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Directorate:	Governance	
Minutes of:	Quality Curriculum and Student Committee	
Date:	19 October 2017	Time: 4.00
Venue:	Executive Meeting Room, Uxbridge Campus	
Present:	Antonio Weiss (AW) Mark Billington Kai Barnes (KB) Mariann Rand-Weaver (MRW) Laraine Smith (LS)	Governor (Chair) [<i>Present until end of item 8</i>] Governor Staff Governor Governor [<i>Chair from item 9.1 onwards.</i>] CEO/ Principal and Governor
In attendance:	Pat Carvalho (PC) Darrell De Souza (DDS) Dylan McTaggart (DMcT) Tracy Reeve (TR)	Deputy CEO/ Principal Vice Principal Curriculum and Standards UC Vice Principal Curriculum and Standards HC Clerk to the Corporation
Part attendance:	Gavin Hughes (GH) Jo Withers (JW)	Curriculum Dir SEND, Safeguarding and Prevent Exec Director, Employer Services & Partnerships

In advance of the formal meeting the members of the QCS Committee received a presentation from Jo Withers (JW) which outlined progress to date with West Met Skills; this was the new Employer Services organisation within HCUC. [Minuted at item 11.7 on page 8.]

1. **Apologies for absence**

There were no apologies. AW welcomed everyone to the first meeting of the new HCUC QCS Committee; he informed the meeting that he would have to leave at 5.15pm and MRW would take over the role as Chair for the last section of the meeting.

2. **Notification of any urgent items members may wish to raise under Any Other Business**

There were no items notified.

3. **Notification of Interests Members may wish to declare relating to any item**

The Chair (AW) declared that he was a Harrow Councillor. There were no other interests declared.

4. **Minutes of the TL&A Committee meeting held on 27 June 2017 at Uxbridge College**

The minutes were approved and signed by the Chair.

5. **Matters arising from the minutes of the meeting, 27 June 2017, not on the agenda**

There were no matters arising that had not been covered at the Uxbridge College Corporation meeting in July 2017.

6. **KPIs and Year to Date (YTD) Progress measures**

6.1 **a. Harrow College (HC) and Uxbridge College (UC) Performance**

The two Vice Principals Curriculum and Standards gave a comprehensive presentation to the meeting on all aspects of College performance 2016/17. The Qualification Achievement Rate (QAR) and Subject Sector Area (SSA) Achievement for each of the Colleges and for the

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composite HCUC Group was noted and discussed. The meeting noted that some data was yet to be finalised but at a headline level HC and UC had shown improvement of QAR for 16-18 and 19+ Classroom Based Learning (CBL) provision. It was noted that early indications were that GCSE Maths and English, GCSE Other, Diploma provision for all ages and ESOL at 19+ would be clear strengths for HCUC. Overall the headline HCUC 16-18 QAR (80% of enrolments) would settle around 85% (against a National Average (NA) of 79%) and the 19+ QAR (20% of enrolments) would be high at circa 90% (NA of 86%). The meeting went on to consider the individual colleges' performance within the headlines. The CEO reminded the meeting of the reticence of the SLT to allow any focus on headline data; improvements in quality required a focus at all levels and curriculum areas to produce a consistently good level of provision across the whole of HCUC. The meeting was provided with the underlying data to enable them to monitor progress towards this overall consistency. Governors expressed concern about the amount of data and the detail that they were being presented with; although very useful it would be hard to assimilate and be able to answer questions on in an Ofsted inspection situation. It was agreed that it would be the role of the SLT – specifically the VPs – to highlight area of excellence and concern for QCS Committee's attention moving forward. The QAR by level was considered and it was noted that HCUC performance dipped at level 1; this was likely to be due to the impact of maths and English but it would be analysed further. The overall proportions of age group and level for HCUC were noted by the meeting: 64% 16-18, 36% 19+; 45% Level 1 and 55% Levels 2 and 3. The CEO (LS) commended the upward trend performance data in both colleges; it was especially encouraging with respect to the recent merger when a potential dip in performance due to the 'distraction impact on leadership and management of the college' had been an identified risk on the merger Risk Register. LS also highlighted the potential impact of a merger on College enrolment; this anecdotal threat had not crystallised at either UC or HC with both colleges having good enrolments for 2017/18.

The Chair sought clarity on whether the practice of measuring performance against the NA was suitably aspiring for the new organisation or should HCUC be benchmarking itself against the top 10% or provision instead. The Deputy CEO reminded the meeting that each place at the top of the table was based on tiny changes in percentage point performance **but it was agreed that the Executive Team would consider this proposal.** **[Action: Exec.]**

The Chair asked for future reports to contain detail of the top ten performers as well as a London Average figure (where available).

The Performance report was NOTED.

It was AGREED that future reports should contain benchmark data of the top ten colleges as well as a London Average figure (where available).

b. QAR Work Based Learning (WBL)

This item is minuted at item 11.7 below (page 8.)

6.2 Higher Education (HE) Reports

The meeting noted the two separate colleges' HE reports and noted that following guidance from HEFCE there would be separate Annual Provider Reviews (APR) for 2016/17 for Uxbridge and Harrow Colleges. The meeting was reminded that the HCUC Corporation had delegated the authority to two QCS Governors to sign-off the governors' assurance for this annual return: Antonio Weiss for Harrow and Mariann Rand-Weaver for Uxbridge. It was noted that the Higher Education SARs would be presented to each of the Stakeholder and Scrutiny Committees in November and then to the QCS Committee on 30th November. The HE APR sign-off would be ratified by the full Corporation when it met on 12th December 2017. MRW highlighted an additional line within the APR assurance statement for 2016/17 in relation to the College meeting the 'European standards and Guidelines for HE 2015'.

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Uxbridge College

- **2016/17 Data:** The meeting noted the detailed retention and achievement data for all HE courses delivered by UC during 2016/17. The overall outcome figure for HE was predicted to finalise at 81.9% retention (78.5% prior year) and 94% achievement (92% prior year). The figures for HNC/HND provision were predicted to finish at 77% retention (80% prior year) and 92% achievement (91% prior year). The 100% retention and achievement on teacher training courses was commended. Students had progressed to a wide range of universities including: Kent, Surrey, Bath, Brunel, Bournemouth, Middlesex and Westminster. Most were doing top-up degrees and some had entered the second year directly. The NSS Survey results were noted by the meeting: there had been an overall improvement on satisfaction ratings for the College to 86% (84% prior year) which was above the NA. MRW sought additional clarity around reasons for the low retention on some of the courses: HND Games/ VFX 50%; HND Mech. Eng 60%; and HNC Sport 54.5%. DDS assured the meeting that this would be analysed further through the Colleges' Self-Assessment process. However, early explanations included the following: some learners had left early as they got university offers before completion; and, there had been poor enrolment and some issues with delivery in Sport.

- **Enrolment 2017/18:** The meeting noted the HE enrolments at 5th October 2017; there had been 272 enrolled against a target of 282.

Harrow College: The HE Report from HC was considered.

- **2016/17 Data:** The outcome data for 2016/17 demonstrated retention at 94.7% (78.2% in prior year) and achievement at 86% (65.5% in 2015/16). Students had progressed to a wide range of universities including: Reading, Middlesex, Hertfordshire, Southbank and Birkbeck.

- **Enrolment 2017/18:** The meeting noted the HE enrolments at 5th October 2017; there had been 41 enrolled: 27 on HND and 14 on HNC courses.

6.3 Work Experience 2016/17 Summary and 2017/18 plans

Governors were reminded of the increased importance of developing the employability skills of learners within the 16-18 Study Programmes; this was now certainly seen as a priority by Ofsted. DDS confirmed that during recent Ofsted inspections HMIs had expected to see a minimum percentage – circa 55% - of 16-18 learners receiving work experience as part of their college course. It was noted that there was a whole spectrum of activity that could enhance learners' skills and readiness for employment. This included: work placements, volunteering and community work, live briefs from employers and commissioned work, industry familiarisation through site visits.

Uxbridge College: A target of 60% of 16-18 learners had been set for 2016/17 and 55% was achieved (2067 learners). This was a significant improvement on the prior year with an additional 386 learners participating. It was noted that for 2017/18 a target of 60% had been retained and curriculum teams had built in work experience and employability skills development to schemes of work in a more structured way. There were new roles of work-experience coordinators line managed by Heads of School and linked to 2 or more schools. The UC SLT would be monitoring progress towards the target very closely and governors would see this within the Corporate Goals monitoring report as well as via QCS Committee.

Harrow College: During 2016/17 the College exceeded its target of 66% with 68% of 16-18 learners undertaking a work placement. For 2017/18 this target had been increased to 72% with separate targets for each curriculum areas based on previous volumes, types of student and the appropriateness of work placement. The meeting noted that the College was working closely with Work Experience Partners (members of the London Education Business Partnership Network) who supported HC students to find appropriate work placements and ensured the requisite Health and Safety checks were undertaken.

The Work Experience Report was NOTED.

7. Learner Voice and Students – Policy Updates

Safeguarding Policy and Protocols: The CEO/ Principal (LS) outlined the proposed new Safeguarding oversight arrangements for HCUC. The governance oversight arrangements would include close scrutiny at each of the Colleges with a specialist Non Executive Adviser (NEA) member of each the Stakeholder and Scrutiny Committees (SSCs) having a specific remit for the oversight of safeguarding issues at College level. It was noted that each of these NEAs – EW and MC - had previously been governors at Uxbridge or Harrow Colleges and had been the designated ‘safeguarding link governor’. To ensure a communication loop back to the HCUC Corporation the SSCs would report to the QCS Committee and there would also be a lead HCUC governor designated as the overall ‘safeguarding’ lead, Nasim Khan. The specific responsibilities for each of these roles were noted and approved by the QCS meeting; it was agreed that the proposed structure would provide a good balance of attention to local detail and corporate oversight.

GH presented the proposed HCUC Safeguarding and Child Protection Policy which was based on the previous Uxbridge College policy. The meeting noted that the previous Uxbridge College policy – which was necessarily lengthy - had been commended during two recent audits of safeguarding and a local authority inspection so could be considered to meet all requirements of ‘good practice’ guidelines. GH confirmed that he had agreed the policy in collaboration with his safeguarding counterpart at Harrow College. LS informed the meeting that a review of safeguarding processes was on the internal audit strategy for HCUC during 2017/18. It was confirmed that the HCUC Safeguarding and Child Protection Policy would be adopted immediately and made available on the College website after approval. MB sought clarification on the frequency of level 2 safeguarding training (paragraph 13); GH confirmed that this was ongoing for new staff and existing staff who were required to undertake refresher training.

The HCUC Safeguarding & Child Protection Policy and the governance oversight arrangements for Safeguarding were APPROVED as presented.

Learner Involvement Strategy: GH presented a revised Learner Involvement Strategy for HCUC which outlined the arrangements for involving learners in governance and for seeking the learner voice. This policy had been carried forward from the Uxbridge College version but had been amended to reflect the changes to the new HCUC governance structure with student governors being involved at Stakeholder and Scrutiny Committee level and at the main Corporation meeting. It was noted that this Learner Involvement Strategy would be reviewed at the year-end to see if it needed any amendment. Governors sought clarification on whether there was a different process to capture the ‘learner voice’ for the large numbers of LLDD learners at HC. GH confirmed that these learners would be aided by their tutor but ***it was agreed that the Learner Involvement Strategy should highlight this necessarily different approach with the following wording: ‘The College will make reasonable adjustments and will assist learners to participate where necessary’.*** [Action: GH to add wording.]

