

MINUTES

Directorate: Governance
Minutes of: Quality Curriculum and Student Committee

Date: 30 June 2022 **Time:** 4.00

Page | 1

Venue: IoT, Uxbridge Campus

Present: Mariann Rand-Weaver (MRW) Governor (Chair)
 Sharon Croxon (SC) Staff Governor
 Darrell De Souza (DDS) CEO/ Group Principal & Governor
 Amanda Priem (AP) Governor (*online attendance*)

Apologies: Mark Billington Governor

In attendance: Gavin Hughes (GH) AP Learning Support & Safeguarding
 Dylan McTaggart (DMcT) Deputy CEO/ Principal Uxbridge College
 Judith O'Neill (JO'N) Asst Principal: HE, IoT Technical & Vocational
 Tracy Reeve (TR) Director of Governance
 Jo Withers (JW) Principal Harrow College

1. Apologies for absence

Apologies had been received from Mark Billington.

NOTED

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

The Chair highlighted the ongoing need to identify a member of the Governing Body with a specific interest/ link to Careers Education at HCUC.

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 17 March 2022 at Uxbridge College

The minutes were approved as presented and commended for their detail which evidenced the close scrutiny of all aspects of Teaching and Learning by Governors. They would be taken as 'signed by the Chair'.

4a) Matters arising from the minutes of the meeting, 17 March 2022, not on the agenda

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

The Chair reminded officers that in order to accommodate the very long agenda all 'key points to note' in the meeting reports should be covered off at the start of each agenda item.

5. 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 2021/22 split by Student Progress, TL&A, and Student Experience.

MINUTES

KPI Dashboard for in-year monitoring: The meeting noted the summary dashboard which provided year-to-date (YTD) performance 2021/22 for HCUC, HC and UC for the following metrics: Retention, Work Based Learning (WBL) updates, FT Attendance, Employability, Lesson Observations, Complaints and Disciplinarys. The meeting noted that this dashboard had been presented at each of the Stakeholder and Scrutiny Committees (SSC) as well as in combined format at Quality, Curriculum and Standards (QCS) Committee. Governors commended the clear 'RAG' rated format which enabled them to identify any areas of under-performance very easily. DMcT highlighted the following aspects of performance:

Page | 2

- Attendance: Full Time 16-18 was below the year-end target of 85% at 84% (88% with authorised absence) and was now RAG rated as 'red'. DMcT highlighted the impact of students taking 'self-study' absence to prepare for exams. This was usual as attendance did tend to dip towards year-end as learners stayed at home to revise for exams - even when asked to keep attending. English and maths attendance remained a high priority as this was currently at 77%. The meeting noted current SLT thinking that there was a need to phase the curriculum differently for 2022/23 so there were more front loaded hours which would mean students did not lose contact time later in the year due to lower attendance. The Chair sought clarity on why the attendance data was worse at Harrow College. Principal HC (JoW) informed the meeting that this was partly due to the worse affected curriculum areas of Business and Sport as well as being affected by some early achievement which would be claimed and reflected in the final ILR return.
- Punctuality: 16-18s was holding at 5% 'lateness' on target.
- Retention: 16-18 retention was still above the national average (NA) of 91.0% and slightly above the year-to-date (YTD) performance in the prior year. Retention for 16-18 was now 93.5% and retention for 19+ was at 96.7% (the NA was 93.5%). HE retention was high and improved on 2020/21 YTD at 93.5%. The meeting noted that any cases of individual slippage had remained a focus for close monitoring and mitigating action to avoid any late learner withdrawals. The meeting asked for clarity on the better retention figure at HC and the reason was partly due to the impact of numerous disciplinarys at UC during the year. JO'N also highlighted the impact of a lack of some stable staffing within the Engineering School which had impacted on learner experience. DMcT also highlighted the need for SLT to focus on the Business School at UC during 2022/23. HE Retention was currently holding above target rates but was reduced compared to the prior year (as per the HE Report). This might have an impact on continuation rates. JO'N confirmed that much of the retention issue was due to learners experiencing anxiety and mental health issues.
- Weaker courses 2020/21 were performing well in 2021/22 YTD with 97% (93 out of 96 courses) currently performing above NA.
- Teaching Learning & Assessment: Observations had now accelerated and 371 formal observations had been undertaken YTD. The 86% 'good or better' profile was noted and the meeting agreed that this had been confirmed by the February 2022 Ofsted Inspection and the high quality teaching seen by inspectors. The meeting agreed that 371 observations during what had been a challenging year provided a robust measure. It was also noted that observation training had been undertaken by all managers. The meeting was reminded that only 10% of these lesson observations had been externally verified in 2021/22 due to the legacy of Covid (this had been 60-70% in years before Covid). Governors concurred that this was the right decision to lessen stress on staff and the Ofsted inspection had provided external validation that Teaching & Learning at HCUC was in a positive place. DMcT informed the meeting that the College was ending the Advanced Practitioner roles at the end of 2021/22. This had been very successful but it was now being re-launched to maintain impact and momentum. The new initiative titled 'Leaders in Learning' would be promoted as a steppingstone to management. Staff would be encouraged to apply for the new roles with a

