

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 Thursday, 15 October 2015 at 8am in Room B202, Cambridge Road, Hitchin, SG4 0JD

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

**In Attendance:** James Sowray, Director of Commercial Operations  
Lynne Bray Acting Clerk to the Corporation

**Summary of Decisions and Action Points**

<b>Item</b>	<b>Decision/Action Point</b>	<b>Who/ When</b>	<b>Action Completed</b>
4	GP will be sending an all staff email to highlight the work undertaken by the quality team over the last 6 weeks	GP	6 <sup>th</sup> November
	GP to write a 2\3 page quality strategy.	GP	13 <sup>th</sup> November
5	All governors will receive a link to undertake on-line prevent training. A DSP will attend the next Corporation meeting to answer questions.	GP/ALL	ASAP
	Governor induction plan to be written	VM\GP	
6	A template to record site walks to be produced.	GP	
	Set up a system to share the outputs from the student survey.	GP	
	Include WBL and a traffic light system in the data dashboard.	GP	
	Arrange a meeting between the Q&I committee and the student executive before the next corporation meeting.	Acting Clerk	16 <sup>th</sup> Nov
	MH to produce a Q&A document.	MH	

## Minutes

No.		Action
1.	<p><b>Apologies</b> Apologies were received and accepted from Lynne Ceeney</p>	
2.	<p><b>Declarations of Interest</b> None.</p>	
3.	<p><b>Terms of Reference and appointments</b> Draft terms had been circulated in advance of the meeting. The Committee <b>approved</b> the Terms of Reference Vernon McClure was proposed and seconded as Chair of the Committee, Rob Irving was proposed and seconded as Vice Chair. The Committee unanimously <b>approved</b> the appointments.</p>	
4.	<p><b>Observation Framework 2015/2016</b> A paper was circulated in advance of the meeting. Gary Phillips explained that our observation framework is now aligned to Ofsted and includes developmental and formal observations. The only graded observations taking place are as a requirement of the teacher training programme. Managers are also undertaking learning walks, dropping into sessions on an ad hoc basis. Also, there is a LIFF programme which supports new and existing tutors, positive feedback has been received. <b>Question:</b> Is this consistent with industry best practice? <i>Yes, support is provided by teacher training tutors and this provides a cohesive approach.</i> <b>Question:</b> How do staff find out about LIFF? <i>The sessions are promoted in briefings. They are also promoted as a supporting good tutors to become outstanding.</i> <b>Question:</b> what can the committee do to help? <i>The Learning and Innovation manager has clear PDR targets which include the success of the LIFF programme. Feedback will be regularly provided to the committee.</i></p> <p>During the last 6 weeks a lot of work has been done on Quality and GP will be sending an email to staff to highlight this. GP was asked to write a 2/3 page quality strategy.</p>	GP
5.	<p><b>Preparing for Ofsted</b> GP advised that an inspection is anticipated this academic year and preparations are underway based on the new Common Inspection Framework. <b>Question:</b> How far are we in the process? <i>Teaching and Learning in the classroom is key so a lot of resources have been put into the LIFF programme. Also, briefing packs have been given to staff and all staff have been invited to attend a training session. More targeted group rehearsal meetings are also taking place.</i> A link to on-line Prevent training will be circulated to all governors and a DSP will attend the next Corporation meeting to answer questions.</p> <p>At present it is not clear what expectations Ofsted have regarding meeting with Governors. They will definitely meet with the Chair of Corporation and will probably triangulate information being provided.</p>	ALL

	<p>As we have a mostly new governing body there needs to be an induction plan, along the lines of the transformation plan, in place.</p> <p>Safeguarding governor- to be checked</p> <p>Equality and Diversity Governor – volunteer needed.</p> <p>There has already been a step change in that governors attended the recent curriculum SAR panels. VM intends to carry out no notice college walks.</p> <p><b>Question:</b> How Ofsted ready do staff feel? <i>KS answered that staff would like the inspection to happen soon as it has been anticipated for a long time. Inevitably some staff are more ready than others and some staff still need support with using the new learning platform. VM thanked KS for his openness in answering this question.</i></p> <p>A people group has now been set up to discuss processes, issues and good practice.</p>	GP\VM
6.	<p><b><u>Governor involvement in teaching, learning and assessment, including scope for data dashboard</u></b></p> <p>GP and VM recently attended an AoC conference which covered governor involvement in teaching and learning. Governors need to have a good understanding of the high level college data and a data dashboard is being developed to enable governors to challenge and question the data. GP tabled a paper. Good practice to have link governors, appropriate to skill set, and governor conversations with staff and students whilst undertaking a site walk. VM requested that a template is provided to record site walks. VM reinforced that the governor’s role is not to judge teaching and learning but to be aware.</p> <p>Governors <b>agreed</b> with the proposals for governor engagement.</p> <p>RI advised that he has been working with the quality team on a student survey, the results of which will be of interest to governors.</p> <p><b>Question:</b> How will governors be able to see the outputs? <i>A system is being worked on at the moment.</i></p> <p>It is important that governors can triangulate the data dashboard information with what the leadership team report and what students are saying. Data dashboard to include WBL, this committee will use the data to focus on areas of concern.</p> <p>Governors requested that a traffic light system is used. A report with full details will be produced for the Q&amp;I committee and the high level data presented to corporation. The committee <b>approved</b> the format of the data dashboard.</p> <p>The data reports supplied to performance boards with MH will also be available to governors; this links performance boards, the Quality and Innovation committee and the Board of Corporation in an effective way, using the same reports.</p> <p>The Committee would like to meet the newly elected student executive. Meeting to be arranged prior to the next Corporation meeting.</p>	<p>GP</p> <p>GP</p> <p>GP</p> <p>GP</p> <p>Acting Clerk</p>

	<p>GP is developing information sheets and MH will turn Appendix A into a question and answer document. 3 key documents for governors are Appendix A, the leadership and management document and the Hart Group Strategy (2 pages).</p> <p>Gary Phillips was thanked for his work.</p>	GP\MH
7.	<p><b><u>Any Other Business</u></b> None</p> <p>VM requested that for future meetings any items for discussion are notified to him ahead of the meeting. Any other Business will not be taken at the meeting.</p>	

The meeting closed at 10.05am. The next meeting will take place on Friday 20<sup>th</sup> November 2015 at 8.30am in Stevenage

Signed as an accurate record of the meeting

Chair's Signature: .....

Date: .....