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HCUC

Directorate:	**Governance**
Minutes of:	**Quality Curriculum and Student Committee**
Date:	**25 June 2020** **Time: 4.00**
Venue:	**Remote access via Zoom video conference call**

Present:	Mariann Rand-Weaver (MRW)	Governor (Chair)
	Melissa Bridge (LK)	Staff Governor
	Darrell De Souza (DDS)	CEO/ Principal & Governor
	Johanna Morgan (JM)	Governor
	Amanda Priem (AP)	Governor
Apologies:	Paul Walker (PW)	Governor
In attendance:	Pat Carvalho (PC)	Deputy CEO/ Principal
	Dylan McTaggart (DMcT)	Deputy Principal Curriculum & Quality
	Tracy Reeve (TR)	Clerk to the Corporation
	Andy Miller (AM)	Exec Director Corporate Services *(Item 6 only)*
	Jo Withers (JW)	Exec Dir Employer Services & Partnerships

1. **Apologies for absence**
   Apologies had been received from Paul Walker.
   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 19 March 2020 at Uxbridge College**
   The minutes were approved as presented and would be signed by the Chair; the meeting commended the thorough record of the meeting in the minutes.

5. **Matters arising from the minutes of the meeting, 19 March 2020, not on the agenda**
   There were no matters arising that were not already on the agenda.

6. **Covid-19 Curriculum Related Activity**
   - *Achievement 2019/20*
   The meeting was given an update on progress towards the completion of student achievement 2019/20. The college centre-calculated grades (ALs, GCSEs, FS, most vocational qualifications) had now been completed and submitted. All A-Level & GCSE calculated grades had also been moderated and 'ranked'. The meeting noted that 82% of 18,900 qualification results had now been submitted. Amended & delayed assessments i.e. practical sessions - were now underway as previously discussed. QCS noted the photographs of learners accessing campus for practical assessments and DMcT highlighted the considerable work through multi-disciplinary meetings including curriculum, HR, H&S, estates, exams and timetables to ensure a safe environment for staff and students. The

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meeting took the very detailed table showing numbers of students accessing individual campuses by curriculum area as read. DMcT highlighted the clear communication that had taken place with learners and their parents to give them assurances around the on-campus precautions. DDS informed the meeting that a team from the DfE had been on site the previous day to film the College operations during the lockdown and how the assessments in Hair and Beauty and Performing Arts were being managed. This was for a DfE 'good practice' video to demonstrate how learners could be brought onto site in a safe way; the video would also include a primary school and a secondary school setting. The additional impact on Apprenticeships was discussed in some detail as they were being impacted by Covid-related redundancies or furlough. The meeting noted the detailed emerging Qualification Achievement Rate (QAR) data for 2019/20 by level and awarding body; the prior year figures were included for comparison purposes. This data also included High Grades predictions and prior year comparisons. Governors were reminded that the calculated grades were subject to Awarding Body moderation, but DMcT asserted the care and diligence that had been taken by staff to ensure that the centre-calculated grades were fair and fully justifiable. The meeting was also reminded that QAR data would not be published for 2019/20 due to the impact of the pandemic on the usual exam system. Additional information would be brought to the Corporation in September 2020 when the final results were known. The meeting discussed the likelihood of any centre-assessed grades being changed and were assured that all submitted grades had been subject to a rigorous 3-tier system of approval. Grades were calculated by course team leaders and then agreed at review with Heads of School, Directors and then the relevant College Principal. However, DMcT cited previous evidence of awarding bodies acting in an unexpected way so the College should prepare itself. ***Governors asked that they be informed of any evidence of centre-assessed grades being changed as soon as results were confirmed in August 2020.*** The meeting discussed the numerous examples of sector lobbying via MPs and other lobby groups to try and ensure that non individual FE learners would be disadvantaged by the assessment system for 2019/20.

