



HOPWOOD HALL COLLEGE

MINUTES OF THE STANDARDS COMMITTEE MEETING HELD ON 25TH JANUARY 2023

Meeting Commenced: 4.30pm

Meeting Ended: 6.10pm

Attendance: 55%

Quorum 3

Governors Present:

Clive Reid (External Member), Julia Heap (Principal & Chief Executive), Jennifer Worsdale (Chair), Leon Al Asade (Student Governor), Ricardo Pedrosa Taylor (Student Governor)

In Attendance:

Liz Duncan Assistant Principal (Quality)

Greg Scully Assistant Principal (Curriculum)

Fatema Hussein Clerk to the Corporation

1. Apologies for Absence

Apologies were received from Susan Ayers, Gill Banks, Jason Lancaster and Andrea Murphy.

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 – 21st September 2022

Agreed that the minutes of the meeting held on 21st September are approved as a correct record and authorised for publication

4. Matters Arising from the Minutes

In response to a question regarding the Health & Science T Levels, Governors were informed that:

- College was planning to re-launch them in September 2023
- There were five Year 1 learners and five new applicants who had been impacted, and all had been transferred onto alternative courses
- The Adult Nursing T Level had 15 learners of which 12 had returned to complete the second year
- No new students had been enrolled and a final decision on whether to offer this T Level from September 2023 would be made by the end of March

Governor Questions

Q. Were students satisfied with the alternative courses that had been offered to them?

A. All students had agreed to remain at College and continue with their studies

ACTION:

Principal to circulate updates from IFATE re T Level exams to the Committee

5. Student Governor Feedback

The following feedback was provided by the Student Governors:

- Large breaks in the timetable for some students was an issue and impacting on attendance rates
- Reducing the gap between lessons would help to improve attendance and the introduction of directed study time could help to reduce the gaps
- The T Level courses had much shorter breaks between lessons and a longer break would be useful

The Principal advised that attendance was regularly reviewed by management and further consideration would be given to reducing gaps in the timetable.

6. Teaching, Learning & Assessment Reports

6.1. Deputy Principal Report

In the absence of the Deputy Principal, the following update was provided by the Principal:

6.1.1 Apprenticeship Position

- There were currently 564 Apprentices in learning of which 183 were new starts
- Some further new starts were planned for January and February in Engineering and Electrical Installation
- A large employer was to move onto the new Heywood Industrial Park
- This provided a huge opportunity for both the College and Rochdale residents
- They had indicated that they would like Hopwood Hall College to be the sole provider for training and apprenticeships across multiple disciplines to meet their business needs
- Initial discussions with them had also highlighted possibilities for significant growth and diversification into new provision
- The Executive Director for Business Development, Apprenticeships & Future Skills was to review the diversity of the Apprenticeship offer to ensure that it met local needs
- Quality Improvement meetings were held every 2 weeks to monitor Apprenticeship provision and a rolling action plan was in place
- There were 73 Out of Funded learners of which 61 were awaiting end point assessment
- The projected out-turn for Apprenticeships was 74% (Best Case) and 65% (Worst Case)

It was noted that the new Executive Director for Business Development, Apprenticeships & Future Skills would be presenting the Apprenticeship report in future.

Governor Questions

- Q.** Some of the Apprenticeship pathways had very low numbers of learners, and was this of concern?
- A.** Some of these were roll on / roll off learners and some would be infilling into other courses
- Q.** Had a date been agreed with Danish Crown for the commencement of Apprenticeships?
- A.** The company was planning to be operational from September 2023 and discussions were ongoing

6.2. Report from the Assistant Principal Quality

The Assistant Principal Quality presented her report, and the following points were noted:

6.2.1 Quality Report

- 218 walkthroughs had been completed between w/c 5th September and w/c 17th October
- Of the 218 walkthroughs completed, 180 were completed in a classroom, 3 in the iLearn Centre, 2 in an outside space and 33 in a workshop.
- 13 tutors had been identified as being 'below expected standard'
- Tutors who were currently below expected standard have had a 'TLAR action plan' which was being monitored by both the Programme Manager and Advanced Practitioner
- Following successful engagement with the action plan, tutors would also receive a 'follow-up TLAR lesson visit
- Tutors identified as being 'below expected standard' during the 'follow-up TLAR learning walk' would move onto the Performance Improvement Process (PIP) which was coordinated by the Programme Manager and HR Team
- The Quality Team would continue to support these tutors in the improvement in teaching, learning and assessment strategies
- Department reviews were planned for January and February
- Programme areas in scope were those that are in the Support, Challenge and Innervation Process (SCI)
- These included Maths, Business & Information Technologies (BIT), Electrical and Automotive (EAS) and Advanced Engineering Services (AES)
- CPD and Term 2 training for teaching staff would centre around an 8-week classroom mastery programme
- Staff would be encouraged to book onto as many sessions within the programme, with sessions running at both campuses
- This would be supplemented with a series of sessions from the iLearn staff around helping students develop effective study skills
- An all-staff conference on the theme of "Achieving Excellence in Exams" had been held on 3rd January 2023
- Staff feedback following the conference had been positive overall

Governor Questions

- Q.** Was it possible for Uniformed Public Service Students to have a specialist pathway as the current course was heavily weighted towards the armed forces?

A. It was possible to have a specialist pathway if there was a sufficient volume of students to undertake the courses

Governors suggested that potential learners may not be aware that this was available, and recruitment could be increased if the offer was advertised and promoted.

ACTION:

Management to investigate a direct curriculum pathway for Police and armed forces

6.2.2 Access / H.E. Report

- There had been 153 HE enrolments with only 1 withdrawal as of the end of term 1
- Access to HE enrolments were currently 122 with 94.7% retention as at the end of term 1
- HE course proposals for 2023/24 had been waiting on final approval from the University of Bolton's SPRDC board before progressing
- Due to the new Office for Students B3 condition publication and its potential impact, the University had decided to pause all current validations pending an internal strategic review
- The impact of this on the College was that any validations planned for first teaching in 2023/24 would now have to be postponed.
- Full data comparisons of the Colleges TEF data dashboard were presented to the HE strategy group's November meeting
- Upon review of the data dashboards and benchmarking against similar institutions, a decision had been made not to formally apply for a TEF rating in 22/23, and/or delivery partner
- Institutions with less than 500 students had the option of applying for a TEF rating or not
- The immediate impact of this decision was that expected HE growth for 23/24 would not be as significant with courses to be more slowly introduced over the next 1-3 years as new validating partners were found or alternative courses developed

6.2.3 Student Experience Report

- During the first half term, 28 learners had been supported into industry placements, and 74 learners into work experience in the workplace
- This had increased to 121 industry placements and 486 work experience opportunities in the second half term,
- All T Level students would obtain an industrial placement

6.2.4 Careers Update*

Careers & Employability Roadshow- Term 1

- During September, 773 learners attended a presentation about the Careers & Employability service available to them throughout their learning journey
- 7 applications had been received for the Student Governor posts and 2 had been appointed
- The other candidates were appointed to ambassador roles such as Community, Health & Wellbeing and careers
- These ambassadors had already attended the relevant committees within College to ensure they were representing learner voice at all levels
- The new Student Experience Practitioner, had commenced in post on 3rd January

- Apart from Benchmark 7, all Gatsby Benchmarks had been achieved in term one
- The College was undergoing its Matrix review in March under a new framework
- This would involve more of the cross-college functions including marketing and schools liaison, careers and employability, employer engagement team and student and college services

The Student Governor suggested that it would be useful for learners to receive more information on higher technical qualifications and degree apprenticeships.

The Assistant Principal confirmed that the Careers team could arrange an event where appropriate information could be provided to students.

ACTION:

SLT

6.3. Report from the Assistant Principal Curriculum

The following update was provided by the Assistant Principal Curriculum:

6.3.1 Update on 16-18 (inc Jan Exams), English and Maths, Adults

Exam Access Arrangements

The Assistant Principal provided an overview of how the College managed exam access arrangements and the following points were noted:

- 1400 exams across 27 different papers had been undertaken between 11th to the 20th of January
- The current the rules and deadlines set by exam bodies disadvantaged vocational learners
- The exams team had done an excellent job, and virtually all deadlines had been met but it had been very difficult to manage the process
- Over 1100 “Normal Way of Working” forms had been submitted in December, and this was a significant undertaking for the College
- The issue had been raised with the ESFA and DfE
- Attendance at the exams was not yet available

English & Maths Update

- English progress against qualification on entry had met or exceed sector average data
- Maths progress against qualification on entry had also shown some improvement in performance, and had significantly closed the gap with sector averages
- The College had also calculated its global progress measure using initial assessments as the starting point measure
- English was better than the national average and Maths was in line with it