MINUTES

cash incentive and a time rebate. There would be 16-18 Leaders in Learning (same number as APs) focussed on key sectors across HCUC.

- **Work Experience (WEX):** Governors were reminded that there had been a delayed start & impact of COVID 19 on employer participation in 2021/22. However the Schools across HCUC had kept stretching targets set for both WEX and Significant Industry Placements (SIPs) with staffing resource allocated to support the achievement. The current 57% achievement was strong considering the impact of the pandemic but would not meet the year-end target of 80% and was consequently RAG rated as 'red'. DMcT reminded the meeting that this area would be a focus for 2022/23 for the newly appointed Employability Manager.
- **Disciplinarys:** Volumes of stage 3 & 4 disciplinarys were above the prior year (66 versus 49) and so were Exclusions (26 versus 13). The period of Covid-19 closure during 2020/21 had been a big contributing factor to the lower numbers in the prior year.
- **Complaints:** were higher than the prior year (45 versus 29) but a smaller proportion had been upheld (36% versus 45%). No complaints had resulted in legal action to date, but all complaints continued to be assessed against all aspects of possible legal risk.
- **Learner Satisfaction:** HCUC Mid-Year Survey had an overall 'satisfaction' rate of 86.5% (compared to 84% in the FE Choices Survey pre-Covid in 2018/19).

Safeguarding: The meeting noted that there were currently 58 students on the serious safeguarding register, these were mostly for domestic violence and mental health. This was noted as slightly higher than this time last year (and 2020/21 had been the highest year ever recorded for serious cases with 53 cases in total). There had been four cases under the Prevent banner during 2021/22 and only two of these were still current students; both had been assessed as low risk and were being closely monitored. There were 513 looked after children in the college (which was an increase on last year), and 396 currently on the mental health register. DMcT also highlighted the 38 cases reported on the new College Sexual Harassment Register, which recorded incidents and actions. The meeting was reminded that a whole college approach to sexual harassment had been implemented and the Ofsted inspection in February 2022 had found the college to have effective safeguarding practices.

The Chair of QCS (MRW) asked the Deputy CEO to consider whether the format of the KPI Dashboard needed to be amended to reflect T Levels and Work Experience more accurately. **MRW suggested that the achievement with regard to SIPs on T levels should be shown separately from over-arching Work Experience.**

DMcT highlighted that the college was still awaiting outcomes from the second sitting of exams so SLT could not predict final outcome data yet. It was noted that the HCUC MIS team was working on exam attendance data but the final QAR outcome data for 2021/22 would be less certain and more volatile than ever before. The Chair asked that as much information as possible on the likely QAR should be presented to the Governing Body on 12 July even if it was within a range of likely outcomes.

The KPI Dashboard 2019/20 was NOTED and RECEIVED.

It was AGREED that the format of the Data Dashboard for 2022/23 should be reviewed including the data on SIPs (T Levels) versus Work Experience.

