

# MINUTES

<b>Directorate:</b>	<b>Governance</b>	
<b>Minutes of:</b>	<b>Quality Curriculum and Student Committee</b>	
<b>Date:</b>	<b>19 March 2020</b>	<b>Time: 4.00</b>
<b>Venue:</b>	<b>Executive Meeting Room, Uxbridge Campus</b>	
<b>Present:</b>	Mariann Rand-Weaver (MRW)	Governor (Chair) <i>(via telephone conference)</i>
	Melissa Bridge (LK)	Staff Governor
	Darrell De Souza (DDS)	CEO/ Principal & Governor <i>(via telephone)</i>
<b>Apologies:</b>	Paul Walker (PW)	Governor
	Johanna Morgan (JM)	Governor
<b>In attendance:</b>	Pat Carvalho (PC)	Deputy CEO/ Principal
	Dylan McTaggart (DMcT)	Deputy Principal Curriculum & Quality
	Tracy Reeve (TR)	Clerk to the Corporation
	Jo Withers (JW)	Exec Dir, Employer Services & Partnerships <i>(via telephone)</i>
	Judith O'Neill (JO'N)	Director Vocational and HE <i>(item 10 only)</i>

## 1. Apologies for absence

Apologies had been received from Paul Walker and Johanna Morgan. It was agreed that as Mariann Rand-Weaver was dialing into the meeting that Darrell De Souza (also accessing via telephone) should act as meeting chair. MRW expressed disappointment at the fact that she was the only external scrutiny at the meeting.

**NOTED**

## 2. Notification of any urgent items members may wish to raise under Any Other Business

### • Covid-19 pandemic, Government Announcement, 18 March 2020

The CEO/ Group Principal (DDS) highlighted the ongoing situation around the Covid-19 pandemic and that London was ahead of other areas in terms of the current spread of the virus. DDS confirmed that government advice issued on 18 March included the following:

- COVID 19 development phase meant there was an increased need for social distancing and avoiding unnecessary travel. The Education Secretary made it clear that he now expected all educational settings to move away from face-to-face delivery, but that schools and colleges had a continuing role in supporting key workers and vulnerable learners.
- From Monday 23rd March, there was no requirement or expectation that learners would attend college for traditional lessons, practical sessions etc. DDS confirmed that HCUC learners attended for the morning of 19 March and then staff moved into 1.5 days of inset to enable them to prepare for remote online delivery to all learners starting on Monday 23 March. The meeting noted that there would be a series of SLT roadshows across all the campuses over Thursday 19<sup>th</sup> and Friday 20 March to answer staff questions face-to-face. HCUC staff would move to remote working from Monday 23 March with a skeleton staff on site to deliver learning to vulnerable learners.
- There had been an indication that there would not be "assessments or exams" this year – implications for progression were yet to be clarified. There would be no performance data tables for this year for schools and colleges.

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- There was an expectation that there would continue to be financial/voucher support for learners eligible for Free College Meals – the practicalities of getting this money or vouchers to eligible learners was currently being organised. Bursary money would also continue to be paid for eligible learners.
- There was also an expectation that ‘vulnerable’ learners would still be supported with some college provision and access (the current suggestion is that this would not involve large numbers). DMcT confirmed that staff were currently working to identify vulnerable learners and to devise inputs college at the various campuses (Uxbridge and Harrow-on-the-Hill) on a skeleton staff basis.
- The College was also working to clarify the position in relation to Apprentices and any learners dependent on work placement hours for their qualifications. DDS flagged this issue as more of a concern as the current guidance suggested that there would be little flexibility on the need for work placements. JW highlighted the issues around closure of catering outlets, dentist surgeries and early years’ provision which would have a direct impact on Apprenticeships placements and employment. The College was currently investigating whether an official ‘break-in-learning’ would have to be logged. The meeting noted that this was likely to have an impact on cash-flow if there was a break in Apprenticeship funding; the Group Director Finance Resources and Planning was currently working on assessing the possible scenarios and impact on HCUC finances.