November Re-sit Results

- GCSE Maths (229 learners) and English (208 learners) re-sits were undertaken in November.
 - Results from the re-sit programme were as follows:
- | | | | | | | |
|-----------|-----------|----|-------|-----------|-----|-------|
| • English | Grade 4-9 | 54 | 26.0% | Grade 1-9 | 206 | 99.0% |
| • Maths | Grade 4-9 | 27 | 11.8% | Grade 1-9 | 221 | 96.5% |

- The Centre Director had been requested to review the GCSE re-sit strategy and submit a proposal to SLT for review and approval
- Cross college attendance at English and Maths was below last year's final position
- A re-engagement strategy had been implemented to improve attendance

Governor Questions

Q. Was progress in Maths below English nationally?

A. Progress in Maths was a national problem and not restricted to the College

Q. What had taken up been like for the Additional practical sessions at lunchtimes?

A. This had been disappointing, and College was considering whether these should now be made compulsory

Adult Provision

- Current adult enrolments were 1625 against a target of 1815
- College was in a stronger position in terms of enrolment numbers with a number of enrolment opportunities in terms 2 and 3
- 73.6% of the AEB (Adult Education Budget) target had been met
- The current profile provided a high degree of confidence that the target would be met and possibly be exceeded
- The College offered 36 courses from the Greater Manchester level 3 free list which was an increase of 13 courses when compared with January 2022
- The strategy was to maximise the offer against the free list to ensure that College was meeting the skills improvement needs of the local adult community
- Community learning was being closely monitored and the College was aiming to achieve a target of 3000 learners benefiting from community learning provision
- The curriculum plan had the capacity to achieve this number but was currently behind schedule.

Governor Questions

Q. Did students from outside of the UK have to retake English & Maths qualifications?

A. College always checked whether any of their existing qualifications met the UK requirements. An assessment was also undertaken before learners were required to retake English and Maths GCSE

6.3.2 Attendance & Retention

- College attendance was currently 85% for all courses and all ages (as at 16.01.23)
- Adult attendance was currently above the final position from last year
- The introduction of a RIO (Retention and Improvement Officer) for part time adult provision (ESOL, Maths and English) and the extension of the RIO team to cover full time 19+ learners was having a positive impact
- The drop in 16-18 full time attendance was due to cross college Maths and English attendance
- Current full time 16-18 vocational attendance was 87% compared with the final position for 2021/22
- College retention was currently 97.6% and 3.6% above the KPI
- This compared favorably with last year's January position which was 97.1%.
- The College had seen an increase in the number of level 3 learners withdrawing in year 1 of 2-year programmes

- This trend had continued in 2021/22 and would be reflected in this year's (2022/23) retention data
- The impact of CAG and TAG grades was the primary cause of this retention issue
- College expected to see a decline in the total numbers withdrawing from level 3 programmes in year 1 this academic year, and this positive change would be reflected in retention data for 2023/24

The Student Governor suggested that it would be better to hold admissions interviews at the campus where the learner was going to be based as there had been some difficulties with learners trying to access the Rochdale campus last year.

ACTION:

SLT to review the location of admissions interviews

6.3.4 Curriculum Planning Stage 1 Update

The 4-stage curriculum planning process would remain the same as the previous planning cycle. There would be an additional stage in June to sense check progress towards enrolment targets once internal progressions had been processed and final application numbers confirmed.

6.3.5 TEC Centre Build Update

The renovation and extension of the TEC Centre building continued to progress. There had been some difficulties to overcome, and the project would not be complete by April, but would be ready in Term 3.

6.3.5 T Level Update

- There had been some changes in enrolments, but the overall impact was neutral with enrolments remaining at 111
- Whilst numbers were greater than this point last year, the overall trend was downwards
- There were 70 Year 1 enrolments last year compared with 62 this year, and the closure of 3 year-1 T- level intakes has led to this decline
- Health and Science had been affected by the assessment issues affecting the summer series exams
- The College would continue to expand its T level offer for September 2023, and new T levels would include Hairdressing, Beauty Therapy, Barbering, Accounting and Engineering (maintenance and installation)
- Transition courses planned for Science and Digital had not run as a result of the T level closure
- A review of the transition programme had taken place, and transition programmes linked to Management and Administration and a joint transition programme linked to Design, Planning and Surveying and Building Services would be offered

The Chair requested that future reports avoided the use of acronyms and abbreviations

ACTION:

SLT Members

7. KPI (Key Performance Indicators) Update*

An update had been included within the Deputy and Assistant Principals' reports.

8. Date and Time of Next Meeting

Wednesday 15th March 2023 at 4.30pm

* Standing Item