

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, 20 November 2015 at 8am in Room S134, Monkwood Way, Stevenage. SG1 1LA

Present: Vernon McClure (Chairman)
 Matt Hamnett
 Kit Davies
 Gary Phillips
 Paul Harrison

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	GP will CC VM into weekly Quality update email.	GP	Weekly
	GP to write a 2\3 page quality strategy.	GP	Next meeting
	The induction plan for governors is being finalised	VM/GP	Next meeting
	A “you said, we did” campaign will be run after the student survey results have been received.	GP	End Jan 16
	Include WBL and a traffic light system in the data dashboard.	GP	Next meeting
6	A one drive loaded with back papers to be set up for VM.	Acting Clerk	ASAP
	Also, VM, RA and LC to be copied into all governor papers and updates from the principal and quality team.	Acting Clerk/GP	On-going
	The Ofsted preparation documents will be updated regularly.	GP	On-going
7	When all the Curriculum reviews have been completed a full report will be circulated.	GP	May 16

Minutes

No.		Action
1.	Apologies Apologies were received and accepted from Lynne Ceeney, Rob Irving and Karl Scott	

2.	<u>Declarations of Interest</u> None.	
3.	<u>Minutes of 15th October 2015</u> The minutes of the meeting held on 15 th October were agreed as a true record. The minutes were signed by the Chair and adopted.	
4.	<u>Matters Arising from minutes of 15th October</u> Item 4.1: GP is sending a weekly email to all staff and will cc to VM in future. Item 4.2: Quality strategy is nearly complete. Item 5.1: Link to safeguarding and prevent training has been circulated and DSP will be attending the corporation meeting. Item 5.2: Induction plan is being finalised. Item 6.1: The template for recording learning walks is in the papers for item 7 Item 6.2: A “you said, we did” campaign will be run after the student survey results have been received. Item 6.3. Data dashboard report will be updated. Item 6.4: A meeting with Student Executive is taking place before the next board meeting. Item 6.5: Q&A document will be discussed under agenda item 4.	GP GP VM/GP GP GP
5.	<u>Emerging strengths and areas for improvement from the whole college self assessment</u> A document providing an overview of the self-assessment findings was circulated in advance of the meeting. Mike Davies, ex Ofsted inspector, has looked at the SAR and he considers the judgements to be accurate and fair. Overall the college is self-assessing as a grade 3, requires improvement. GP highlighted the key issues and achievements. Question: If Ofsted agree with the Grade 3, how is the expectation of staff/wider community managed? <i>If the inspection is after Easter some of the recent changes can be validated. The data for 15/16 won't be used by Ofsted until Jan 2017 inspections. Communications will need to speak positively about what is being done to deal with 14/15 issues.</i>	
6.	<u>Governor preparation for Ofsted</u> Documents were circulated in advance of the meeting. GP and MH have produced a question bank for governors which includes key themes for each question. A one drive loaded with back papers to be set up for VM. Also, VM, RA and LC to be copied into all governor papers and updates from the principal and quality team. Governors will also be held to account. In meetings with Ofsted it is appropriate to say that you weren't here at that time.	Acting clerk Acting clerk

	<p>Question: Are governors challenging enough? <i>Induction sessions need to be held for governors so they can learn how the institution works and therefore know what to challenge.</i></p> <p>The documents presented are living documents and will be regularly updated.</p>	GP
	Paul Harrison left the meeting.	
7	<p><u>Findings from the first Curriculum Quality Review</u></p> <p>A Curriculum Review of Hair and Beauty has been completed and IT is currently being reviewed. When questions are asked the teams have to produce the evidence to substantiate their answers. Students are also questioned to triangulate responses. The Hair and Beauty review has shown that a lot of progress has been made this year but English and maths are still an issue.</p> <p>Question: How many areas will be reviewed? <i>All areas will be seen by April 16. These reviews will provide evidence of progress and improvements since last year.</i></p> <p>When all the reviews have been completed a full report will be circulated.</p>	GP
8	<p><u>Progress in Apprenticeships and Traineeships</u></p> <p>JS led the discussion on the papers that had been circulated in advance of the meeting. Actions have been taken to strengthen the staff team, remove provision with low numbers and poor performance and re-align sub-contractors contracts. A flexible delivery model is being provided, based on the needs of the apprentice, and an appropriate functional skills model is being developed. Internal developmental observations are being undertaken and any issues identified will be built into staff training in December. Esurveys are being undertaken to enable Learner voice and employer voice.</p> <p>Traineeships were first introduced in 14/15 but there were issues with the model and delivery. We are currently running BBC Traineeships whilst developing our own model.</p> <p>Question: What are the student numbers for these programmes? <i>At present there are circa 700 live apprentices. In 14/15 39 traineeships completed. The target for 15/16 is 600 with 100-120 undertaken so far.</i></p> <p>Question: If I was an inspector why would I see that apprenticeships and traineeships come under the commercial team? <i>Because an employer is involved in these programmes and L&D undertakes the employer facing activity.</i></p> <p>The L&D team have done a fantastic job in creating business and now need to be able to maintain the quality aspects.</p>	
9	<p><u>Learning walks</u></p> <p>The proposal which sets out expectations and links governors to curriculum areas had been circulated in advance of the meeting. A template for recording learning walks is included and it is important governors complete these. For an initial learning walk</p>	

	<p>governors will be linked to a member of the quality team. Governors need to be aware that they can give feedback but not to make judgements.</p> <p>This approach was approved.</p> <p>Question: Will the paper be going to corporation? <i>GP confirmed that it will be.</i></p> <p>VM commented that it is important for governors to engage so that they can gain knowledge of the college.</p>	GP
10	<p>Date and time of next meeting</p> <p>8th January 2016 starting at 8.30am at Hitchin Campus.</p>	

The meeting closed at 10.00am.

Signed as an accurate record of the meeting

Chair's Signature:

Date: