

Professional and Vocational – Quality, Curriculum and Community Committee

Venue: Conference Room 1, South Shields Centre

Date: Wednesday 11 February 2015

Time: 4.00pm – 6.20pm

Members Present: Christine Smith (in the Chair)
Neil Clark
Alison Maynard (Principal – P&V)
Masuda Rahman
Alison Rowley
Drue Walsh
Andrew Watts
Robert Whitelaw

Apologies: Hilary Harrison
Ray Staward
Les Watson
Lindsey Whiterod
Des Young

In Attendance: Neil Longstaff (Clerk)
Miles O'Hare (Quality Manager)

ITEM NO.	ISSUES	ACTION
1.	<p>Apologies for Absence The members approved apologies for absence received from those identified above after having considered the reasons for their absence.</p> <p>Members were reminded that if they could not attend a meeting they needed to give reasons for their absence and that they should still make a contribution to the meeting by feeding comments on the various reports/papers through the Chair or Clerk.</p> <p>It was noted that the issue concerning poor attendance by some governors at meetings had been discussed by the Governance and Search Committee and raised with the Chair of the Board.</p> <p>Responding to a question the Clerk confirmed that there had been no response to date from HH as to whether she would be willing to take on the role of Chair of this committee</p>	
2.	<p>Declarations of Interests Members were reminded to declare any conflict of interest as they arose on the agenda.</p>	
3.	<p>Minutes of the Previous Meeting The minutes of the meeting held on 26 November 2014 were approved and</p>	

signed by the Chair.

Matters Arising

College Charter

It was confirmed that a copy of the College Charter had been sent to the Chair, as requested.

Workplan 2014/15

The Workplan 2014/15 had been amended to include 'nominations for the appointment of Chair of the Committee (Spring 2015)'.

Quality Policy

The Chair had yet to officially sign off the updated Quality Policy with the Chair of the SSMS Quality Committee.

Resolved: That arrangements be made to sign off the Quality Policy.

Quality Report

The Clerk confirmed that Members of the committee had been sent the following:

- Examples of case studies (anonymised) that demonstrated the journey students had travelled.
- Copies of the maths level 1 and level 2 exam papers

The Chair of the Board informed the Committee that he had attended the AoC's Principals and Chairs Forum along with the Chief Executive at which, presentations were given covering various topics including the challenges ahead, government policy and party policies for education. It was commented that there was considerable amount of lobbying taking place for FE and there was an unrealistic expectation of achieving targets with functional skills.

It was reported that only 30% of all teachers teaching functional skills only had Level 2 English and Maths. Q. 2 levels above? 1 level above was generally accepted.

Troubled Families Agenda

It was noted that the College were not part of the Council's Troubled Families Agenda. However, the Director of Children, Adults and Families, Helen Watson, communicated with the College's Chief Executive on matters concerning the College.

Q. E-safety and radicalisation? All students undertook an e-safety session and Alison Maynard (AM) attended meetings with Northumbria Police on a regular basis e.g. community meetings. It was noted that LW recently attended a meeting on radicalisation.

Preventing radicalisation

NL

	<p>AM reported that the College did a considerable amount of work on preventing radicalisation and that the Police had commented that, in their view, the College had taken a proactive approach to this. PREVENT training was also highlighted.</p> <p>A member reported that she was working with staff from the Local Authority on PREVENT training which would then be rolled out to staff.</p> <p><u>'Better Inspection for All' OFSTED consultation document</u></p> <p>The College was awaiting the outcome of the consultation by OfSTED on the proposals for changes to inspection to be introduced in September 2015.</p> <p>Members were informed that all inspectors had been through a reselection process which was expected to be completed by the summer.</p>	
4.	<p>Quality Report</p> <p>Confidential</p>	
5.	<p>Appointment of Chair</p> <p>Resolved: That this matter be deferred to the next meeting.</p>	
6.	<p>Managing English and Maths across the College</p> <p>This discussion paper advised the committee on the need for English and maths to be of the highest profile in the College.</p> <p>The report also sought to seek views on establishing a Task Group to maintain an oversight of planning, delivery and performance of English and maths across the College (including external partners).</p> <p>It was noted that the College had undergone a 'health check' on the provision of English and maths, which involved the engagement of a consultant. The outcome was that there had been no surprises and the following summary was provided (RAG rated):</p> <ul style="list-style-type: none"> • Outcome for learners – Amber • Quality of Teaching and Learning – Green/Amber • Leadership and management - Green <p>An English and Maths 'workout' at which 140 staff attended was reported and noted. Feedback from staff had been positive.</p> <p>Employer responses to date had been poor and there had been some difficult conversations. It was stressed that it was important for employers to work closely with the College.</p> <p>Resolved:</p> <p>i. That the report is accepted.</p> <p>ii. That the Committee recommends the Board to establish an English and Maths Task Group as outlined in the paper</p> <p>iii. That AM is to produce an English and Maths Action Plan.</p>	<p>NL</p> <p>AM</p>