6. 16-19 Study Programme 2022-23 including T levels

• **Tomorrow's Curriculum – Employers and Education**

The meeting discussed a report which outlined progress with curriculum reform and the likely switch off of the applied general qualifications (BTEC). The paper also outlined the HCUC approach to the requirement for an additional 40 hours within all study programmes for 2022/23 and the proposal for HCUC study programmes to be rebranded as 'employer-led' from 2022/23. The very detailed

analysis of the additional funding and associated additional delivery was noted. DMcT outlined the plans for additional delivery of 40 hours plus during 2022/23. The meeting was reminded that enrichment had been one of three key Areas for Improvement (AFIs) identified in the February 2022 Ofsted Inspection: *'Leaders should ensure that learners and apprentices are aware of the enrichment opportunities available at the college to improve participation on these activities'*. It was noted that a significant proportion of the 40 additional hours would be used for enrichment in 2022/23. Learners at Entry level through to Level 2 would receive an additional 32 hours of enrichment (16 hours cross-college and 16 hours course-based) and Level 3 learners would receive an additional 16 hours of enrichment, all course-based.

Level 3 Reform: The meeting discussed the impact of the first tranche of the 180 'defunded' applied generals which would take place from 2024/25. DMcT highlighted that these changes alone would impact 828 learners across HCUC based on current numbers (1178 at Harrow and 650 at Uxbridge). HCUC and individual curriculum areas would need to evolve their Level 3 portfolios (and later also the Level 2 offer) to include a balance of T Levels, L3 Applied Generals (some as 'A Level combos') to ensure that the overall Level 3 numbers can be maintained. There would also be a need for a heightened focus on Level 3 apprenticeships. Governors commended the early planning for this large scale change which would have a very tangible impact on HCUC provision.

Employer-led programme of study: The meeting noted an update on progress being made with this key area of work. JoW highlighted that Heathrow and Thames Water (as examples) had made clear their hope to be better aligned with the College to ensure that a pipeline of skilled students understood the career opportunities available within each organisation. The meeting was reminded that national policy made it clear that colleges needed to work with key employers to get their validation of HCUC curriculum decisions. The meeting was pleased to be reminded that HCUC already mapped the college's curriculum trends by Subject sector area and could evidence that 96% of full-time courses now had a named employer aligned to each course. Given the ask of the Skills Bill the next step would be for the college to review its Programme of Study and consider the ambition to establish an employer led framework for HCUC Programmes of Study. Current plans would be for this to:

- i) Create a visible HCUC Employer led offer that would distinguish HCUC's programme of study from other providers, elevate it above a school sixth form offer and ensure that HCUC is at the forefront of industry related delivery.
- ii) Make a named employer visible to students from induction, with that employer (1) achieving key contact points with students through their course, and (2) elevating branded assignments and sector relevant content of the course considerably.
- iii) Culminate in a progression 'interview' with that employer at the end of the course (as with the successful Sector Based Work Academy model).

• ***Curriculum Intent & Employability: T Levels, CDF, Transition & Study Programme***

The meeting noted an update report presented by JO'N on T Level pathways and growth at HCUC from 2021/22 to 2024/25 including Significant Industry Placements (SIPs) and Capacity Development Fund (CDF) work. QCS Committee was pleased to note the summary of progress in this area of work and the detailed starts data for September 2020 and 2021 (Digital, Childcare and Science pathways) was taken as read. Plans for the September 2022 intake for T Levels was noted as follows:

- Harrow College - The development of the Business Administration T level route was progressing well, with more placements likely to be secured. Curriculum teams were working on development of resources, Schemes of Work and the awarding body course approval documentation (this had been sent to City and Guilds (C&G) and staff were awaiting feedback). Applications numbers for Sept 2022 currently stood at 10.

MINUTES

- Uxbridge College – The development of the Engineering T Level route was underway, units for development had been allocated. Awarding Body course approval documentation had been sent to C&G and feedback received; the minor amendments requested by C&G were being actioned. Applications for Sept 2022 stood at 4.
- In both of the new curriculum areas teaching and other practical resources were in place.
- Most of the T Level Implementation Plan was on track and regular T level meetings were held with curriculum staff and the Curriculum Intent and Employability Group.

The meeting was also reminded of the current plans for expansion into Construction (Surveying) and Legal (criminal law and accounting) T Levels from September 2023. JO'N reminded the meeting of the careful thought that had gone into the decision to run the Construction T Level due to it focussing on the professional end of construction. There was now sufficient confidence that the associated SIPs would be attainable in this area.

The Study Programme and curriculum update report was NOTED

7. Employer and Partnerships Report (including Work Base Learning)

The Principal Harrow (JW) presented this report which gave the meeting an update on employer engagement and partnership activities for HCUC for the year-to-date 2021/22. The detailed report was taken as read but Governors noted the key points and commended the wide range of activities and partnership development work across HCUC. JW reminded the meeting of the focus on achievement for 2021/22, the cautionary predictions in year for Apprenticeship outcomes ranged from 65.9%-69.0%. Apprenticeship recruitment was at 63% of target and this represented a 20% increase on the prior year. Lack of quality candidates continued to be an issue. The meeting was assured that increased candidate activity was continuing. There was also quite a significant shift in the adult employability programmes, with a very high number of employers and students benefiting from the Sector Work Based Programmes (SWAPS). HCUC had now delivered 20 SWAPs in 2021/22 (16 in UC and 4 in HC) and 119 learners had completed leading to 45 job offers/starts and 6 NHS placements (38% successful outcomes to date). This SWAP model working with employers would be broadened out to extend across 16-18 provision for 2022/23. Heathrow and Thames Water were being considered for pilot programmes. There was also progress on strengthening the partnership working between HCUC and Microsoft. JW highlighted the activity around the FE/HE sector based forums led by the West London Alliance which were proving to be a particular success. Momentum was building through the new Mayor's Skills Academies (MSA) across the key priority sectors in West London. HCUC were now partnering in four MSAs – Health, Creative and Culture, Green and most recently Digital. Governors commended the recent award of all 5 quality kite marks that HCUC had applied for (the 4 above plus the renewal of Construction). HCUC was continuing to sub-contract for AEB delivery with the Skills Network; this was through the 'Good Work for All' project.

Apprenticeships: The meeting had already noted recruitment and predicted achievement for 2021/22 as noted above. The meeting also took the data on the Apprentices and Employers' Exit Surveys as read. Governors were assured that progress continued with improvements within the Technical Apprenticeship School (TAS). The Engineering Apprenticeship Standards Manager had started to make an impact on the poor performance within the Engineering team and to standardise processes across the department. The Building Services Apprenticeships Standards Manager had now been appointed but was yet to join the school although he had attended hand-over meetings with the interim manager already in post. Work continued in the development of a dashboard to monitor performance and enable early interventions where issues were identified; this was now a live document but was being refined as managers started to evaluate the information provided. The

MINUTES

dashboard also enabled the monitoring of assessor caseloads which would help with management of the overall team performance.

Progress to date was noted as follows:

- Reduction in the number of apprentices who were out of funding.
- Bespoke H&S training delivered to the majority of the TAS delivery team in May 2022.
- Development of an MIS dashboard to inform performance and monitor caseloads across all apprenticeships.
- Deep dive activity in Engineering to set action plans where a shortfall of evidence had been identified
- Continued improvements with reporting and communication with employers
- Closer monitoring of achievement, particularly those which will impact on achievement rates in this academic year.
- Development of a new skill scan for each standard to inform apprentice start points and measures for distance travelled.
- Continued development of the review process to support progress and SMART target setting
- Revised apprenticeship induction handbook now completed in readiness for the new academic year

Page | 6

JW confirmed that there was ongoing support in place to work through the challenges of raising the quality of provision for the Technical Apprenticeship School. Planning for the new academic year was in progress however there would be further improvement needed to address the consistency of improvements across all areas. Work was being carried out to follow up on mid-point induction responses for some apprentices, particularly those where understanding on Safeguarding, Prevent and British Values was highlighted as an issue.

West London IoT: The meeting was reminded that recent developments included the appointment of a dedicated IoT Project Manager to drive up the outputs and partnerships. Activity continued on drawing together an IoT Strategy as the West London IoT moved into years 3-5 of operation. The IoT Strategic Away Day held in June 2022 had been really positive and a clear plan of action was now being developed. JW confirmed that the DfE had rebased IoT targets for the last two years to reflect the impact of the Covid-19 pandemic but the targets for years 3-5 had not been reduced to reflect the lower baseline. One new strategy would be to look at the 30+ age group who might be looking for reskilling. It was also noted that SLT were keen to invite Microsoft to be a key partner for the IoT – they were already involved with many of the other IoTs around the country. The idea of an internal IoT Steering Group feeding into the local SSCs and the HCUC Governing Body was also considered and would be further developed within the IoT Strategy.

The Partnerships and Projects Report was RECEIVED

8. Higher Education (HE) Report

Higher Education (HE) Update: JO'N presented this report and took questions from the meeting. The meeting took the very detailed report giving them assurance on how HCUC was continuing to meet the Office for Students (OfS) conditions of registration as read. The meeting was pleased to note the high number (47) of local Schools Careers Events attended by HCUC staff to promote the college's HE offering. This closer liaison with local schools was one of the future developments highlighted in recent OfS guidance.

MINUTES

HE Spring Survey: The meeting noted the summary data from the HE Spring term survey. For Harrow Computing (100% satisfaction), Uxbridge Travel & Tourism (94%) and Uxbridge Business (80%) the survey scores were strong and consistent throughout.

- Uxbridge Computing (81%) had slight variation in scores. Students indicated some issues in accessing resources (including IT). The meeting noted that computers in the HE Room within the Hayes Learning Centre had now been improved.
- Uxbridge Engineering (83%) had some variation in scores. Students had indicated some issues accessing resources – specifically laptops that could run specialist software. In response to this UC Engineering students would now be given a further induction to the IT facilities available to them on the 2nd Floor of W Block, including high specification laptops which had the required software installed.
- Uxbridge Construction (12.5%) consistently low scores throughout. JO'N reminded the meeting that these courses were under “special measures” including addressing unit selection and staffing issues.

Data Reporting on Compliance with OfS Conditions of Registration: A summary of the very detailed ongoing HE reporting to Governors was noted by the meeting; JO'N highlighted the good retention and strong predicted achievement but flagged the poor legacy data on retention from several years ago (governors were reminded that Office for Students looked back five years for data returns). Governors noted that actions had been identified in the 2023-2026 HE Strategic Plan for HCUC which would ensure that the College would continue to meet conditions of registration as outlined in the report.

HE Developments 2022/23: The meeting noted the HE developments planned for 2022/23. In Engineering five new Higher Nationals had now been approved, with no changes required by Pearson. These courses would enable HCUC learners direct progression to Level 6 at Brunel University and would cover various pathways including Electrical/ Electronic Engineering and Computer Systems Design. DMcT reminded Governors that these had been developed in partnership with Brunel and in line with the forthcoming (Higher Technical Qualification (HTQ) approval process – e.g including input from employers - built into the design. Dialogue was ongoing with Brunel regarding developments related to progression to Level 6 for Mechanical HND students. The meeting was reminded that these courses would be a key feature of the West London IoT provision.

The HE Report was NOTED.

The Academic Report was RECEIVED.

9. **Proposed merger with RuTC**

The CEO gave the meeting a verbal update on the current work being pursued by the Merger Joint Steering Group after their last meeting on 27 June 2022. The JSG was still monitoring progress against the Gateways to Merger which would need to be ‘unlocked’ in advance of a revised merger date being agreed. DDS highlighted the three ‘red’ risks in relation to the phase 2 capital development which included: rising build costs for the RuTC sports hall and STEM building; the leaseback arrangements with the property developer; and current union action at RuTC in response to a proposed change to lecturer terms and conditions. However, the meeting was pleased to note the recent progress around the planning application which was due to be considered by Richmond Planning Panel mid-July 2022. DDS also confirmed that Workstream activity although slowed was still progressing.

The verbal update was NOTED.

A more fulsome update would be presented to the Corporation meeting on 12 July 2022

MINUTES

ITEMS FOR INFORMATION

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.

