Meeting of the Quality, Curriculum and Standards Committee

Venue:	STC, St George's Avenue, S/S & TEAMS
Date:	Wednesday 7 December 2022
Time:	4:00pm – 6.45pm

Present:	Malcolm Grady (in the Chair)
	Sheila Alexander (SAI)
	Gary Hindmarch (TEAMS)
	Wendy Starks
	Jackie Watson (TEAMS)
In Attendance:	Mandy Morris (Principal)
	Simon Ashton (Principal SSMS)(SA)
	Neil Longstaff (Director of Governance)
	Jackie Gates (Head of Student Services and Safeguarding)
	Eamonn Murphy (Soft Services Manager / Safeguarding Lead)
	Diane Turner (Vice Principal)
	Tony Pattison (Director of Quality – Teaching & Training)
	Lynsey Whitehead (Director of Business Engagement, Partnerships & Apprenticeships)
	David Gardner (Assistant Principal)
	Val Howey (HR Consultant)
	Sabrina Ahmed-Qureshi (Director of Maths & English)

ACTION TRACKER

Item	Summary of Action Required	By whom	Status	Comment / Update
Meeting of the 7 December 2022				
6.	**Annual Health and Safety Report 2021-22** The report is presented to the Board for information and policy updates for approval	**JC**	🟩	Approved by Board

MINUTES

ITEM	ISSUES	ACTION
1.	**Apologies for Absence** The Chair welcomed everyone to the meeting and introductions were made. The Committee approved apologies for absence received from those identified above after having first considered the reason for their absence. The Chair stated that the quality of the papers being presented were much improved on those considered at previous meetings.	
2.	**Declarations of Interest** The Chair reminded members to declare any conflicts of interest as they arose on the agenda.	

	There were standing declarations for links to Tyne Coast Academy Trust for the following: MG.	
3.	**Minutes** The minutes of the meeting held on 15 June 2022 were agreed and be signed by the Chair. **Matters arising not covered on the agenda** See confidential tracker.	
4.	**Review of Committee Performance against TOR** The purpose of the report was to provide governors with details of the performance of the Committee during 2021-22. Members of the Committee (2021-22) 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'. The Chair stressed the need to maintain a good range of governor representation on the Committee. In response to a question in the survey NL explained the link between the terms of reference, workplan and agenda. **Resolved: That the report is received and acknowledged.**	
5.	**Committee Workplan 2022-23** The purpose of the paper was to provide the Committee with the Workplan for 2022/23. 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. **Resolved: That the Committee Workplan 2022-23 is received and accepted.**	
6.	**Annual Health and Safety Report 2021-22 incorporating policy update** The purpose of the paper was to update the committee on accident/incident data and significant Health and Safety developments during 2021/22 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. **Q**. When sending students home is it age appropriate as the College covers a wide age range? JC confirmed it was. **Q.** The Chair sought clarification on the accident data graph around the high variations between months? It was noted that the variation was owing to low numbers involved but JC would review the graph to determine whether the information could be presented	

	better.	
	Q. Rise in aggressive behaviour? MM commented that this was an issue (gave examples) and there were to be reports to be shared with the Board on this matter in due course. MM stated that this was a national issue.	
	MM highlighted the lack of female first aiders. JC responded stating that senior staff needed to encourage people to take up these roles. This was an area to be addressed.	
	SAQ and JW joined the meeting.	
	A governor commented that there could be a correlation between an increase in reported mental health issues and assaults.	

	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 policy updates for approval.**
		JC

	JC left the meeting.	
7.	**Presentation: Grofar Software** LW gave a presentation about Grofar, explaining that it was an innovative platform to track, monitor and evaluate students' work experience. Grofar also enabled staff to capture personal development, behaviour and attitudes of learners and employer feedback. Grofar was accessible from any device for students, employers and staff e.g. students could add evidence directly to Grofar. As part of the presentation LW covered her report scheduled for later on the agenda (Work experience) and explained that there was an expectation as part of the 16-19 programme of study that all learners completed a meaningful and relevant work experience, which included a placement with a real employer in an industry relating to their course. *WS joined the meeting.* The seven-stage process for managing work experience activity was outlined to governors. It was noted that Grofar had been well received by staff at all levels. Q. Free text from employer or checklists? Given multiple choice questions but there was a free text area for employers to use, if needed. MM explained how staff would use this information as evidence during an Ofsted inspection. Q. Monitoring of the hours - How do we know students are on track to finish the number of hours expected in the year? LW stated that although the students could put the hours in, staff could as well and staff had regular reviews with students throughout the placement. Therefore, staff would be in a position to know if they were falling behind. The Chair stated that this was inspiring not only from its successful launch, he could also see a strong link between the college, the employer and the students. He felt that this gave some empowerment to the student and was a vast improvement on the previous	

	arrangements. Q. Ease the transition to T levels? Yes, it also provided the evidence to show the College was able to run T Levels. Therefore, this had been a timely and worthwhile investment. MM reported that at a recent meeting with the Education and Training Foundation (who had been commissioned by the DfE to upscale colleges) had praised the College for being ahead of the game. **Resolved: That the information is received and acknowledged.**	
8.	**Apprenticeship Update** Confidential item	
9.	**Staffing – Mathematics** Confidential item	
10.	**College Overview** Confidential item	
11.	**EDI Update** Confidential item	
12.	**College Overview** Confidential item	
13.	**Preparing for Ofsted** Confidential item	
14.	**Self-Assessment Report for 2021/22 academic year** Confidential item	
15.	**Quality Update** Confidential item	
16.	**Department Improvement Plan (DIP) English and Maths** Confidential item	
17.	**Adult Education** Confidential item	
18.	**Skills Plan** Confidential item	

19.	**Safeguarding** Confidential item	
20.	**Student Services update** Confidential item	
21.	**Report on ISO Compliance** The purpose of this report was to update the Committee on the current position of the ISO9001:2015 system. SA highlighted the following: • Monitoring Review by BSI in May 2022 – zero non-conformances • Staff trained as ISO Internal Auditors **Resolved: That the committee accept the report and acknowledge the information as presented.**	
22.	**Marine Strategy** Confidential item	
23.	**HE Self Evaluation Report 2021-22** Confidential item	
24.	**HE Strategy** Confidential item	
25.	**Any other business** None.	
26.	**Identification of Confidential Items** **Resolved: That the following item are to remain confidential:** • **Item 8 - Apprenticeship Update** • **Item 9 - Staffing – Mathematics** • **Item 10 - College Overview** • **Item 11 - EDI Update** • **Item 12 - College Overview** • **Item 13 - Preparing for Ofsted** • **Item 14 - Self-Assessment Report for 2021/22 academic year** • **Item 15 - Quality Update** • **Item 16 - Department Improvement Plan (DIP) English and Maths** • **Item 17 - Adult Education** • **Item 18 - Skills Plan** • **Item 19 – Safeguarding** • **Item 20 - Student Services update** • **Item 22 - Marine Strategy** • **Item 23 - HE Self Evaluation Report 2021-22** • **Item 24 – HE Strategy**	

27.	**Date and Time of Next Meeting** The next meeting was schedule to take place on Wednesday 8 March 2023 at 4.00pm	

Signed:...   Date: …………......................................