7.	<p>Report on Value Added</p> <p>It was explained that the OfSTED Inspection framework required colleges to make a judgement on 'learners' progress relative to their prior attainment and potential'. This was done partly through the measurement of Value Added (VA) performance. VA related to level 3 graded qualifications for both academic qualifications and vocational qualifications.</p> <p>Members were informed that the following vocational courses achieved below average scores:</p> <ul style="list-style-type: none"> • Business Studies (BTEC L3 Diploma) • Computer use (BTEC L3 Diploma) • Applied sciences (BTEC L3 90-credit Diploma) <p>It was noted that students were not being stretched as a pass was not deemed to be acceptable for some students. Therefore, the question being asked was do they pass despite what happened in College?</p> <p>Quality improvement initiatives were in place to address issues on all underperforming courses e.g. establishing challenging target grades for learners based on prior attainment, monitoring learners' progress against expectations on a monthly basis to identify those 'at risk' of not achieving target grades and take corrective action when appropriate etc.</p> <p>Resolved: i. That the report is accepted. ii. That Value Added be included in future Quality Reports.</p>	AM
8.	<p>Quality Improvement Plan (QIP)</p> <p>AM gave a verbal update on the QIP which covered the following areas:</p> <ul style="list-style-type: none"> • College attendance • Level 1 success rates • 16-18 courses – ensuring right student on right course • 19+ students Level 2 success rates • Functional skills • Value Added Scores • Apprenticeships • Learner profiles <p>It was noted that observation profiles had improved year on year but the college was striving for further improvements.</p> <p>Resolved: That the report is agreed and members acknowledge that issues were being addressed.</p>	
9.	<p>Equality and Diversity Monitoring Report</p> <p>This report was to provide the committee with a report on the College's commitment to Equality and Diversity.</p> <p>AM provided an update on the report making reference to the following:</p> <ul style="list-style-type: none"> • Disabled students were performing well 	

	<ul style="list-style-type: none"> • The College had good working relationships with local SEN schools • Achievement rates for both 16-18 and 19+ students showed a 3 year trend of improvement • Classroom in a container project (learner involvement) • Culture uncovered • Chair of Greggs visit to give talk to encourage female students to consider careers in business • Travel and Tourism talking to Marine students on 'how to get out and about' • Learning lunches <p>Q Dog grooming? This was a new course and had high demand (106 on waiting list). Responding to questions AM explained that those interested were a combination of people wanting to either train to work in a dog grooming salon, those wanting to establish their own business and those that simply wanted to do it themselves for their own pet.</p> <p>Members of the Committee acknowledged the progress being made in Equality and Diversity with improved results and activity across the College.</p> <p>Members were made aware of events ongoing to encourage students to register to vote which included the support by staff from the Council.</p> <p>Resolved: i. That the report is accepted. ii. That any area of concern be reported upon in future reports.</p>	AM
10.	<p>Internal Audit Reports</p> <ul style="list-style-type: none"> • Internal Audit Plan 2014-15 • Funding Assurance – ILR substantive and DSATs <p>It was explained that these documents had been presented to meetings of the Audit Committee. The members of Audit agreed that these document should be presented to the Professional and Vocational Quality, Curriculum and Community Committee for consideration.</p> <p>The members of the committee indicated that there were pleased with the reports and had no further comments to make.</p> <p>Resolved: That the Committee agree to receive the report.</p>	
11.	<p>Any Other Business</p> <p>None</p>	
12.	<p>Identification of Confidential Items</p> <p>Resolved: That the Quality Report is to remain confidential.</p>	
13.	<p>Date and Time of Next Meeting</p> <p>It was noted that the next meeting of the Committee was scheduled for Wednesday 10 June 2015 at 4.00pm.</p>	

Chair's signature.....

Date:.....