

**The Corporation of the College of Haringey, Enfield and North East London**

<b>COMMITTEE</b>	<b>STANDARDS</b>
Time and Date of meeting	10am Wednesday 10 February 2010
<b>MINUTES</b>	

**MEMBERS**

**D. Goddard (Chairman), K. Bevis (Vice Chairman), J. Bax, \*M. Wing, G. Ortanca, \*L. Faizi, M. Hayward; \*D. Mirgova**

(\* denotes absence)

In attendance

D Mathieson (Secretary to the Corporation); K Hintz (Director of 14-19); B McAnespie (Director Quality and Equality) H Jeffrey (Director of Learner Support); P Gowan (Director Vocational Skills); J. Rosenburgh (Director of Science and Creative Studies); (K. Railton Head of User Engagement and Quality); J. Hans (Head of User Engagement and Quality Improvement); S Emerson (Head of Transforming Learning -items 1-5 and 8a)

**S1/0210 APOLOGIES**

Apologies for absence were received from:

**Governors:** M. Wing

**Staff:**

J O'Neill (Vice-Principal (Curriculum and Learner Experience))

D Stylianou (Director Skills for Life)

Apologies for lateness were received from:

**Governors:** D. Goddard (Arrived 10.15am)

Dr. Bevis chaired the meeting until 10.15am.

**S2/0210 Declaration of Interest**

Dr Bevis declared an interest in respect of item 7(g) HE Strategy due to his employment at the University of Hertfordshire.

**S3/0210**      **Urgent Business**  
There were no items of Urgent Business

**S4/0210**      **MINUTES**  
ST010

**RESOLUTION**

**The Committee AGREED to:**

- i)      APPROVE the minutes of the Standards Committee meeting 2 December 2009 as true and accurate record.**

**S5/0210**      **Matters Arising**  
Minute 7.13: It was confirmed that the 'Freshminds' report on the Enfield Centre had been completed.

**S6/0210**      **Lesson Observation Report**

- 6.1      It was AGREED that this item be brought forward from item 8 to allow Ms Emerson to leave the meeting.
- 6.2      Ms Emerson reported that the first round of observations is nearly complete and that although the policies between the two centres have not yet been merged, the results have been amalgamated in a common format. Attention was drawn to a 13% increase in lessons graded good or better. 21% of lessons observed were graded outstanding however a note caution was given as it is felt that there may have been a degree of overgrading by a number of new and less experienced observers. To ensure rigour in the grading process the grades will be externally moderated.
- 6.3      Mrs Bax congratulated the college on the progress made. She asked about learner input to the process was advised that learner contributions were sought through the report forms. This prompted a brief discussion on other strategies used to hear the views of learners and the approaches currently adopted by OFSTED.
- 6.4      In response to questions managers explained the issues behind lower grades awarded to a number of curriculum areas and action being taken to support staff and improve the standard of teaching and learning.

**RESOLUTION**

**The Committee NOTED the report.**

**S7/0210**  
ST011

**Reports from Committees**

- 7.1      Notes of the Learner Forum meetings held at the Tottenham Centre 25 January, and Enfield Centre 26 January 2010 were considered. The Secretary advised that progress on action points would be added before the notes are considered at the next

corporation meeting. Managers reported where action on specific issues had been taken.

- 7.2 In response to questions concerning the £5 charge for replacement college ID cards, managers explained the context of this in terms of security and safeguarding issues. A six week period of grace is given at the start of the academic year before the ruling is rigorously applied. Managers advised that, since the introduction of the strategy, there had been a considerable drop in the number of front of house security incidents. Prior to the introduction of the charge there were frequent queues for day passes. In response to a question Mr Rosenburgh clarified the arrangements for 14-16 learners which are different. He advised that there are few problems with regard to these learners and entry cards. The Chairman asked that management consider the issue in planning for 2010-11.
- 7.3 Regarding the matter of charges made to learners for course materials, a report was requested for the next meeting reviewing the charges made across all curriculum areas. Mr Jeffrey explained how many learners receive financial support from the Learner Support fund in cases of hardship.
- 7.4 Trials of new blinds in the Kingfisher Building at Enfield are taking place. Ms Hayward explained that the fitting of blinds is not straightforward due to the design of this building.

**RESOLUTION**

**The Committee NOTED the report.**

S8/1209  
ST012

**ITEMS FOR INFORMATION**

**a) 2009/2010 Complaints Report**

8.1

**RESOLUTION**

**The Committee NOTED the report.**

**b) 2009/10 EV Report**

- 8.2 Dr Bevis queried the medium risk grade associated with the registration of ITT candidates on the incorrect complex for the qualification. Mr Hans clarified the matter explaining that the issue had been picked up early and that there had been no implications for learners. An additional box showing actions was requested for the next report.

**RESOLUTION**

**The Committee NOTED the report**

**c) Attendance and Punctuality**

- 8.3 Ms Railton advise that punctuality levels are generally good however there needs to be drive to ensure that college targets are met.
- 8.4 Of greater concern are the attendance figures which are showing a drop of 2% and 15% at Enfield and Tottenham respectively. This is a significant decline at the Tottenham Centre and specific areas where this is most apparent were identified. The meeting discussed the robustness of the data noting that the reporting systems for the two former colleges had been different prior to the merger. Both centres now use the same electronic system which is understood to provide more robust data.
- 8.5 A key issue is the way in which 'Approved' absences and Sickness (A&S) are recorded. There is no provision for this on electronic registers and OFSTED only take account of the actual attendance in classes. It was recognised that many learners unable to attend some of their classes for genuine reasons e.g. emergency child care, may well be working or studying at home but have received support and guidance from tutors. The importance of recording these issues was noted.
- 8.6 Action is being taken to understand the reasons for poor attendance and address issues in areas of concern.
- 8.7 In summing up the Chairman highlighted the following points and actions:
- Need to ensure a robust scrutiny and understanding of attendance data;
  - Investigate reasons for non attendance at course level and learner level;
  - Need to measure 'like for like' with other colleges;
  - More detail required in future reports.
  - Update on key issues to be reported to next meeting

**RESOLUTION**

**The Committee NOTED the report**

**d) 2008-2009 Destination Data**

- 8.8 The report summarised the outcomes of the CONEL learner destinations survey and the way in which data had been recorded. In response to a question regarding what happens to learners who are unsuccessful in securing a higher education place, members were advised of the range of support provided that includes ongoing guidance from tutors, and use of college careers officers and related resources.
- 8.9 Mr Jeffrey advised that the college misses out on the summer publicity given in the media to the publication of 'A' level results as this provision is no longer available at the college. Other forms of learner celebration with media potential are to be investigated.
- 8.10 The Chairman requested that the college reviews and strengthens its pathway links with HE for the summer.

**RESOLUTION**

**The Committee NOTED the report**

**e). Committee Work Plan**

**RESOLUTION**

**The Committee NOTED the report**

**f). Key/Functional Skills Update**

- 8.11 It was noted that overall success rates are up by 5.5%. An actions and outcomes grid was requested in the next report.

**RESOLUTION**

**The Committee NOTED the report**

**g). HE Strategy**

- 8.12 Mr Rosenburgh presented the report in the context of a challenging year ahead following the announcements regarding major cuts in HE funding. This could result in a substantial drop in the number of available places and is likely to have a disproportionate impact on learners from poor backgrounds.
- 8.13 The need to identify and explore a range of different types of HE provision was noted and it was felt that the college is in a

strong position to do this. Dr Bevis advised that learners with qualifications other than 'A' levels undergoing selection interviews at universities frequently don't understand the status and value of qualifications that they are studying for e.g. BTEC. It is important for colleges to ensure that learners and parents are able to articulate knowledge and value of their FE courses.