The meeting noted a clear COVID-19 Action Plan and TL&A Guidance for staff with clear protocols to be followed for remote/ online delivery of learning. The meeting discussed the RAG rated COVID-19 Teaching Learning and Assessment Action Plan which was presented by DMcT. For each curriculum area the College would create a three tier system (Basic, Expected standard, Gold tier) of online learning. The content for each of these tiers was likely to be as follows:

- Tier 1 BASIC: basic work packs with remote working staff available between 10am and 3pm.
- Tier 2 EXPECTED: emails/chatroom/hangouts at start of a 10am - 3pm day and set/assess work via Moodle/ Google/ Onefile. Moodle chat-rooms/ forums and Google hang-outs as uniform daily contact position.
- Tier 3 GOLD STANDARD: webinar at start of 10-3 day and set/assess work via Moodle/ Google/ Onefile.

DMcT confirmed that a tracking document had now been agreed to capture the position by school and learner group. In terms of operational readiness, the RAG rating for online delivery was now ‘green’ but some concerns around the ongoing technical requirements meant that this remained at ‘amber’. MRW sought and was given assurance that the College would consider the scenario that too many staff were ill with Coronavirus to enable successful delivery of online learning. DMcT confirmed that in case of staff sickness groups of learners could be put together for online delivery. Staff Governor (MB) confirmed that students were pleased that they would get staff contact at least once each day during remote working. It was noted that MIS were working on getting web-based registers in place and the meeting discussed the need for the College to develop realistic measures of learner engagement and participation during remote learning in addition to the register attendance.

The meeting received a verbal update on how Teaching and Learning for any vulnerable or ‘at risk’ learners would be managed. All learners with any health issues or vulnerabilities or Looked After (LAC) learners would be offered opportunities to come into College (Harrow or Uxbridge) to work with access to the LRC and support staff. Provision for the very small cohort of LLDD learners within the 500 classified High Needs learners would be reviewed based on the current government advice to reduce travel and limit social contact. The need to make sensible decisions about touchpoints to keep learners safe was agreed but also that any actions should not compromise the government decision to close schools and colleges.

DDS commended the actions of DMcT and all of the teaching and support staff who had risen to the challenge in a very short period of time and were remaining positive about the new online delivery model. The meeting agreed that the College had made massive strides in the move to remote learning during the last two weeks. MRW concurred that all colleges and universities would have to

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be very agile in models of delivery and also suggested that these new models should continue to be utilized moving forward in some way if they added to efficiency and quality of learning delivery. The meeting agreed that this whole situation should be treated as a learning experience to make HCUC even better when things moved back to 'normal'.

There were no other items of additional business notified.

### 3. **Notification of Interests Members may wish to declare relating to any item**

There were no interests declared.

### 4. **Minutes of the QCS Committee meeting held on 21 November 2019 at Uxbridge College**

The minutes were approved as presented and would be signed by the Chair.

### 5. **Matters arising from the minutes of the meeting, 21 November 2019, not on the agenda**

There were no matters arising that were not already on the agenda.

In light of the very unusual circumstances and the time already spent on gaining clear assurances for Governors on the College's COVID-19 plans the meeting agreed that the remaining agenda items would be taken on an exception basis with a focus on highlights and lowlights and any questions.

### 6. **HCUC Work Based Learning Update including West Met Skills**

JW went through the PowerPoint presentation to the meeting which gave Governors an update on West Met Skills (WMS) and progress with apprenticeships. The historic reasons for under-performance were noted which included inconsistent retention on some courses and the increasing demands of level 2 functional skills for some learners. Governors noted the change to processes now put in place to mitigate these ongoing risks: a new more robust sign-up process had been introduced which required sign-off by the Head of School. Work had also been undertaken to improve the management and quality of the functional skills provision. The meeting noted the current proportions of non-levy: levy learners (59%:41%) and employers (68%:32%) and the range of levy employers that HCUC was now working with. The strategy to increase the proportion of Level 3+ apprenticeships in relation to Level 2 over the next two years was noted. This would fit within the Institute of Technology delivery and would enable new links and progression for existing employers. The planning was aligned with large employer skills needs e.g. Heathrow, HS2 and the Mayor's Construction Academy. The College would launch new blended learning approaches in summer 2020.

***The update report for West Met Skills was NOTED and RECEIVED***

### 7. **Curriculum Intent**

The meeting received an update report on how the College was currently working to shape the HCUC curriculum with the input of employers. Governors were reminded of the importance of Intent within the Ofsted Education Inspection Framework as one of the '3Is' - it was focused on the purpose & content of the curriculum. It sat alongside the other two 'Is' Implementation and Impact.

HCUC was committed to providing meaningful Curriculum Intent to developing students' knowledge, skills and behaviours. It was designed to take into account meaningful learners destinations, employer needs, and the local, regional and national economy. Governors & senior leaders had established a clear vision to support priority sectors and the HCUC curriculum was well aligned with these. For example, key sectors in Engineering & Digital are the purpose of the HCUC Institute of technology, the new Digital Academy and the Mayor's Construction academy. The meeting was assured that the HCUC Curriculum was an ambitious curriculum with substantial qualifications and

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meaningful progression – 99% of all 16-18 qualifications were large diplomas. The meeting was reminded that the College undertook an annual curriculum review, this was a very detailed development Planning Process that aligned all courses with need/purpose including LMI skills data. The recent Governor overseen HCUC Curriculum review was a detailed review of *A-Levels, Access, and the proportion of large diplomas eg. Extended Diplomas & RQF*. The HCUC Curriculum was also ambitious in content, working with employers to ensure that it was relevant to industry requirements.

The meeting noted that next steps to drive this forward at HCUC had included the following two strands of action:

- The use of destinations as another tool to validate the intent of HCUC's curriculum - a much improved picture at HCUC (with 89% now positive). A final review of HCUC destinations was underway to try and clarify the 'unknowns' as well as an audit of the 'sustainability' of these destinations (e.g. to assess whether students initially contacted in August were still in employment).
- Employer input was now being seen as a key driver of both curriculum choice and curriculum content at HCUC; Governors were reminded that this was specifically highlighted within the Corporate Goals 2019/20. Moving forward there would continue to be an enhanced focus on matching all HCUC courses against one of six employer engagement/ Curriculum Intent engagement categories to be completed in the summer term. These were noted as: Work experience; Branded assignments or projects; Course design; In class co-delivery or employer champions; Staff Industrial Updating; and a Significant class industry visit.

DMcT highlighted the importance of ongoing input from Governor & Non Executive Advisers on the Stakeholder and Scrutiny Committees, drawing on their specialist skillsets and varying industry background. Recent examples were the 2019/20 Curriculum Review which challenged senior leaders to robustly review the A-Level offer at Harrow College, and focused attention on ensuring full-time courses across HCUC were substantial and high value. Further examples were SSC colleagues meeting with Heads of School to direct Business and Digital content, and in other examples to bid for S106 ESOL funds, focus on SMEs within WBL, and develop the SEND offer.

The meeting noted the PowerPoint presentation slides which outlined the detailed work that the College was undertaking to build employer views into the shaping of the curriculum. This gave a clear focus on the evolving course offer which had a clear line of sight to industry and evolving content which reflected industry and university requirements. The meeting commended the slide which outlined the HCUC journey since merger and highlighted the key developments during the last 30 months linked to employers e.g. Mayors Construction Academy, the West London IoT, Digital Academy at Armstrong Building, first provider of T levels in London. It was noted that Harrow SSC had asked for full details of linked employers to be provided for SSC information – by school.

***The Curriculum Review Report was NOTED.***

#### 8. **Progress on Quality Improvement Plans (QIPs) 2019/20**

The meeting noted progress against the QIPS for HCUC combined, Uxbridge College and Harrow College which had arisen as a result of the self-assessment reports 2018/19. QCS Members were reminded that the individual college Stakeholder and Scrutiny Committees (SSCs) had received updates relating to the QIPs headlines specifically linked to Harrow College and Uxbridge College. QCS considered the overview HCUC in-year progress for the areas that had been identified for improvement (Afls) within the HCUC SAR. These were noted as follows:

*Consistency in Study Programme attendance & punctuality: currently RAG rated as 'amber'*

FT 16-18 HCUC Attendance was at 86% and 90% accounting for authorised absences (AA). [HC 84%/ 87% (AA); UX 87%/91% (AA)]

FT 19+ HCUC Attendance was at 85% and 88% (AA). [HC 84%/86% (AA); UC 87%/90% (AA)]



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The meeting noted that variation across curriculum areas still persisted and some were now below the target of 86%. Whilst attendance within vocational/academic classes had been largely well maintained, there was wider variability across HC. Across the group it remained a challenge to ensure that English and maths (E&M) attendance was at similar levels. Strategies to keep learners engaged in E&M so that they retained opportunities for achieving the qualification were now the priority. There had also been a drive to encourage staff to ensure lateness was not under-reported in registers so that punctuality matters could be addressed. The Governors were given assurance that the SLT were confident that there were strategies in place in the classroom to deal effectively with lateness. A few curriculum areas had fallen above the max target (6%) for lateness and attention was being particularly focused in these areas.

90% enrolments 16-18 & 19+ SSAs QAR>NA & Qualification types QAR>NA: currently RAG rated as green

16-18s: 11/12 Qualification types are above NA YTD for retention with only 16-18s on Access below NA (a total of 3 out of 11,918 leavers). 13/13 Subject Sector Areas (SSAs) were above NA YTD for retention- though to note Construction SSA 5 as an emerging area for improvement (within 1% of the NA).

19+: 12/12 Qualification types are above NA YTD for retention. 11/12 19+ Qualification types are above NA YTD for retention. 12/13 Subject Sector Areas (SSAs) were above NA YTD for retention with Construction SSA 5 AFI below NA (within 1% below the WNA) - this is an HC issue.

WBL Timely & Overall QAR: currently RAG rated as 'amber'

As previously discussed with JW at item 6 on the agenda.

HCUC Overall predicted QAR Min/Mid/Max = 66.4%/71.0%/75.4%.

HCUC Timely predicted QAR = 41.7%/57.1%/63.1% with Mid usually taken as the most likely scenario.

This compared to an end year 2018/19 Apprenticeship Timely QAR of 56.9% and Overall 70.8%.

All age overall mid/max predictions for 19/20 were above national averages, with mid in line with 2018/19 QAR. HC was below NA as a result of multiple withdrawals from one Early Years employer and lower retention on carry in learners on longer courses (4 yr) in construction. UC is +1% on this time last year.

Of the 105 total live learners (82 UC, 23 HC), Uxbridge has 17 and Harrow 6 high risk learners included in the mid and max data with detailed actions in place to drive achievements.

Timely max predictions were above national average with the mid in line with the NA, with both above 2018/19. All efforts were being made to ensure timely achievements were maximised.

Ensure WBL learners are supported by robust employer/learner IAG to support a positive student experience leading to strong outcomes: currently RAG rated as amber.

Impact of improved and robust recruitment procedures evidenced through improved retention for future years and reduced negative impact of FS. QAR predictions as stated above.

Further stretch & challenge for all learners through better assessment for learning: currently RAG rated as 'green'

Following the TL&A audit undertaken in 2018/19, 'Assessment for learning' was identified as a key area of focus to secure higher quality learning delivery. The meeting was assured that HCUC staff development days had focused on the shared college areas for improvement including stretch & challenge. Recent external observations (conducted by EIF Ofsted-trained consultants) had evidenced good progress in planning, questioning techniques and deeper learning. Attention to Value Added (VA) and learner development of knowledge, skills and understanding was being maintained and supported with a focus on demanding lessons outcomes and academic target setting and learner progress during tutorials and other TL & A delivery. In addition, there was a strong High

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and higher grade push through in-year monitoring of learner progress against VA metrics. The meeting noted that HCUC Value Added and English and maths learner progress measures remained mainly positive.

Implementation in E&T: robust EIF E&T (TLA) judgements to increase high performing E&T (incl. prioritising curriculum intent & implementation): RAG rated 'amber'.

Robust judgements of TLA quality to confirm greater consistency of high standards: RAG rated 'amber'

The meeting was reminded that HCUC had now fully converged & embedded its previously disparate observation practices, and had jointly evolved these to support the EIF including amended feedback and planning documentation. There has been a distinct shift away from the 'drop-in' Learning walk (LW) methodology previously favoured by Ofsted Inspections to gauge quality TL&A; all validation was now completed using Deep-Dive style Lesson Observations (LOs). The LO activity year-to-date indicated that the quality of TL&A was above 82% for staff and areas that meet or exceed the expected standards. Further analysis of LO judgements, strengths, areas for development and staff completion of the associated action plans would continue until the end of the academic year in order to identify progress made and staff development needs. Teaching, Learning and Assessment (TL&A) was good with outstanding features across the majority of lessons which were well-planned with good use of varied resources. However, teaching was not yet consistent for a small minority of teachers.

Intent in curriculum planning: a continued and robust review of curriculum intent to provide confidence in its purpose: currently RAG rated 'green'.