- ***Plans for September 2020 delivery***

DMcT assured the meeting that all current Government directives were being monitored and followed; social distancing and enhanced personal hygiene continued to be the two main components of a safe working/ learning environment. The Exec Director Corporate Services (AM) joined the meeting to provide additional assurances and answer any questions from Governors. AM confirmed that general Health and Safety (H&S) Risk Assessments had been completed for each campus and across HCUC; additional individual Risk Assessments were also being conducted for all subject areas. PPE would not be the primary safety measure but might be used to enhance protection in certain circumstances. If PPE was not explicitly required in the Risk Assessment; staff and students would be free to wear PPE at their own discretion. Work was ongoing to install direction of travel signage, hand sanitisers, distancing signs and physical barriers/screens across the campuses. However, some work might be altered if social distancing rules were changed, this was expected by SLT and had been planned for. Governors were assured that the cleaning regime had been altered and increased but would need further testing when greater numbers were attending College. HR had now surveyed all staff and ascertained their vulnerabilities where appropriate; any staff in the vulnerable categories might be subject to alterations in Government policy. College management were in close dialogue with the unions; the HR Director was meeting union representatives on a weekly basis with input from H&S and Estates staff. DDS confirmed that the union response to date had been positive and helpful. The Chair thanked management for the comprehensive update and asked whether there had been any feedback from learners; the student survey during lockdown had sought learner views. The meeting noted that the feedback had been that learners missed the interaction with other students in College and some were feeling personally isolated. Students found online learning hard on an ongoing basis and missed classroom delivery. However, management were confident that the level of support provided during lockdown for students and staff was as fulsome as possible.

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DMcT outlined the current thinking around the possible delivery model for teaching and learning in September 2020. The College had considered six possible TL&A models, but these had been distilled down into three preferred models of delivery:

1. **All 'together':** 1/3 students onsite each day with 2/3 in the same class via e.g. Google Meet/ Microsoft Teams

    OR

2. **Team teaching: class split**. Teacher 1 teaching 1/3 class onsite while teacher 2 delivers to the other 2/3 offsite.
3. **Team teaching – lecture theatre**. Teacher 1 delivers to two groups remotely & simultaneously (lecture style). Two teachers then pick up onsite small groups (1/2 class each).

Challenges to overcome would include kit, broadband needs, curriculum coverage, duplicate staffing costs, staff & student confidence, and ongoing Staff CPD. DMcT confirmed that more pilots would be run over the next few weeks to ascertain the best model.

The meeting reviewed the SLT discussion document which highlighted that the College was planning on the basis that any approach would be required to:

1. Be flexible to a changeable September position e.g. 100% onsite compared with a mixed model or in the case of a second wave 100% remote. It would need to be able to flex in response to changes in social distancing requirements. For example, 1m+ distancing would mean a maximum class size of 12 but this might require additional mitigation which had an impact on the quality of TL&A e.g. wearing facemasks.
2. Not create significant cost e.g. double staffing for those onsite/ remote was not financially viable.
3. Not result in (or at least mitigate well) partial coverage of the autumn 2020 term 1 curriculum caused by limited time with teaching staff, given that students might already have significant knowledge gaps due to closure in 2019/20.
4. Avoid disadvantage in subjects where students are less motivated e.g. English and Maths
5. Fully engage students to meet traditional attendance expectations; need to ensure that new students are fully participating from the outset of the term.
6. Have a clear IT strategy that understood and was realistic regarding the limitations and required specification for current/ further IT equipment kit onsite and remote. This would need a post COVID-19 approach that provided IT equipment with long-term future use. The College was working to provide a clear SLT led vision, staff & student CPD, and named ownership (e.g. digital advocates) to take the IT Strategy forward.

QCS Members commended this very clearly thought through approach for September 2020 and assured management that they understood the challenges of meeting constantly evolving Government guidelines in relation to Covid 19.

7. I**n-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. DDS highlighted the changes to some of the data points due to Covid-19 and the current remote delivery approach (e.g. engagement rather than attendance). DDS confirmed that the College had now launched remote delivery web-based registers. The meeting noted that this dashboard had also been presented at each of the Stakeholder and Scrutiny Committees (SSCs).

    Before considering the dashboard the meeting noted the Covid-19 headlines as follows:
    *   **New web-based registers:**
        o 95% of all full-time (FT) students had engaged remotely (96% HC, 95% UC); this figure was up from 77% one month ago. However, FT engagement was at 49% when measured across all remote sessions scheduled (52% HC, 48% UC) and this was more indicative of an attendance percentage. This was reflected on the dashboard as Overall Engagement of Total Planned

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Learning. The meeting agreed that this level of engagement for all sessions would not be acceptable if blended/ online learning had to continue into the next academic year.

- **Assessment:**
  - o 83% of the marked work due before lockdown was now recorded (90% HC, 69% UC).
  - o The remaining was made up of work still being marked, work still to be submitted, and of work requiring amended or practical assessments.

- **At-risk student engagement**

DDS informed the meeting that the team from the DfE who had been on site the previous day had sought – and been given - reassurance about how the College was interacting and supporting its vulnerable learners on an ongoing basis during the pandemic lockdown.

- o **Safeguarding register**: Across HCUC there were 20 live cases the College was working with on the safeguarding registers. In all of these cases there was ongoing regular contact with students and social workers. Child in Need meetings for these students were being conducted remotely to support them. The safeguarding team had seen a small rise in Domestic Violence as was expected.
- o **Mental Health**: The college was working with all students identified as potentially 'at risk' for mental health reasons. A smaller number were receiving more regular support at this time such as weekly conversations, or in some cases more frequently.
- o **Looked after**: For Looked after Children (323) all were being contacted by email weekly and those that needed extra support - approximately half of the group - received ongoing contact by phone and messaging. The College Safeguarding Team continued to complete a large number of Personal Education Plans for these students remotely.

The meeting noted the following aspects of performance:

YTD performance against target for attendance 2019/20
- As highlighted above the College was now measuring engagement rather than attendance.

Retention YTD was high
- Retention across both ages was well above national average (NA) – 94.4% 16-18 and 96.4% for 19+ - and also 0.2% above YTD 2018/19.
- HE retention was holding at 91% which was an improvement on the prior year.

Teaching Learning and Assessment
- There had been 148 externally validated lesson observations with 83% at Exceeds or Meets expectations (against a College target of 86%). 25 staff were receiving ongoing support to improve the quality of their delivery.

Work-based Learning
- The predicted outcome range was now 66.4% to 75.4%; the minimum QAR had been lowered due to the impact of Covid-19. The meeting noted that 119 of the 641 apprentices were at risk of redundancy, furlough or reduced responsiveness. The specialist team at West Met Skills were working with employers and apprentices to try to maintain engagement. JW highlighted the changing picture and informed the meeting that more detailed WBL QAR predictions would be possible once all calculated grades were available within the frameworks.

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.
- No complaints had resulted in legal action but 2 complaints at UC were deemed as high risk.

Disciplinaries
- The meeting was pleased to note that the number of disciplinaries (155) was significantly below the YTD figure 2018/19 (226) and that exclusions (29) were also below the prior year (30).

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Learner satisfaction 2019/20

- Governors were reminded that a positive set of learner survey results were reported in autumn 2019 with 96% overall satisfaction. The mid-year lockdown Covid-19 Survey had indicated that 78% of learners were satisfied with the College.

The KPI Dashboard 2019/20 was NOTED and RECEIVED

8. **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.

- **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.

Condition A - Access and Participation

- 2019 College Level 3 destination data showed 66% progression rate to HE for all 'Black', compared with college average of 63%. Black male progression rate was 63% and Black female was 69%.
- Bursary given to 21 HE students to ensure they completed and progressed, total spent £20k. (Funding for 20/21 year restricted to £5k.)
- Team Leader for IAG and CTL for Learning Support had produced a guide for learners on how to apply for additional support funds. Sent to all High Needs Level 3 learners, encouraging early application.
- Deaf student supported with British Sign Language signing via Zoom.
- One emerging area for development was noted as further on-course pastoral support for learners. A number of learners were care leavers (currently 3 Black learners) or required mental health support due to personal circumstances and the pressures of study, work or family issues.

The action plan linked to the Access and Participation Statement for 2020/21 was due to be reviewed and the Statement for 2021/22 agreed prior to publishing on the website ready for the new academic year. The meeting noted that the summary of the review of 2020/21 would be presented to Corporation in July with the Action and Participation Statement for 2021/22 to be presented to the full Governing Body in September.

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

Complaints: There had been no formal HE complaints received to date but HNC and HND Building Services students had raised concerns about some aspects of programme delivery, particularly since the teaching had gone online. The Chair sought additional detail on the nature of the complaints and was given clear assurance that additional support had been put in place for the students and some inexperienced staff to address the concerns.

Student feedback: NSS response rate for HCUC in March 2020 was 90%; results were expected on 15th July 2020. In addition, the College entered a pilot for students on courses of 1-year duration to complete a national survey. However, this had now been shelved due to the pandemic; the response rate at the time of lockdown was 64%. In addition, the meeting noted detailed results from an online survey conducted during lockdown to ascertain students' satisfaction with their online delivery.