10. **HCUC Corporate Goals Summary page**

The CEO (DDS) provided an update on the Uxbridge College's and Harrow College's Corporate Goals YTD 2021/22 achievement. The format of this report now reflected further alignment of common HCUC KPIs that each College was working towards and the detailed commentary prioritised the HCUC joint perspective but with some flexibility to account for the local Harrow or Uxbridge context. The front page now better reflected the emphasis on the '3 Is' within the Ofsted Education and Inspection Framework. The RAG rating system flagged up those items on the front page where progress in relation to a particular KPI or performance area had either faltered, prompting mitigating actions (amber rating), or stalled such that full achievement was now not possible (red rating). Governors were reminded that considerable further detail was provided within the body of the Corporate Goals reports about the amber and red rated items flagged on the cover pages. The meeting was reminded of the positive affirmation around Quality of Education with the Grade 1 for this aspect from Ofsted in February 2022.

The meeting took this report as read but DDS flagged the key issues being closely watched in relation to Finances (Apprenticeships, Higher Education Fees), Apprenticeship success rates, Attendance as well as Work Experience. There was also a very close watch on the IoT provision and T Levels.

The Corporate Goals 2021/22 Update report was NOTED and RECEIVED

11. **In-Year Teaching Learning and Assessment Report**

The meeting took the report as read but noted that 371 lesson observations had taken place across HCUC (118 at Harrow and 254 at Uxbridge); 86% of these were judged as Meets Expected Standard or better. DMcT highlighted that a focus on using external observers to verify the profile would resume for 2022/23.

12. **Qualification Assessment Rate Tables at June 2022**

The detailed report showing in year retention for 2021/22 by College, age, qualification type and level was taken as read.

13. **Safeguarding Update**

Governors were given assurance around this important area from the Assistant Principal Learning Support and Safeguarding (GH). Data had already been noted during agenda item 5 KPI Dashboard.

14. **2021/22 Subject Sector Area (SSA) SAR Tier 2 Quality Improvement Plan**

The meeting noted this RAG rated report which clearly highlighted strengths and areas for improvement.

15. **HCUC English and Maths Report**

The meeting took the detailed English and maths report which gave governors the progress scores calculated for English and maths as calculated using DfE methodology. Governors were given assurance that there was an action plan in place to remedy the diversity gap identified for Black Caribbean students with English and maths.

MINUTES

16. HCUC Student Feedback

The meeting noted the two separate reports from Harrow and Uxbridge College which outlined the Student Council activity that had taken place year-to-date 2021/22. The meeting commended the regular Student Council meetings and the range of activities undertaken throughout the year. The detailed Student Union Budget and details of expenditure during the year was noted.

17. Learner Survey

The meeting took the detailed feedback from the HCUC Student Survey conducted in May 2022 as read. The number of responses had been 2416 across the group and the meeting was pleased to note improvement in the responses compared with 2019/20 (last year survey conducted during Covid). GH highlighted the slightly lower number of responses but reminded the meeting of the burden of Ofsted surveys during spring 2022 which had made some learners reticent to complete any more surveys. The overall 'recommendation rate' was now at 86.54% (compared with 80.7% in 2019/20). GH confirmed that this data had been discussed in detail at the recent SSC meetings and it was now being shared with the Heads of School for inclusion in the year-end 2021/22 Self-Assessment Reports (SARs). The very strong response on the quality of teaching questions was also noted and commended.

18. HCUC Equality Diversity and Inclusion Report

The meeting noted the contents of this report presented by the AP Learning Support and Safeguarding (GH) which contained a detailed record of disciplinary cases at each of the colleges to date in 2021/22. The meeting noted that the disciplinary data had been skewed by three large incidents at UC which had involved a large number of students. However, the five areas which were being monitored on the EDI Action Plan were all RAG rated green or amber (on track for completion/improvement by year-end). The progress to close the achievement gap with Looked After Children was slower but GH highlighted the difficulties in working with transitory asylum seekers who were included in this cohort. The retention statistics of all twelve ethnic groups at HCUC were now within 5% of the average retention figure.

