

Professional and Vocational – Quality, Curriculum and Community Committee

Venue: Conference Room 1, South Shields Centre

Date: Wednesday 10 June 2015

Time: 4.00pm – 6.30pm

Members Present: Christine Smith (in the Chair)
 Hilary Harrison
 Alison Maynard (Principal – P&V)
 Masuda Rahman
 Alison Rowley
 Ray Staward
 Les Watson
 Andrew Watts
 Robert Whitelaw

Apologies: Neil Clark
 Drue Walsh
 Lindsey Whiterod
 Des Young

In Attendance: Neil Longstaff (Clerk)

ITEM NO.	ISSUES	ACTION
1.	<p>Apologies for Absence The members approved apologies for absence received from those identified above after having first considered the reasons for their absence.</p>	
2.	<p>Declarations of Interests Members were reminded to declare any conflict of interest as they arose on the agenda.</p>	
3.	<p>Minutes of the Previous Meeting The minutes of the meeting held on 11 February 2015 were approved and signed by the Chair.</p> <p>Matters Arising</p> <p><u>Apologies</u></p> <p>It was noted that the issue concerning poor attendance at meetings by some governors had been discussed by the Governance and Search Committee and at Board level.</p> <p>Responding to a question, the Clerk reminded Members that Hilary Harrison would not be taking up the Chair but was to continue as a member of this committee. HH explained her decision.</p>	

	<p>Consideration was given to the post of Chair to take over from Christine Smith in the Autumn.</p> <p>Resolved:</p> <p>i. That Mr L Watson is appointed Chair of the P&V Quality, Curriculum and Community Committee with effect from 9 October 2015 until 19 October 2016.</p> <p>ii. That Hilary Harrison is appointed Vice-Chair of the P&V Quality, Curriculum and Community Committee with effect from 9 October 2015 for a period of 2 years.</p> <p><u>Quality Policy</u></p> <p>The Clerk confirmed that the Quality Policy had now been signed off.</p> <p><u>Preventing radicalisation</u></p> <p>CS reported that governors had undertaken prevent training on the recent Development Day.</p> <p>Members were of the view that this had been a good session and that they had been impressed with the openness and honesty of staff.</p> <p><u>Managing English and Maths across the College</u></p> <p>The Clerk reminded members that at the recent full Board meeting an English and Maths Task Group had been established.</p> <p><u>Report on Value Added</u></p> <p>Neil Clark had recently visited East Durham College and AM provided feedback on matters learnt on 'Value Added'.</p> <p>It was reported that the College had an internal SEN Working Party and it was suggested a governor be added to its membership.</p> <p>Resolved:</p> <p>i. That HH is to be the governor representative on the College's internal SEN Working Group.</p> <p>ii. That SEN Data is to be added to the Quality Report (Workplan).</p>	
4.	<p>Quality Report</p> <p>Confidential item</p>	
5.	<p>Appointment of Chair</p> <p>This matter had been addressed in Item 3 above.</p>	

6.	<p>Quality Improvement Plan (QIP)</p> <p>This report provided the Committee with an update on the PVC Quality Improvement Plan (QIP).</p> <p>AM gave an update on the QIP which was summarised as follows:</p> <ul style="list-style-type: none"> • 16-18 Level 1 Success Rates (SR) were currently being predicted however, the current retention for these courses was 92.2% (previous year 85.1%) • 19+ Level 2 Success rates were currently being predicted and current retention for these courses was 95.2% (last year 86.3%) • Functional Skills English Level 1- 16-18 were also currently being predicted. The current retention for this course was 90.1% (last year 66.9%) and 19+ retention being 95.2% (62.8% for last year). • Functional Skills maths Level 1 – 16-18 were currently being predicted however, the current retention for this course was 91.8% compared to 57.8% for the previous year and 19+ retention being 84.8% as opposed to 58.2% for last year. • Functional Skill level 2 was causing concern and additional teaching sessions were currently in place to support all learners. • Advanced Apprenticeships overall Success Rate was 61.5% last year. Current SR predictions were as follows – Actual SR 67.3%, Predicted SR 82.9% and Best Case 86.3%. • Advanced Apprenticeship timely Success Rate was 47.1% last year. Predictions were as follows – Actual SR 25.7%, Predicted SR 68.6% and Best Case 84.8%. • Development work had commenced on addressing the lack of attention to Value Added scores in Level 3 programmes and distance travelled in non-graded programmes e.g. NVQ Hairdressing, level 2 programmes. The Curriculum Leader for Teaching and Learning along with the Principal were taking a lead on this work <p>AM highlighted that the risk to the Plan was the ongoing staffing restructure but this was being monitored.</p> <p>Resolved:</p> <p>i. That the report is agreed.</p> <p>ii. That Members are confident in the senior team plan to address issues around success rates.</p>	
7.	<p>Curriculum Plan 2015-16</p> <p>This report provided details of the curriculum planning together with the rationale for the proposed curriculum offer.</p> <p>AM highlighted the following:</p> <ul style="list-style-type: none"> • There was a need to build the College’s market share, visibility, reputation and physical resources to make a significant impact in vocational education, regionally, nationally and locally. The College structure had been reshaped to address this and to focus on key markets e.g. Engineering, Advanced Manufacturing and Computer Science. 	

	<ul style="list-style-type: none"> • English and maths was the main driver in 2015-16 for all 16-18 year olds entering FE. • Effective use of Labour Market Intelligence was needed to focus curriculum offer and provide high quality employer focussed vocational education regionally, nationally and locally. • Reduction in adult classroom teaching funding • Increase in Apprenticeship funding • Introduction of a Distant Learning unit • Improve and increase partnerships with local secondary schools in the borough • Develop more Traineeships to progress into Apprenticeship training • Increase in 24+ loans enrolments • Increase diverse funding streams (e.g. direct 14-16 recruitment, full cost and international work) <p>Q. Anything stopped doing? No, but some access courses had been scaled back.</p> <p>Q. A governor (PD) highlighted the possibility of linking with the NHS for training opportunities? The College was working with the local hospital on IT but this was to be progressed further with PD.</p> <p>Q Apprentices at academy? This was a possible growth area to explore.</p> <p>Q 50% contribution from schools, how? It was reported at a Committee that 28% was being achieved, therefore, this appeared to be unrealistic. It was explained that there were three areas of low performance and these were bringing down the overall figure. A governor felt that Management needed to be realistic in its predictions. In response, staff indicated that an exercise had been undertaken on how to reach the 50% target. It was noted that the 50% would include an element of challenge. During discussion reference was made to a F&R Committee report on school contributions.</p> <p>Monitoring would continue and action would be taken in November when a review was scheduled. It was suggested that this could be too late to address the matter.</p> <p>Some governors described it as a challenging target another felt it to be impossible.</p> <p>Resolved:</p> <p>i. That the report is received and accepted.</p> <p>ii. That the Table “Income and Expenditure by School’ taken to each F&R Committee is to be presented to this committee and that AM is to explain progress made.</p> <p>iii. That the above mentioned table is to be included in the Workplan.</p> <p>iv. That AM and Deputy Chief Executive are asked to consider comments by governors re. Schools contribution within the curriculum plan.</p> <p>v. That Members feel that having demonstrated challenge, they consider it to be a detailed report identifying how matters are developing to improve the budget situation.</p>	<p>AM</p> <p>AM</p> <p>AM</p> <p>AM</p> <p>NL</p> <p>AM/HB</p>
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<p>8.</p>	<p>English and Maths Report</p> <p>This report gave an update on developments within English and maths delivery for all full time 16-18 year olds studying on a study programme.</p> <p>AM highlighted the following:</p> <ul style="list-style-type: none"> • There was now a government focus on English and maths for all 16-18 year old students and the college funding was conditional to all students who did not have a GCSE grade C in English and/or maths. • The college had engaged with external consultants (BW consultants) to undertake a health check for this critical provision across the college. • The college had produced an action plan which addressed the required changes (attached). • A Senior Manager was responsible for this provision and fortnightly meetings were held to discuss develop and progress. • The Senior Management team recognised and supported the changes needed in providing this curriculum • English and maths was a focal part of the monthly progression reviews to assess students' progress • For 2015/16 there would be an expectation that the data responsibility for all students would sit with the Vocational Managers. • The college was moving to embed English and maths was the vocational curriculum <p>Q How many consultants? Only one.</p> <p>Resolved:</p> <p>i. That the report is agreed.</p> <p>ii. That a report be presented at a future meeting to show what impact the use of a consultant has had on the training and whether the Action Plan was on track.</p>	<p>AM</p>
<p>9.</p>	<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>Members were made aware of the suggested changes by the SSMS Quality Committee. In addition, Members highlighted the following:</p> <ul style="list-style-type: none"> • Under 'Useful Info' include SEN information e.g. who to approach etc. • ProMonitor to be removed? Although a different version was being used it was still to be called 'ProMonitor'. <p>Resolved: That the College Charter for 2015-16 is approved subject to amendments identified by members.</p>	
10.	<p>Committee Workplan 2014-15</p> <p>The draft Workplan was presented for the Committee's consideration.</p> <p>Members made several suggested changes which included:</p> <ul style="list-style-type: none"> • SEN data to be included within Quality Report • Term 'safeguarding' be used instead of bullying and harassment incidents • Report on Income and Expenditure by School to be added. <p>Resolved: That the Workplan, as presented, is approved subject to the changes identified.</p>	
11.	<p>Complaints Policy</p> <p>Members were asked to consider and approve the revised Complaints Policy.</p> <p>It was noted that there had been no significant changes to the previous policy.</p> <p>The Clerk indicated that references to 'Corporation' needed to be changed to 'Board'.</p> <p>It was felt that the procedure was fair but a Member queried whether mediation with an independent person could be included to resolve matters before they escalated to the formal procedure. The independent person was expected to be a governor with no previous involvement in the case.</p> <p>It was also suggested that there be a guide for staff on how to deal with a complaint and that this could be supported with training.</p> <p>Resolved:</p> <p>i. That the Committee approve the policy, as presented, subject to the consideration of the amendments outlined above, which governors feel will improve the procedure.</p> <p>ii. That a record be kept on the number of issues received that had been prevented from escalating into a formal complaint to show the effectiveness of the complaints procedure.</p>	
12.	<p>Any Other Business</p> <p>None</p>	

13.	Identification of Confidential Items Resolved: That the Quality Report is to remain confidential.	
14.	Date and Time of Next Meeting The next Committee meeting was to be agreed by the Board as part of the annual calendar of governors meetings.	

Chair's signature.....

Date:.....