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Directorate:	Governance	
Minutes of:	Quality Curriculum and Student Committee	
Date:	25 June 2019	Time: 4.00pm
Venue:	Executive Meeting Room, Uxbridge Campus	
Present:	Mariann Rand-Weaver (MRW)	Governor (Chair)
	Lucy Khennache (LK)	Staff Governor
	Laraine Smith (LS)	CEO/ Principal and Governor
	Karen Tyerman (KT)	Governor
Apologies:	Paul Walker (PW)	Governor
In attendance:	Pat Carvalho (PC)	Deputy CEO/ Principal
	Darrell De Souza (DDS)	Vice Principal Curriculum and Standards UC
	Dylan McTaggart (DMcT)	Vice Principal Curriculum and Standards HC
	Tracy Reeve (TR)	Clerk to the Corporation
Part attendance:	Jo Withers (JW)	Exec Dir, Employer Services & Partnerships (Item 9 only)

1. **Apologies for absence**
Apologies had been received from Paul Walker.
2. **Notification of any urgent items members may wish to raise under Any Other Business**
There were no other items 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 13 March 2019 at Uxbridge College**
The minutes were approved and signed by the Chair.
5. **Matters arising from the minutes of the QCS meeting, 13 March 2019, not on the agenda**
There were no matters arising that were not already on the agenda.
6. **Quality Improvement Plan**
 - **Progress on Quality Improvement Plans (QIPs) 2018/19**
The meeting noted progress against the QIPs 2018/19 for HCUC combined which had been drawn up as a result of the self-assessment reports 2017/18. QCS Members were reminded that the individual college Stakeholder and Scrutiny Committees (SSCs) had received updates relating to the QIP headlines specifically linked to Harrow College and Uxbridge College. QCS members considered the overview HCUC in-year progress for the areas that had been identified for improvement (Afls) within the HCUC SAR. These were noted as follows:
Consistency in Study Programme attendance & punctuality: currently RAG rated as 'pink'
DMcT highlighted that the RAG rating of 'pink' was one step improved on 'amber'. FT 16-18 HCUC Attendance was at 85% and 88% accounting for authorised absences (AA). [HC 85%/ 86% (AA); UC 85%/89% (AA)]
FT 19+ HCUC Attendance was at 84% and 87% (AA). [HC 83%/85% (AA); UC 85%/89% (AA)]

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The meeting noted that variation across curriculum areas still persisted and some were now below the target of 86%. Whilst attendance within vocational/academic classes had been largely well maintained, there remained a challenge to ensure that English and maths (E&M) attendance was at similar levels. Strategies to keep learners engaged in E&M had been largely effective with 94-95% average attendance in the final GCSE summer examinations. There had also been a focus on punctuality and the overall HCUC lateness was 6% for 16-18 learners and 4% for 19+. A few curriculum areas had fallen above the maximum target (6%) for lateness and attention would be focussed on improving consistency during 2019/20. DDS highlighted that Ofsted had looked closely at lateness during the monitoring visit as it was seen as a disruption to teaching and learning.

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

HCUC Timely predicted QAR Min/Mid/Max = 49.2%/52.9%/58.3% with Mid usually taken as the most likely scenario

HCUC Overall predicted QAR at 69%/70.5%/72.6%

This compared to an end year 2017/18 Apprenticeship Timely QAR of 55% and Overall 64% (with the Provider National Average at 60/69%). The meeting was reminded that a previous administrative issue involving duplicate records meant that the 64% 'overall' QAR would correct to 66% in time.

(This item was discussed further with JW at item 9 on the agenda.)

AS/A Level: currently RAG rated as 'green'.

The meeting was reminded that strong A level provision in GFE, in terms of learner numbers and performance, especially in London was rare. Governors were also reminded that A Levels were an Area for Improvement (AFI) carried over from 2017/18 into 2018/19. However, retention YTD 2018/19 was significantly improved on 2017/18 with 16-18 at 95.6%, this was 13% up on YTD 2018 (compared with the NA of 92%) and 8% up for 19+ at 97% (NA 93%). While Harrow A2 retention had improved significantly, 16-18 would remain an AFI for 2019/20. AS retention was high at 95% for 16-18 learners (NA 92%) and 95.2% for the 19+ age group (NA 85%).

