

## CURRICULUM & STANDARDS COMMITTEE

### AGENDA NOTICE

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

**Date:** Thursday 15<sup>th</sup> June 2017

**Time:** 9.30am

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

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

- 3.1 Opening of Meeting and Apologies for Absence**
- 3.2 Declarations of Interest**
- 3.3 Minutes of the last Curriculum & Standards Committee held 7<sup>th</sup> March 2017**  
Chair of Curriculum & Standards Committee Appendix 3.3
- 3.4 Matters arising from the minutes**
- 3.5 Election of Deputy Committee Chair**  
Chair of Curriculum & Standards Committee Appendix 3.5
- 3.6 Annual Operating Statement 2016/17 April Monitoring Point**  
Report by the Principal Appendix 3.6
- 3.7 Key National Measures –DfE Performance Tables**  
Report by the Vice Principal Quality & HE Appendix 3.7
- 3.8 Progress with Quality Improvement Plans**  
Report by the Vice Principal Quality & HE Appendix 3.8
- 3.9 HE Reports (Reports by the Vice Principal Quality & HE)**  
QAA Review – Draft Report Appendix 3.9a  
Progress with HEFCE Areas of Concern Appendix 3.9b
- 3.10 Curriculum Offer 2017/18**  
Report by the Vice Principal Q&HE & Vice Principal FE Curriculum Appendix 3.10
- 3.11 English and Maths**  
Report by the Vice Principal FE Curriculum Appendix 3.11
- 3.12 Termly Safeguarding Report**  
Report by Vice Principal Quality & HE Appendix 3.12
- 3.13 Academic Board minutes**  
Report by the Principal Appendix 3.13
- 3.14 Any Other Business**
- 3.15 Date and time of the next Curriculum & Standards Committee meeting**  
Tuesday 14<sup>th</sup> November 2017 at 9.30am – *to be confirmed at July Corporation Board*

#### DISTRIBUTION LIST:

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

In attendance  
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 Thursday 15<sup>th</sup> June 2017

Present:

Ms J Houzer – Chair of Committee

Ms W Megeney

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

Mrs C Gillam – Clerk to the Corporation

Quorate: Yes

*The meeting opened at 9.42am*

#### **3.1/16.17 Opening of Meeting and Apologies for Absence**

Apologies were received and accepted from Mr Crippa, Ms Goddard, Miss Limbu and Professor Earwicker.

#### **3.2/16.17 Declarations of Interest**

No declarations were noted in relation to the agenda items.

#### **3.3/16.17 Minutes of the meeting held 7<sup>th</sup> March 2017**

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

#### **3.4/16.17 Matters arising from the minutes**

There were no matters arising.

#### **3.5/16.17 Election of Deputy Committee Chair**

It was agreed that Mr Rendel would be appointed Deputy Committee Chair for one year.

#### **3.6/16.17 Annual Operating Statement 2016/17 April Monitoring Point**

The Principal discussed the progress made against each project. The Committee enquired as to the effect of the launch of the new website. Mr Wales reported that it was difficult to compare the new website to the old as the previous site had little functionality but he would bring a report to the next Committee meeting using google analytics to provide data such as how long people are on the site and what content they view. Ultimately though the success of the website would be measured in the effect it has upon applications and enrolments.

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

#### **3.7/16.17 Key National Measures – DfE Performance Tables**

The Vice Principal Q&HE presented the details of the relative performance of the College compared to other general FE colleges in England primarily for Level 3 courses. For the College's A Level cohort (about 38 students) the College was placed in the top third nationally for average result and at the mid-point for progress. For applied general Level 3 courses the College was placed in the top half for progress and top quarter for average results. The College

had already identified in its SAR, brought to the Board in December 2016, the areas which required improvement and was working to improve performance to that of the tech level courses. For tech level 3 courses the College was placed in the top 10% for both average result and progress. However, it was noted that performance in both applied general and tech level courses would be impacted in future if students did not also achieve in English and Maths. For progress in English the College was placed in the top quarter and in the bottom quarter for progress in Maths. Improving performance in Maths was therefore, as identified in the SAR, a key target for the College.

The Vice Principal Q&HE informed the Committee that during the meeting the national FE Qualification Achievement Rates had been published online. Although he would circulate the results to the Committee following the meeting he was pleased to announce the headlines that the College was for all FE courses, all ages and all levels placed 10<sup>th</sup> in the country (out of 212 colleges). For 16-18 the College was 4<sup>th</sup> and for 19+ the College was 67<sup>th</sup>. For all apprenticeships the College was 6<sup>th</sup> in the country, 11<sup>th</sup> for 16-18 and 10<sup>th</sup> for 19+. The Committee congratulated the College on these outstanding results.

### **3.8/16.17 Progress with Quality Improvement Plans**

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The Vice Principal Q&HE explained that this would be a standing item in order that the Committee could monitor progress with both the FE Quality Improvement Plan (taken from the SAR) and the HE Action Plan (taken from the Annual Review Report to the University of Surrey). The Committee noted the progress made and requested that the Committee receive a copy of the NSS 2017 results.

### **3.9a/16.17 QAA Review March 2017 – draft report**

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The Committee noted that the College's HE provision was subject to review by the QAA and that the College had received a letter from HEFCE noting two areas of concern which would be examined by the QAA team during their March 2017 review. The next agenda item dealt with those areas of concern. The draft report produced by the QAA team was very positive and gave no 'specified improvements' and only one recommended area for improvement. This was regarding strengthening student awareness and participation in student engagement opportunities. The Committee congratulated the College and the Director of Q&HE for the positive report and observed that work in getting students more engaged was likely to be ongoing. It was recorded that Stuart Markham from Fusion would give a presentation at the Student Conference in June to show how the College's Property Strategy was seeking to create an HE zone and help differentiate the HE student experience. It was also noted that the College was awaiting the outcome of the first Teaching Excellence Framework (TEF) ratings. The TEF would assess institutions offering HE on the quality of teaching and outcomes achieved.

### **3.9b/16.17 Progress with HEFCE areas of concern**

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As reported in the above item immediately prior to the QAA review visit HEFCE wrote to the College to raise two areas of concern. These were the decline in the number of students studying prescribed HE programmes and the 2016 NSS outcomes being below the sector benchmark. Progress has been made with prescribed HE numbers. The College was targeting growth to 170 new entrants in September 2017 and currently there were 144 firm acceptances with 30 applicants to confirm by the UCAS deadline of 22<sup>nd</sup> June. In addition 4 work-based programmes were still recruiting and would recruit until September. However, the College was not complacent and would continue to work over the summer to maximise student numbers. With regards to the 2017 NSS survey considerable work has been undertaken to address areas of weakness identified by students in the 2016 survey. The outcome of the 2017 survey will be known in late summer 2017. The Committee noted these actions and acknowledged that student recruitment, conversion and enrolment would continue to be high risk areas for SMT to focus upon and the Board to monitor. The Committee discussed the strategic decision to

work to build a critical mass in HE. The College was targeting an HE growth trajectory to build steadily to around 1,000 HE students by 2020/21 with a roughly equal split between traditional degrees and professional courses. This should be achievable but would need to be driven by people with a range of skills in recruitment and conversion e.g. responsive and rapid curriculum development, client management skills, warmth and drive in following up applications. The Committee requested that when results of the NSS outcomes were emailed to them later in the summer that enrolment numbers be included as well.

### **3.10/16.17 Curriculum Offer 2017/18**

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The Vice Principal Curriculum & Learners explained that in support of the College's Transformation Strategy Heads of Faculty were asked to review their curriculum plans for 2017/18 including benchmarking the College's provision, conducting a SWOT analysis and gap analysis. Subsequently Curriculum Development Plans were submitted to the Curriculum Development Group for consideration and approval. Asking Faculties to take a strategic look at their markets and their offer had proved to be very positive and staff were now focusing on growth as well as quality. Staff had also been more directly involved in the budget process for 2017/18 and were enjoying their increased strategic engagement under the new Principal's leadership.

