

Professional and Vocational – Quality, Curriculum and Community Committee

Venue: Conference Room 1, South Shields

Date: Monday 27 June 2016

Time: 4.05pm – 5.50pm

Members Present: Malcolm Grady (in the Chair)
Alison Maynard
Mark Overton
Andrew Watts

Apologies: Neil Clark
Peter Davidson
Les Watson
Lindsey Whiterod

In Attendance: Neil Longstaff (Clerk)

| ITEM NO. | ISSUES | ACTION |
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| 1. | <p>Apologies for Absence</p> <p>The members approved apologies for absence received from those identified above after first considering their reasons for absence.</p> <p>The Clerk confirmed that after the recently postponed meeting of the committee he had, as requested, sought volunteers to serve on the PVC Quality Committee. Three governors had expressed an interest and had been invited to this meeting. However, only one was available to attend, this being Mark Overton. The two other governors were Peter Davidson and Susan Wear.</p> <p>AM also confirmed that Elaine Smith (Consultant/Ofsted Adviser) had agreed to sit on the committee as an Educational Specialist.</p> <p>Resolved:</p> <p>i. That the committee note the actions taken and agree to co-opt Mark Overton on to the committee with immediate effect until formally appointed by the Board as a Committee member at its next meeting.</p> <p>ii. That the Committee recommends the Board to appoint Peter Davidson, Susan Wear and Elaine Smith as members of the committee.</p> | <p>NL</p> <p>NL</p> |
| 2. | <p>Declarations of Interests</p> <p>Members were reminded to declare any conflict of interest as they arose on the agenda.</p> | |
| 3. | <p>Minutes of the Previous Meeting</p> <p>The minutes of the meeting held on 10 February 2016 were approved and signed</p> | |

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| | <p>by the Chair.</p> <p>Matters Arising</p> <p><u>3.1 Quality Improvement Plan 2015-16</u></p> <p>AM reported that she had reviewed and updated the dates within the Plan and that a reference to the fact that the College had no excluded students was to be added, as requested.</p> <p><u>3.2 Quality Report</u></p> <p>Confidential item</p> <p><u>3.3 Learner Forums</u></p> <p>Dates of the Learner Forums had been circulated to members of the Committee.</p> <p><u>3.5 Safeguarding</u></p> <p>The Clerk confirmed that there would now be an annual safeguarding report which would be presented to the F&R Committee and then full Board.</p> <p>In response to a question AM confirmed that should there be a serious issue/concern mid-year it would be covered within the HR Plan. It was also noted that such issues were reported to SEG.</p> | |
| <p>4.</p> | <p>Quality Report</p> <p>Confidential item.</p> | |
| <p>5.</p> | <p>Quality Improvement Plan - update</p> <p>This report provided the committee with an update on areas for improvement identified through the College Self-Assessment Report (SAR) and from the OFSTED Inspection (December 2015). This was a working document updated regularly by the Principal (PVC) with feed in by appropriate managers and course teams.</p> <p>Areas for Improvement were identified as follows:</p> <ul style="list-style-type: none"> • Improve Success rates • Value Added • Self-Assessment report and Action Plans • College Curriculum Portfolio • Improved monitoring of external partnerships <p>Q. Employers and organisations involved? Yes. There were Advisory Boards for engineering, Catering Advisory Board, connections with Port of Tyne, NHS, South Tyneside Home etc.</p> <p>Q. Deadline dates achieved therefore a 2016/17 plan? Yes. AM outlined the review process and explained that actions related to 15/16. A new action plan would be established following a self-assessment review and presented to the</p> | |

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| | <p>Committee at a future meeting.</p> <p>Q. Challenges? Apprenticeships, success rates and diversifying income.</p> <p>AM reported that she had taken personal responsibility for the SAR and QIP, and was more confident with the information being presented.</p> <p>Potential governance arrangements next year were raised and noted re. Tyne Met College. Governors discussed succession planning for members of SEG, including the Clerk, to ensure there was appropriate cover to ensure business continuity should someone unexpectedly leave.</p> <p>Resolved:</p> <p>i. That the Committee agrees the report and asks that the key issues be reported to the Board.</p> <p>ii. That the Committee agree the strategies which are being implemented to improve standards.</p> <p>iii. That governors agree the areas of prime focus in the forthcoming academic year will be:</p> <ul style="list-style-type: none"> • Apprenticeships • improving Value Added • English and maths achievements <p>iv. That SEG be asked to consider operational requirements for the College in relation to senior management (succession planning) and report back to Audit, Governance and Search Committee.</p> | <p>AM</p> <p>AM</p> |
| <p>6.</p> | <p>Curriculum Plan 16-17</p> <p>This report provided the Committee with details of the curriculum planning together with the rationale for the proposed curriculum offer.</p> <p>Key issues were identified as follows:</p> <ul style="list-style-type: none"> • English and maths continued to be a main driver in 2016-17 for all 16-18 year olds entering FE. There were also significant changes in the GCSEs in grading and rigour • Effective use of Labour Market Intelligence to focus curriculum offer • Reduction in adult classroom teaching funding • Significant focus in Apprenticeship funding • Increased working with providers in sharing resources and market share of learners • Improve and increase partnerships with local secondary schools in the Borough • Develop more Traineeships to progress into Apprenticeship training • Increase in 24+ loans • Increase diverse funding streams (e.g. direct 14-16 recruitment and commercial) <p>Q. Marketing, enough resources to deliver plan? Staff were more focussed on digital marketing including website, social media etc. and were moving away from adverts on back of buses. It was noted that sales staff were being employed to</p> | |