DMcT highlighted that additional detail on progress within the AS/A Level offer was given by the information papers at items 10 (Curriculum Review) and 11.9 (Stakeholder and Scrutiny Committee Minutes).

Greater consistency of learner outcomes for a few SSAs: currently RAG rated as 'green'

The meeting was reminded that although learner outcomes were determined by a number of factors. However, retention was as a key indicator of likely end year performance. Retention was currently at 94.2% for 16-18 and 97.0% for 19+; this was above the retention rates at the same point in the prior year. However, the meeting noted the likely impact of finalising the maths and English attendance and exam data, which would have a downward effect on retention. The predicted likely final retention rate was circa 92.5% for 16-18 learners (0.9% higher than the prior year). The meeting noted that detailed data across curriculum areas was shown on the KPI dashboard that was presented at agenda item 7.

Further improvement in 19+ Access to HE: currently RAG rated as 'green'.

HC and UC would continue to monitor learner progress and performance on this programme but retention was good and improved YTD on the prior year.

Overall retention on Access to HE courses was HC (90%, 60/67 starts), UC (93%) & HCUC (91%) vs. 80% YTD 2018. Predicted QARs were: HC (75% - 83%); UC (82% - 93%); HCUC (78%- 87%). The weighted national average (WNA) was 71%. DMcT informed the meeting that the internal verifier would be coming into College in July 2019 and would be looking at all learners work.

Robust judgements of TLA quality to confirm greater consistency of high standards: currently RAG rated as 'green' (increased from 'amber' at the last QCS Meeting report)

Governors were reminded that HCUC had now aligned its observation practices in gauging the quality of TL&A across the two colleges. The introduction of a bespoke system to manage and

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capture outcomes from the various types of observations across HCUC had been completed. The system 'Curriculum Observer' was being used across HCUC and had been well received in the recent Ofsted Monitoring visit (June 2019). This new system was identified as a useful means to improve the focus on quality of education and learning as outlined in the new Ofsted Education & Training Framework (EIF). The Chair sought clarification on 'Curriculum Observer' and the meeting noted that it was a new software system that proved popular with external observers. In addition to internal and external observations carried out mainly in the autumn term and early spring term, a fuller HCUC Quality review audit was carried out in the spring term 2019. The findings were reported at the May 2019 Corporation meeting and had provided assurance for Governors that the TLA had been subject to rigorous and robust examination during 2018/19. The overall standard had been found to be at least 'Good' and all curriculum areas were working on the areas for improvement identified.

DMcT informed the meeting that the Chair's suggestion made at the last QCS meeting in relation to introducing an additional system of peer review between curriculum areas would be implemented for the 2019/20 academic year. Governors spent some time discussing how the College tested and captured what was happening in the classroom from lesson observation reports. The concepts of cross-college sharing of good practice and trialling new delivery methods to see whether they had an impact on the end-point learning were noted as key to staff development. Governors challenged the executive team on whether HCUC teaching staff were confident to act on their own initiative based on what made the biggest impact on learning. DDS informed the meeting that this topic would be discussed at the SLT strategy day in June when the importance of triangulating classroom delivery against impact would be discussed. The new Ofsted EIF would also be discussed in detail at the whole college training day on 11th July 2019. DMcT also assured the governors that the HCUC Self Assessment Report (SAR) for 2018/19 would be modelled on the template of the new EIF so that management and governors could clearly see any areas for improvement and strengths against the new inspection regime.

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

The meeting was assured that attention to Value Added and learner progress had been maintained and supported with a focus on academic target setting and learner progress during learning walks. Governors noted that overall Value Added (VA) and English and maths learner progress measures remained mainly positive. DDS highlighted the importance of 'stretch and challenge' and differentiated learning as the new EIF stressed the need to understand the key aspects of delivery that had a positive impact on learning. He assured the meeting that this would be a focus of attention for all academic staff during 2019/20. It was noted that Ofsted had questioned the inclusion of this as an Afl but the SLT had responded by highlighting the importance of this area in the College's aspiration to achieve an 'outstanding' Ofsted grading.