As previously discussed in the meeting Governors were reminded that HCUC Curriculum Planning was an annual cycle that effectively focussed managers on local economy drivers, employers and skills needs. Through this annual review senior leaders had established a clear vision to support priority sectors; e.g. the college had grown & modernised its offer across key sectors in Engineering & Digital (the HCUC Institute of Technology, the new Digital Academy and the Mayor's Construction Academy). To ensure curriculum content was meeting these sector priorities, HCUC had developed significant employer links in each Subject Sector Area. To ensure consistency, HCUC had recently audited all courses across the group to check that each had a named 'linked' employer and how that employer impacted on the curriculum intent and in particular the content to support the intent of each course.

Effectively track + support students: (incl. through monitoring systems e.g. ProMonitor & formative feedback): RAG rated as 'green'.

The meeting was reminded that the June 2019 HCUC Ofsted Monitoring Visit highlighted effective tracking as a significant AFI. The college had focused considerable attention and resource into creating a culture of target setting for all FT students, that are tracked/reviewed in a timely manner, and that are visible and understood to students. Detailed data on ILP actions was noted by the meeting.

The meeting commended the detailed information provided in the report which enabled them to understand the strengths and weaknesses of the two individual colleges and also provided a clear picture across HCUC. DMcT confirmed that the whole college SAR 2018/19 had been sent to an ex-HMI for review before it was posted on the ESFA and Ofsted portals.

**The QIP 2019/20 Update Report was NOTED and RECEIVED**

## 9. In-Year Performance Monitoring including HCUC KPI Dashboard

The meeting considered the data dashboard for Governors which showed in year performance against the Key Performance Indicators for 2019/20 split by Student Progress, TL&A, and Student Experience. The meeting noted the summary dashboard which provided year-to-date (YTD) performance 2019/20 for HCUC, HC and UC for the following metrics: Enrolment, attendance and lateness, Retention, Work Based Learning (WBL) updates, Employability (work experience), Lesson

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Observations, Complaints, Disciplinary and survey data. The meeting noted that this dashboard had also been presented at each of the Stakeholder and Scrutiny Committees (SSCs). The meeting noted the following aspects of performance:

## YTD performance against target for attendance 2019/20

- Attendance overall at 86% for 16-18 and 85% for 19+, against the 86% target. There was variation within certain Schools, monitored at SSC/ SLT level and followed up on a weekly basis.
- There were significant strategies in place that were regularly reviewed and refreshed across HC & UC to meet underperformance. Despite these, attendance at cross-college English and maths continued to be below that of the substantial vocational course provision.

## Retention YTD was high

- Retention across both ages was well above national average (NA) – 95.8% and 97.2% - but marginally lower than YTD 2018/19. This was being closely monitored within the Corporate Goals.
- HE retention was holding at 91% which was an improvement on the prior year.

## Teaching Learning and Assessment

- There had been 152 externally validate lesson observations with 82% at Exceeds or Meets expectations (against a College target of 86%). 25 staff were receiving ongoing support to improve the quality of their delivery.

## Complaints 2019/20

- A detailed complaints report had been presented at HC & UC SSCs.
- There had been 28 formal complaints in total to date at HCUC, 8 had been upheld.
- The meeting was assured that complaints were being dealt with in a timely manner and none currently were considered to pose a legal or financial risk to the institution.

## Disciplinary

- The meeting was pleased to note that the number of disciplinary (151) was significantly below the YTD figure 2018/19 (211) and that exclusions (25) were also below the prior year figure (29).

## Learner satisfaction 2019/20

- Governors were reminded that a positive set of learner survey results were reported in autumn 2019 with 96% overall satisfaction. It was noted that the Spring 'FE choices' survey had just been launched across HCUC this survey had a component that would link into the externally published 'FE choices' survey results.

The meeting also noted the headline statements beneath the KPI Dashboard which provided additional detail. DMcT reminded the meeting that, where appropriate, the data feeding the dashboard would be supplied as 'optional reading' appendix papers. In this way, QCS members should be able to build a clear picture of how the College was performing against the targets set and progress in 2019/20.

***The KPI Dashboard 2019/20 was NOTED and RECEIVED***

## 10. Higher Education (HE) Report

The meeting noted the detailed HE Report which contained details of OfS compliance requirements as well as in-year performance data. Jo'N who was the senior manager responsible for HE joined the meeting.

### • **Conditions of OfS Registration**

The HE report provided a clear overview of what would be required for OfS compliance purposes so that HCUC could remain on the Register of English HE Providers. The meeting took the detail of action against each of the 8 conditions of registration as read. College Management thanked Governor MRW for her specialist input into developing the RAG rated matrix of action that would be required at HCUC. The schedule of reporting to Governors in order to meet the conditions of

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registration was noted by the meeting.