Condition B2 & B3

The meeting took the detailed data for by programme 2019/20 as read showing predicted retention and achievement rates.

Condition B4 & B5
The meeting noted that the Extraordinary Framework grading process for HNC/HND had been shared at a "special" HE Programmes Committee meeting. Grades for 2019/20 would be based on a combination of actual grades, adapted assessments and calculated grades (provided certain criteria were met). Assessment Boards were scheduled for week commencing 22nd June to ensure that grades were submitted to meet the 30th June Pearson deadline.

Condition C
The meeting noted that students had been asked to give permission for their programmes to be moved online; this was necessary to meet the requirements of the HCUC Student Protection Plan. ***The Chair sought confirmation on whether the College had enacted this with students enrolling for September courses in case online delivery was still a requirement at that point. DMcT would clarify that this had taken place and confirm with governors after the meeting.*** (This was subsequently confirmed as having been actioned and the meeting was informed.)

- **HE Developments 2020/21**

The following new HE courses were planned for 2020/21:
  - ENGTI - Civil Engineering (IOT)
  - ENGME – General Engineering with multiple pathways to meet employer need e.g. Robotics (IOT)
  - CIT – Cyber Security (IOT)
  - HBHEYPA – Creative Production

Curriculum teams were developing new units. For courses included in the IOT developments discussions had continued with Brunel University regarding PhD student involvement in projects and with employers.

- **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. Governors noted that the process to submit grades under the Extraordinary Framework had been challenging. Predicted outcomes for 2019/20 by course – and the slight improvement compared with the prior year outcome – were noted. The overall achievement rate at HCUC was predicted at 82%.

- **Governors' Reporting Spreadsheet**

The meeting took the detailed reporting spreadsheet as read

The HE Report was NOTED.

9. **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 (CDF2), TRIPS and the Transition Programme. PC highlighted the possible risks around securing the required significant work placements for 2020/21 in the current Covid-19 climate. A new Harrow Skills Partnership was investigating the possibility of initiating virtual work placements.

Future developments in this important area of work were noted as follows:
- The College was planning to run an online T level networking webinar for businesses – date to be confirmed
- Purchasing marketing materials to promote T level offer including a 'pop-up' survey
- Plans to run Employer Aware style events in late October 2020 – Covid-19 circumstances dependant.

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- Acquisition and development of employers to take on placements for T levels for Digital software development – placements likely to occur in January 2021.
- Supporting 2021 T level curriculum areas with development of employers. JW highlighted the new CRM system that the College would be using for 2020/21; West Met Skills (WMS) was currently trialling two systems – Tribal and Navigate – to decide which would be best.

Governors commended the positive work currently being undertaken despite the very difficult circumstances. The meeting discussed the current challenges around T Levels but noted that the DfE timetable was unlikely to change.

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

10. **Employer and Partnerships Report**
    The report from the Principal Harrow (PC) gave the meeting an update on employer engagement and partnership activities for HCUC for the summer term 2020.

    - ***Covid-19 Impact:***
    The meeting was reminded of the adverse impact on apprenticeships activity and income from commercial activity. It was already seen that businesses were making staff redundant and this would continue once furlough was no longer a viable option for employers. For example, there had been significant attrition of employment at Heathrow as it had reduced its operation and that of its supply chain. This had impacted on key employer engagement and partnerships but the meeting was given the following assurances around current activity and planning:
       ➢ IoT and HE provision: This would be both an opportunity (e.g. for staff CPD) as well as a threat (e.g. young people and adults defer education/training and employers reduce commitment).
       ➢ Possibly fewer opportunities for apprenticeships and future work placements including extended work placements at risk in part due to employer capacity and confidence.
       ➢ Opportunity to develop remote delivery to a wider adult audience (e.g. unemployed adults with low skills as well as reaching out to those currently in employment or recently made redundant).
       ➢ Opportunity to provide an appropriate course for those who had wanted to do an apprenticeship – preparing them to step into apprenticeship or suitable qualification leading to career choice.

