TyneCoastCollege

Meeting of the Quality, Curriculum and Standards Committee

Venue: STC, Conference Room 1 & TEAMS

Date: Wednesday 6 December 2023

Time: 4:00pm – 6.25pm

Present: Gary Hindmarch (in the Chair)
                      Doug Cole
                      Martin Alexander

In Attendance: Simon Ashton (Principal SSMS)(SA)(TEAMS)
                      Jane Cuthbertson (Chief Operating Officer)(TEAMS)
                      Neil Longstaff (Director of Governance)
                      Mandy Morris (Principal)
                      Eamonn Murphy (Soft Services Manager / Safeguarding Lead)
                      Diane Turner (Vice Principal)
                      Tony Pattison (Director of Quality – Teaching & Training)
                      David Gardner (Assistant Principal)
                      Jackie Gates (Head of Student Services and Safeguarding Lead)
                      Emma Douglas (Director of HE Quality and Systems)
                      Sabrina Ahmed-Qureshi (Director of Maths and English)

ACTION TRACKER

Item	Summary of Action Required	By whom	Status	Comment / Update
Meeting of the 8 March 2023				
1.	Presentation of Reports The Chair stated that although the quality of the content of the papers being presented were much improved, there were inconsistencies with the formatting and completion of the Executive summary and asked that these be addressed for future meetings using SAQ's report as an example of good practice. As At June 2023 The Chair thanked staff for the improved quality of the papers presented but asked that in terms of layout, the executive summaries needed to highlight, in bullet format, the key messages from the report	All		Quality of reports improved
Meeting of the 6 Dec 2023				
4.	Annual Health and Safety Report 2022-23 incorporating policy update ii. The report is presented to the Board for information and the policy updates for approval.	JC		Presented to Board
6.	Committee Workplan 2023-24 i. That updates on T Levels are to be covered as part of the Quality Report provided by the Director of Quality.	DG/TP		
		NL		

ITEM	ISSUES	ACTION		
	ii. That the Halls SAR be moved to March to match current practice.		🟩	
12.	Complaints Policy The Complaints Policy is approved subject to a paragraph being added that will protect the complainant, where appropriate.	TP	🟧	Added but under further review
14.	EDI Report The EDI Report and recommended objectives be presented to the Board for approval.	DG	🟩	Approved by Board
20.	Marketing update Q. What can't be achieved? Head of Marketing to be asked what can she no longer do owing to staffing and budget pressures? MM to follow up.	MM/LS	🟥	
	Q. Moving to IT more cost-effective method of way on engaging? This was an area that marketing had covered – data/figures could be covered in future reports.	LS	🟧	
21.	Student Services update iii. That the timeliness of applications being approved from the date of applications made to assessment be reviewed at the next meeting.	JG	🟩	On agenda

MINUTES

ITEM	ISSUES	ACTION
1.	**Apologies for Absence** There were no apologies for absence received from governors. Apologies received from Lorraine Schapira (Head of Marketing and Recruitment) were noted.	
2.	**Declarations** <u>Declarations of Interest</u> The Chair reminded members to declare any conflicts of interest as they arose on the agenda. <u>ii. Business to be raised under Item 23</u> None.	
3.	**Minutes** The minutes of the meeting held on 27 June 2023 were agreed and signed by the Chair. **Matters arising not covered on the agenda** As reported on the Action Tracker and as stated below: <u>Presentation of Reports</u> The Chair thanked staff for the improved quality of the papers being presented.	
		2

4.	With the agreement of the Committee, the Chair changed the order of business as follows:
	
	Annual Health and Safety Report 2022-23 incorporating policy update
	
	The purpose of the paper was to update the Committee on accident/incident data and significant Health and Safety developments during 2022/23 academic year at Tyne Coast College (TCC).
	
	It was noted that the current H&S Policy was issued January 2022 with a review date January 2025. However, required updates were presented for approval.
	
	The following matters were also highlighted within the paper:
	• An update on TCC College accident statistics
	• A summary of the RIDDOR reportable accidents during 2022-23 academic year (Four) and one dangerous occurrence (details provided).
	• Major issues raised at Local Safety Meetings which gave rise to risk (Nothing major brought to light).
	• An update on staff training provided in this area
	• A summary of fire drills and fire alarm activations on the college site
	• A summary of inspections that had been undertaken by third parties and internal staff – no serious breaches were found.
	
	The Chair stated that the numbers were similar to those reported in the previous year and was surprised to learn that trips/falls was no longer the most common incident reported.
	
	Resolved:
	    i. That the Committee accept the report acknowledging that the College has sufficient measures in place to manage health and safety.
	    ii. That the report is presented to the Board for information and the policy updates for approval.
	
	JC left the meeting.
		