- **Progress against OfS Conditions**

This meeting noted an in-year summary of progress against the Office for Students (OfS) conditions of registration.

### **Condition A - Access and Participation**

Progress towards meeting the College Access and Participation Statement actions was noted as follows:

- Cross College action plan developed to support Black African/Caribbean learners including HE learners.
- 27 students allocated an HE bursary, £400 per term, based on attendance to support retention.
- HE Fair planned for 23 April, with 61 HEI attending, targeting Level 3 Learners.
- College hosting Industrial Cadet STEM event on Tuesday 26 May, for local years 10 and 11; female students particularly encouraged to date.
- 41 School events, attended or booked to date – students made aware of College HE provision – supportive of those from lower income families.

### **Condition B- Quality, reliable standards and positive outcomes for all students**

#### **Condition B1**

##### Complaints

There had been no formal HE complaints received to date, however as well as possibly reflecting in some low NSS scores for Engineering, concerns raised by ENGME students about the quality of some of their teaching on HE programmes does increase the risk of receiving a complaint.

##### Student feedback

NSS response rate for HCUC (Mar 20) = 26.7% (2018/19 at same point 50.8%). Relevant UC curriculum teams (those with courses of 2-year duration) were encouraging students to complete the survey supported by the HE Coordinator.

The College has entered a pilot for students on courses of 1-year duration to complete a national survey, completion rate for this is currently 42.68%. In order to ensure the maximum response rate for this survey, the mid-year spring survey was not being conducted this year, however students' views would be canvassed through a Google forms feedback forum and via student reps.

Current feedback from HE student reps was noted and included:

- Support from tutors excellent.
- Most teachers seen as experts in their subjects.
- Assessment rules clear and understood.
- ENGME – disruption to delivery and assessment caused by staff shortages
- The lack of facilities in the LRC including: the capacity of HE study areas, the speed of the PCs in them and the availability of specialist software and research materials. HND / Year 2 students are disappointed improvements from 18/19 have not been greater.
- Some students said courses lacked meaningful engagement with industry (trips, placements etc).

#### **Condition B2 & B3**

Conditions B2 and B3 related to support for all students from admission to progression (B2) and outcomes for all students (B3).

##### Explanation of Continuation rates

As part of the work the College had been doing to ensure we are meeting all requirements related to maintaining our position on the Register of Higher Education Providers, the College was developing its understanding & reporting of the new TEF metric 'continuation rates'- the critical measure OfS are using to monitor student outcome related risk levels (Condition B3).



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The meeting was reminded that the current approach to presenting the proportion of students remaining on course was retention. For HE programmes at HCUC the majority of courses were now of 1-year duration, with some legacy courses in Engineering, Computing and Travel and Tourism of 2-year duration. For HE, retention would now be superseded by the new continuation rate metric. Continuation rates were a three-year average of annual retention percentages. The meeting spent some time discussing the best way to explain this new metric to governors and the teaching teams so as not to cause confusion or more concern than necessary. A robust action plan was submitted to the OfS to address some low continuation rates at HCUC in March 2019. The meeting took the detailed data showing the following as read:

- Continuation rates for 2013-16, 2014-17, 2015-18, & 2016-19 – with the respective single year retention figures beneath to highlight trends within the three-year continuation rate
- HCUC modelling of likely continuation rates for the forthcoming 17-120 periods based on internal data.
- HCUC retention rates for the same periods.

DDS sought clarification on why there were 3 amber bars and a red showing on the data table for 'Continuation Rates actual' (page 6 of the He Report). **JO'N to double-check but this was noted as an error in RAG rating.**

## Condition B4 & B5

All teams had been informed of their Pearson External Examiner allocation and were in the process of agreeing visit dates and samples.

The meeting discussed whether the impact of Coronavirus and the required changes to HE assessment would be classified as a 'reportable event'. It was noted that the current advice from OfS was for Colleges to keep records of 'sound judgements' so that they could report in the future of OfS required it. JO'N confirmed that the College was awaiting confirmation on assessment criteria for HE in light of College closure. Governors were assured that there would be clear communication with all affected learners as soon as definitive action plan was in place; this would ensure consistency across all HE courses at the College.

