

**NORTH HERTFORDSHIRE COLLEGE
FURTHER EDUCATION CORPORATION
Quality and Innovation Committee**

Minutes of a meeting of the North Hertfordshire College Quality and Innovation Committee held on Friday, 8 January 2016 at 8am in Room S134, Monkswood Way, Stevenage. SG1 1LA

Present: Vernon McClure (Chairman)
Lynne Ceeney
Rob Irving
Karl Scott
Matt Hamnett
Kit Davies
Gary Phillips

In Attendance: James Sowray, Director of Commercial Operations
Jennie Condé, Performance and Development Manager
Lynne Bray Acting Clerk to the Corporation

Summary of Action Points

Item	Decision/Action Point	Who/ When	Action Completed
4	The weekly quality update email to be circulated to LC and RI.	GP	Weekly
	Quality strategy will be distributed with the minutes of this meeting	GP/acting clerk	ASAP
	A handbook for Governors is being worked on.	GP	Next meeting
	A “you said, we did” campaign will be run at the end of January	GP	End Jan 16
6	GP will email the findings of future curriculum quality reviews to the committee.	GP	On-going
	GP to resend the form for governors to complete when learning walks have been undertaken.	GP	ASAP
8	RI to work with Steve Lazenby on a review of the college’s staff recruitment process.	RI	
9	MH will circulate to the committee the government survey on apprenticeships	MH	ASAP

Minutes

No.		Action
1.	Apologies Apologies were received and accepted from Paul Harrison.	
2.	Declarations of Interest None.	
3.	Minutes of 20th November 2015 The minutes of the meeting held on 20 th November were agreed as a true record. The minutes were signed by the Chair and adopted.	

4.	<p>Matters Arising</p> <p>Item 4.1: VMc is now receiving GP's update emails. GP to include RI and LC in the circulation.</p> <p>Item 4.2: Quality strategy will be distributed with the minutes of this meeting</p> <p>Item 4.3: Governors induction – GP is currently working on a handbook. GP has been advised that the only recognised Safeguarding training is the course delivered by County and it is hoped that this can be delivered before the Corporation meeting on 1st Feb. The ETF online Prevent training module will continue to be used.</p> <p>Item 4.4: the “you said we did” campaign will run at the end of January.</p>	<p>GP</p> <p>GP/Acting Clerk</p> <p>GP</p> <p>GP</p>
5.	<p>First Impressions Survey</p> <p>The results of the survey were circulated ahead of the meeting. Jennie Condé advised the meeting that she had worked with Rob Irving to set the questions and the survey next year will mostly be the same questions, to allow comparisons to be made. The results show that a lot of the answers fall within the “strongly agreed” area but where concerns are raised these are being dealt with as part of the curriculum quality reviews. Also, curriculum areas have access to the data at course level and are addressing any areas for concern in the quality improvement plans.</p>	
	<p>Lynne Ceeney joined the meeting</p>	
6.	<p>Findings from the first curriculum quality reviews (IT, hair & beauty and Creative Arts)</p> <p>A report on the reviews was circulated with the papers and GP will email the findings of future reviews to the committee. This is a new process and the feedback from curriculum heads is positive. Also, tutors are now seeing that the quality team are being supportive and coaching as necessary, not just being judgemental. Some of the concerns emerging from the reviews were used as the basis for the Big Classroom sessions during December staff development, these were positively received by staff. From the findings of the curriculum area reviews an action plan is produced and progress monitored. If necessary a further, shorter review will take place. During the review there is a student review meeting so that information can be triangulated. In line with Ofsted changes, lesson observations are not graded and we have a Learning Impact Profile.</p> <p>Question: How do these reviews link to KPIs and remuneration? <i>KPIs for curriculum heads include attendance, good teaching and learning, success etc. The reviews are capturing the data needed to assess attainment of KPIs. HR are currently undertaking a piece of work relating to performance resulting in, at the end of this year, differentiated bonus payments based on performance.</i></p> <p>Learning walks – GP was asked to resend the form for governors to fill in.</p>	<p>GP</p> <p>GP</p>
7	<p>Value added</p> <p>Information was circulated ahead of the meeting. GP advised that the national data for 14/15 will now not be available until the Spring (maybe March). Value added is key as it shows how well a student is progressing, which success rates do not show. Nationally the value added score relates to graded Level 3</p>	