• ***Headline HCUC Emerging Common Areas for Improvement 2019/20***

DMcT informed the meeting that early analysis had identified the following common areas for improvement (Afls) for 2019/20:

- Consistency in Study Programme attendance
- WBL timely and overall achievement rates
- Further stretch and challenge for all learners
- Increased volume of work experience including significant industry placements to 80%+
- Robust TLA judgements to increase high performing TL&A including prioritising curriculum intent and implementation (this was highlighted by the recent Ofsted Monitoring Visit).
- Effectively track and support students

The QCS Committee noted that these would be confirmed at the next meeting after the HCUC Self Assessment Report 2018/19 was completed in November 2019.

The QIP Update Report was NOTED and RECEIVED

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7. 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 2018/19 split by Student Progress, TL&A, and Student Experience. The meeting noted the year-to-date (YTD) performance 2018/19 for HCUC, HC and UC for the following metrics: Retention, Work Based Learning (WBL) updates, FT Attendance, Employability, Lesson Observations, Complaints and Disciplinarys. The VPs highlighted the following aspects of performance:

YTD performance against target for attendance 2018/19

Attendance overall was at 85% for 16-18 learners and 84% for 19+, so was marginally below the 86% target. There was variation within certain Schools, monitored at SSC/ SLT level and followed up on a weekly basis.

Retention YTD was high and improved

Retention across both ages was well above national average (NA) and improved on YTD 2018.

- By Qualification type: 11 out of 12 qualifications were on or above NA across both age groups.
- By SSA: 12 out of 14 SSAs for 16-18 learners and 13 of 14 SSAs for 19+ were on or above NA YTD; the SSA area for improvement was noted as Leisure (Sport and Public Services).
- HE retention currently at 93%. The meeting was reminded that the OfS 'continuity metric' was an Afl.

Weaker Courses

DMcT informed the meeting that the weaker performing courses carried over from the prior year had slipped down to a 'red' progress rating with 68 out of 88 now performing adequately. This would be scrutinised further at the SSC level for each College.

Complaints 2018/19

A detailed complaints report had been presented at HC & UC SSCs. There had been 26 formal complaints in total to date at HCUC (compared with 20 in the prior year), 12 had been upheld. The meeting was assured that complaints were being dealt with in a timely manner and none currently were considered to pose a legal or financial risk to the institution.

Work Experience

The meeting noted that the current achievement was at 67% against a target of 70%; the individual college figures were 69% UC and 73% HC. However DDS assured the meeting that the 70% target was likely to be met by the end-year. Governors were reminded that Ofsted would expect this target to be 100% for 2019/20 onwards.

Disciplinarys

The meeting noted that the number of disciplinarys was above YTD 2018 (257 v 207) and that exclusions were also higher than in the prior year (40 v 37). The increase was all accounted for within the UC figures and governors were assured that this would be a focus for management attention in 2019/20 including any behaviour issues off campus. The CEO (LS) highlighted that local schools had also been affected by an increase in disciplinary issues during the last year which was a relatively new issue for Uxbridge schools.

Quality of Teaching, Learning & Assessment (TL&A)

Initial observations YTD indicated a better consistency than the previous year. The combined findings for HCUC lesson observations (LOs) indicated that 82% overall met or exceeded expected standards (144 externally validated LOs). In addition, a number of learning walks had also been completed to date and the outcomes supported a green RAG rating for this area.

The HCUC SAR for 2017/18 reported the quality of TL&A as 'Good with outstanding features' and Governors were assured that the current findings YTD 2018/19 supported this judgement.

Although the Ofsted Monitoring Visit Report was still awaited the College had received useful feedback on improving questioning techniques and the need to clearly assess the effectiveness of the real factors impacting learning.

Learner satisfaction 2018/19

Governors noted the results of the spring 'FE choices' learner survey that was launched across HCUC in March 2019. The college had secured an overall satisfaction score of 8.2 out of 10

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(against a national average of 8.1). Governors commended the addition of a national average figure which they had asked for at the last meeting to provide them with additional context and the enable them to benchmark HCUC results.

The meeting also noted the headline statements beneath the KPI Dashboard which provided additional detail. The additional 'Appendix' papers that contained the detailed data feeding the dashboard were taken as read. The meeting commended the format of the KPI Dashboard which enabled them to see a very clear picture of how the College was performing against the targets set and progress in the year.

The KPI Dashboard was NOTED and RECEIVED

8. Higher Education (HE) Report

The meeting noted the HE Report which gave an in-year summary of progress.

In-year retention: The meeting noted the details of current HE retention by course at June 2019. Overall retention was 82.5% YTD 2018/19 (199 learners retained out of 241 starts). The only HE which was rated as 'amber' rather than 'green' for retention was the HNC/HND provision at Uxbridge (UC) with retention at 78%. It was also noted that UC 2 year courses completing in 2018/19 had a retention rate of 70% overall and predicted achievement of 66% (RAG rated as 'red'). The retention for the 1st year retention on 2 year courses (ENG, CIT and T&T) was currently at 95%. Governors sought additional clarification on the likely reasons for learners withdrawing from HE courses. These were noted as wide-ranging and included early unconditional offers from University and financial constraints. The Chair sought additional assurance around the progress against the enhanced monitoring requirements from the OfS. DDS informed the meeting that HE results would be better for the current year and the move to one-year programmes would maintain better retention and progress. The College was also trying to be more creative and proactive around pastoral care provided for HE learners who might be at risk of withdrawal.

Progress against Higher Education QIP 2018/19: The meeting noted progress against the Areas for Improvement identified in the SAR 2017/18. The only area rated as 'red' was the retention rate over 2 year courses. QCS Members were assured that special intervention measures had been agreed to ensure that the second year students who had been retained were being supported to achieve and furthermore, that newly recruited first year students were better retained.

National Student Survey (NSS) 2018/19: The meeting noted that the final 2018/19 NSS response rate for HCUC was 90%. The results would be published on 3rd July 2019.

The meeting noted the results from the internal online spring survey that had been completed by all HCUC HE students benchmarked against the NSS results and NSS average scores for 2017/18. The only area below the average score was for Learning Resources. Governors were assured that the action was being taken in response to the feedback on HE resources including the HE study area in the LRC, availability of computer software in study rooms, and access to relevant journals in the LRC.

Registration with Office for Students (OfS): The meeting was reminded that HCUC had been entered on the register of Higher Education providers in December 2018. Whilst the College had met the overall conditions of registration to date, SLT had been notified that HCUC would be subject to "enhanced monitoring" for Condition of Registration B3 (which relates to outcomes for all students). This means that the College was deemed to be at an increased risk of breaching this condition and had been required to submit an action plan by the end of March to show how this would be addressed. QCS Members were informed that there had been no feedback to date from the OfS on the action plan but it was being implemented as planned.

HE Programme Committee Activity: The meeting was reminded that that there was now one HE Programme Committee for HCUC with Harrow colleagues joining the Uxbridge group for meetings. This enabled good practice to be shared across the group for HE. Governors noted that recently

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the group had focussed on: strategies to improve recruitment and retention; applications for 2019/20; and, strategies to bolster internal progression to HE.

Access to HE retention and Predicted Achievements: The meeting noted the detailed learner progress and performance on this programme area, which had been considered in more detail at the local SSCs. The current retention rate was 92% across HCUC with predicted achievement within a range of 78-87%.

The Higher Education Report was NOTED.

9. HCUC Work Based Learning Update including West Met Skills

The Executive Director, Employer Services & Partnerships (JW) joined the meeting to present the West Met Skills update report. Recruitment continued to be strong and increased across HCUC. This had been particularly good in Accounting, Engineering, Management, and Supporting Teaching and Learning in Schools. Professional qualifications were proving popular with levy paying employers. The 19+ enrolments had continued to increase due to the higher number of levy paying employers and the demands of the new apprenticeships Standards. The meeting noted the new starts and recruitment data for each of the individual colleges and for HCUC combined. Year to date in 2018/19 across HCUC there had been 126 levy apprenticeship starts at 67 employers and 212 non-levy apprentices at 174 employers. Current vacancies were noted as largely being within Business Admin, Early Years, with a few in, IT, Engineering and Plumbing. Governors noted that the majority of the 59 candidates at the current time were interested in Business Admin, Engineering, HR and IT. JW confirmed that the Business Development Consultants (BDCs) continued to recruit to the non-levy allocation, whilst focusing on levy paying employers promoting the management qualifications from Level 3 to Level 5 and HR. The Account Manager for Schools was continuing to be proactive and had increased marketing to schools in Ealing, Harrow and Hillingdon. The number of starts on each of the fourteen new apprenticeship standards were noted; 147 in total during 2018/19 year to date (YTD). This large scale move to the new apprenticeship standards had been commended during the recent Ofsted visit.

2018/19 Predictions: Current predictions for WBL success data 2018/19 were noted as:

- Harrow: overall achievement in range 75.0% - 81.3% and timely within 42.3% - 61.5%.
- Uxbridge: overall achievement in range 68.4% - 71.7.0% and timely within 49.8% - 58.0%.
- HCUC: overall achievement in range 69.0% - 72.6% and timely within 49.2% - 58.3%.

The likely position at year-end would be the 'mid-point' predictions. The meeting noted that the all-age overall mid/max predictions for 2018/19 were above national averages, 2017/18 QAR and the same period in 2017/18 mid-point figures; (+1.5% for UC & HCUC and +12% for HC). Governors were assured that plans were in place to support the high risk learners with detailed actions in place to drive achievements. However, a few learners were predicted to carry forward into the 2019/20 academic year. Detailed areas of concern where non-achievement was a risk were noted by the meeting. The meeting was assured that the proportion of courses falling below the minimum standard threshold of 40% was deemed acceptable by ESFA guidelines. The meeting discussed the changes which would be put in place for enrolment of apprenticeships during 2019/20 with a more rigorous assessment taking place in relation to their functional skills needs and ability. There would also be better data systems for tracking WBL learners progress during the year.

Employability: The meeting noted that YTD 2018/19 HCUC had delivered 27 courses to 292 learners. Overall predicted achievement was 95% with the following breakdown by College: Uxbridge 95% and Harrow 92%. The additional detail on the various courses being offered in response to learner demand was noted.

Partnerships and WBL Development work: The strong partnership work within West Met Skills was noted by the meeting including the following:

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- Referrals continued to come from local Jobcentres in Hayes, Uxbridge & Harrow, and relationships were strong. The strong relationship with the local Jobcentres was commended.
- Additional sources of referrals that the College had engaged with over the past 6 months included: GRoW Project/ Botwell Green Library in Hayes, National Careers Service, Work & Health Programme/Shaw Trust/Northolt Library, and Twining Enterprise.
- Relationships had commenced with housing associations e.g Catalyst in Ealing and Brent – mix of full-cost commercial (L2 Food Safety 1-day courses) and fully-funded provision.
- Significant referrals sourced from paid-for and free job fairs at Wembley Stadium, Ealing Old Town Hall, Harrow Civic Centre, and Hillingdon Civic Centre.
- New Entry 3 Award in Introduction to Customer Service and Level 1 Award in Retail Knowledge qualifications being offered as a package for Intu Retail Gold Programme in Hayes Campus from March 2019 with further cohort July, September and October 2019.
- Approval had now been obtained from City & Guilds to deliver Level 1 Certificate in Business Administration in Uxbridge College. The first course was delivered in May 2019 with an additional course planned for June 2019.
- Demand from learners who have completed Entry 3 Basic ICT for a higher level ICT course; ITQ Level 1 had now been investigated for funding and viability. Delivery was planned in November 2019 and July 2020.
- WBL Marketing materials had been revised and were now with the HCUC Marketing department. This included hard copy course summary sheets and the Employability section of the West Met Skills/ HCUC website.
- The “Digital Assist” service to help the most vulnerable benefit claimants open up new Universal Credit accounts had been restarted from 1st May 1 day per week at Hayes and Uxbridge Jobcentres. Referrals to date had proved better than during the previous attempt.

The Chair commended the considerable partnership work that was being undertaken which was building momentum for WBL recruitment; she went onto seek confirmation that the College had sufficient resource within the WBL Team to manage all these projects on an ongoing basis. JW confirmed that staffing resource was better now that the long-term absence within the team had been restored. However as the West London Institute of Technology (IoT) work expanded over the next few years there would be a need for additional Business Development resource. This would reflect the scale of WBL which would double in size by year 3 of the IoT as well as the change in scope with Level 4 and 5 apprenticeships coming on stream.

Uxbridge Wider Employability Projects: The meeting received the following update on recent projects:

- Construction Training Centre (“Hard Hat Ready” programme) – approx. £7,500 remained in the College account from the original £84K from Hillingdon Council; work continues to support local Hillingdon residents to get their CSCS card and to link them up with job opportunities through Qualify Me.
- LBH S106 Logistics – the proposal for £50K for delivering training and job search support to local Hillingdon residents to find work in Logistics sector in and near to Heathrow was still to be confirmed by Hillingdon LA and SEGRO.

The update report for West Met Skills was NOTED and RECEIVED

10. Ofsted Monitoring Visit Report

The meeting noted a summary of feedback received after the Ofsted two day Monitoring visit (MV) on Wednesday 5th and Thursday 6th June 2019, involving three inspectors (HMIs). Governors noted that the final report was not yet available; DDS informed the meeting that it would normally be published within 25 working days of the visit and there would be an opportunity to check for any factual inaccuracies before publication.

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The meeting was reminded that the focus of the visit was to assess: the progress leaders and managers (L&M) had made in addressing the weaknesses identified at the last Harrow College Inspection (2016) and the progress Leaders and Managers had made regarding the HCUC merger. There were 4 specific themes:

1. progress being made by L&M to address weaker aspects of TLA
2. progress made by L&M in relation to developing curriculum provision
3. progress made by L&M in monitoring quality
4. progress made by L&M in relation to ambition, vision and mission in the newly merged HCUC

The visit comprised HMI meetings with governors, staff, learners and apprentices, examination of a variety of evidence and systems and direct observation of learning, the latter primarily focused at Harrow but involving quite limited number of examples (due to timing of year, GCSE exams and Eid). The HMIs spent time at both Uxbridge College and Harrow College. Governors were pleased to note that from the indicative feedback received from the HMIs, the College appeared to have met the threshold standards. The meeting was reminded that Ofsted monitoring visit reports did not provide grades as is the case of a full Inspection, but rather provide an indication of progress being made by way of the following descriptors in relation to progress made for each theme – *insufficient, reasonable, significant*. The meeting noted the indicative findings were ‘reasonable progress’ for themes 1 and 2 and ‘significant progress’ for themes 3 and 4. The meeting noted and discussed the key areas for improvement and strengths identified in the verbal feedback against each of the four themes.

Anecdotal feedback from the SMT confirmed that the conduct of the monitoring visit had been towards the style of the new Education Inspection Framework (EIF) which would come into force in September 2019 with few meetings with management and a focus on staff and students. This reflected the reduced role and influence of the College Nominee under the new EIF with much of this work falling to lower tiers of college management. Staff Governor (LK) highlighted that although this change was worrying for staff it would be a good thing for students as it would require them to be more engaged in their learning and more purposeful. PC highlighted the need and the plans for additional staff development to ensure that they fully understood the theory behind learning. The Chair sought confirmation on whether this increased focus on pedagogy would be a risk in relation to HCUC agency staffing. DDS confirmed that this would be an area of ongoing risk but to provide mitigation that the College had recently revised the Agency Staff Handbook. This new format made it clear to agency staff that there was a requirement for ongoing continuous professional development and an ongoing focus at HCUC to drive up standards of TL&A. LK suggested that agency staff should be involved in the Teaching and Learning Hour initiative wherever possible across curriculum areas.

The internally produced College Ofsted Feedback report was NOTED and commended. The final visit report would be circulated to QCS Committee members as soon as it was available.

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 largely taken as read with QCS Committee Members given the chance to ask further questions or comment where appropriate.

11.1 In-Year Teaching Learning and Assessment Report

QCS Members took this detailed report as read with information provided on the following:

- Teaching and Learning Dashboard judged external observations as ‘Good’ overall.

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- A reminder of the areas for improvement in relation to TL&A that were required to achieve 'Good++' or Outstanding at a future Ofsted inspection (with priority areas highlighted).
- Staff development to improve TL&A including details of the joint HCUC Staff Development Day to be held in July 2019.

The meeting was reminded that this report had been considered at the Corporation meeting in May 2019.

The report was *TAKEN AS READ and RECEIVED*

11.2 In-Year Monitoring

Taken as read as the highlights had already been discussed under agenda item 7.

TAKEN AS READ AND RECEIVED

11.3 HCUC English and Maths Report

Attendance: The overall attendance rates for English and maths across HCUC was currently 80% and significantly below vocational attendance rates and the College attendance target of 86%. However, governors were assured that GCSE exam attendance and in-year Functional Skills results showed that overall level of student engagement was higher than this.

GCSE: The meeting noted the retention data by College and for HCUC overall for English and maths; the national average was also noted. Current HCUC retention for the 2100 English learners was 95.4% (NA 89.6%) and the same figure for maths was 95.3% for the 1724 learners (NA 89.1%).

The report highlighted that final retention would drop slightly due to students who had not attended for some time and who were absent for the GCSE exams. Final retention rates were expected to be comfortably above the national averages. Attendance at the exams was around 93% at HC and 95% at UC. In addition, a small number of withdrawn students sat for their GCSE exams and would boost the retention figure, provided they pass (grades 9-1). The predicted high grades achievement for HCUC was noted as 26% for English (NA at 28%) and 28% for maths (NA at 18%).

Functional Skills: QCS Members noted the retention data by College and for HCUC overall for entry levels 1-3 and levels 1 and 2 Functional Skills (FS) English and maths; the national averages were also noted. Current HCUC retention for the 993 FS English learners was 93.6% (NA 89.8%) and the same figure for maths was 94.5% for the 2011 learners (NA 89.1%). As with GCSEs non-attenders and exam non-attendance would adversely impact the final retention rates.

The meeting was reminded that students had sat Functional Skills exams in January and March 2019 and there was one further series in June 2019, with a final opportunity for returning students to resit in September 2019. In-year results for FS suggest that QARs would exceed the 2017/18 overall position and also exceed National Averages. The meeting noted that in-year reporting of Functional Skills results would be an area for development for 2019/20.

The report was NOTED

11.4 HCUC Student Feedback

The meeting noted the responses from the college-wide Learner Survey which had launched in March 2019; 3,670 HCUC learners had participated in this online survey. The meeting noted the detailed questions (which mirrored the DfE external survey with some additions) and the responses.

Governors were pleased to note that both colleges had seen an improvement on the main questions in the survey. Overall satisfaction for HCUC was now 8.2 out of 10 compared with 7.7 in the prior year. Uxbridge College's (UC) overall satisfaction score was 8.0 (7.5 in prior year) and Harrow College's (HC) was 8.5 (8.2 in prior year). Further analysis of the data showing the variation across curriculum areas was considered; overall score ranged from 6.8-9.2 at Harrow and from 7.2-9.1 at Uxbridge.

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It was noted that 80.7% of students would recommend the College to friends or family (83.1% for Harrow and 79.1% for Uxbridge). The national average for this question in the external version of this survey was 78% for GFE. This was an improvement for Harrow on last year's 79.6% and an improvement for Uxbridge on last year's 70.3%.

The responses to the question 'How satisfied are you with the teaching on your course' were highlighted. The HCUC score was 8.3/10 (8.7 for HC and 8.0 for UC). This was an improvement for HC from 8.3 last year; and UC from 7.5. Governors were assured that the survey results were being analysed at group level in order to draw local conclusions and agree follow up action.

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11.5 HCUC SEND Update

The QCS Committee took this detailed report as read; it provided the year-to-date information for 2018/19 for this growing area of provision. The CEO reminded the meeting of the importance and scale of this area of work at the College; HCUC now had 425 High Needs learners (217 at Uxbridge and 208 at Harrow). Specialist Element 2 and 3 High Needs funding for learners would be at £5.45m for 2018/19 at the College and was estimated at £5.6m for 2019/20. This was noted as being 10% of the total college annual income. Governors noted that HCUC was currently implementing the College SEND Strategy; the process of harmonizing processes, costings and staffing structures across HCUC was now well underway and would continue into 2019/20. The difficulties around securing payment of the element 2 and 3 funding from the Local Authorities was discussed by the meeting. After challenge by governors the CEO confirmed that the risk around this funding was in relation to timing and cashflow rather than non-receipt.

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11.6 HCUC Staff Focus Group summary findings

The meeting noted the summary feedback from the Staff Focus Groups that had been held in November 2018 for lecturing staff, February 2019 for Managers and May 2019 for a group of support staff. In total 77 HCUC staff – 40 at UC and 37 at HC - had been involved during the year. The Resources Committee had previously considered detailed reports from these focus groups in November 2018 and March 2019 and July 2019 as well as the resulting action plans to implement any agreed changes. The CEO also highlighted that the feedback from the Staff Focus Groups had been taken to the individual colleges' Stakeholder and Scrutiny Committees.

The meeting was reminded that the purpose of the focus groups was to use the forum to discuss issues that were assisting or hindering an effective work environment and work practices, with a view to addressing action that could improve things and/or to advise staff about the College's stance on the matter. Comments were not attributed to an individual member of staff and the focus group was supplemented with an anonymous questionnaire that broadly mirrored the topic areas covered. The range of topics covered had been: Key activities of their roles, time and barriers to fulfilling the job role; Communications; interface between support and curriculum; Learner impact/culture & ethos; Customer service; Quality (SAR process); internal career development and staff training; Resources provided to support their roles; Leadership and Management; team working; HR Department strengths and areas for improvement; HCUC College values and valuing staff.

The positive comments and areas identified for improvement or action by each of the groups was presented to the meeting. Governors sought, and were given, assurance that action in relation to the areas for improvement was being taken and was being monitored at SLT on an ongoing basis.

NOTED

11.7 HCUC Equality and Diversity (E&D) Report

The meeting noted this report which provided QCS Committee members with in year updates relating to progress on the HCUC E&D Action Plan. There were no areas of concern with all areas now rated as 'green'. The meeting discussed the E&D aspects of the new Education Inspection

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Framework (EIF) and sought clarification on how Governors would be given assurance on the following aspect of the EIF:

‘The leadership and management criteria also include the extent to which those with responsibility for governance ensure that the provider fulfils its legal duties. This includes those under the Equality Act 2010 and, where applicable, the PSED.’

The Deputy CEO (PC) assured the meeting that all aspects of protected characteristics under the Public Sector Equality Duty (PSED) would be looked at within the SEND provision reporting to Governors. DMcT also suggested that a lot of data in relation to protected characteristics of learners would be captured at enrolment. ***The meeting suggested that a mapping exercise should be undertaken to give governors assurance on where their assurance came from on each of the nine protected characteristics under the PSED (in relation to staff and students).***

The Equality and Diversity update report was NOTED

11.8 HCUC Risk Register

The meeting received the Risk Register which outlined the key risks aligned to the College corporate goals which were being monitored by the Quality Curriculum and Standards Committee. DDS highlighted the change to the risk score for 1.19 ‘HE performance falls below targets, putting at risk future Quality Review and OfS expectations. Enhanced monitoring on Condition B3 relating to student continuation rates not addressed’. This risk score had been increased from 8 ‘green’ to 10 ‘amber’ since last presented to QCS Committee to reflect the ongoing OfS scrutiny and enhanced monitoring.

The Risk Register was NOTED

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

The minutes of the Harrow SSC meeting from 12th June were noted and received. KT highlighted 3 key areas: T Levels and their challenges; strong staff survey results; and the positive impact of the student council.

The minutes from the Uxbridge SSC meeting on 11th June would be circulated with July 2019 Governing Body papers for information.

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

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

- Thursday 21st November 2019 at 4.00pm
- Thursday 19th March 2020 at 4.00pm
- Thursday 25th June 2020 at 4.00pm

The venue for these meetings was confirmed as the Uxbridge Campus at Park Road.

13. Feedback to Governing Body meeting

The following items were agreed as highlights of the meeting:

- i) The meeting provided a good summary of the 2018/19 year. Overall things were looking positive for a good out-turn.
- ii) QCS Committee was very pleased to see the SLT making such clear preparations for the introduction of the new Ofsted Education Inspection Framework. A lot of thought had already been given to the change of emphasis within the new framework and the need for Intent of the curriculum to be clearly understood in the classroom (by staff and learners).
- iii) Retention for the year-to-date was positive; there had been an improvement on the prior year figures by 1.3% for 16-18 and 1.2% for 19+ learners.

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14. **Any other business**

There was no other business. The meeting closed at 6.05pm.

Signed.....

Date.....

