

# MINUTES

**Directorate:** Governance

**Minutes of:** Quality Curriculum and Student Committee

**Date:** 24 June 2021      **Time:** 4.00

**Venue:** Remote access via Zoom video conference call

**Present:**

Mariann Rand-Weaver (MRW)	Governor (Chair)
Melissa Bridge (MB)	Staff Governor
Darrell De Souza (DDS)	CEO/ Principal & Governor
Johanna Morgan (JM)	Governor
Amanda Priem (AP)	Governor

**In attendance:**

Neil Brayshaw (NB)	Interim Director – Employment & Skills
Gavin Hughes (GH)	Dir Student Servc & S'guarding ( <i>Items 14 &amp; 19 only</i> )
Dylan McTaggart (DMcT)	Deputy Principal Curriculum & Quality
Judith O'Neill (JO'N)	Dir Vocational and HE ( <i>Items 7 &amp; 8 only</i> )
Tracy Reeve (TR)	Clerk to the Corporation
Jo Withers (JW)	Exec Dir Employer Services & Partnerships

1. **Apologies for absence**

There were no apologies.

**NOTED**

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

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 18 March 2021 remotely on Zoom**

The minutes were approved as presented and would be signed by the Chair; the meeting commended the very comprehensive minutes which clearly reflected the meeting.

4a **Matters arising from the minutes of the meeting, 18 March 2021, not on the agenda**

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

5. **Covid-19: impact and response**

• **Achievement 2020/21**

The meeting was given an update on progress towards the completion of student achievement 2020/21. The meeting noted the enormous task with teaching staff having to produce Teacher Assessed Grades (TAGs) and evidence the full year for A Levels, GCSEs and some vocational qualifications. This had been spread across 26 awarding bodies and 19,000 qualifications. However, circa 50% of HCUC qualifications were not claimed via TAGs and would be assessed in the usual way. The meeting was pleased to note that in-year Retention for 16-18 and 19+ was improved on the two prior years. The meeting noted the early TAG QAR indications for all ages split by awarding body. DMcT confirmed that the College was still awaiting the data on delayed qualifications (these were where the practical assessments had been delayed due to the pandemic). The 16-18 QAR was looking

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positive but it was likely that the more demanding TAGs would show a small decline on the CAGs from the prior year.

The meeting noted the red flag against the AIM qualifications where the QAR had declined compared with the previous two years; QCS Members were assured that the number of qualifications with this awarding body was small. Governors noted that in the general qualifications the high grades were holding well against the prior year and showed improvement on 2018/19 (the last year pre-Covid where 'normal' assessments had been undertaken. The ESOL and Functional Skills results were showing a decline on prior years as expected; DMcT reminded the meeting of the unfair treatment of FS learners who had been required to take formal exams even though they had large breaks in learning during the year due to the pandemic. FS Level 1 learners had big learning gaps and the College would be adding extra tuition during the summer to try and remedy this. Governors were assured that the College was doing everything possible to secure achievement; SLT were mindful of the ongoing negative impact on learners who might have their progressions routes limited by poor FS results.

DDS highlighted the need for the SLT to think about Ofsted and how they would consider pre-pandemic data. It was likely that Ofsted would be more focussed on the 'here and now' and HCUC would be less able to rely on the excellent historical data. The SLT would need to think about a strategy for any inspection.

The Chair commended the clear data and suggested that DMcT was being too harsh classifying areas as 'red' where performance was within 1% of the prior year. ***DDS suggested that the red arrows should be changed to amber where performance was within 1-2% of the prior year; this would then be presented at the All Staff end of year Zoom meeting on 8 July 2021.*** MRW asserted that the data was looking good on retention and likely outcomes. She highlighted the WBL data which was flagged as amber but was showing an increase of 3% compared with the prior year. This was positive considering the challenges of the pandemic during 2020/21. It was especially positive to see the increase in retention across all groups; the ongoing challenge on securing achievement for all was noted.

The meeting noted the pre-summer activity that would take place in relation to signing off the 2020/21 academic year, getting ready for 2021/22 delivery, and commencing enrolment 2021/22. DMcT highlighted the work that would be undertaken to move all of the college away from the Zoom and Google Classroom platforms onto MS Teams. This offered enhanced functionality and was a better option for IT security.