	<p>programmes for 16-18 year olds. The current data for NHC shows that we are - 0.28 against national average.</p> <p>Question: if there is no value added this presumably means that students are coasting? <i>Yes, the quality team have recognised this and stretch and challenge is an important developmental point.</i></p> <p>Previously the college did not set robust targets but this has now been addressed. Also, for non-graded programmes we have introduced a bronze/silver/gold award scheme which means that achievements can be celebrated at the end of the year.</p> <p>Information on performance against target will be included in forecasting data. During the curriculum quality reviews students are asked about their targets and progress.</p> <p>The Sport and Business grades were looked at in detail and discussed.</p> <p>Question: Staff can use these graphs to determine which students need monitoring? <i>Yes, this is still work in progress with the ultimate aim being to have this data available in year. There is a lot of work involved in doing this, but it will be a powerful tool if we can achieve this.</i></p>	
8	<p><u>English and maths</u></p> <p>A paper was circulated with the papers for the meeting. KD explained that now a student who enrolls at the college, without previously achieving a grade C or above in GCSE English and maths has to undertake resits. There have been issues with poor student attendance and behaviour which is being dealt with. There is an interim Head of English and maths in place, as we have not been able to recruit to the permanent position.</p> <p>Question: Why has this vacancy not been filled? <i>This is an area where it is difficult to recruit good staff. The interim head is doing a good job but we need someone with more experience.</i></p> <p>Student progress in GCSE English and maths is mixed. Mocks are being undertaken with exams in February when there will be a clearer picture.</p> <p>Question: Are we creative enough in the way we advertise for staff? <i>Yes, we have reviewed where adverts are being placed and included a golden handshake in some hard to fill posts. We have a Director of Curriculum who starts on 10th Feb and she will have responsibility for English and maths.</i></p> <p>Question: How much does it cost to hire someone? <i>Anything from £2 to £20k depending on the job.</i></p> <p>The college recruitment process is currently being reviewed and RI was asked to link with Steve Lazenby to assist that review.</p>	RI
	Karl Scott left the meeting	
9	<p><u>Progress in Apprenticeships and Traineeships</u></p> <p>JS discussed with governors the paper circulated with the papers and highlighted the success rates for NHC and sub-contractor delivery. We are in the process of collating success rates for partners and this should be finalised by the end of Jan. Overall success is being forecast as 74%.</p>	

	<p>The student survey for work-based learning is live and will be evaluated in February. The employer survey will be live end of Feb / beginning of March.</p> <p>The data dashboard is now rag-rated and this will aid the performance management of assessors.</p> <p>Over the next few months we will be developing our own traineeship programme, which will replace the BBC programme. Our current cohorts are showing 76% positive outcomes which is encouraging.</p> <p>Question: What is timely success rate? <i>The completion of the programme by the set end date.</i></p> <p>Question: Are there any problems with employers? <i>Occasionally but this is sometimes due to employers not understanding their role. Also, functional skills in English and maths have to be completed as part of the programme.</i></p> <p>Question: Are you comfortable that employers now know what is needed? <i>The new employers do but we are still doing some work with legacy employers. The planned employer survey will cover this.</i></p> <p>MH will circulate to the committee the government survey on apprenticeships. The key to growth is that it needs to be sustainable whilst maintaining quality.</p>	MH
	<p>The chair thanked attendees for a good set of papers and said that the committee's understanding of quality systems is improving.</p>	
10	<p><u>Date and time of next meeting</u></p> <p>Following discussions it was decided to move the meetings to a 4.30pm, start to aid staff and student governors to attend. The next meeting will be 28th April starting at 4.30pm</p>	

The meeting closed at 9.20am.

Signed as an accurate record of the meeting

Chair's Signature:

Date: