidential Part 2 minutes were accepted as a true and accurate record and were signed by the Chair.

2.4/17.18 Matters arising from the minutes

Governors noted progress with the actions from the previous meeting.

In response to a request for an update on the College's bid to deliver two of the three new trailblazer pathways it was noted that the College had submitted its expression of interest and was due to hear the outcome on 28 April. Regarding the Programme Monitoring Report to the University of Greenwich Governors enquired whether any reply had been received from the University in response to the issues raised by FCoT. The Assistant Principal HE & Quality agreed to investigate and report back to the Committee. The Principal noted that she had an outstanding action to speak to HCC regarding their support in identifying and fully funding 'looked after children'. Regarding the FE Self Assessment Report it was noted that since the approval of this document by the December Corporation Board the College had held a week long Curriculum Review in February 2018 to simulate an Ofsted inspection. A report on the Curriculum Review would come to the March Corporation Board and the findings pertaining to English and Maths would be discussed under agenda item 2.10 of today's meeting. But the Principal informed the Committee that a key observation from the Review was that the profile of 33% outstanding teaching as reported in the SAR had not been verified by the Curriculum Review inspectors. Under the new Ofsted approach lessons were observed by segments (starts, middle, end – approximately 15 minutes) and the College had been self-inspecting

under whole lesson observation conditions. Thus the Curriculum Review had highlighted an important point for the College which was to acclimatise teachers to scrutiny of all or parts of their teaching sessions. The Review inspectors praised the sound teaching throughout the College although they also identified a few areas for improvement.

Action:

- Assistant Principal HE & Quality to notify Committee if any response from the University of Greenwich.
- Principal to discuss 'looked after children' with HCC.

2.5/17.18 Annual Operating Statement 2017/18 December Monitoring Point

The Principal updated the Committee on progress with the deliverables for each of the Transformational Goals. She suggested that the Director MIS & Learner Services attend the next Committee meeting to give a presentation on how MIS was supporting quality targets with timely reports and robust monitoring using new technologies. She reported that curriculum planning and budgeting was being reviewed using a new tool and the work of an external consultant to ensure efficiencies and that all relevant funding was being claimed.

It was reported that the College had been successful in its bid to the Work Placement Capacity & Delivery Fund although the final figure was not known.

Addendum: The College received a letter confirming it had received its full bid of £190K.

The Property Strategy would be brought back to the Board in March 2018 as the LEP were due to publish their prospectus setting out available funds. Although this was likely not to be as high as hoped the College remained in the good position of being able to offer matched funds and would be submitting a bid. The Property Strategy had been revised following practical suggestions from the December Staff Conference such as focusing not upon new builds or moving the location of the Catering department, but on repairing leaking classrooms and installing anti-slip flooring along the mall.

The Committee were pleased to receive the update on progress and noted how the projection for apprenticeship levy income was set to greatly exceed budget. There was concern regarding the ESFA Adult allocation which was looking very short against the budget due to under recruitment in areas such as AAT and Counselling. The Vice Principal Curriculum & Learners discussed the specifics of these issues with the Committee. This included changes to the AAT examination and pass rate last year which had led to the AAT taking the unusual step of writing to all College Principals to apologise for having set the difficulty of the new examination too high.

The Principal offered to include with her report to the next Committee meeting a RAG rated progress map to facilitate the Committee's monitoring.

The Committee accepted the Annual Operating Statement 2017/18 December monitoring point.

2.6/17.18 College Achievement Rate Targets 2017/18

The Committee noted that the proposed targets for 2017/18 for FE and Apprenticeships were all above the achievement rates of 2016/17 and the achievement rates of recent years. The target for the Higher Apprenticeships was significantly above the 2016/17 achievement rate. The Committee agreed that achievement rate targets had to be balanced between being highly ambitious but achievable. The College consistently sought to benchmark itself significantly above the national averages (normally 10%) and certainly for FE had been in the top 10 of colleges nationally for a number of years. It was agreed that the Assistant Principal HE & Quality would circulate a revised paper to the Committee which would include in the tables the comparison between achievement rates and the national average for previous years, and include the 2016/17 national average figures as these were shortly due for release. The tables would also be traffic lighted and consideration would be given to attendance and retention

rates to help the Committee ascertain how realistic the targets were. Setting minimum and stretch targets might also be good practice in future.

Action: Assistant Principal HE & Quality to update the Achievement Rate Targets paper accordingly.

2.7/17.18 Monitoring of Curriculum Risks

The Principal introduced the highest level risks relating to the curriculum taken from the College's revised Risk Register. These seven risks all had a residual score of 12 or more. The Committee felt that no high risk areas were missing and that the seven risks were those that they would expect to see. It was agreed that in addition to monitoring the top level risks it would be helpful for the Committee to annually review all of the Curriculum risks.

The Committee considered whether risks 2 and 4 captured sufficiently the risk of under recruitment. It was agreed that including in the controls/mitigation narrative some quantitative performance indicators would be helpful e.g. recruitment went from x to y in a certain time period.