- 8.14 During the discussion the following points were considered:
- The importance of continuing to develop and maintain employer links in the Upper Lea Valley;
  - The need to build on and develop combined partnership events;
  - The range of support currently at the college to assist learners seeking to progress including the 'Aim Higher' Coordinator.
  - The college further developing its own HE provision including full fee only programmes;
  - Ensure provision is of high quality and that the college is ready to take advantage of new schemes and initiatives;

## **RESOLUTION**

**The Committee NOTED the report**

### **h). Staff Learning and Development Reports**

- 8.15 Mr Crilly presented a report on recent development activities including 2 whole college training events held in December 2009 and January 2010. Evaluation returns indicated a high level of satisfaction with the events. A number of issues concerning course materials and domestic matters are being addressed ahead of future events.
- 8.16 Three 'Fierce Conversation' events run by LSN have been held. These were highly rated but there were some concerns about the slow pace of the training. Some staff felt that the programme could have been delivered in half a day.
- 8.17 Other points emerging from discussions include:
- The importance of supplying reading material ahead of training to enable more active learning to take place at events;
  - Evaluation sheets to be reviewed taking account of actual learning and impact;
  - The need to ensure that management training promotes understanding and communication between all levels of management across the college.

<b>RESOLUTION</b>
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<b>The Committee NOTED the report</b>
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**S9/0210**  
ST013

**ITEMS FOR DISCUSSION**

**a) Lesson Observation Report**

9.1 Item taken at minute S6.

**b) Quality Improvement Plan (QIP) 2009-10 Progress Report**

9.2 The Chairman welcomed the clear format of the QIP reporting format and invited questions.

9.3 Mrs Bax requested information on sign language provision in the college and was advised that the college no longer offers training in sign language but provides high levels of support to learners with hearing difficulties.

9.4 A report on the tutorial system was requested for the next meeting.

9.5 Dr. Bevis made reference to milestones and action points suggesting that action points should have clear end dates and not be treated as recurring events.

9.6 It was clarified that, in relation to grade inflation, where appropriate college observers will be paired with an external assessor who will support the member of staff and moderate the grades awarded.

9.7 The Chairman highlighted the need to support and develop a strong student union.

<b>RESOLUTION</b>
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<b>The Committee NOTED the updated report.</b>
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**c). Internal Audit – Course Reviews and Self Assessment**

9.7 Ms McAnespie explained the background and process of the reviews and how this informs the college SAR. Course reviews take place termly each with a different focus reflecting key influences on learner progress as the year progresses.

9.8 The Chair spoke of the need to explore ways in which governors are able to contribute to the process.

9.9 Mrs Bax spoke of her recent visit, accompanied by Cllr Santry, to the Enfield Centre. She described the positive and enthusiastic responses from both staff and learners.

**RESOLUTION**

**The Committee NOTED the report**

**d) Learner Engagement Strategy**

9.10 The report described revisions to the Learner Engagement Strategy taking account of the organisational changes in the college, and the Ofsted framework.

**RESOLUTION**

**The Committee NOTED the report**

**S10/0210 Date of Next Meeting**

10am Wednesday 12 May 2010 at the Enfield Centre.

NB This meeting was scheduled 'in case of need' on the work plan.

**S11/0210 Urgent Business**

There was none.

Signed:.....  
(Chair)

Date: 12 May 2010

## Action Points from Standards Committee Meeting 10 February 2010

<b>Issue</b>	<b>Action</b>	<b>Who</b>	<b>When</b>
Learner Forum Notes	Progress on action points to added for report to Corporation	BMc	14 March
Fees for Replacement ID Cards	Review for 2010/11	HJ/JON	21 June
EV Report	Add action box to next report	IVQM	2010/11
Attendance and Punctuality	Issues report	KR	21 June
Key/Functional Skills	Future report to include action/outcome grid	DS	2010/11
QIP	Report on Tutorial System	?	21 June
Work Plan	Report on Appraisal	TCarter?	21 June