



HOPWOODHALL COLLEGE

MINUTES OF THE STANDARDS COMMITTEE MEETING

HELD ON 16TH JUNE 2021

Meeting Commenced: 4.30pm

Meeting Ended: 5.45pm

Attendance: 75%

Quorum 3

Governors Present:

Jennifer Worsdale (Chair), Julia Heap (Principal & Chief Executive), Rob Jones, Helen Barton, Diana McCloskey, Clive Reid

In Attendance:

Fatema Hussein Clerk to the Corporation

Andrea Murphy Deputy Principal

Liz Duncan Assistant Principal

1. Apologies for Absence

Apologies had been received from Cathy Berry.

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 – 28th April 2021

Agreed that: the minutes of the meeting held on 28th April are approved as a correct record and authorised for publication

4. Matters Arising from the Minutes

In response to a question about community learning and the renewal of contracts, the Deputy Principal confirmed that there were no issues and contracts had been renewed.

The Chair requested that management avoided the use of acronyms and abbreviations and provided a glossary in future reports.

ACTION:

Senior Team to include glossary in future reports

5. Teaching, Learning & Assessment Update

The Deputy Principal and Assistant Principal presented the report and update on Teaching, Learning and Assessment and the following points were highlighted to the Committee:

5.1 Department Review Update

- The Department Review process had been created around the Education Inspection Framework (EIF) and the ethos of 'bringing out the best in you'
- Pre-Covid, all Department Reviews were planned to be completed in the second half of the first term (October to December)
- Due to the impact of Covid, this was not possible and reviews had continued until May 2021.
- 23 Departments had originally been scheduled for review
- 17 reviews had been completed with the remainder to be undertaken in the next academic year
- The seventeen Departments that had been reviewed this year would have a lighter touch review next year
- The impact (outcomes) for learners was strong and the behaviour and attitudes of learners was good
- Leadership and Management was also good
- Following the review, recommendations for future developments had been suggested which included a review of the policy for lesson observations
- Implementation (teaching and learning) needed to be developed within some curriculum areas

Governor Questions

Q. Should areas of concern such as English and Maths be reviewed on a more regular basis?

A. A full review of those subjects would be undertaken in September and College was seeking to have these undertaken by external subject specialists

Q. Was every Department reviewed as part of the two-year cycle?

A. Every department was included and if intervention was required to support improvement, an annual review would be undertaken

Q. Were the observations graded?

A. College was taking a holistic approach with departmental deep dives in the first term and a focus on individual teaching in the second term

5.2 Recruitment Update – Centre Director Posts

- 44 applications had been received for the Centre Director posts
- 14 applicants were to be interviewed over 2 days
- College was hoping to appoint to the posts on the conclusion of the interviews
- tomorrow

Governor Questions

Q. Had the outcome from day one been positive?

A. Interviews for one of the posts had been completed and an assessment would be made following the conclusion of day 2 interviews

5.3 2021 Assessments & Teacher Assessed Grades

- Staff were working hard to ensure that all deadlines are met and the majority of the assessed grades would be uploaded by the 18th June deadline
- Courses that had no adaptations would carry on after this deadline and dependent on the Awarding Organisation, be uploaded by either the end of July or August
- The Teacher Assessed Grade process was more rigorous than Centre Assessed Grades
- There was some anxiety among staff and students in relation to the process this year
- The process had created a high additional workload for staff
- The following areas had not had any adaptations (or very minimal adaptations) to their assessment processes:
 - English and Maths functional skills examinations would continue after June 18th. As reported at previous standards committee meetings, functional skills achievements are likely to be negatively impacted nationally.
 - Access – this provision had been one of the worst hit by the lockdown. Adults who are often returning to learning after a long time had been afforded no adaptations to their courses. This had resulted in many of them choosing not to return after the lockdown ended
 - ESOL – there had been no adaptations to ESOL examinations and these would continue after June 18th. Some adults did not return to college after the first lockdown.
 - Tech Centre – some qualifications offered in the Tech Centre would continue after June 18th due to limited adaptations. This was particularly the case with City and Guilds qualifications.

Governor Questions

Q. Had there been any issues regarding the submission of grades in a timely manner?

A. There had been some problems with some of the awarding body systems for plumbing, electrical and ESOL. Grades for all other subjects had been submitted on time

Q. Could anything be done to support Access learners who had left their courses?

A. College was not in a position to offer any further support and they would be liable for the course fees

Q. Could AOC or other representative bodies help to raise awareness of this issue?

A. AOC had been campaigning and lobbying the Government on this but had not been able to change the decision on this

The Committee discussed the lack of government support available to Access students and the Chair suggested that this was discussed further at the Board

meeting.

ACTION:

Deputy Principal to contact AOC for any further update on the matter before the Board meeting

Achievement Rates

The following achievement rates were predicted for the current academic year:

<u>Subject /Area</u>	<u>2020/21</u>	<u>2019/20</u>
(BIT) Business and IT	89%	88%
Construction	86%	86%
Advanced Engineering	82%	86%
EAS (Elec, Automotive, Fire and Security	86%	84.2%
Art and Performing Arts	92.4%	95.1%
ESOL	90%	95%
Early Years	92%	90%
Health and Social Care	88%	88.4%
Hair and Beauty	87.6%	86.9%
Sport_	93%	90.6%
Uniformed Public Services(UPS)	88%	80%
Life Sciences	85%	86%
Access Courses	80%	66%
Catering	91.4%	(Nat Avg) 94.7%

GCSE English & Maths

- There had been a slight drop in achievement rates as some learners had not attended the assessments
- The Teacher Assessed Grades process for English and Maths had been robust
- Achievement rates would decrease next year if exams were re-introduced again
- This would also affect other Colleges

Governor Questions

Q. Had the change of management in the Technology Centre had a positive impact?

A. The Principal stated that both performance and the ethos and motivation of the staff had improved as a result of the changes that had been implemented

The link Governor for Technology Rob Jones endorsed the Principal's assessment of the improvements in the Technology Centre.

Q. Would the lack of practical experience affect the BTEC students' job prospects when they left the College?

A. This would not affect the students as adaptations had been made

5.4 Apprenticeships

- Delivery had gone back to normal for apprentices that attended college on a day

release programme.

- There were no apprentices on furlough
- The projected out-turn was 64% and the £1 million financial target would be exceeded
- The financial target had been increased to £1.9 million for next year
- The new Director of Apprenticeships had made a positive impact and the team were working more closely together

Governors stated that flexibility and adaptability were key factors in helping to improve Apprenticeship outcomes.

5.5 H.E.

- All HE learners had now returned to campus to study and were completing remaining work in line with existing timescales
- The college had successfully submitted its student hardship fund rationale, and was money made available to help HE students during the covid-19 pandemic
- College had a new partnership manager at the University of Bolton and a meeting with him was to be held shortly
- The HE Staff Development day had been a great success with activities including teaching and learning at level 4+ and marketing courses effectively
- Cross collaboration work within the Greater Manchester Colleges Group was being undertaken to support the Level 4/5 agenda
- A joint bid had been submitted to develop this and the outcome of this was expected at the end of July

A Governor stated that the proposals in the F.E. White paper could create some further opportunities for the College.

6. Attendance Update

It was confirmed that attendance was as reported at the previous meeting:

Attendance:

- 16-18 = 85%
- 19+ = 87%
- All ages = 86%

Retention:

- 16-18 = 93.2%
- 19+ = 96.1%
- All ages = 94.4%

7. Careers Update

- 230 leavers had completed work placements of which 175 had been virtual during the lockdown
- There would be no claw back of CDF funding received by the College
- Internal progression was currently at 65%
- College was continuing to work through the Quality in Careers Standards and on track to meet the Gatsby benchmarks by the end of the year

Governor Questions

Q. How did 65% internal progression compare to the previous year?

A. Due to the pandemic, all learners last year had been progressed to this year. College was hoping to increase this to 72%

Q. Which areas of work experience had been undertaken virtually?

A. This had included banking, digital and travel and tourism

8. KPI (Key Performance Indicators) Update*

The Key Performance Indicators were reviewed and it was noted that College was cautiously optimistic that they would be met.

9. Any Other Business

Meeting with Secretary of State for Education

The Principal updated the Committee on the recent meeting with the Secretary of State. A number of issues had been discussed and the College had highlighted its concerns about the proposal to discontinue the Applied General qualifications.

Staff Health & Well-Being Day

The Principal advised that the Staff health and well-being day had been planned to be held face to face. However, in view of the current government restrictions on large gatherings, it was proposed that this was cancelled and staff were given an additional day's leave which could be used to focus on individual selfcare and well-being

RESOLVED:

The Committee agreed that the proposal was approved

The Committee requested that their thanks were passed onto all staff for their dedication and resilience in dealing with all the challenges presented by the pandemic

10. Date and Time of Next Meeting

Wednesday 22nd September 2021 at 4.30pm

* Standing Item