The meeting noted the following aspects of performance 2020/21:

YTD performance against target for attendance 2020/21

- FT attendance was at 85%.

Retention YTD was high

- Retention across both ages was well above national average (NA) – 95.4% 16-18 (+0.4% on prior year) and 96.9% for 19+ (+0.5% above 2019/20).
- HE retention was holding at 93% which was a 3% improvement on the prior year.

Teaching Learning and Assessment

- There had been 241 lesson observations (LO) with 92% at Exceeds or Meets expectations (against a College target of 86%). However, the meeting noted that these had not been externally validated due to the Covid-lockdown and a temporary revision to the LO protocol. SLT believed that the grade was slightly inflated and a more accurate figure would be c.86%.

Work Experience

The meeting was pleased to note the increase in this figure which was now predicted to end the year with an achievement within the range 56-70%. This figure included work through the Capacity Development Fund and some virtual work experience. DMcT confirmed that staff had pushed on through the Covid lockdown and maintained their relationships with employers. It was noted that some of the virtual work experience placements would not count on the formal Individualised

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Learning Record (ILR) for funding purposes but there were of value to learners and employers so HCUC was still actively pursuing these opportunities.

- **Enrolment 2021/22**

Student interviews had now been completed and internal progression would be confirmed with learners during the next week. There would be additional content sent to new and progressing learners during June and July to 'keep them warm' and engaged with HCUC. Enrolment for 2021/22 would start earlier due to the revised timetable for A level and GCSE results, 10<sup>th</sup> and 12 August respectively. Staffing and leave opportunities had been revised to accommodate this change of the usual timetable. The meeting was pleased to note that both colleges were performing well for applications and offers.

- **Plans for September 2020 delivery**

DMcT highlighted that a key focus for September would be on assessing any gaps in learning with enrolled learners. This would be key to allow the College to target the additional resources which could be provided from the Tuition Fund money through small group catch-up work.

- **Partnerships and Project Update**

The report from the Exec Director Partnerships (JW) gave the meeting an update on employer engagement and partnership activities for HCUC for the summer term 2021. The meeting took the majority of this report as read with questions from Governors. The meeting was pleased to note that although there was a continued negative impact from COVID, opportunities were now coming through in the shape of funding opportunities and employers activity with reference to assessment and evaluation of their workforce development. The College was seeing a slight shift in movement post Covid with an increase in adult learners and employers being keener to benefit from the apprenticeship incentives. JW highlighted the increased activity with HCUC working with employers to co-develop and design modules within study programmes. This was opening up relationships with new and existing employers. The meeting commended this move as employer focussed modules would aid progression and employability. The meeting was reminded that a specific report on Work Based Learning would be considered at agenda item 9. An updated Partnership Report would also be presented to the Governing Body on 6 July 2021.

West London IoT: JC confirmed that the key risks continued to be in relation to learner numbers and employer engagement. Management were currently devising an Action Plan at the request of the DfE to look at KPIs moving forward. DfE had now confirmed that there would be no rebasing of profiles – as previously mooted – until they had seen IoT Action Plans. The interim SLT lead, Neil Brayshaw, assured the meeting that he was working to take this Action Plan forward including working with other Colleges to secure learner numbers. However, the lack of any national marketing around the IoTs continued to have an impact on recruitment as well as the ongoing lag in numbers caused by the Covid-19 lockdown. The pandemic had also made it impossible for the IoT Team to get into schools, UTCs and other FE colleges. NB informed the meeting that to date the challenges to existing KPI targets had 'fallen on deaf ears' with the DfE. The meeting was reminded that all 12 of the IoTs were at different stages of development – several were not yet open - but they were likely to face similar challenges. There was no data available in the public domain for the other 11 IoTs but anecdotal evidence was that they were all in the same position as West London IoT. There was likely to be collective lobbying if the IoTs were forced to stick to the original targets. Governors were assured that this matter had been discussed at the IoT Board Meeting on 23 June. DDS confirmed that he believed the DfE were taking a phased approach starting with data gathering to assess the scale of the problem. This would then be followed by separate DfE account manager meetings with the IoTs.