    PC highlighted the discussions that had taken place at the recent Stakeholder and Scrutiny Committee meeting held at each of the colleges in June 2020. The following questions had been explored during these meetings:

    1. Do our stakeholders believe that HCUC was developing the right offer of courses and delivery models?

    2. What other learning and skill opportunities should HCUC be providing to meet emerging demands?

    Overall, there was support for the local approach in Harrow and Hillingdon. Support was offered in the continued development of the curriculum/WBL (e.g., use of section 106 in Hillingdon) and data analysis from the West London Alliance. Recognition that there could be between 40-50,000 job losses in West London over the next year reducing to 20,000 thereafter depending on the level and speed of recovery.

    - ***West Met Skills Report:*** The meeting noted an update report on this key division of HCUC presented by JW. It was noted that the current risks associated with Apprenticeship funding were being measured in two stages: an overall harsh measure of any learner who poses any risk and then of those, learners who have not engaged in learning in the last month. Of the 641 total HCUC

learners those at most risk were 119 of the total of which 93 of these were deemed a slightly lower risk.

This could be broken down further:

- Harrow 12 highest risk and 11 lower risk - key risk was non-engagement in the last month.
- Uxbridge 107 highest risk and 82 lower risk- key risks, non-engagement of learners (including due to furlough and ill health) and a number who had become self-employed whilst on programme.

The meeting was assured that WMS and the curriculum teams were continuing to work with these learners and employers to mitigate the risks.

Other key updates within WMS were noted as follows:

➢ The financial impact of the proposed 'Apprenticeship Technical and Professional School' structure was being calculated. Challenges included management across multiple sites and the large number of sectors. A second alternative structure had been worked through to exclude the Professional courses.

➢ The Hayes Business Studies were fully occupied; HCUC had now provided three months' rent relief to support the businesses.

➢ LB Hillingdon were looking to engage with 3 different procurement organisations. In order for HCUC to work with LBH, the College would have to complete tenders for all three. To date, 1 tender was approved, 1 was submitted, and the third was being finalised.

➢ The WMS team continued to work with employers and apprentices as well as following new leads and keeping existing employers warm. Employers were being canvassed to establish their needs in relation to furlough or potential redundancies; the HCUC offer included college programmes or short courses to re-engage with the jobs market. A successful short online pilot programme was delivered in May 2020.

➢ Remote initial assessments and interviews were still being carried out by the recruitment teams and the College was planning virtual open days for Apprenticeships.

- ***Future Economic Landscape:*** The meeting noted that the GLA had made funds available to build capacity for additional learning and skills that would respond to potential redundancies and encourage a return to work for adults post-pandemic. The College was bidding for funding under two different strands of this funding

  o *Strand 1:* Additional funding of £120,042 for 2019/20 and £22,784 for 2020/21 (£142,826 in total) to work in partnership with Remit Training and Skills Network to expand delivery to meet immediate demands starting between June and August. Submission included short Employability courses with embedded retail units and distance learning CPD courses for the Care and Hospitality sectors, Digital courses and professional up-skilling, e.g. Team Leading. PC confirmed that this was for London learners only. PC confirmed that the College had now been notified of the success of this bid along with the bid outlined in strand 2 below.

  o *Strand 2:* Capacity building funds of £2,533 for 2019/20 and £37,077 for 2020/21 (a total of £39,610). This funding was to enable providers to adapt their delivery of education and training to respond to the immediate and medium-term impact of COVID-19. PC highlighted the importance of this bid which would enable HCUC to control its digital learning platforms. There were four key strands to the HCUC application to meet the anticipated skills needs and to provide progression routes:

  a. Construction sector - Develop a blended learning model to enable the integration of the unfunded CSCS card and sourcing of work placements within an Employability course. HS2 have an immediate demand;

  b. CPD/ up-skilling of staff - The purchasing of and staff training to use the online distance learning and assessment platform developed by Skills Network so we can independently

deliver CPD short level 2 employability courses, including digital skills and the professional team leading/management courses;

c. Blended Learning - Internal development of blended learning level 1 courses in employability, business admin and customer service. Considering Study Skills bridging course for IoT- commercial or funded.

d. Functional Skills - Development of blended learning Functional Skills materials enabling learners to up-skill and move into apprenticeships or access higher level jobs.

In addition to developing these new models, the Mindful Education blended learning platform would increase the opportunities to gain professional qualifications; accounting, higher level team leading/ management and HR. In addition to these funds the College focus would be to develop a more varied and accessible Adult Education Budget (AEB) offer that would support a high proportion of the target group (19+), with the extensive activities through the Capacity Development Fund (CDF) offering the intended support for the 16-18s. The meeting also noted that the government was also consulting on a new national fund possibly targeting individuals at level 3 and above and looking at this along-side the National Retraining Scheme. However, it was not clear when any announcement would be made.