GH highlighted the newly formed HCUC Equality and Diversity Committee which had been set up for 2021/22 and had met three times during the year. The EDI Committee ensured that EDI was effectively scrutinised across HCUC and monitored progress against the detailed action plan to support 'at risk' groups. The meeting noted a number of other activities have been held throughout the year in relation to EDI including:

- Mental Health Tutorial delivered to all students linked to National Mental Health Day
- Black History Month activities covered through Learning Centre and Tutorial activities.
- Caribbean Food event and Nomad art displays
- The launching of the LGBTQ+ group at UC.
- Mosaic ran a LGBT youth club at HC.
- Diwali Art competition
- Healthy college week 29 November 2021 when ten external partners were involved including MIND, Kooth, KISS, Brook, Spectre, and the NHS.
- Health and Staying Safe Fairs.
- Cultural Celebration event – initiated from the Student Council

19. HCUC SEND update

The meeting took the report as read and discussed the ongoing issues with receiving timely funding for Education Health and Care Plan (EHCP) learners from the local authorities; the meeting was reminded that the underlying problem was the way that local authorities were funded for high needs

learners'. The meeting sought confirmation on likely numbers for 2022/23 and it was noted that this was likely to remain standstill on the current year figure of 532 EHCP learners (of which 380 were classified as High Needs); split across the two colleges 50:50. The meeting noted that the Element 2 funding allocation was £3.12m for 520 learners in 2022/23. DDS confirmed that this approach to planning SEND learner numbers was a responsible stance which would give confidence at the local authority. The meeting discussed the challenge of getting progress in English and maths for SEND learners which had been highlighted at the Ofsted Inspection in February 2022. However, DMcT reminded the meeting that HCUC remained ambitious in this area and was not following advice to follow other options for these learners. Anything below the GCSE objective was providing less ambition for learners and was currently not meeting DfE guidance. The meeting agreed that this ongoing tension would remain a sensitive subject within the sector.

Other than the minuted discussions the reports for items 10 to 19 were TAKEN AS READ.

20. Higher Education Draft Strategy 2023-26

The meeting took the Draft of the HE Strategy 2023-26 as read. This would be further refined through 2022/23 within the whole college strategic planning process.

NOTED

21. HCUC Staff Focus Group summary findings

The meeting was reminded that the detailed feedback from Staff Focus Group during 2021/22 had been considered at every meeting of the HCUC Resources Committee. The summary report for 2021/22 would also be considered at the July 2022 Corporation meeting. The summary from the Staff Focus Group for Support Staff held on 19 May via MS Teams with 13 attendees was taken as read. The Chair commended the positive tone of the staff voice and the meeting agreed that any challenge was constructive and the positive feedback on the strength of ongoing communication was staff was particularly pleasing to note. DMcT confirmed that management action had already been taken in response to a number of the suggestions.

NOTED

22. 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 7 June and Harrow SSC on 8 June 2022.

The SSC Minutes were RECEIVED

23. To confirm and agree the dates and times of QCS Committee meetings for 2022/23

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

- Thursday 17 November 2022 at 4.00pm
- Thursday 16 March 2023 at 4.00pm
- Thursday 22 June 2023 at 4.00pm

The planned venue for these meetings was confirmed as the Uxbridge Campus at Park Road but hybrid access would also be available to aid attendance.

NOTED

MINUTES

24. Feedback to Governing Body meeting

The following items were agreed as highlights of the meeting:

- Positive position considering ongoing challenges of Covid pandemic and the impact on learners. Challenges would continue into 2022/23 with the likely impact of further change at Level 3 qualifications and increased 'academic' pressure on learners.
- Strength of KPIs including Retention/ Outcomes and satisfaction feedback from staff and learners.

Page | 11

25. Any other business

• Chair of Committee's last meeting

The CEO highlighted that this would be Mariann Rand-Weaver's (MRW) last meeting as Chair of QCS Committee as she would be leaving the Governing Body at the end of July 2022 after serving two full terms of office. The meeting thanked MRW for her considerable input as Chair of the UC Stakeholder and Scrutiny Committee, Chair of QCS Committee and as the Corporation 'expert' on Higher Education. She would be sorely missed. The Director of Governance (TR) thanked MRW for her help in recruiting two replacements governors from Brunel University who would be joining the HCUC Corporation on 1 August 2022. Everyone at the meeting wished MRW well for the future.

NOTED

There was no other business.

The Chair wished everyone a good summer break and highlighted the final Governing Body meeting of the year on 12 July 2022.

The meeting closed at 5.55pm.

Signed.....

Date.....