The Chair asked the meeting to consider whether the HCUC Corporation would be able to ‘hear’ the learner voice strongly enough as there was now no Learner Voice Committee at HCUC Corporation level and there had been previously at both Harrow and Uxbridge. SLT members confirmed that Governors would be able to ‘hear’ the student voice through Learner Survey feedback; face to face when undertaking Link Governor visits; and through the Student Governors attending Corporation meetings. It was also noted that Governors would be welcome to attend the Student Conferences held for course representatives. The CEO commended this new Learner Involvement Strategy and asserted the collaborative work undertaken in both colleges to bring it together.

It was AGREED that the HCUC Learner Involvement Strategy should be:

- i) APPROVED subject to the amendment highlighted above in relation to LLDD learners.***
- ii) Reviewed in September 2018 to ensure it was working to maximum effect.***

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ITEMS FOR INFORMATION

8. Curriculum Development.

The QCS Committee members noted the very detailed Gantt charts which demonstrated the project schedule around curriculum development for HCUC that was being worked on by the Vice Principals. This clearly showed how the curriculums of the two colleges were being aligned. The meeting was given assurance that regular updates on this work would be presented to the Stakeholder and Scrutiny Committees, QCS Committee and the full HCUC Corporation. The CEO assured the meeting that the two Vice Principals were working very closely together and very effectively as a collaborative team to share all elements of good practice.

The report was NOTED

9. Teaching Learning & Assessment: Maintaining Standards and improving quality of TL&A

The meeting noted a report from each of the colleges which outlined the quality improvement plans for Teaching Learning and Assessment (TL&A) during 2017/18. The aim of this quality improvement was to ensure that the new College Group achieved an Outstanding Ofsted Rating when first inspected (likely to be 2019/20 onwards).

Uxbridge College: The meeting noted that in 2016/17 UC evidenced 89% grades 1 and 2 from formal lesson observations; of which 34% were externally validated by trained Ofsted Inspectors. The formal observation process in 2016/17 had been supported by peer observations, Advanced Practitioner observations and Learning Walks. Moving into 2017/18 the College would continue to use a variety of measures to gauge the quality of TL&A and to improve the learning experience on an ongoing basis. These would include: formal lesson observations; an increased number of themed Learning Walks which gauged learners experience; feedback from assessment; attendance and progress to date on a course; learner views; and analysis of progression and destination data. The meeting noted that UC would be encouraging a more developmental approach to formal observations by using new descriptors rather than grades 1 to 4 during 2017/18. These descriptors would be: Exemplary Practice, Meets Expected Standards Well, Partly Meets Expected Standards, and Does Not Meet Expected Standards. This would sit within a more holistic approach to assessing learner progress, similar to that used by HC previously. The detailed areas for whole college development were also noted.

Harrow College: During 2016/17 HC had undertaken 134 formal lesson observations which were 'graded' with the following descriptors: Not meeting (8)/ Generally meeting (20)/ Meeting (74)/ Exceeding Expectations (32). Moving into 2017/18 the College would continue to use a range of different measures to assess the quality of TL&A and impact upon students. These would include: formal lesson observations; Learning Walks; audits of schemes of work and lesson plans; staff development to focus on planning for learning, individual needs, stretch and challenge and English and maths; staff new to the College or assessed as not meeting expectations would be required to undertake the HC Essentials programme; learner voice; assessment planning, outcomes for learners and progression data and KPI analysis. The meeting noted the four priority areas for improvement in relation to TL&A which had been highlighted in 2016/17: staff not meeting/ generally meeting expectations and stretch and challenge high performance; Functional Skills/ GCSEs cross-college; A level provision; and courses with below National average/ low achievement. The meeting noted the plans to promote continuous improvement into 2017/18 and that teaching staff would continue to have a minimum of one formal observation. The Areas for Improvement (Afls) for 2017/18 which would be examined in these observations would be: purposeful, engaging lessons; differentiation; well structured and staged; consistent and thorough checking of learning; and development of

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written English. The meeting noted that a new 'Power of Teaching Programme' would be launched at HC to support staff that aspired to progress their own teaching pedagogy and practice to outstanding. The detailed areas for whole college development were also noted.

