

Professional and Vocational – Quality, Curriculum and Community Committee

Venue: Conference Room 1, South Shields

Date: Wednesday 25 November 2015

Time: 4.00pm – 5.40pm

Members Present: Les Watson (in the Chair)
Jed Calcutt
Neil Clark
Alison Maynard
Alison Rowley
Andrew Watts

Apologies: Hilary Harrison
Thivvyaandan Sermugam
Lindsey Whiterod

In Attendance: Neil Longstaff (Clerk)

ITEM NO.	ISSUES	ACTION
1.	<p>Apologies for Absence The members approved apologies from absence received from those identified above.</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 10 June 2015 were approved and signed by the Chair.</p> <p>Matters Arising</p> <p><u>Curriculum Plan 2015-16</u></p> <p>AM confirmed that the College had made links with the NHS through the Integrated Care Hub.</p> <p>The Clerk informed members that the 'Income and Expenditure by School' report taken to each F&R Committee had been added to the PVC committee's workplan.</p>	
4.	<p>Committee Workplan 2015-16</p> <p>The Clerk drew governors' attention to the Workplan 2015/16, as approved by the Board, which took into account changes made at the previous Committee meeting.</p>	

	<p>It was suggested that the report on value added be removed from the November meeting as the data would not be available.</p> <p>Discussion took place on the request from Governance and Search Committee to have a member of the Committee to attend Learner Forums.</p> <p>Resolved:</p> <ul style="list-style-type: none"> i. That the Workplan be amended to show the removal of the report on value added from November’s meeting. ii. That the Chair is to consult members of the committee at the appropriate time to ensure a governor representative is present at the Learner Forums. 	<p>NL</p> <p>LWa</p>
<p>5.</p>	<p>Review of Committee Performance against Terms of Reference</p> <p>The Clerk presented the report on the performance of the PVC Quality Committee during 2014-15.</p> <p>The Clerk informed governors that members of the Committee (2014-15) were asked to complete an online survey and the results were provided as part of the report.</p> <p>There had been 71% return to the survey and there were no areas identified as being ineffective or ‘Partially effective’.</p> <p>No area was judged to be outstanding (greater than 50% response). However, all areas were at least ‘Effective’ with some members being of the view that elements of the committee’s work were outstanding.</p> <p>All responses indicated that the committee members had an appropriate mix of skills and experience to achieve its responsibilities. It was reported that Des Young would be unable to serve on the Committee for at least the remainder of the year. Governors reviewed the membership in light of this information.</p> <p>AM sought governors views on adding a specialist adviser to the Committee and examples of the areas to focus upon were discussed e.g. employers, Local Authority, Employment, Skills and Training Board etc.</p> <p>The Committee felt that they had fulfilled their role in accordance with the terms of reference and the report presented gave them good feedback to make an appropriate judgement. However, it was suggested that SEG be asked for a view as to whether the Committee was achieving its objectives.</p> <p>Resolved:</p> <ul style="list-style-type: none"> i. That the report is received and accepted. ii. That Malcolm Grady be asked to replace Des Young on the PVC Quality Committee. iii. That members of SEG be asked for their views as to whether the Committee was achieving its objectives. 	<p>NL</p> <p>AM/NL</p>
<p>6.</p>	<p>Quality Report</p> <p>Confidential item.</p>	

7.	<p>FE College Self-Assessment</p> <p>This report provided the Committee with an update on the College Self-Assessment Report (draft format).</p> <p>The judgements for each area based on the common inspection framework were as follows:</p> <ul style="list-style-type: none"> • Overall Effectiveness – Grade 2 • Effectiveness of Leadership and Management – Grade 2 • Quality of Teaching, Learning and Assessment – Grade 2 • Personal development, behaviour and welfare – Grade 2 • Outcomes for Learners – Grade 2 <p>AM explained that the format of the report was to be changed, which would include information in graphical form, and this would be presented to the full Board.</p> <p>Pockets of poor performance e.g. vehicle maintenance, needed to be explained fully to describe the journey to improvement.</p> <p>Q. £20m investment by Board but this report did not talk about the improvements to the teaching environment. AM to address in new format.</p> <p>AM outlined difficulties encountered with staff completing core SARs therefore further advice and guidance was to be given.</p> <p>Leadership and management outstanding? Success rates was a limiting factor.</p> <p>Resolved: That the report is received and accepted on the understanding that a new format is to be presented to the full Board.</p>	AM
8.	<p>English and Maths Task Group</p> <p>Minutes of the first meeting of the English and Maths Task Group were presented to the committee for information.</p> <p>It was noted that Les Watson had been identified as the Lead for Maths and Hilary Harrison the Lead for English.</p> <p>Governors were reminded of the purpose of the Groups which was to have a strategic oversight of the planning, delivery and performance of English and mathematics programmes across the College</p> <p>It was explained that one of the issues facing staff was students arriving with a ‘D’ in English/Maths but on assessment they were much lower.</p> <p>It was to be raised with the Board as to what could be achieved and what was required in terms of additional support.</p> <p>Q. Partners? The same process was now to be applied which had not previously.</p> <p>Resolved: That the report is received and accepted.</p>	

9.	<p>Internal Audit Reports - Staff recruitment, retention and capability report - Stakeholder engagement and client management report</p> <p>It was explained that these document had been presented to the Audit Committee. The members of Audit agreed that these documents should be presented to the Professional and Vocational Quality, Curriculum and Community Committee for information purposes only.</p> <p>Q Engineering? Interviewing was taking place for positions within engineering. The College had lost several staff to other colleges. Q. Impact on students? Yes, classes merged and therefore experience not as good. Q. SSI Steel? The Director of HR had contacted Job centre Plus and the Task Force set up for SSI staff to highlight vacancies at the College.</p> <p>Resolved: That the Committee agree to receive the reports.</p>	
10.	<p>Any Other Business</p> <p><u>Career College North East</u></p> <p>AM reported that a monitoring visit by Career College was to take place on 26 November 2015. This was to be a full day inspection.</p>	
11.	<p>Identification of Confidential Items</p> <p>Resolved: That the Quality Report is to remain confidential.</p>	
12.	<p>Date and Time of Next Meeting</p> <p>It was noted that the next meeting of the Committee was scheduled for Wednesday 10 February 2016 at 4.00pm.</p>	

Chair's signature.....

Date:.....