		JC

5.	**Review of Committee Performance against Terms of Reference (TOR)** The purpose of the report was to provide governors with details of the performance of the Committee during 2022-23. Members of the Committee (2022-23) had been asked to complete an online survey to review the Quality, Curriculum and Standards Committee's performance during the previous academic year. There were no areas identified as being either ineffective or less than satisfactory. It was reported that overall, governors graded the Committee's performance as 'Very Good'. Resolved: That the report is received and acknowledged.	
6.	**Committee Workplan 2023-24** The purpose of the paper was to provide the Committee with the Workplan for 2023/24. NL informed members that the plan had been approved by the Board but there was an opportunity to review and update the future business to be conducted, if required.	

3

	Q. T Levels – should this be covered separately? Governors discussed whether this should be a separate item or incorporated within an existing report.
	Q. Full Cost self-assessment – how is it to be covered? Already covered within current quality reports (STC, TMet & SSMS). Also, some full cost for Marine and Welding Centre were captured as part of the ISO report.
	
	It was noted that the Stakeholder Advisory Boards were under review and their focus was likely to change to cover specific subject areas. An update was to be provided under Item 22.
	
	Resolved:
	    i. That the Committee Workplan 2023-24 is received and accepted subject to the following:
	   - That updates on T Levels are to be covered as part of the Quality Report provided by the Director of Quality.
	   - That the Halls SAR be moved to March to match current practice.
		DG/TP
		
		NL

7.	Safeguarding update Confidential item	
8.	English and Maths Update The purpose of this report was to provide the Committee with a holistic update on the developments in English and maths for all ages above 16 and all levels. This was to provide a snapshot of progress made and distance yet to travel to continue to provide a high-quality provision. It was reported that the English and maths department had improved in Functional Skills in all areas from last year where the cohort was smaller, and more learners enrolled on GCSEs. This had had a slight impact on the GCSE High Grades, but the College remained above national rate for 2022/23. Overall, the outturn for English and maths last year was positive in all areas compared to national rate and previous years. This academic year saw further growth in GCSE numbers for the 16-18 funded students through reduction of Functional Skills offer, and due to increased numbers of students failing English and maths in schools. There was a large November resit cohort who would receive results in January 2024. There were many positive continued developments in the department which were related to growth, CPD, and curriculum planning. The impact of these would be reviewed after the deep-dive report and would be routinely monitored alongside the causes for concern in the area. The main causes for concern were subject content specialists working in the department, and improving student behaviours and attitudes to English and maths which included the concern with persistent absences. Q. Who decides whether GCSE or Functional skills? This was a decision that the Director of English and Maths had implemented as GCSE was what they all needed to aim for and students/parents were devaluing Functional Skills or didn't know what it was. GCSE also allowed a student to progress further and students were familiar with it from school. The Chair congratulated staff on their achievements with the students. It was noted that this was a more expensive model to adopt. Two key issues highlighted was that 1) the College was having to handle 70% resits (usually 40%) having failed at school and 2) recruiting maths staff was extremely difficult, which placed significant pressure on staff.	

	Governors supported the strategies being applied by staff and indicated that it provided a solid base across the College. The Director of English and Maths referred governors' attention to the increasing number of students with SEND. The Vice-Principal drew governors' attention to the current full cost employers, which was generating more income for the College. Resolved: That the report is received and information is acknowledged.	
9.	College Overview Confidential item	
10	Quality Update for STC/TyneMet Confidential item	
11	College FE SAR and Improvement Plan Confidential item	
12	Complaints Policy An updated Complaints Policy was presented for approval with minor amendments highlighted for comment. Q. Any provision to protect the complainant as sometimes people are reluctant to raise concerns? Currently there was no clause to cover this. Resolved: That the Complaints Policy is approved subject to a paragraph being added that will protect the complainant, where appropriate.	TP
13	Work Experience Update The purpose of the report is to provide the Quality, Curriculum and Standards Committee with an update on the College's work experience position. The 2022/23 final position was described as follows: • The College target for 22/23 was that 95% of students would access an external / internal work placement with an employer. • 92% (3% lower than expected) of learners accessed external/internal work placement with an employer. • Employer base expended from 284 to 612 active employers. 'WEX had been developed more effectively in 22/23 than the previous year'. (Tyne Coast College SAR 22/23) The starting points for 2023/24 were detailed within the report and an update on 'Industry Placement' was provided, which included T Levels. Governors felt that this was a strong start to what appeared to be a difficult challenge. It was felt that students would be reluctant to undertake the work part-time. MM stated that the College needed to continue to drive up the employer base as the College was aiming to have students 'work ready'. T Levels were seen as risk to Colleges.	5

	Q. Placement – is there a consistent approach to reflection and is there a link to attitude and behaviour? It was dependent upon the awarding bodies initially e.g. criteria to be followed, observations etc. It was also linked to Grofar. Grofar hosts all learners on a 16-19 programme of study and enabled the College to evidence a robust and meaningful collation of data that captured all aspects of work experience. Resolved: That the report is received and information is acknowledged.		
14	EDI Report This report provided the Committee with a report on the College's commitment to Equality, Diversity, and Inclusion (EDI). All previous changes requested had been made and updated objectives were presented for approval. Governors were pleased with the new layout and felt that the document was very informative. Q. Anything in SAR that needed to be covered within EDI report? None that weren't already covered. Resolved: That the EDI Report and recommended objectives be presented to the Board for approval.		DG
15	ISO 9001:2015 Update The purpose of this report was to update the Committee on the current position of the ISO9001:2015 system. The Principal reported that: • The College had received a 3 Year recertification audit by BSI in May 2023 – only one minor non-conformance had been raised (Quality of paperwork, which had now been addressed). • 10 additional staff had been trained as ISO Internal Auditors Governors were made aware that a Quality and Compliance Co-ordinator had been appointed to liaise with the Maritime and Coastguard Agency and OPITO and other quality organisations related to ISO. This had led to a significant improvement in the monitoring of actions and management of internal and external audits. Resolved: That the report is received and information is acknowledged.		
16	HE Self-Evaluation Report 2022-23 Confidential item		
17	Quality Report for SSMS Confidential item		
18	Marine Strategy Confidential item		

6

19	HE Strategy As above		
20	Marketing update This paper provided an update for governors on: • summer enrolment • marketing activity to October half term • future plans There was concern raised about the staffing levels within the Team and the budget that had been allocated for marketing activities. Q. What can't be achieved? Head of Marketing to be asked what can she no longer do owing to staffing and budget pressures? MM to follow up. Q. Moving to IT more cost-effective method of way on engaging? This was an area that marketing had covered – data/figures could be covered in future reports. Resolved: That the report is received and information is acknowledged.	MM LS	

21	Student Services update
	
	This papers aim was to update all those concerned regarding the operations of the Student Services provision from September to November 2023. The paper outlined data, successes, opportunities and barriers.
	
	The areas covered by this report were:
	• Safeguarding
	• Wellbeing – significant increase seen in referrals
	• SEND/ALS
	• Student Finance
	• Student Union – Governors were disappointed to learn that the Student President had recently resigned. It was hoped that a replacement could be appointed quickly to ensure the Student Union was functioning effectively. A Student Governor was yet to be elected by the Student body. MM reported that feedback had been that there were several students interested in the Union roles but these had not materialised. Responding to a question, NL explained the election process of the Student Governor.
	• Personal Skills Development
	• Careers
	
	It was noted that Student Services had received the same budget as the previous year despite a significant increase in referral numbers. Recruitment of staff was proving difficult.
	
	Q. Time from initial application to assessment data – can there be a report on this at the next meeting to see the impact of limited funding? JG to provide.
	Q. Concern about jump in numbers of students with additional needs. Risk if staffing levels don't match increased student numbers? Yes, retention could be affected and latest data was showing nearly all new student were coming with a mental health issue.
	
	Resolved:
	    i. That the report is received and information is acknowledged.
	    ii. That the timeliness of applications being approved from the date of applications made to assessment be reviewed at the next meeting.
		JG	

7

22	Feedback from Business & Stakeholder Groups The Vice-Principal reported that the Business and Stakeholder Advisory Boards had been restructured as they were not effective. Therefore, progress had been made to create Boards in specific sectors. The strategy moving forward was: • 3 Advisory Boards per sector area per academic year, the new combination to be held in January and the following one after Easter break. • Advisory Boards to be a networking breakfast/ twilight or lunch event providing refreshments and snacks. • Heads of Departments (HODs) from both sites to work collaboratively to plan and host the boards. • HODS to identify key employers from each site and identify 'a wish list' of employers the College did not currently engage with and invite to attend the Advisory Board meeting to try and establish relationships. • Where possible FL learners to prepare refreshments and snacks – serve at event where possible. The following were to be included in event(s): • HODS and Deputies • Work Placement officers • BD team including representative from Apps • Schools and marketing • Employers, existing and new • Lecturers – key staff • Foundation learning • Governors Advisory Boards were to cover: • Creative inc Floristry • Health, Care and Early Years • Digital, Business and professional • Engineering, advanced manufacturing, automotive and green skills • Construction and retrofit • Hair and Beauty It was expected that there would be set agenda for meetings of these Boards, which was shared with the Committee. This change was to be covered within the CEO's report to the Board. Q. Difference with previous Boards? Too broad, which resulted in little engagement and meetings were not well attended. Resolved: That the report is received and information is acknowledged.	
23	Any other business None.	
24	Identification of Confidential Items Resolved: That the following item are to remain confidential:	

	• Item 07 - Safeguarding update • Item 09 - College Overview • Item 10 - Quality Update for STC/TyneMet • Item 11 - College FE SAR and Improvement Plan • Item 16 - HE Self-Evaluation Report 2022-23 • Item 17 - Quality Report for SSMS • Item 18 - Marine Strategy	
25	Date and Time of Next Meeting Wednesday 6 March 2024 at 4.00pm.	

Signed:..   Date: ………..

9