Governors sought clarification on why the new lesson observation descriptors being used at UC did not mirror those used at HC; it was noted that HC would be consulting with the unions about changing their third descriptor from 'generally meeting' as it was not specific enough. DMcT assured the Governors that the colleges would work to ensure that the descriptors used meant the same thing. The meeting discussed the use of a 'first lesson observation' grade which had been employed at UC for the last few years; this had been introduced as it mirrored what would be seen at an Ofsted inspection. **The governors suggested that HC should provide their data for the first lesson observations in future reports to aid the QCS committee in their monitoring of quality.**

[Action: DMcT]

The TL&A Quality Improvement Reports were NOTED.

10. Self-Assessment Report (SAR) Judgements In-Year

10.1 UC Quality Improvement Plan (QIP) Progress 2016/17

The meeting noted a detailed summary of SAR progress in curriculum areas by SSA for each of the colleges; this was RAG rated to show how far the areas for improvement had been met in 2016/17 and had been updated to include confirmed 2016/17 outcomes. The strengths and areas for improvement in 2016/17 by each curriculum area were clearly shown on this report. The meeting was reminded that the draft colleges SARs 2016/17 would be presented to the Corporation meeting on 12th December 2017 for approval before submission to the ESFA before the end of December 2017. The CEO asserted the use of this report as a briefing note for Link Governors when undertaking curriculum visits. The meeting discussed the use of '+' and '-' before SAR grades on the HC report and whether this should be used on the UC report. DMcT explained that the use of 2+ had been particularly useful as a motivational tool for SAR areas which were on the way to a Grade 1. **It was agreed that the Exec should consider whether to standardise the judgements across HCUC with the use of '+/ -' before SAR grades on internal documents (not on the SAR submitted to the ESFA which needed to be standardised).**

[Action: Exec]

The meeting took the following reports as read:

UC SAR headlines (by subject sector area, SSA) 2016/17: Emerging strengths / Afl
Uxbridge College SAR 2016/17 Summary Grades and Afl Progress 2017/18 @ 25/09/17
Harrow College SAR 2016/17 Summary Grades and Afl Progress 2017/18 @25/09/17

10.2 Provisional SAR College headlines:

The meeting noted a new format report – using a template previously used by Harrow College – which outlined each of the colleges' emerging strengths and Areas for Improvement 2017/18 based on the four aspects within the 2015 Common Inspection Framework. These were noted as: Provisional Grade Outcomes; Personal Development Behaviour and Welfare; Teaching Learning and Assessment; and Leadership and Management. The detail of each of the reports was noted and DDS informed the meeting that each of the Colleges would probably be including Level 1 outcomes as an Afl. The meeting noted that destination data for HC was collected by an external organisation so there would be a delay in when this was available; it would not be finalised in time for the Harrow SSC meeting on 22nd November 2017. Members also noted that each of the two colleges calculated attendance differently so no comparison between the two could be made. Governors were given assurance that going forward the attendance data collection would be standardised and would use the criteria previously used by Uxbridge College. When considering the detail of the reports Governors sought clarification on how HC would obtain 'Improved student feedback on Teaching'. DMcT informed the meeting that HC

would be piloting student input to observations of teaching and learning during 2017/18, there were also 5 very specific questions in the student survey and the same questions would be asked of learners at the student conference and in Learner Voice meetings.

The provisional SAR headlines 2016/17 for Uxbridge and Harrow Colleges were NOTED

10.3 Risk Registers

The meeting noted the two separate College Risk Registers which were aligned to the Corporate Goals for the QCS Committee to monitor during 2017/18. The only red risk was noted as being in relation to: English and maths achievement at UC. Governors were reminded that a composite HCUC Risk Register would be available from January 2018 once the new Strategic Plan for HCUC was drafted and approved.

The separate College QCS Committee Risk Registers were NOTED and RECEIVED.

11. To receive FOR INFORMATION:

The meeting received the following detailed documents which were provided to give Governors full assurance around all aspects of underlying quality across HCUC:

11.1 Classroom Based Learning (CBL) QAR Report

The meeting noted this document which presented the data as a summary for HCUC as well as the individual reports for UC and HC. Data split by age was noted in summary as well as by qualification type and subject sector area (SSA). The data had been discussed in detail during the presentation at item 6.1 above.

The report was NOTED

11.2 DfE Accountability Measures and Minimum Standards Thresholds (MST)

The meeting noted details of the reforms which would be implemented to the DfE 16-18 accountability measures during 2017. Governors noted that there was a requirement to publish the DfE Accountability measures on the College website which would be audited in 2017/18. MRW sought clarification on which measures needed to be published and it was confirmed that it applied to all of the 14 measures not just the 5 headline accountability measures. It was confirmed that additional data and briefing on Value-Added measures would be taken to the next Corporation Training and Planning day (April 2018).

The report was NOTED

11.3 Complaints 2017/18 Updates

Harrow College: For the year to date 2017/18 there had been 16 complaints received by the College. These were spread across the following areas: Student services (6); Health and Social Care (2); English (2); ALS (2); Hair and Beauty (1); ESOL (1); EFL (1); Business and Adult community Learning (1). Of the 16 complaints 7 had been upheld and 5 were resolved and not upheld; the remaining 4 were in the process of investigation. The acting Chair (MRW) asked for the HC report to be amended to include Equality and Diversity data for the complainants.

[Action: DMcT]

Uxbridge College: The meeting noted the dashboard report which showed comparison over a three-year period by type of complaint and by curriculum area. A year to date comparison 2017/18 against 2016/17 showed a decrease in the same number of complaints from 5 to 3 complaints (looking at the three-year trend there were 5 at the same point in 2015/16). The 3 complaints received to date in 2017/18 were spread across 3 schools/ areas: CSE, STPS and Security. Members noted that none of the complaints to date in 2017/18 had been judged as having a legal risk attached to it. Governors were given full assurance that all complaints were being handled on a timely and professional basis.

The complaints reports were NOTED

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11.4 Disciplinary 2017/18 Updates

The meeting noted the detailed disciplinary reports from each of the Colleges.

The report was NOTED

11.5 Student Services Update

The QCS Committee received a comprehensive update report from the Student Services Team at each of the colleges. This included detailed information on the following for each of the colleges: enrolment, disclosures, IAG and careers guidance, student voice, bursaries, counseling and safeguarding data.

The safeguarding data for each of the Colleges was considered: there had been 10 new entries onto the Safeguarding Register at Uxbridge College and 20 at Harrow. DDS highlighted the increased incidence of mental health issues and concerns within the student body; at Uxbridge 48 students had declared some form of mental health difficulty at enrolment and were seen by the Student Support Team.

The Student Services reports were NOTED

11.6 HCUC Learner Survey

The meeting noted details of the First Impressions Survey which would be issued to all students on programme at HCUC in order to capture their initial thoughts and reflections on their experience to date; from interview, to enrolment and to starting their course. The results from this survey would feed into the QIPs for each of the curriculum areas. The QCS Committee was pleased to note that post-merger the quality teams at each of the colleges had met to collaborate on this survey which had been launched week commencing 2nd October in each of the colleges.

The report was NOTED

11.7 New Apprenticeship Standards – HCUC/ West Met Skills Operations

JW gave the meeting an update on progress with West Met Skills which was the Employer Engagement and Apprenticeship delivery 'division' of HCUC. The presentation covered the following: merger progress; Apprenticeship reforms progress; current work and tenders for apprenticeship delivery on behalf of large employers under the Apprenticeship Levy payments; 2016/17 overall and timely success rates; 2017/18 predictions; and work around employability. The employability work for adult learners was discussed and it was noted that 57 starts had been enrolled and HCUC was now actively engaging with 7 Jobcentres. The meeting commended the considerable progress made with new employer engagement staff now appointed for the Harrow campus and standardised approaches now being applied across both campuses within the HCUC Group. It was noted that WestMet Skills (WMS) was being actively marketed and had been promoted at 2 employer events; a further networking evening for employers was planned for November 16th and would be held at the Harrow campus in partnership with Harrow and Brent Chamber of Commerce. Governors were pleased to note the success with tenders for delivery on behalf of large employers including the NHS, Harrow Council, Menzies, John Frieda Hair Salons, Noon (a catering company) and the partnership with Brunel University to promote sector specialist pathways from levels 2 through to 7 in Health, Business and Engineering. JW confirmed that West Met Skills was working hard to respond to all new opportunities. The meeting noted that there were currently 55 apprenticeships with levy paying employers against a plan of 18. ***MB asked for a breakdown on the data of 245 candidates to fill the current year's vacancies.*** It was noted that 207 had now been recruited and 91 enrolled to date; the large scale paperwork for the new system was noted.

[JW to send MB analysis of WBL candidates.]

WBL Performance 2016/17

The meeting considered the report summarising the current WBL performance for 2016/17 to date for HC and UC which also compared it to the last two years' achievement to demonstrate a 3 year trend. It was noted that the figure for Harrow was not yet finalised but demonstrated a large increase compared with the prior year. The improvement at Harrow was noted as being due to improved leadership and management with closer monitoring of sub-contractor delivery. JW emphasised the focus on timely achievement moving forward.

Harrow: overall achievement was 68.1% (35.5% in 2015/16 and 22.6% in 2014/15) and timely achievement was 53.7% (13.4% in prior year and 17.1% in 2014/15).

Uxbridge: overall achievement was now confirmed as 78.2% (74.3% in 2015/16 and 81.0% in 2014/15) and timely achievement was 69.6% (68.5% in prior year and 72% in 2014/15).

Governors noted the provider national average (NA) for 2016/17 of 68.9% overall and 60.0% timely.

The current predictions for WBL success data in 2017/18 were noted as follows:

Harrow: 33 starts and overall achievement in the range 81.8% - 87.9% and timely within 60.6% and 97.0%.

Uxbridge: 294 starts and overall achievement in the range 68.4% - 76.2% and timely within 60.4% and 80.0%.

HCUC: overall achievement in the range 69.7% - 77.4% and timely within 60.4% and 81.8%.

The meeting discussed the relative numbers of new recruits within the data compared with employees who were being up-skilled; this information would be included on future reports. The CEO (LS) highlighted the DfE focus on productivity in relation to Apprenticeships; the DfE objective was to demonstrate a positive impact on productivity and they were developing KPIs to measure this.

The meeting discussed the move to apprenticeship standards and governors sought clarification on whether the obligation within this for colleges to help any WBL completer find a job would have an impact on HCUC success rates. JW confirmed that it was already standard practice during the last few progress reviews with apprentices to include a session on employment advice and guidance; this would need to be strengthened moving forward. Governors sought, and were given, confirmation that job-search skills were already a standard item built into all apprenticeships at HCUC and this would be built upon moving forward.

The West Met Skills Update and the standing report on Work-Based learning provision was NOTED

It was AGREED that the future standing WBL reports should contain a breakdown of 'new apprenticeship recruits' compared with existing employees who were completing WBL for up-skilling.

11.8 Quality Calendars

The meeting noted the Quality Calendars and accompanying narrative reports for each of the colleges. The quality calendars were based around a Gantt Chart format developed by HC.

The Quality Calendars 2017/18 were NOTED

11.9 Summary 2016/17 Quality of TL&A Profiles

The meeting took this report as read as it was presented as an appendix to item 9.1 considered earlier in the meeting.

11.10 Minutes of Harrow College CQS Committee 5th June 2017

The minutes of the meeting were taken as read.

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12. To confirm and agree the dates and times of meetings for 2017/18

The dates and times of the meetings were agreed as follows:

- Thursday 30th November at 4.00pm
- Thursday 8th March 2018 at 4.00pm
- Thursday 28th June 2018 at 4.00pm

The venue for the next meeting in November was confirmed as the Uxbridge campus at Park Road.

13. Any other business

There was no other business. The meeting closed at 5.55pm.

Signed.....

Date.....