The Committee noted that the New Curriculum Offer Plan for 2017/18 included many new courses but were unclear as to how many had been shed. In future it would be useful for the Committee to receive a percentage figure for how many courses had been discontinued.

### **3.11/16.17 English and Maths**

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The Vice Principal Curriculum & Learners reminded the Committee that challenging targets had been set and outlined the activities which had taken place in support of raising achievement rates and the profile of English and Maths throughout the College. A new Head of English and Maths has been appointed to join the College in the autumn, an exciting appointment which would bring new ideas and approaches. Maths would utilise a new teaching methodology and a focused approach on certain parts of the Maths curriculum in order to help students achieve a Grade C.

The Committee asked whether additional resources were required. The Vice Principal Curriculum & Learners replied that the subjects were adequately resourced for the current delivery and curriculum model but once English and Maths became limiting grades for level 3 vocational qualification achievement for 16-18 year olds resources might need to be reallocated.

### **3.12/16.17 Termly Safeguarding Report**

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The Vice Principal Q&HE introduced the Safeguarding Report for the first time to the Committee after safeguarding responsibility had been transferred from F&GP Committee to Curriculum & Standards. He outlined the work undertaken in support of Prevent and the success of weekly safeguarding triage meetings which had been felt to have significantly improved the management of safeguarding in the College. Attention was drawn to the positive comments made by Ofsted regarding safeguarding in the March 2017 College Nursery Ofsted inspection. The anonymised summary of student issues illustrated the range of work undertaken by the Designated Safeguarding Leads.

The Committee asked in the light of recent atrocities what the College's plans were in the event of a terrorist attack. The Principal explained that there was a lockdown policy which was being revised and would be externally reviewed. The College's Health & Safety Officer was conscious of the issues that the open glass design of the Farnborough campus presented in following the police's advice in the event of a terrorist incident to 'run, hide, tell'. Once the policy and procedures had been revised staff would be trained and students informed. The criteria for off

site trips and visits had also been revised in the light of recent events. The Committee supported these steps and requested that a copy of the lockdown policy be emailed to them once it was ready.

### **3.13/16.17 Academic Board minutes**

The Committee asked whether the new Committee structure was proving effective. The Principal said she was reviewing the structure and looking at the impact of each Committee and how they have helped growth. Some Committees were a requirement but others had to have proven impact.

### **3.14/16.17 Any Other Business**

The Committee requested that the risk register of high rated curriculum risks be brought to every meeting instead of annually.

It was suggested that the Board might benefit from training around the changes to the achievement measures, possibly at the October Board Training day.

### **3.15/16.17 Date and Time of next Curriculum & Standards Committee meeting**

Tuesday 14<sup>th</sup> November 2017 at 9.30am – to be confirmed.

*The meeting closed at 11.37am*

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

Signed: .....

Dated: .....

### **Summary of action points**

<b>Item</b>	<b>Action</b>	<b>Responsibility</b>
Annual Operating Statement 2016/17	Report to Committee in autumn on new website	Mr Wales
Key National Measures – DfE Performance Tables	Circulate to Committee National FE Qualification Achievement Rates	Vice Principal Q&HE/Clerk
Progress with Quality Improvement Plans	To be a standing item	Clerk
Progress with Quality Improvement Plans	Circulate to Committee NSS 2017 results	Vice Principal Q&HE/Clerk
Progress with HEFCE areas of concern	Circulate to Committee enrolment numbers	Vice Principal Q&HE/Clerk
Curriculum Offer 2017/18	Inform Committee percentage of courses discontinued	Vice Principal C&L/Clerk
Termly Safeguarding Report	Circulate to Committee copy of lockdown policy once available	Principal/Clerk

AOB	Make high rated curriculum risk review a standing agenda item	Clerk
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