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| | <p>generate more interest and income. However, AM confirmed that the College would continue to send the parent of every Year 11 pupil a postcard to promote the College.</p> <p>Resolved: i. That the report is accepted.</p> <p>ii. That for future reports to the Committee, rather than a list of bullet points being presented, AM is to reformat issues/information into themes/areas and categorised as either Continual, Development or New.</p> | AM |
| 7. | <p>Annual review of College Charter</p> <p>The report provided the committee with the working document of the College Charter that formed part of the student handbook</p> <p>It was explained that the aim of the College Charter was to provide to students, an outline of the service they could expect to receive from the College during their time at the College.</p> <p>The charter focused upon the student learning experience from initial enquiries to the student leaving the College: Key elements of this included:</p> <ul style="list-style-type: none"> • Enquiries/applications • Coursework and teaching, learning and assessment • English and maths qualifications • The tutorial framework • Learners views and student committees/governance • Accessing information e.g. Policies and procedures <p>The Charter was currently made available to all students via the student handbook of which all students received an e-copy. The Charter was also displayed on notice boards throughout the College.</p> <p>Governors stated that this was a good document.</p> <p>Resolved: That the committee approve the College Charter for 2016-17 subject to the Dr Winterbottom Charitable Fund being added to Useful Information section.</p> | AM |
| 8. | <p>Disability Equality Policy</p> <p>This policy document had been produced to enable South Tyneside College to respond to developments in disability legislation and exists in conjunction with the Equality and Diversity Policy.</p> <p>There had been no changes made to this policy following review and approval by Senior Executive Group.</p> <p>Resolved: That the Committee agree the policy.</p> | |
| 9. | <p>Equality and Diversity Report</p> <p>The purpose of the report was to provide the committee with an overview of the</p> | |

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| | <p>work undertaken by South Tyneside College over the past year, to support its commitment to equality and to meet the requirements of the Equality Act 2010.</p> <p>Governors attention was drawn to the following:</p> <ul style="list-style-type: none"> • Student Surveys showed high levels of positive responses to the inclusion of equality and diversity in their programmes and the promotion of equality in the College • Data showed a significant improvement (+11.9%) at level 1 16-18 for female learners pass rates from 2013/14. • For female adult learners level 1 achievement rate was 15.3% lower (77.6%) than males (92.9%) • The overall achievement rate of BME learners of all ages was 81.2% and was comparable with the overall College rate of 83.4%. • The overall success rate for students with disabilities was 83.4% the same as those with no disability or learning difficulty. <p>AM explained that to retain female adult learners some courses e.g. Hair and Beauty, were to be split into a modular type approach which would lead to a full Diploma.</p> <p>Q. Link Governor for E&D? No. Governors discussed this and agreed that it should be part of the remit for Teaching, Learning and Assessment (Malcolm Grady).</p> <p>The members of the Committee congratulated staff involved in producing the report.</p> <p>Resolved:</p> <p>i. That the report is received and governors recommend it to the Board for approval.</p> <p>ii. That future reports are to include benchmarking where possible, commencing with Tyne Metropolitan College.</p> | <p>AM</p> <p>AM</p> <p>AM</p> |
| <p>10.</p> | <p>Committee Workplan 2016-17</p> <p>The draft Workplan was presented for the Committee's consideration.</p> <p>Members suggested several changes which included:</p> <ul style="list-style-type: none"> • The addition of a 3 year Curriculum Strategy with a 1 Year Action Plan • The addition of an apprenticeship Strategy <p>Resolved: That the Workplan is recommended to the Board for approval subject to the changes identified.</p> | <p>NL</p> |
| <p>11.</p> | <p>Any Other Business</p> <p>None.</p> | |
| <p>12.</p> | <p>Identification of Confidential Items</p> <p>Resolved: That Items 3.2 and 4 are to remain confidential.</p> | |

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| 13. | Date and Time of Next Meeting It was noted that the next meeting of the Committee was scheduled for Wednesday 23 November 2016 at 4.00pm. | |
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Chair's signature.....

Date:.....