

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

COMMITTEE	STANDARDS
Time and Date of meeting	10am Wednesday 30 June 2010
MINUTES	Tottenham Centre

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); J. O'Neill (Vice Principal Curriculum & Learner Experience) K Hintz (Director of 14-19); H Jeffrey (Director of Learner Support); P Gowan (Director Vocational Skills); J. Rosenberg (Director of Science and Creative Studies); D. Stylianou (Director of Skills for Life)

S1/0610 APOLOGIES

Apologies for absence were received from:
Governors: M. Wing, G. Ortanca, M. Hayward

Staff:
 J. Hans (Head of Quality Assurance and Improvement)

S2/0610 Declaration of Interest

There were none.

S3/0610 Urgent Business – to be taken at item 15

Attendance & Punctuality

S4/0610 MINUTES

ST014 Minutes of the meeting held 10 February 2010.

RESOLUTION

The Committee AGREED to:

i) APPROVE the minutes of the Standards Committee meeting held 10 February 2010 as true and accurate record.

S5/0610 Matters Arising

5.1 Ms O'Neill informed the meeting of a number of awards received by College learners recently details of which have been published on the College website. Governors expressed their congratulations at these achievements.

S6/0610 Information Items

ST015 a) Complaints Policy and Procedure 2010-11

6.1 Ms O'Neill responded to questions and clarified points in the report. She stressed the importance of clearing up issues at a local and informal stage if possible before the formal phase is used. Many complaints emerge from learners not complying with College policies which they had signed up to in the Learning Agreement. The wording of bullet point 4 was clarified.

RESOLUTION

The Committee AGREED to note the report.

b) Safeguarding Annual Report

- 6.2 Mr Jeffrey presented the report advising that a risk based audit of the area during the year by RSM Tenon had provided 'substantial' assurance that the contracts in place to manage safeguarding are effective.
- 6.3 In response to a question the committee were advised that the College's system for ensuring CRB checks and validation on all staff were effective and comply with Ofsted requirements. This issue is closely monitored by the PLG through reports at each meeting.
- 6.4 Mr Hintz explained how 'at risk' 14-16 learners are identified and the reporting and advisory relationships between the College and provider schools. He confirmed that agreed protocols are in place and advised that, while there is a risk of information not being transferred when 'managed moves' of learners are carried out, every care is taken to minimise the risk. Ms O'Neill advised that the College has a high level of confidence in its ability to ensure it has relevant information on learners.

RESOLUTION

The Committee AGREED to note the report.

c) Appraisals

- 6.5 An update report will be circulated to Governors after the meeting. The Chairman stressed the importance of this issue being discussed by the committee particularly in relation to classroom observations.

d) Standards Committee Work Plans

- 6.6 The Chairman requested that items carried forward from meetings of the Standards Committee be included in the work plan to inform the following agenda.

RESOLUTION

The Committee AGREED to:

- a) Note the Work Plan 2009-10**
- b) Approve the Work Plan 2010-11 subject to the additions as discussed.**

e) Staff Learning & Development Policies

- 6.7 The report described the revised policy and how this links to College priorities aligned to funding. This policy covers all College staff regardless of the centre where they are based.
- 6.8 The Chairman spoke of the need to ensure that the process is linked to business planning. He highlighted the importance of balancing the institutional priorities for staff development with the needs of the individual. Mr Rosenberg described the College's relationship with Canterbury Christchurch and the funding of higher degrees for staff. He spoke of the improvement in staffing at the Enfield Centre since the merger. The larger organisation has funded new types of post at the Enfield Centre such as course team leaders (CTL's). This provides better support for curriculum areas.

RESOLUTION

The Committee AGREED to note the report

f) Curriculum & Learner Experience Issues

- 6.10 A key issue from the report was lesson and tutorial observations. The Chairman stressed the importance of addressing the issue.
- 6.11 Ms O'Neill outlined key elements of the proposal and spoke of the importance of re-starting discussions with the UCU who are currently objecting to management determining who will observe lessons, which lessons will be seen, and at what time. It is crucial that a clear timescale and process for implementation is established. She advised that now the staff harmonisation and