JW highlighted the new Appendix to this report which provided additional detail for the QCS Committee members on all existing and potential projects. **The Chair asked for future copies of**

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***this Appendix to be clearer on which projects had actually been applied for.*** The meeting noted the success of the recent bid under the GLA Good Work for All initiative. This two-year project in the Health Sector would have a summit launch in August 2021 where HCUC would work with the West London Alliance and the NHS to kick the project off for a September 2021 start. JW informed the meeting that the collaborative bid to deliver the Green Pathway which Ealing Hammersmith and West London College was leading on had not been successful; this was disappointing.

The meeting commended the College for its ongoing proactive work and the wide range of engagement with employer partners and other FE providers.

***The Partnerships and Projects Report was RECEIVED***

## 6. 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 2020/21 split by Student Progress, TL&A, and Student Experience. The meeting noted that this dashboard had also been presented at each of the Stakeholder and Scrutiny Committees (SSCs).

Much of this dashboard had been considered earlier in the meeting but the following additional points were noted:

### Work-based Learning

- The predicted outcome range was now 70.2% to 78.7%.

### Complaints 2020/21

- A detailed complaints report had been presented at HC & UC SSCs.
- There had been 29 formal complaints in total to date at HCUC, 10 had been upheld.
- The meeting was assured that complaints were being dealt with in a timely manner.
- No complaints had resulted in legal action but two complaints at UC were deemed as high risk.

### Disciplinaryies

- The meeting was pleased to note that the number of disciplinaryies (91) was significantly below the YTD figure 2019/20 (149) and that exclusions (19) were also below the prior year (27). The meeting agreed that this had been partly affected by the college closure and learners being offsite for large blocks of the year.

### Learner satisfaction 2020/21

- Governors were reminded that a positive set of learner survey results were reported during the mid-year survey which had been undertaken remotely during lockdown. This had indicated that 80% of learners were satisfied with the College.

***The KPI Dashboard 2020/21 was NOTED and RECEIVED***

## 7. Higher Education (HE) Report

### • HE Key Performance Indicators

The meeting noted the detailed HE Report which contained details of OfS compliance requirements as well as in-year performance data for all aspects of HCUC HE provision including the summary detail for Access provision. JO'N highlighted the following:

- The College's HE Access and Participation Statement would be overhauled for 2022/23. JO'N confirmed that she had discussed the revisions with the Chair of QCS (MRW) to make use of her expertise in this area. Current thinking was that the HCUC A&P Statement needed to be more data driven with targets and milestones specified over a longer time period. For 2020/21 there had been a focus on women in STEM and Black HE students at HCUC.
- Student feedback from HE student survey and unit reviews was largely positive. The two most commended strengths were 'supportive helpful teachers' and 'the range of topics studied'. There had been no formal HE complaints received to date in 2020/21. JO'N highlighted that

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HE learners had been pleased with the return to onsite study. Although a blended model might be considered in the future this would need to be borne in mind. The meeting was pleased to note this high satisfaction of HE learners.

- HE outcomes for 2020/21 were predicted to be strong and the college was in the middle of the HE assessment boards. Learners were awaiting their UTAGs but there were a lot of distinctions awarded.
- HCUC continued to be fully compliant in relation to Consumer Protection Law.
- A review to ensure that HCUC processes met the OfS expectations with regards to addressing harassment and sexual misconduct was underway. Additional assurance would be brought to the next meeting of QCS on how HCUC was meeting OfS requirements.
- The HE Team was working to ensure that all aspects of HE provision at Richmond Upon Thames College was understood prior to merger. The HE provision at RuTC was relatively small with circa 20 learners and a lot of non-recognised HE. This had been an immediate priority relating to Condition C but would now be less urgent since there would now be a delay to the merger date. The meeting was assured that the Director Vocational and HE was meeting with the Vice Principal at RuTC to develop a full understanding of their HE provision. Any actions needed particularly relating to Condition C would be identified. The Chair sought, and was given, assurance that the HCUC matrix of Governors assurance and compliance would be applied to the RuTC HE provision after merger.
- Applications for some HE courses delivered within the IoT were low (computing and construction). There might need to be an adjustment to the curriculum plan for the affected courses; a review was underway with the College Finance Team. The meeting was reminded that an Action Plan was being produced to address IoT numbers for the DfE.

The meeting commended the ongoing success of the small HE provision at Harrow College; the IT Team were very strong. Numbers were good on the provision; progression was a strength and outcomes were very positive. DMCT highlighted how positive this fact was after the Governing Body approved the decision to continue with the HE provision at Harrow College two years ago.

The CEO informed the meeting that at the recent Audit Committee the risk of HCUC losing its Highly Trusted Status had been elevated on the College Risk Register. The Chair (MRW) confirmed that if that were to happen it would be a 'Reportable Event' under OfS rules. ***It was agreed that this should be included in the HE Report to QCS. JO'N to include this in the governance matrix under management and governance.***

The Chair sought the Exec's opinion on whether the potential change to post-qualification applications for HE (i.e. the UCAS process starting after results were known) would have an impact on HE at HCUC. JO'N confirmed that the College had not looked at this in any detail but would revisit it after the outcome of the consultation was known. DDS sought guidance on where early communications around any changes would come from and this was noted as via the OfS schedule and timeline.

- **HE Governors' Reporting spreadsheet: Progress against OfS Conditions**

This meeting noted an in-year summary of progress against the Office for Students (OfS) conditions of registration. DDS thanked the Chair (MRW) for her input to the structure of this document which provided a high level of assurance for management and the governors. The meeting took the detailed reporting spreadsheet as read

- **HE Developments 2021/22**

The meeting was informed that the following new HE courses were planned for 2021/22:

- ENGTI - Civil Engineering (IOT) HND and clarification of the CBE pathways for HNC (Construction and the Built Environment and Construction.)

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- ENGME – General Engineering HND (IOT)
- CIT – Cyber Security HND (IOT)
- CIT – Games Development – replacing the existing programme to better attract Games Development students.

The meeting noted that applications to HE courses for 2021/22 were being closely monitored by SLT. Areas progressing well included Engineering (Mechanical and Electrical as well as Electronic), Business, and Travel and Tourism. The Computing and Construction pathways were more of a cause for concern.

JO'N also confirmed that the significant work to enable progression directly to Brunel University Level 6 qualifications had continued:

- Additional unit delivery to support current and 2021/22 HND Electrical Electronics students progression to a BEng in Electronic Engineering (IET accredited).
- Development work in partnership with both Brunel and Pearson to redevelop the Electrical and Electronics HNC and HND to enable progression to BEng in Electrical Electronic Engineering (IET accredited) in 2023/24 continued. The Pearson Product Council gave the approval for the development in May 2021 and the units and costings were being finalised.

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

## 8. T Level and curriculum project update

The meeting discussed a report which outlined progress with T Levels, the second tranche of the Capacity Development Fund (CDF), TRIPS and the Transition Programme. The meeting noted the difficulty around securing the required significant work placements for Digital and Lab Technician 2020/21 during the Covid-19 pandemic. JO'N provided an update on T Levels and associated activity and reminded the meeting that these were Government priorities.

The QCS Committee was pleased to note the following summary of progress in this area of work:

- All T Levels students enrolled at HCUC for 2020/21 had been retained to date. The assessment process with Teacher Assessed Grades (TAG) had now been completed for both Early Years and Digital cohorts.
- Planning was underway for both the second year of existing T levels and those new for 2021/22 (Digital at Harrow and Science also at Harrow).
- All students on the current Transition Programmes were expected to progress internally, including to the respective T Levels.
- Students undertaking both Standard Industry Placements (SIPs) and Work Experience (WEx) had completed some remote placement activity (for W/Ex this could be recorded as placements.) This had been underpinned with a wide range of employability related activity – including remote visits by employers via Zoom. Some on site placements have taken place with more planned for the remainder of the summer term.

Challenges still existed around:

- SIPs for Digital and Lab Technician students.
- Recruitment of students to the Lab Technician course at Harrow, numbers were currently very low (currently 1 applicant).
- Ensuring that T Levels were the correct choice to meet learners' aspirations.
- Achieving Grade 4 GCSE in English and maths remained the main factor limiting progression to T Levels from the respective Transition Programmes.

The next steps for HCUC to meet these challenges would include:

- Deployment of CDF resources to prioritise these areas.
- Targeted marketing activity.

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- Further targeted support with English and maths for Transition Programmes.