- ***West London Institute of Technology (WLIoT)***: The meeting was reminded that the nominal target for 2019/20 was 272 learners; to date 306 learners had been recruited but there was a slight under-recruitment in L4 and 5 learners (10 short of the 149 target); this was due to under-recruitment in construction. The capital build taking place on the Uxbridge Campus was currently only slightly delayed due to Covid-19. Curriculum development work with Brunel continued to prepare for delivery of IoT courses for 2020/21 – work with employers had been signposted and the College would be re-engaging with employers in the coming month to take forward the discussions that had taken place pre-COVID. The current key risks associated with the IoT were:

➢ The challenge of meeting learner number targets for 2020/21. PC informed the meeting that HCUC was currently awaiting a positive response from DfE to a request to keep targets at 2019/20 levels taking account of COVID and a slow start to the national roll out. DfE would not commit to this yet and has asked the Office for Students (OfS) for IoT learners to be excluded from the recently announced number cap for HE learners.

➢ The need to increase marketing activity; the meeting was pleased to note that HCUC had now appointed a Senior Marketing Executive.

➢ The IoT Board and sub-groups were continuing to meet with good representation from employers, Brunel University and the awarding body Pearson. However, the SLT were mindful that there could be some long-term impact in employer engagement; the College would be proactive in maintaining contact and engagement.

The Employer and Partnerships 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 **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 unusual circumstances due to 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 2019/20. The focus and arrangements remained on the College's COVID-19 response, to ensure that learners were not disadvantaged, that all possible action to minimise adverse financial impact was in place and that partnership and project work continued as far as is possible. In terms of Quality of Education and aspects of Projects & Partnerships, 2019/20 would see a freezing of the summary KPI picture at the point that the Government announced the cessation of normal operations in schools and colleges as a result of the COVID-19 response. Updates for Finance & Funding and Learner outcomes (where these had started to emerge) had been reflected in the Corporate Goals update wherever possible.

NOTED

11.2 **In-Year Teaching Learning and Assessment Report: before and during Covid-19**

11.3 **In-year monitoring including SSC Report on supporting Vulnerable Students**

11.4 **HCUC English and Maths Report**

11.5 **HCUC Student Feedback**

11.6 **HCUC SEND update**

11.7 **HCUC Staff Focus Group summary findings**
The meeting commended the positive feedback in difficult circumstances; staff had adapted to the new online delivery very quickly. Staff Governor (MB) confirmed that the transition had been hard with long working days in an isolated environment. The work done by staff to provide the centre-assessed grades was also commended; MB cited her City and Guilds assessments where 14 pieces of work by 36 learners had to be assessed in 3 weeks (rather than the usual 12 weeks). DDS confirmed that management were already thinking about the possible structures for 2020/21 delivery to enable the best elements of online learning to be maintained. PC informed the meeting that the SLT were trying to plan for any disruption in 2020/21 by bringing forward some assessments to an earlier point in the academic year.
NOTED

11.8 **HCUC Equality and Diversity Report**

Reports for items 11.2 to 11.8 were TAKEN AS READ.

11.9 **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 most significant risk was currently the pandemic and its potential impact on TL&A.
The Risk Register was NOTED and RECEIVED

12. **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 9 June and Harrow SSC on 10 June 2020.
The SSC Minutes were RECEIVED

13. **To confirm and agree the dates and times of QCS Committee meetings for 2020/21**
The dates and times of the meetings were agreed as follows:
   - Thursday 19th November 2020 at 4.00pm

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- Thursday 18th March 2021 at 4.00pm
- Thursday 24th June 2021 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

14. **Feedback to Governing Body meeting**
    The following items were agreed as highlights of the meeting:

    - Recognising all the positive work going on around T Levels and the Capacity Development Fund despite the ongoing challenge of the pandemic and its impact on work placements.

    - The success of the two bids for upskilling of adults post-Covid19.

    - The lobbying effort of Colleges which had managed to exert some influence over the mechanism, to be used for centre-assessed grades/ outcomes; HCUC had contributed to this.

15. **Any other business**
    There was no other business. The meeting closed at 5.55pm.

Signed…………………………………………

Date……………………………………………