

Professional and Vocational – Quality, Curriculum and Community Committee

Venue: Conference Room 1, South Shields

Date: Wednesday 10 February 2016

Time: 4.00pm – 5.50pm

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

Apologies: Neil Clark
 Hilary Harrison
 Thivvyandan Sermugam
 Lindsey Whiterod

In Attendance: Neil Longstaff (Clerk)

ITEM NO.	ISSUES	ACTION
1.	<p>Apologies for Absence</p> <p>The members approved apologies from absence received from those identified above after first considering their reasons for absence.</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 25 November 2015 were approved and signed by the Chair.</p> <p>Matters Arising</p> <p><u>3.1 Vice-Chair</u></p> <p>It was reported that the Vice-Chair of the Committee had resigned from the Board. It was suggested that a replacement be sought. Nominations were considered.</p> <p>Resolved: That Mr M Grady is appointed Vice-Chair of the Committee for a period of 2 years from date of appointment.</p>	

	<p><u>3.2 Committee Workplan 2015-16</u></p> <p>The Clerk confirmed that the PVC Workplan had been amended to reflect the removal of the report on value added from November's meeting.</p> <p><u>3.3 Learner Forums</u></p> <p>The next meeting of the Learner Forum was scheduled for 2 March 2016 at 12.15pm. AM explained that a new format was being rolled out for the Forum.</p> <p><u>3.4 Review of Committee Performance against Terms of Reference</u></p> <p>It was reported that members of SEG had been asked for their views as to whether the Committee was achieving its objectives. It had been felt that the committee was lacking in representation of an educational specialist. As the Board had approved co-options to committees AM was tasked with identifying appropriate people who could enhance the committee's membership.</p>	AM
4.	<p>Quality Report</p> <p>Confidential item.</p>	
5.	<p>Quality Improvement Plan 2015-16</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 recent OFSTED Inspection (December 2015). This was a working document updated monthly by the Principal (PVC) with contributions by appropriate managers and course teams.</p> <p>AM highlighted the areas for improvement, which covered the following:</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>AM was working closely with curriculum managers to focus on the action plans needed.</p> <p>Q. Deadlines dated 2015? It was explained that this was to show those closed off.</p> <p>Q. Only 2 dates go beyond Feb 2016? AM was to reflect on dates to establish whether they were realistic.</p> <p>It was confirmed that Ofsted actions had been embedded in the QIP.</p> <p>Q. Exclude students? Very rare but did happen. Governors thought the fact the College had no exclusions should be referenced in the QIP.</p> <p>The Chair took the opportunity to congratulate AM and her staff for the work undertaken to secure a successful Ofsted report.</p>	AM AM

	Resolved: i. That the Committee agrees the report and asks that the key issues be reported to the Board. ii. That the Committee agree the strategies which are being implemented to improve standards.	AM
6.	Any Other Business None.	
7.	Identification of Confidential Items Resolved: That the Quality Report is to remain confidential.	
8.	Date and Time of Next Meeting It was noted that the next meeting of the Committee was scheduled for Wednesday 8 June 2016 at 4.00pm. This was to be held at the Motor Vehicle Centre, if possible.	

Chair's signature.....

Date:.....