

Meeting of the Quality, Curriculum and Standards Committee

Venue: STC, Conference Room 1 & TEAMS

Date: Tuesday 27 June 2023

Time: 4:00pm – 6.25pm

Present: Malcolm Grady (in the Chair)
Sheila Alexander
Gary Hindmarch

Apologies: Doug Cole
Wendy Starks

In Attendance: Simon Ashton (Principal SSMS)(SA)
Neil Longstaff (Director of Governance)
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)(LW)
David Gardner (Assistant Principal)
Lorraine Schapira (Head of Marketing and Admissions)
Jackie Gates (Head of Student Services and Safeguarding Lead)

ACTION TRACKER

Item	Summary of Action Required	By whom	Status	Comment / Update
Meeting of the 8 March 2023				
1.	<p>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.</p> <p><u>As At June 2023</u> 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</p>	All		
Meeting of the 27 June 2023				
9.	<p><u>Accountability Agreement update</u> the Committee accept the report and that the information be presented to the Board.</p>	MM		Presented to Board

MINUTES

ITEM	ISSUES	ACTION
1.	<p>Apologies for Absence</p> <p>The Committee approved apologies for absence received from those identified above after having first considered the reason for their absence.</p>	
2.	<p>Declarations</p> <p><u>Declarations of Interest</u></p> <p>The Chair reminded members to declare any conflicts of interest as they arose on the agenda.</p> <p>There were standing declarations for links to Tyne Coast Academy Trust for the following: MG.</p> <p><u>ii. Business to be raised under Item 15</u></p> <ul style="list-style-type: none"> • Chair of Quality, Curriculum and Standards Committee for 2023/24 • Chair's Action 	
3.	<p>Minutes</p> <p>The minutes of the meeting held on 8 March 2023 were agreed and signed by the Chair.</p> <p>Matters arising not covered on the agenda</p> <p>As reported on the Action Tracker and as stated below:</p> <p><u>Presentation of Reports</u></p> <p>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 (reference was made to the Quality Update paper as a good example).</p>	All
4.	<p>With the agreement of the committee, the Chair changed the order of business as follows:</p> <p>Gordon Duffy-McGhee (Quality Manager HE) joined the meeting.</p> <p>Higher Education IV and Moderation Audit Report</p> <p>The purpose of the report was to update the Quality, Curriculum and Standards Committee on the development of HE Quality arising from the RSM audit report on HE Internal Verification (IV) and Moderation, which had been presented to Audit Committee.</p> <p>SA provided some background information as to why the audit had been conducted and explained that the update on the implementation of the findings of that report had been brought to this committee at the request of the Audit Committee.</p> <p>GDM highlighted an:</p> <ul style="list-style-type: none"> • Analysis of Audit findings undertaken to find root cause • Action plan for each finding created • Update on Actions 	

	<p>Governors were made aware of a HE quality development day organised for staff to ensure consistency of approach and practice across college and partner sites.</p> <p>A governor stated that Audit Committee found the audit report a difficult read owing to the negative aspect of the paper and therefore recommended that an update be brought to this committee to ensure due process. It was acknowledged that a considerable amount of work had been undertaken by staff to address the audit findings.</p> <p>Q. ISO impact? No, as this was purely HE.</p> <p>Q. Sufficient IV's to cover monitoring? Yes, in certain areas but there were others that needed resourcing, which the new Director of Quality was aware of. It was stated that there was a need for additional IQA's (Internal Quality Assurance) across the College.</p> <p>Q. No surprises? SA indicated that he had been aware of the areas of concern and these were manageable. SA provided examples of where staff simply needed a robust steer on what was required.</p> <p>TP added that FE quality team never had a view on HE and in his previous College the two were not kept separate and indicated that he and his team would like an invite to the staff development day with a view to working closer with the HE team.</p> <p>SA indicated that the next HE SER would be stripped back to undertake a complete overhaul.</p> <p>Resolved: That the information is received and acknowledged.</p> <p>GDM left the meeting.</p>	
<p>5.</p>	<p>Presentation: Next Steps Towards Inspection</p> <p>TP gave a presentation on a focus on Ofsted readiness and next steps, highlighting the following:</p> <ul style="list-style-type: none"> • Close out achievement data for end of year (7 July) • Self-Assessment report deadlines • Position statements • Data preparation (completed with SAR data) • Revisit pre inspection action plan • Summer checks (including employers) • SAR completion <p>TP stressed that there would be limited opportunities for dialogue with inspectors during an inspection for some staff therefore position papers would become important part of the process. It was felt that there was a powerful narrative to build around the support being given to students at the College.</p> <p>Q. Port of Tyne asked about a pipeline to wind farming, is this something that had been taken forward? DT outlined courses/modules offered across the College connected to wind farming, battery power etc. A successful relationship with Equinor, a major developer of wind farms, was highlighted as the level of progress being made.</p> <p>On 29 June, there was to be an online development event hosted by TCC about enhancing personal development. Thirty colleges had so far expressed an interest.</p> <p>Resolved: That the information is received and acknowledged.</p>	

6.	College Overview Confidential item	
7.	Quality Update for STC/TyneMet Confidential item	
8.	Quality Report for SSMS Confidential item	
9.	Accountability Agreement update This report was to provide an update on progress against the completion of the Annual Accountability Agreement. The report set out progress to date regarding Annual Accountability Agreement. It also included: <ul style="list-style-type: none"> • Update on progress of the accountable agreement and uses. • Approval of accountable agreement - timelines • Supporting documents <ul style="list-style-type: none"> ❖ Development of a 3-year Skills Plan (aligned to government priorities). ❖ Developed a 23/24 Curriculum Plan, that addresses government backed programmes, (i.e., T Levels, Apprenticeships, Bootcamps and HTQs). ❖ Reviewed the TCC Strategic Plan. ❖ Reflected and evaluated self-assessment report. ❖ Placed strategic importance in ensuring that the College was at the forefront of local and regional priorities to influence and lead on key regional / strategic developments. ❖ Endorsed by NCG (Newcastle College Group) ❖ Corporation statement signed by both Chair of Governors and Chief Executive Officer and placed on the College website • Next steps – Future plans <p>Q. Thorough document but who monitors? Through the Quality Committee but it was noted that the College’s draft agreement had yet to be confirmed by the DfE.</p> <p>Resolved: That the Committee accept the report and that the information be presented to the Board.</p>	MM
10.	Apprenticeship Update Confidential item	
11.	Safeguarding update Confidential item	
12.	EDI Update on Objectives Confidential item	
13.	Marketing update (enrolment)	

	Confidential item	
14.	Feedback from Business & Stakeholder Groups None.	
15.	Any other business 15.1 <u>Chair of Quality, Curriculum and Standards Committee for 2023/24</u> The Chair reported that this would be his last meeting at the Committee as he was to become Chair of the College Board as from 1 August. It was noted that Gary Hindmarch had indicated that he would be willing to take on the role of Chair of the Committee for 2023/24 but this needed to be confirmed by the Board at its meeting in July. Governors also noted that this was to be Sheila Alexander’s final committee meeting. The Chair thanked her for her contribution to the Committee during her terms of office. 15.2 <u>Chair’s Action</u> NL reported that the Chair had used Chair’s Action to endorse two policy documents (Mental Health and Wellbeing and Equality, Diversion and Inclusion) as they were unable to be brought to the previous meeting owing to a cancellation of a JCC meeting. These had since been approved by the Board. Resolved: That the Committee endorse the actions of the Chair.	
16.	Identification of Confidential Items Resolved: That the following item are to remain confidential: <ul style="list-style-type: none"> • Item 6 – College Overview • Item 7 - Quality Update • Item 8 - Quality Report for SSMS • Item 10 - Apprenticeship Update • Item 11 - Safeguarding update • Item 12 – EDI Update on Objectives • Item 13 - Marketing update (enrolment) 	
17.	Date and Time of Next Meeting tbc	

Signed:.....

Date: