



## HOPWOOD HALL COLLEGE

### MINUTES OF THE STANDARDS COMMITTEE MEETING HELD ON 5<sup>TH</sup> APRIL 2022

**Meeting Commenced: 4.30pm**

**Meeting Ended: 6.00pm**

**Attendance: 60%**

**Quorum 3**

**Governors Present:**

Clive Reid (Acting Chair), Julia Heap (Principal & Chief Executive), Rob Jones, Susan Ayers, Gill Banks, Andrew Baggaley

**In Attendance:**

Andrea Murphy	Deputy Principal
Liz Duncan	Assistant Principal
Greg Scully	Assistant Principal
Fatema Hussein	Clerk to the Corporation

#### **1. Apologies for Absence**

Apologies had been received from Jenny Worsdale and Jason Lancaster.

#### **2. Declarations of Interest**

Members were invited to declare any direct, indirect, personal, pecuniary or prejudicial interest on any item on the agenda.

There were no declarations.

#### **3. Approval of the Minutes – 26<sup>th</sup> January 2022**

Agreed that the minutes of the meeting held on 26<sup>th</sup> January are approved as a correct record and authorised for publication.

#### **4. Matters Arising from the Minutes**

The action progress log was reviewed and it was noted that all actions had been completed or included on the agenda for discussion.

#### **5. Teaching, Learning & Assessment Reports**

##### **5.1. Deputy Principal Report**

The Deputy Principal presented her report with the following points highlighted to the

Committee:

### **5.1.1 Out of Funding Apprentices**

- There were currently 541 Apprentices in learning
- Of these, 69 were out of funding which was 13% of all Apprentices
- The vast majority of these apprentices were behind target due to the Covid lockdowns, although three (0.5%) apprentices should have completed pre-lockdown
- Of the 69 who were out of funding,
  - 4 had already completed
  - 2 were struggling to engage – discussions are taking place with their employers to try and resolve the situation and a learning plan to support them moving forward will be put in place
  - 27 are still engaged but, were not ready for end point assessment
  - 25 were planned to complete this year and 2 would carry over into next year

### **Apprenticeship Achievement Rates**

The Committee was informed that the national achievement rates for Apprenticeships had been published. The average achievement rate for all Apprentices in 2021 was 57.7% and 60.2% for the College. A full report would be provided at the next meeting.

### **ACTION:**

Clerk / June Agenda

### **5.1.2 HHC apprenticeship, AEB and community learning provisions compared to other local providers**

The meeting was informed that:

- Hopwood Hall College had bucked the national and local trend in the decline in apprenticeship numbers due to the pandemic
- It was the only further education college to have seen growth in numbers in 2020/21 compared to 2019/20
- It was also the only FE college (other than LTE Group) to increase its AEB numbers in the pandemic year compared to the previous year
- Although AEB numbers were down on previous years; the offer no longer included subcontracted provision

### **5.1.3 Update on project Activity by the Director of Employer Partnerships and Adult Skills**

The Deputy Principal reported that:

- The Director of Employer Partnerships and Adult Skills had a dual role within the College
- A key aspect of the role was to work with employers to develop courses to meet their needs
- This is a challenging process to navigate due to the 'responsive' nature of the work
- Two years ago, there were no specific courses run for employers under this provision

- The College had been developing this aspect as part of its wider strategic intent to be 'drivers of economic prosperity'
- Some of the links College was currently working on included:
  - Tarmac - delivering a Sector-based Work Academy Programme for Tarmac in conjunction with Job centre Plus (JCP)
  - Cadent - working Cadent Gas and Network Plus to develop a traffic management SWAP
  - Ingeus - working with them to deliver resilience training to referrals that have come through from their Rochdale arm
  - Rochdale Council - permission gained to deliver the Level 2 Information, Advice and Guidance and looking for someone to deliver this to a pipeline of workers at the council
  - Good Things Foundation - working with this organisation to move people study Essential Digital Skills (EDS) into adult education courses at the College
  - Sunbelt Rentals - looking at the possibility of doing some community work with this organisation entitled 'Weapons Down, Gloves Up'

#### **5.1.4 Action Research**

The Deputy Principal explained that:

- She had been tasked with improving the reputation of the College when appointed
- A stakeholder survey had been undertaken via F.E. Associates which had highlighted that the College was not promoting itself enough
- A number of actions were taken to address the matters raised by stakeholders
- This included;
  - Restructured marketing approach
  - New roles of Director of Apprentices, Director of HE, Director of Employer Partnerships and Adult Skills
  - £11m spent on refurbishing Advanced Manufacturing Centre
  - Building links with employers and the Rochdale Development Agency
- Apprenticeship income and 16-18 recruitment had increased and community learning provision has also grown following the changes
- The College's reputation within Greater Manchester had also been enhanced

#### **Governor Questions**

**Q.** Did College know how many community learners had progressed into mainstream education?

**A.** Management were in the process of gathering data on this and set KPI's for progression into Adult courses. The College also worked with Schools to encourage students to progress into vocational learning.

### **5.2. Report from the Assistant Principal Quality**

#### **5.2.1 Teaching, Learning & Assessment**

- TLAR learning walks had commenced the week beginning 24<sup>th</sup> January 2022 with the final walks being completed the week beginning the 14<sup>th</sup> of March 2022
- Across the 17 departments, 168 staff had been identified as being in scope for a TLAR learning walk

- Of the 154 walks that had been completed, 20 staff were identified as being 'below expected standard' (13% of the total)
- Of the 20 staff, 1 staff member (agency) had now left the college, 1 staff member was on long term sick and 1 staff member had a split role of which teaching was only a small component and was to be moved fully over to their other support role
- 17 staff had an action plan developed by an Advanced Practitioner which focussed on pedagogy

### **Governor Questions**

**Q.** What was the College's approach to lost learning. How was the Covid Catch up funding being used?

**A.** College noticed low levels of motivation and engagement amongst learners. There had also been a loss in hand skills and dexterity amongst learners due to the lockdowns. It had further strengthened the Pastoral and Behavior Support team and introduced a points system for behaviour management. The whole of the Senior leadership team also undertook morning and lunchtime duties to monitor behaviour and support students

**Q.** Was any specific training required for Teachers to address learners social and emotional needs?

**A.** Some of the Catch-up funding had been used to employ a full time Social Prescriber who was based in College. However, it was too early to assess the impact of this

### **5.2.2 Support, Challenge & Intervention**

- Support, Challenge and Intervention panels (SCI panels) had been carried out in March
- The Assistant Principal, Quality chaired the meetings with the support of the Deputy Principal, Assistant Principal Curriculum and the Head of Quality
- The focus of the meetings was the curriculums progress towards the actions in the quality improvement plans and the evidence to support these improvements
- The key concern was staffing and an over reliance on agency staff
- Regular monitoring was being undertaken to track progress in English and Maths

### **5.2.3 Value Added Report**

- College was currently at a band 7 for value added
- Performance in the January exams had not been as good as expected
- Exam Boards would be set up after Easter to ensure that RQF exam results were on track to meet targets

### **5.2.4 H.E. Report**

- Currently retention for all HE courses was at 94%
- Attendance was 91.3%
- College was on target to increase its H.E. offer, and initial enquires had been completed for the Level 6 Top-Up in Early Years and Level 6 Top-Up in Animal Management with the University of Bolton

### **5.3. Report from the Assistant Principal Curriculum**

### **5.3.1 Attendance & Retention Update**

- College attendance was currently 86% for all courses and all ages
- Since January's report, attendance for 16-18 and 19+ full time Adult attendance had remained static
- The 19+ part time attendance had improved by 1% since January
- English attendance had remained static since January's report and Maths has improved by 1%
- College retention was currently 94% and now at KPI
- Retention was below expectation at this point in the academic year.
- The College closely monitored the number of Year 1 level 3 students who had withdrawn
- There had been 28 withdrawals as of 24<sup>th</sup> March and this was an increase of 16 from the January position of 12 withdrawals
- This was still below the 2020/21 final position of 57 withdrawals

### **5.3.2 Training@ Hopwood – Update on Progress Against Action Plan**

The Assistant Principal provided an update on progress with actions identified following an external review of Training@Hopwood.

The Committee requested that further information was provided on the College's approach to SEND learners who were undertaking apprenticeships and in particular how the College was undertaking an assessment of need and how were employers addressing those needs.

#### **ACTION:**

- Assistant Principal to provide report for next meeting
- Clerk / June Agenda

### **5.3.3 Destinations Report**

- The College had engaged J<sup>2</sup> research to undertake data capture and analysis of destinations for our 2020/21 learners
- The data showed a trend improvement in adult destinations and a narrowing of the Gender gap for both 16-19 learners and adult learners
- The main cause for concern was the fall in destination data within the 16-19 category
- Further analysis of this drop identified a reduction in learners going onto further, higher or apprenticeship education

#### **Governor Questions**

**Q.** Was it possible to include the new accountability measures for Apprenticeships in future reports?

**A.** J2 research who managed the survey may include these. The College had piloted collecting its own data on adult destinations as this would provide a better insight.

### **5.3.4 English & Maths Functional Skills - Update on Progress**

- More learners had sat exams/assessments than at this time last academic year

- In-year pass rates supported the conclusion that the data was improving from 2020/21, particularly at L1
- All 16-18 learners completing level 1 Maths will have completed their first attempt at the exam by Easter
- Some 19+ learners were progressing ahead of their planned completion date and College was expecting the final achievement rate to be significantly better

### Maths Task & Finish Groups

- A new, generic template for Functional Skills Maths delivery had been devised to enable core components to be delivered in a consistent way
- SMART targets had been set as part of the Personal Development Task & Finish Group
- All Functional Skills learners had half-termly progress tests and a one-to-one review
- The results of these discussions and tests informed learner targets for the following term

A Governor stated that it would be useful to see the impact of the Task & Finish groups.

### **6. KPI (Key Performance Indicators) Update\***

It was noted that an update had been provided on some of the KPI's as part of the Deputy and Assistant Principals' reports

### **7. Date and Time of Next Meeting**

Wednesday 15<sup>th</sup> June 2022 at 4.30pm

\* Standing Item

Chair's Signature:  Date:
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