Governors enquired whether any high level curriculum risks had changed significantly in the past few years. It was acknowledged that under the old scoring system of 1-3 for impact and likelihood it was difficult to show change despite numerous control measures. The revised Risk Register with scoring from 1-5 would enable the Committee to see more evidence of the dynamic process of mitigating and controlling risk. It was agreed that at the next Committee meeting the cover to the paper would select a couple of the highest risks and give an executive summary highlighting any shifts in scoring and changes in control/mitigation actions.

Action: Provide executive summary of a couple of the highest level risks at the next meeting

2.8/17.18 Student Performance Report

The Vice Principal C&L reported that retention was currently at 97.4% for the College overall and attendance was 85.2%. Retention rates per programme area were discussed noting that level 3 year 2 programmes presented the biggest risks and accounted for some of the lower retention rates in certain programme areas such as General & Aeronautical Engineering, Public Services, Health & Social Care and Business, Travel & Tourism. The Vice Principal C&L was working closely with the relevant Heads of Faculty and Programme Managers to ensure all students completed and achieved their qualification and was reporting weekly to SMT. Appendix A to the paper set out the predicted performance for the level 3 year 2 students in the highest risk programme areas. For some programme areas these were very low numbers of students and the Committee requested that in future the number of students be included in the table. It may be that some of these programmes of study may not be viable but that decision would not be taken purely on class size. It was appropriate for the College to run small courses but the College should look again at those courses without a critical mass. When assessing a course's viability other factors such as student achievement, retention rate, teaching quality, the reasons why students leave and so forth should be considered.

Attendance for the whole College was impacted particularly by HE students. The attendance rate for FE alone was 88.6%. Courses with an attendance rating below 85% were deemed high risk and intensively monitored. Governors discussed the 83.1% attendance rate for Access to HE courses but noted that this was in line with national figures and the student profile tended to be older, often parents and women in particular returning to work. The College had a responsibility to offer a pathway to HE for such learners and was using Moodle and online resources to help support such learners who may have childcare and other issues affecting attendance.

2.9/17.18 Progress with Quality Improvement Plans

The Assistant Principal HE & Quality updated the Committee on progress with the College's quality improvement plan focusing on the significant areas of concern identified in the SAR and

previously agreed by the Committee: GCSE Maths; GCSE English; Health & Social Care and Public Services. It was reported that the new Head of English and Maths was proving very effective and was the English lead. English results were looking promising with 55% of students achieving a 4+ in their mock exam. Maths was looking less successful with 19% achieving within 6% of a 4+. English and Maths would be covered in more detail in the following agenda item. The recent Curriculum Review would feed into the improvement plan which would come back to the next meeting.

2.10/17.18 English and Maths

The Assistant Principal Cross College Curriculum tabled the paper which had been revised to incorporate the analysis from the recent Curriculum Review. As reported above English was seeing substantial improvement. The English lead had developed and shared schemes of work and systematised the English team's approach. She was passionate, dynamic and engaging students and staff. The focus now was to reproduce the success of English in Maths, but Maths presented different challenges. The College was using the Essential 8 model to focus on 8 critical Maths areas to gain a pass rather than trying to teach the whole syllabus. Targeted workshops to address weak areas identified from the recent mock examinations would also be held as it was possible to identify for each learner where progress needed to be made.

Governors questioned what appeared to be low numbers of students sitting their mock examinations. The Assistant Principal Cross College Curriculum reported that all except for 2 students had now sat their mock examinations. The next round of mocks would be held in a fortnight which would allow students to attend targeted workshops over the Easter holiday to address areas for improvement.

The Curriculum Review had noted inconsistencies in the College's Stretch and Challenge for learners who had already achieved a C or above in English and Maths. This needed to be addressed with a whole College approach. For example Dudley College (rated outstanding) offers AS Maths to those with a C or above in Maths and extended projects for those with a C or above in English. The Student Governor reported on his personal experience of Stretch and Challenge work in Catering which was a Programme Area particularly praised for its provision in this regard. He also reported that generally amongst students there was praise for the standardised approach in teaching English and that identifying and supporting people's areas of weakness in Maths was appreciated to try to optimise the chance of getting a grade 4.

The Committee welcomed the signs of improvement in English but remained concerned at the situation in Maths. The Committee once again stressed that it was happy to make a case to support any budgetary increase to support Maths provision and commended the notion of separate English and Maths departments to tackle what were very different issues in those two subject areas.

2.11/17.18 FE destinations 2016/17

The Assistant Principal HE & Quality presented the paper drawing attention to the drop in the number of students in paid employment but that this was balanced by an increase in those that went on to further study. Apprenticeships were up marginally and unemployed and looking for work at 3% was significantly below the South East average of 12.5%. The survey was based on around 800 students which was a significant sample. Most of the data came from student exit forms but for those students where the College did not hold information an external company was used to make contact and obtain their destination data. It was agreed that in future it would be helpful to include proportions of student numbers in the report.

2.12/17.18 Student recruitment numbers 2017/18

The Principal set out the student recruitment position. 16-18 enrolments were marginally above allocation but due to lagged funding income for 2017/18 was unaffected. A higher allocation for 2018/19 would be expected. The increase did include a number of students aged

19 who were now counted in the 16-19 funding methodology. This had had an impact on FE adult numbers which were lower than in 2016/17. Apprenticeship recruitment was in line with the allocation and engagement with levy paying employers continued to grow. The College would be holding its first Farnborough Futures Fair the following day, coinciding with National Apprenticeship Week, with a variety of employers taking part to speak to students about their industries and vacancies, as well as College staff promoting progression to internal courses. The Committee discussed how nationally apprenticeships had not taken off to the level that the Government had hoped. The low hourly rate paid to apprentices was a huge stumbling block and the Student Governor noted that many students in Student Conferences raised this as a disincentive to taking up an apprenticeship.

HE enrolment was above the target figure with 180 recruited against a growth target of 170. The total HE cohort was 378 students overall. The Committee requested that they be supplied with HE figures by year group prior to the next meeting to better understand the impact that previous low HE recruitment had had upon numbers.

Action: Principal to email HE figures broken down by year group to Committee.

2.13/17.18 FE Student Survey Report – Induction 2017/2018

The Assistant Principal Quality & HE reported that the findings of the FE student induction survey were very positive overall. Learners were least happy regarding their timetables with 2 of the 3 poorest responses involving timetable questions. Changes to timetables were discouraged but sometimes were unavoidable at the very start of term. Another area for weak responses was work placements but this could be due to the fact that the work placement tutorial was delivered in week 7 after the survey was completed and students might worry in early weeks about how they would organise their placements before they received the College's advice. The recent Curriculum Review had been very complimentary regarding the College's work placements. The Committee congratulated the College on leading a successful induction as indicated by the positive survey responses.

2.14/17.18 Equality, Diversity & Inclusion Report 2016/17

The Assistant Principal HE & Quality presented the report to the Committee and discussed the data analysis group by group. For FE the differences in achievement rate by gender were not significant, and achievement rates were similar between learners with LDD and those without. Aggregated data for BAME students showed that gaps in achievement were not significant when compared to white students, but when disaggregated, students defining themselves as black did appear to have lower achievement rates than their peers, and this was also a trend reflected nationally. White students showed lower levels of satisfaction than the average. Achievement rates for students with EHCPs varied significantly but there was no significant difference.

For Apprenticeships there were significantly more male than female apprentices and achievement dropped for women. There was a significant gap in achievement for apprentices with LDD compared to their peers. When disaggregated there were significant variations in achievement for students of different ethnicities but these were for very small numbers of students.

For HE there were more women than men and women's achievement was higher than men's. Achievement rates were better for those without LLDD and when disaggregated students defining themselves as black appeared to have lower achievement rates than their peers.

The Committee thanked the Assistant Principal for his detailed report and the evidence that FCoT's overall inclusivity and diversity were good. They noted that the College's proportion of BAME students was higher than that of the general Hampshire population. Retention rates for certain groups of students within Apprenticeships required further work and this could possibly be due to insufficient wrap-around care. Providing more tutorial care or better online support to apprentices was an area for the College to address.

2.15/17.18 Termly Safeguarding Report

The Committee noted the changes to personnel involved with safeguarding following the departure of the Deputy Principal and the roll out of the new 'My Concern' software. The Principal informed the Committee that the Curriculum Review had rated the College as 'outstanding' for its safeguarding provision.

2.16/17.18 Complaints Policy

The Assistant Principal HE & Quality explained that the policy was scheduled for review but as there were no issues in its operation no recommendations to amend the policy had been made. The Committee approved the policy.

Action: Recommend the Complaints Policy to the Board for approval.

2.17/17.18 Any Other Business

The Chair of the Committee asked the Clerk to look at practice in other colleges regarding a Student Committee. She had discussed with the Principal the desirability of setting up a Student Curriculum Committee attended by Student course representatives which could report in to Curriculum & Standards Committee once a year.

Action: Paper on setting up a Student Committee to June Committee meeting.

2.18/17.18 Date and Time of next Curriculum & Standards Committee meeting

Thursday 14th June 2018 at 9.30am.

The meeting closed at 12.18pm

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

Signed:

Dated:

Summary of action points

Item	Action	Responsibility
Matters Arising	<ul style="list-style-type: none"> Assistant Principal HE & Quality to notify Committee if any response from the University of Greenwich. Principal to discuss 'looked after children' with HCC. 	<ul style="list-style-type: none"> Assistant Principal HE & Quality Principal
College Achievement Rate Targets 2017/18	Assistant Principal HE & Quality to update the Achievement Rate Targets paper accordingly.	Assistant Principal HE & Quality
Monitoring of Curriculum Risks	Provide executive summary of a couple of the highest level risks at the next meeting	Principal

Student Recruitment Numbers 2017/18	Principal to email HE figures broken down by year group to Committee.	Principal
Complaints Policy	Recommend the Complaints Policy to the Board for approval.	Chair of C&S Committee
Any Other Business	Paper on setting up a Student Committee to June Committee meeting.	Clerk