## • HE Programmes Committee activity and Developments

The meeting was reminded that there was now one HE Programme Committee for HCUC with Harrow colleagues joining the Uxbridge group for meetings. This was enabling good practice to be shared across the group for HE. Governors noted that recently the group had focussed on: Strategies to improve retention; and Applications for 2020/21.

## • HE Curriculum Development

The following new HE courses were planned for 2020/21:

- ENGT1 - Civil Engineering (IOT)
- ENGME – General Engineering with multiple pathways to meet employer need eg Robotics (IOT)
- CIT – Cyber Security (IOT)
- HBHEYPA – Creative Production

## • Access to HE Retention and Predicted Achievements

The meeting noted the detailed learner progress and performance on this programme area which had been considered in more detail at the local SSCs. The current retention rate was 92% across HCUC with predicted achievement within a range of 85-88%. Governors were assured that HC and UC had been closely monitoring learner progress and performance on these programmes. Action to maximise both retention and achievement of retained learners had been discussed and agreed and was now being implemented.

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- **HCUC Higher Education Strategic Plan 2020-23**

The meeting noted the first draft of the College HE Strategic Plan which had been circulated to the SLT for comment. This would be presented to the March 2020 Corporation meeting for approval.

***The HE Report was NOTED.***

## ITEMS FOR INFORMATION

### 11. To receive FOR INFORMATION:

The meeting received the following detailed documents which were provided to give Governors full assurance around all aspects of underlying quality across HCUC. The reports were taken as read with QCS Committee Members given the chance to ask further questions or comment where appropriate.

#### 11.1 Learner Progress including DfE progress measures and ESFA Dashboard

#### 11.2 HCUC English and Maths Report

#### 11.3 In-Year Teaching Learning and Assessment Report

#### 11.4 HCUC Corporate Goals Summary page

#### 11.5 Final HCUC Self-Assessment Report 2018/19

The meeting noted the final version of the HCUC Self-Assessment Report (SAR), as approved by the Corporation on 10 December 2019. DMcT confirmed that this had been uploaded to the ESFA portal and the Ofsted gateway so was now in the public domain.

***NOTED***

#### 11.6 Ofsted Inspection

The meeting took the updated Ofsted Governors' crib-sheet and PowerPoint presentation in readiness for any impending Ofsted inspection as read. The meeting agreed that there was likely to be a stepdown in Ofsted inspections if the impact of Coronavirus continued to escalate.

***NOTED***

#### 11.7 HCUC Learner Views

Results from this Learner survey would be brought to the June 2020 QCS Committee meeting.

***NOTED***

#### 11.8 HCUC SEND Update

#### 11.9 HCUC Staff Focus Group summary findings

#### 11.10 HCUC West Met Skills Report

This report was taken as read as it had already been discussed earlier in the meeting.

***NOTED***

#### 11.11 Educational Landscape

The meeting noted a detailed a detailed report on HCUC curriculum intent and impact as discussed earlier in the meeting.

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## 11.12a) HCUC Equality and Diversity Report Update

## 11.12b) Harrow College and Uxbridge College Disciplinary Reports

## 11.13 Curriculum Projects Update Report

## 11.14 HCUC Risk Register

The meeting received the Risk Register which outlined the key risks aligned to the College corporate goals which were being monitored by the Quality Curriculum and Standards Committee.  
***The Risk Register was NOTED***

## 11.15 Minutes of Stakeholder and Scrutiny Committees (SSCs), Harrow College and Uxbridge College

The minutes of the SSC meetings were presented to the meeting: Uxbridge SSC on 3 March and Harrow SSC on 4 March 2020.

***The SSC Minutes were RECEIVED***

## 12. To confirm and agree the dates and times of QCS Committee meetings for 2019/20

The dates and times of the meetings were agreed as follows:

- Thursday 25<sup>th</sup> June 2020 at 4.00pm

The planned venue for this meetings was confirmed as the Uxbridge Campus at Park Road but in light of the coronavirus pandemic and College closure, the meeting agreed that this meeting would probably move to remote access only – via video link or telephone link.

***NOTED***

## 13. Feedback to Governing Body meeting

The following items were agreed as highlights of the meeting:

- The plans in place for online learning and mitigation for the impact of the coronavirus pandemic and College closure.
- The clear RAG rated matrix of OfS Conditions for ongoing registration as an HE Provider.
- The presentation and work on Curriculum Intent.

## 14. Any other business

There was no other business. The meeting closed at 5.50pm.

Signed.....

Date.....