The meeting was also informed that the College had just recruited a digital marketing apprentice to work with the Team who would be undertaking a programme at Richmond Upon Thames College. The Chair sought the approach to running courses with very low numbers – e.g. the lab technician course. JO confirmed that although the College could not run this provision with only one learner there had been a management decision post-Covid to improve traction in the market by running some courses with low numbers. The cut-off point would be for them to reach break-even rather than the usual requirement for them to make a contribution. This would be considered in portfolio meetings with Heads of School moving forward. DM confirmed that Marketing would be looking at whether there was any specific courses or transition areas that they could focus on to improve applications for the Lab Tech course. JO confirmed that the Science Team at Harrow College had also worked hard to drum up support; they had gone into science groups and attended various Open Days. The meeting also noted that the Lab Tech course would also be a hard area to get SIPs for as the DfE had decided that Colleges could not use school science labs for placements. Governors were assured that if any course was withdrawn last minute the College would be mindful of its duty to offer learners an alternative programme. **DDS suggested that the Science Team at Harrow should talk to Director Alasdair Mullins at Uxbridge College who had investigated targeted markets for these specialist courses.** JW confirmed that UC had started a lab tech apprenticeship a few years ago but it did not work as employers were concerned about having 16/17 year olds in their lab for work placement. The meeting agreed that this attitude did not sit well with the aim for employers to design T level provisions.

Governors (AP) sought clarity on whether the plan to deliver Construction T levels in 2020/21 had been adversely impacted by the Covid pandemic. JO'N confirmed that the College had not opted to engage with Construction T levels in their first iteration as there was a concern that it would conflict with the HCUC Apprenticeship provision in this curriculum area. JO'N highlighted that HCUC would have to be sure that the curriculum team were in a strong position to develop a construction T Level. There would also have to be some confidence in whether the associated SIPs would be attainable in this area. DDS confirmed that HCUC initially pitched for IT/ Digital, Early Years and Construction T Levels. However, the Construction T Level changed before launch to have only one strand – project management/ surveying – where HCUC did not have its strengths. Moving forward the meeting agreed that there might be the opportunity to look at the professional end of construction. JO'N agreed that the construction staffing team was now in a better place and SLT might look at this T Level for 2022/23 to see whether the T Level would be a better option than the BTEC. Governors supported this sensible considered view of curriculum development especially in light of the ongoing difficulty in securing the necessary placements

***The T Level/ CDF2/Transition Programme update report was NOTED***

#### 9. **Spotlight on HCUC Work Base Learning (WBL) progress Year-to-Date**

Jo Withers presented the paper with support from Neil Brayshaw. The meeting noted the Executive Summary to the report which outlined the action plan for improvement in 2021/22 following on from the current year.

***Apprenticeships:*** The meeting noted that recruitment remained a challenge with 53% of profile achieved for 2020/21. Recruitment for 2021/22 had started well and was already at 65% of profile. The meeting also noted that the minimum predicted achievement for 2020/21 was now at 70.4% which was an improvement of 7% on the previous year and was 6% above the national average (NA). Actions to be implemented in 2021/22 included a wide range of employer engagement activities including promotion of increased incentives. Staff had continued to work really hard during the pandemic to support learners to achieve. The College would also look to raise the profile of apprenticeships as a valuable progression route to full time study programme students. JW

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confirmed that as the country emerged from the Covid pandemic this was encouraging employers to make better use of their apprenticeship levy. Positive shoots of recovery could be seen, especially with regard to Engineering where HCUC was looking at establishing a second group of WBL learners. NB also confirmed that there was more work coming from the large employers; the Business Development Consultants had maintained contact with key employers during the last year and this was now bearing fruit.

Governors were assured that as the two Colleges were moving out of the shadow of the Covid-19 restrictions there would be a renewed focus on quality through the newly established Apprenticeship School at HCUC. The College was continuing to raise quality and was working to secure high outcomes for future years with a focus on the priority areas. There would be a focus on recruiting high quality specialist staff with strong technical skills as well as continuing to raise staff expectations. The ongoing focus would be on training to ensure that staff fully understood the importance of systems and quality processes around WBL. DMcT highlighted that although the new Apprenticeship School was still bedding in, SLT were thinking of establishing a second Apprenticeship School (TAS). This would look very different from the first and would have far fewer legacy quality issues. DMcT assured the meeting that management were addressing any ongoing quality issues within WBL head on through the structure of the Apprenticeship School (TAS). NB concurred that this new structure for delivery would ensure that the College got the delivery and quality mechanisms as good as they could be. This was crucial as WBL was a significant growth area for HCUC and tied in closely with the Local Skills Improvement Plan and the IoT performance. Governors were assured that any lessons learnt from TAS would have a positive impact on commercial opportunities for the second school.

DDS informed the meeting that this area of work had just been subject to a standing performance review. There was a key focus on ensuring the accuracy of the Minimum Level of Performance (MLP) data; this had dropped suddenly at the year-end during the prior year. JW confirmed that she was finessing detail with the known learners to make sure that there was no issue with the MLP although to some extent this was outside College control due to ongoing issues with securing End Point Assessments. The meeting was reminded that the MLP was for no more than 40% of the cohort to be below 62% achievement and it was confirmed that HCUC was not in danger of breaching this threshold on the current data. DMcT reminded the meeting that HCUC had moved into 100% of apprenticeship starts being on Standards, these were tough qualifications for learners to achieve. He highlighted that retention could always be at threat where an Engineering Standard took 3 to 4 years to complete. JW confirmed that securing good retention on these long apprenticeship standards was a focus for the staff teams within the ongoing drive to high quality provision for all. The detailed information on achievement, recruitment and pipeline was taken as read.

Employability: The meeting noted that 319 learners had enrolled this year which was a significant increase on 2019/20. Blended and remote learning delivery models had started well. The College was now involved in two Sector Based Work Academy Programmes (SWAPs) – with Align and Graze and a third was planned with Marriott Heathrow. The meeting noted that action planned for 2021/22 was to expand engagement with employers to ensure a curriculum plan was in place to meet local needs and to increase HCUC's involvement in SWAPs. There would also be an aim to increase the number of blended and remote learning courses to create flexible learning approaches. The team would also be tasked with implementing the key actions from the recent strategic review of the provision. JW confirmed that she was thrilled with the strong activity in this area of work and how well it had taken off; it made learning accessible and produced positive outcomes for learners. The meeting noted the success of the work to co-design delivery with employers e.g. with Align (HS2) and Braze. The meeting was informed that employer designed delivery was now being prepared with Marriott Heathrow and Wilmott Dixon. This work would remain a focus but Governors were assured that the SLT now felt they were achieving some traction in this market.

## **NOTED**



## 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. Proposed merger with Richmond Upon Thames College (RuTC)

The meeting received a short verbal update from the CEO on this item as it had been discussed in detail at the Extraordinary Corporation meeting held on 23 June 2021. The Merger Workstreams were producing really good work including looking at all aspects of curriculum and quality. Staff at each of the colleges were now working closely together. There had also been a useful Senior Staff planning session at Denham Grove on 2 July with both colleges represented. The joint Student Conference had also been very positive and gave a good focus for the post-merger college Strategic Plan. However, due to the issues in relation to the campus development and planning application at RuTC this merger would now not be finalised to meet the target date of 31 July 2021. DDS reminded the meeting that an All Staff announcement at both HRUC and RuTC would be issued on Friday 25 June after the Corporation of RuTC had met on 24 June 2021.

### NOTED

#### 11. HCUC Corporate Goals Summary page

The CEO (DDS) provided an update on the Uxbridge College's and Harrow College's Corporate Goals year-to-date achievement and highlighted the Covid-19 pandemic and the impact on the Corporate Goals. The meeting took the individual College summaries as read and considered the HCUC dashboard summary of progress against the Corporate Goals 2020/21. 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. DDS highlighted that the non-agency income box had been amended from green to amber on the Uxbridge College front sheet and this should also be shaded as amber on the combined cover sheet. The IoT was also flagged as amber as recruitment had been badly impacted by Covid. DDS informed the meeting that discussions were underway with DfE to reprofile IoT targets for the current year and for 2021/22.