- other post merger issues have been resolved it is time to tackle the issue and start discussions with unions. It appears that the majority of staff are supportive of the policy.
- 6.12 One of the key issues to be addressed is overgrading which, from the outcomes of a recent grading moderation activity, indicates that overgrading by about +20% has been identified in most observed lessons. It is important that the most challenging and difficult classes are observed, not just those that lecturers feel most comfortable with.
- 6.13 Dr Bevis spoke of the Enfield College experience of implementing observations and described how staff became more positive after realising that additional resources had begun to flow into the classroom to address issues identified during the process that adversely affected learning.
- 6.14 The Chairman highlighted the need to ensure that there is a clear framework for delivery.
- 6.15 In response to a question on franchise provision, Ms O'Neill described how, following curriculum audits undertaken on college franchise providers, the college is working with partners to train their staff in quality procedures including self-assessment and quality curriculum reviews. This is essential to ensure that the quality of provision and procedures are in line with the Ofsted inspection framework.
- 6.16 The Chairman raised the importance of ensuring that information relating to quality issues with subsidiaries, such as KIST, and franchise partners is dealt with through the college systems and reported through an appropriate framework. Mr Bevis highlighted the importance of related corporation policies being applied throughout the 'supply chain' of providers.
- 6.17 Mr Hintz clarified issues relating to Learner Recruitment 14-19 highlighting the risks and opportunities in this area. Both the Football Academy, and the new Construction courses at Enfield are doing well and it is planned to expand this provision next year. It was noted that 40% of local KS4 learners progress to provision at the college. With the potential changes in HE provision it is thought that there may be a greater demand for vocational training from school leavers that the college could meet. The college now employs its own 'Job Broker' reporting to the Director of Learner Support. The Chairman advised of the potential opportunities of working with 'Job Net'.

RESOLUTION

The Committee AGREED to note the report
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Discussion items

a) Predicted Success Rates

7.1 Ms O'Neill explained that the data contained in the report was indicative and that a considerable amount of further work is required. The Deputy Director of MI&P is currently working with heads of schools to interrogate and clarify the data. She explained the complexity of working with two separate systems following the merger and advised that the new single system must be ready by September. In view of these issues interim assumptions from heads of school have tended to be prudent. Assumptions. Directors highlighted specific issues from their areas and responded to questions.

RESOLUTION

The Committee AGREED to note the report
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b) Curriculum Offer

7.2 Ms O'Neill presented the summary of provision for 2010-11 emerging through the Business Planning Process which commenced in January 2010. The majority of the provision is finalised but a number of areas may change as a result of accreditation or funding issues.

7.3 In response to a question regarding the impact of reductions in Adult funding, Ms O'Neill advised that the college would offer some unfunded provision but efforts are being made to secure alternative sources of funding.

RESOLUTION

The Committee AGREED to note the report
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c) Learner Involvement Strategy

7.4 Ms Gowan presented the report advising that the draft strategy for 2010-11 addressed issues emerging from the recent review of the Tutorial system and the need to fully embed the learner voice at all levels in college.

7.5 A key change proposed in the strategy is the enhancement of the learner voice at governance level by removing the current informal Learner's Forum and involving governors in meetings with learner representatives at school, centre and college level. Governors welcomed this initiative and felt that it would raise the level of debate on learner issues. The draft strategy will be discussed with learners throughout the college.

7.6 In response to questions the strategy for supporting and training learner representatives was explained.

RESOLUTION

The Committee AGREED to note the report and recommend that the Corporation approve the proposals in respect of learner engagement with governors.

d) Review of Tutorial System

7.7 The Committee received a report outlining the key actions emerging from a review of the separate tutorial systems operating at the Tottenham and Enfield centres. New policy initiatives for the whole college are being rolled out to staff during development days in July.

7.8 Governors considered a number of issues including the importance of using the observation process to support the quality of tutorials; timetabling of tutorials and the impact on attendance and punctuality; and strategies and incentives for improving attendance at tutorials. A report looking at related issues including innovative strategies was requested for the next meeting.

7.9 Mr Jeffrey reported back on the issue of replacement learner ID cards. He advised that consultation with learners had indicated a strong level of support for the current system which seems to work well in terms of the maintaining a safe environment. It was however felt that the £5 charge was rather high and that this should be reduced. Mr Jeffrey advised governors the £5 charge had been set after consultation with learners last year however management will look at options for reducing the charge for the new year.

RESOLUTION

The Committee AGREED to note the actions identified and the proposed model of tutorial support.

S8/0610

Date of Next Meeting

10.00am Wednesday 13 October 2010 at the Tottenham Centre.

S9/0610

Urgent Business

Attendance and Punctuality.

9.1 The Chairman suggested that these issues had been addressed during earlier items and that a report would be taken at the October meeting.

Retirement of the Secretary

9.2 It was reported that the Corporation had appointed a replacement for Derek Mathieson who is retiring in the near future. Ms Naomi Shoffman will take over as Clerk to the Corporation from 1st October 2010. The Chairman recorded a vote of thanks to Derek for his work and support over the years and wished him well for the future.

Signed: Date: 13 October 2010