

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

COMMITTEE	STANDARDS
Time and Date of meeting	10am Friday 26 November 2010
MINUTES	Enfield Centre

MEMBERS

Cllr D. Goddard (Chairman), K. Bevis (Vice Chairman), J. Bax, M Hayward, M. Wing, G. Ortanca.

In attendance

A. Ajazi - Student Governor Designate - Enfield Centre
 A. Ogunleye - Student Governor Designate - Tottenham Centre
 J. O'Neill (Vice Principal Curriculum & Learner Experience)
 P Gowan (Director Vocational Skills);
 K Hintz (Director of 14-19);
 J. Rosenberg (Director of Science and Creative Studies)
 H Jeffrey (Director of Learner Support);
 D. Stylianou (Director of Skills for Life and Work)
 N Shoffman (Secretary to the Corporation);

ST1/1110 APOLOGIES

Apologies for absence were received from K. Bevis (Vice Chairman) and G. Ortanca.

ST2/1110 Declaration of Interest

There were no declarations

ST3/1110 Urgent Business and Announcements

- 3.1 There were no items of Urgent Business
- 3.2 Mr Hintz advised the Committee that a team of Business students had competed against 24 Colleges and won an Institute of Directors award for innovation and entrepreneurship. The team have created a unique product which has marketing potential.
- 3.3 A discussion ensued around how to raise the College profile and ensure such events are reported in the local media.

ST4/1110 MINUTES

ST021 Minutes of the meeting held 13 October 2010

RESOLUTION

The Committee AGREED to:

APPROVE the minutes of the Standards Committee meeting held 13 October 2010 as a true and accurate record

ST5/1110

Matters Arising

There were no matters arising

ST6/1110

Reports from Committees

ST022

The Committee reviewed the Academic Standards and Quality Board terms of reference and made no further recommendations.

RESOLUTION

The Committee AGREED to note the report

ST7/1110

Items for Information

ST023

a) Induction Learner Survey Report

- 7.1 Ms O'Neill advised the Committee there are still some surveys being completed; there is a 2% lower satisfaction rate than in previous years. Much of the dissatisfaction is around the integration of systems, security, IT and enrolment. There is positive feedback around teachers' support, learners feeling welcome and safety at Enfield
- 7.2 Ms Hayward said there had been an issue for students accessing the survey on line at Enfield; Ms O'Neill responded that in future lead tutors will be able to support and advise staff on how to access the survey and guide groups of students in completing it. The learning centre PC's should be booked out as a matter of priority for this activity during survey week.
- 7.3 Ms Ajazi said some of the students had rushed the survey so the results may not be a true reflection. She also suggested that in future enrolment dates should be released earlier.
- 7.4 Ms O'Neill confirmed that all the issues raised are being reviewed and will be addressed for next year

RESOLUTION

The Committee AGREED to note the report

b) 2009/10 Impact Data: Learner Support - Verbal Report

- 7.5 Ms O'Neill apologised that the data was not available to report on for this meeting. A report will be brought to the next meeting.

c) Feedback from SAR External Validation – Verbal Report

- 7.6 Ms O'Neill reported on the first outcomes of the validation process. The SAR position paper contains the final grades set.

- d) 2010/11 Learner Disciplinary Intervention to date**
7.7 The Committee agreed to consider this item along with the 2009-10 Learner Disciplinary Intervention report later on this agenda.
- e) Safeguarding termly report**
7.8 The Committee considered the report and a discussion ensued around the gender and age profile of referrals and the fact that referrals need to be at a high level before they are responded to by external agencies.

RESOLUTION

The Committee AGREED to note the report
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**ST8/1110
ST024**

Discussion items

- a) 2009-10 QIP (Sign off)**
- 8.1 Ms O'Neill reported that the final QIP 2009-10 encompasses all the actions that the College planned to do last year, including targets centred on the merger.
- 8.2 The focus remains on increasing success rates
- 8.3 Attendances remains a significant issue; management receive a fortnightly report identifying courses at risk through non attendance
- 8.4 Functional/ key skills success improved but needs to improve further. Ms Hayward suggested a more integrated approach is needed. Ms O'Neill said that there has been an urgent meeting around this and additionalities which are impacting on success rates. The working party from last year has been reconvened. Ms Ajazi said the functional skills should be harder and more relevant to the course and the Chair suggested they should be differentiated. Ms Hayward suggested using the E Learning zone to open up a debate on this issue.

RESOLUTION

The Committee AGREED to note the report
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- b) SAR Position Paper**
- 8.5 Ms O'Neill reported that the strategy is to focus on weak areas. OFSTED type reviews have been or are in the process of being carried out in these areas. Any common threads from the reviews will be taken to this Committee and Academic Standards & Quality Board.
- 8.6 Overall there are some good grade 2's and evidence of good practice. Business is an example of an area which was static and having brought in an external consultant and Ofsted inspector has now achieved the grade 2 we were seeking.
- 8.7 Sport is a satisfactory area that needs to be improved. Action is being taken to deal with management issues and the aim is to

achieve a grade 2 by the end of the year. Attendance is an issue in this area.

- 8.8 The Committee was assured that all courses are being looked at but a higher level of investigation is carried out where there are concerns.

RESOLUTION

The Committee AGREED to note the report and draft SAR grades within which will be submitted to the Corporation for consideration

c) 2009-10 Learner Disciplinary Intervention

- 8.9 Mr Jeffrey advised the Committee that the 2009-10 exclusion figures are higher than in previous years. A high proportion of students were excluded after stage 3.

- 8.10 There is a need to do some work with the Kurdish/Turkish student population who have a high incidence of exclusions. The Chair suggested the College gets involved in borough initiatives around this and Ms O'Neill said that we are working very closely with outside agencies. There is now a Police officer permanently located on the Enfield site and Ms Ajazi confirmed it is much safer and there are less fights on site.

RESOLUTION

The Committee AGREED to note the report

d) 2009/10 Success Rates – without impact analysis and diversity data

- 8.11 Ms O'Neill reported that the overall success rate is 75.2%. Last year the success rate for Tottenham was 86% (above the median for overall success) and Enfield was 74% (below the median for overall success). Merging the two Colleges has impacted negatively on success rates in the year of merger, particularly as two year programmes roll out. The new methodologies for calculating success have also had an impact and were discussed previously.

RESOLUTION

The Committee AGREED to note the report

e) Attendance and Punctuality

- 8.12 Mr Jeffery reported that there are some problems with punctuality but attendance is the main issue. The Committee asked whether there are any areas of good practice and Ms O'Neill said that this was being explored for sharing good practice sessions.
- 8.13 In response to a question from the Chair as to whether the college has consulted on this with students Ms Stylianou reported that she

had worked with a group of students and moved the time of the lesson and attendance improved.

- 8.14 Ms Ajazi gave an example that last year her class had three hour breaks between lessons and many students would go home and not return. This year they have 15 minute breaks and the students stay in College. Mr Ogunleye said there is also an issue around students being able to work as well as study.

RESOLUTION

The Committee AGREED to note the report

f) Report on Learner Voice feedback

- 8.15 The Chair asked the Student Governors whether the new learner forum system is working from the learners' point of view. They responded that issues are being addressed in the main but expressed disappointment that some issues were not resolved.
- 8.16 The Committee was advised that both Student Governors had walked around their home sites to assess progress. Mr Ogunleye reported that toilet door locks are still not working; the toilets are still not clean and suggested a note to flush be put up in cubicle. Ms O'Neill said she will follow up
- 8.17 Ms Ajazi said the course rep meetings are not being communicated adequately. The minutes of every school forum meeting go to the quality team and a lot of changes have already been made.
- 8.18 Mr Ogunleye said that the technology is not fast enough and there is a problem with messages coming up when trying to access from home. Ms O'Neill said she would advise ICT.
- 8.19 There followed a discussion around cancellation of class due to the absence of tutors. Ms Ajazi suggested texting students as some have to come a long way as not all students have access to internet at home (college closures and other such announcement are put up on the website).

RESOLUTION

The Committee AGREED to note the report

g) Appraisals and Tutorial Observations Report

- 8.20 Ms O'Neill presented the report which describes the appraisal process and system and appraisals undertaken to date.

RESOLUTION

The Committee AGREED to note the report

ST9/1110
ST025

Governance Issues

Review of the Committee's Terms of Reference and progress against Committee Work Plan 2010-11

- 9.1 The Committee considered the recommended changes to the Terms of Reference in order to bring these in line with the new Learner Involvement Strategy In addition Ms Shoffman proposed that the membership be increased to 8 to include the 2 learner Governors and that the quorum be increased to 3.
- 9.2 Ms Shoffman confirmed that items carried forward from previous meetings of the Standards Committee were included in the work plan.

RESOLUTION

The Committee AGREED to:

- i) RECOMMEND the revisions to the terms of reference for APPROVAL to the Corporation**
- ii) Note the report**

ST10/1110

Date of Next Meeting

Wednesday 16 February 2011 at Tottenham Centre (Change from original date)

ST11/1110

AOB/Urgent Business

None

Signed:

Date: 16 February 2011