DDS highlighted the following aspects relevant to the QCS Committee:

- The Quality of Education assessments had reflected the reliance on remote learning delivery as a result of Covid-19 where quality was gauged mainly by learner survey. However, a significant number of formal graded observations had still been possible and were conducted when classes were run onsite. However, DDS highlighted that the current profile (93% at meets or exceeds) was considered to be a little inflated when compared with previous profiles that had included external verification, as discussed earlier in the meeting.
- The likelihood of an Ofsted Inspection in the autumn term 2021 had been raised as a result of more recent Ofsted notifications and so the College was now on a higher alert. Due to the impact of the pandemic it was understood that safeguarding and support for learners would understandably feature strongly, along with delivery and evidence to manage gaps resulting from 'lost learning'.
- The Learner outcomes section had been updated where relevant, but the meeting noted that due to alternative assessment arrangements, there was no published national data for 2019/20

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to compare HCUC data against. As discussed earlier in the meeting Apprenticeship achievement was projected to improve compared with the prior year.

***The Corporate Goals 2020/21 Update report was NOTED and RECEIVED***

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

*Report taken as read*

13. **Qualification Assessment Rate Tables at March 2021**

*Report taken as read*

14. **Safeguarding Arrangements (including mental Health and Covid safety)**

Governors were given assurance around this important area from the Director Send and Safeguarding (GH). The safeguarding teams at Harrow and Uxbridge continued to support learners throughout the January to March lockdown and had continued to do so since colleges returned to onsite learning. The college had seen an increase in student mental health issues and in domestic violence cases in this time. GH informed the meeting that Staff had attended training on Domestic Violence and webinars had been delivered to students to increase awareness.

QCS Committee members were assured that the safeguarding teams had supported learners 1-1 remotely and in-person since return, prioritising 'at risk' learners. They also shared general wellbeing materials via the College App and VLE with links to relevant materials and support agencies as well as internal support mechanisms. Learners also had access to dedicated email addresses for students to contact appropriate staff. The College had also delivered tutorial sessions focused specifically on Mental Health Awareness, coinciding with Children's Mental Health Week and a healthy college week in May. Current numbers on the HCUC Safeguarding register were noted as:

- *Safeguarding Serious Cases 72*
- *Looked After Children 373*
- *Care leavers 79*
- *Mental Health Support 329*
- *EHCP students, 484*

*Mental Health:*

GH highlighted the increase in mental health issues since learners had returned to campus after the Covid-19 lockdown. There were currently 233 learners on HCUC's Mental Health Register with 25 students receiving weekly one-to-one support by the Mental Health Student Support Officer. GH confirmed that the two college safeguarding leads continued to meet regularly to discuss best practice, new initiatives and key activity on how to promote mental health awareness and to ensure that students were given the support required to minimise any impact of poor mental health. Governors were informed that the next stage would be for both colleges to complete the newly created AoC College Mental Health Self-Evaluation Tool (May 2021). This had been created in conjunction with the Charlie Waller Partnership and would allow SLT and staff to record, rate and improve the whole college approach to mental health and wellbeing and update the College strategy moving forward. HCUC was also about to embark on some joint work with RuTC looking at specific risk groups.

15. **2020/21 Subject Sector Area (SSA) SAR Tier 2 Quality Improvement Plan**

The meeting commended the level of detail provided in this report for Governors' assurance.  
*Report taken as read*

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## 16. **HCUC English and Maths Report**

*Report taken as read*

## 17. **HCUC Student Feedback**

*Report taken as read*

## 18. **Learner Survey**

*Report taken as read*

## 19. **HCUC Equality Diversity and Inclusion Report**

The meeting noted the contents of this report presented by the Director of Student Services and Safeguarding (GH) which contained a detailed record of disciplinary cases at each of the colleges to date in 2020/21. The meeting noted that although the overall level of disciplinaries had been reduced across HCUC, Black African and Black Caribbean students were still overrepresented in disciplinaries and exclusions. The meeting was reminded of the Black Caribbean students support project which had put 17 mentors in place across HCUC for the 231 students that required mentoring. Black Caribbean students were noted as the lowest performing group across both colleges. However, the meeting was pleased to note the positive impact of the mentors as retention in this group was now only 1% lower than the All College level. Governors challenged the SLT on what was being done for the 274 Black Caribbean students that were not being mentored. GH informed the meeting that these other learners were performing well and the support had been targeted where it was needed most.

Governors (JM) highlighted the additional funding that local authorities received for Looked After Children (LAC) which had just been extended to include all young people with a social worker. She sought confirmation on whether there was any similar funding for colleges. GH confirmed that funding had become available under the Catch-Up Fund to deal with gaps in learning due to the pandemic and college closures. HCUC was using small group funding and had targeted LAC in the ESOL department by provided mentoring, more 'fun' learning activities and English support. Other than that there was no specific additional funding. GH also highlighted the summer school that HCUC would be running during the summer to stop these learners from disengaging. Lockdown had been awful for LAC learners and online learning was often much harder when students had English as a second language. The meeting was reminded that the College had provided space on campus for these disadvantaged learners to come on site all through college closure during lockdown.

**NOTED**

## 20. **HCUC SEND update**

The meeting discussed the ongoing issues with HCUC still chasing funding for EHCP learners from the local authorities. The underlying problem was the way that local authorities were funded for high needs learners'

**NOTED**

## 21. **HCUC Staff Focus Group summary findings**

The meeting was reminded that the detailed feedback from Staff Focus Group during 2020/21 had been considered at every meeting of the HCUC Resources Committee. The summary report for 2020/21 would also be considered at the July 2021 Corporation meeting. The meeting noted the summary from the Focus Group for Support Staff held on 5 May via MS Teams. The Chair commended the positive tone of the staff voice and how proud staff sounded of what had been achieved during the last year during the ongoing pandemic.

# MINUTES



Governors agreed that any challenge was constructive and the positive feedback on the strength of ongoing communication was particularly pleasing to note. DMcT confirmed that management action had already been taken in response to a number of the suggestions e.g. the request for additional external trainers to deliver sessions for support staff at the Whole College Training Days (WCTD). An additional course in relation to Ofsted had already been offered to HCUC support staff.

**NOTED**

## 22. A focus on preparations for an Ofsted inspection year

The meeting commended the initial Ofsted briefing provided for HCUC Governors and NEAs which contained a summary of the following:

- Leadership and Management highlights under the Education inspection Framework (EIF) headings
- Bite-sized HCUC Self-Assessment Report 2019/20 with Areas for Improvement clearly highlighted
- Corporate Goals Progress Summary 2019/20
- An outline of some example questions asked by Ofsted to Governors with some possible answers.

The Chair of QCS sought, and was given, confirmation that Ofsted inspection was now unlikely before the summer break. However, DMcT confirmed that the College needed to be ready for an early view in autumn as it was believed that HCUC was now firmly on the Ofsted radar. The delay to the merger date would only hasten any impending inspection. It was confirmed that Ofsted could come into HCUC as soon as teaching started in 2021/22.

***It was AGREED that a training session for Governors should be held early in the autumn term to help them to be Ofsted-ready.*** **[ACTION: TR/DMcT]**

## 23. 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 8 June and Harrow SSC on 9 June 2021.

***The SSC Minutes were RECEIVED***

## 24. To confirm and agree the dates and times of QCS Committee meetings for 2021/22

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

- Thursday 25<sup>th</sup> November 2021 at 4.00pm
- Thursday 17<sup>th</sup> March 2022 at 4.00pm
- Thursday 23<sup>rd</sup> June 2022 at 4.00pm

The planned venue for these meetings was confirmed as the Uxbridge Campus at Park Road but considering the coronavirus pandemic it was agreed that the November meeting would move to remote access only via Zoom if necessary.

**NOTED**

## 25. Feedback to Governing Body meeting

The following items were agreed as highlights of the meeting:

- Positive position considering Covid. Staff across HCUC had done amazing things to have achieved such good results during the chaos of covid and assessment changes.
- Strength of KPIs including Retention/ Outcomes/ Work Experience and satisfaction feedback from staff and learners.

## MINUTES



***It was AGREED that the Clerk to the Corporation (TR) should draft a formal statement to summarise the above for feedback to the Governing Body.*** Later agreed as:

*The QCS Committee commended the SLT and all HCUC staff for everything that they had achieved during the last year. This had been an unprecedented year for FE Colleges with the pandemic and all the associated changes to learner assessment. The College had managed all of the new protocols with its usual focus on excellence and this had enabled retention, outcomes and feedback from staff and learners on their satisfaction to all be maintained at a very high level.*

**26. Any other business**

There was no other business.

The Chair wished everyone a good summer break and highlighted the final Governing Body meeting of the year on 6 July 2021.

The meeting closed at 5.55pm.

Signed.....

Date.....