

Professional and Vocational – Quality, Curriculum and Community Committee

Venue: Conference Room 1, South Shields

Date: Wednesday 23 November 2016

Time: 4.00pm – 6.05pm

Members Present: Matthew Bell
Peter Davidson
Malcolm Grady
Stanley Mere
Mark Overton
Alain Reynier
Elaine Smith
Susan Wear

Apologies: Andrew Watts
Lindsey Whiterod

In Attendance: Neil Longstaff (Clerk)
Alison Maynard

ITEM NO.	ISSUES	ACTION
1.	<p>Appointment of Chair</p> <p>The Clerk sought nominations for the position of Chair.</p> <p>Resolved: That Malcolm Grady is appointed as Chair of the Committee for a two year term of office.</p> <p style="text-align: center;">Malcolm Grady in the Chair</p> <p>Appointment of Vice Chair</p> <p>In light of the above-mentioned appointment, the Clerk sought nominations for the position of Vice-Chair.</p> <p>Resolved: That Mark Overton is appointed as Vice-Chair of the Committee for two year term of office.</p>	
2.	<p>Apologies for Absence</p> <p>The members approved apologies from absence received from those identified above after having first considered the reasons for their absence.</p>	
3.	<p>Declarations of Interests</p> <p>Members were reminded to declare any conflict of interest as they arose on the agenda.</p>	

4.	<p>Minutes of the Previous Meeting</p> <p>The minutes of the meeting held on 27 June 2016 were approved and signed by the Chair.</p> <p>Matters Arising</p> <p><u>4.1 Appointments to Committee</u></p> <p>The Clerk confirmed that the appointments to the Committee had been agreed by the Board.</p> <p><u>4.2 Quality Improvement Plan – update</u></p> <p>Concerning the matter of succession planning, it was reported that the Director of HR was taking a paper to SEG and eventually the Board. This issue had been raised and discussed at the recent Audit, Governance and Search Committee.</p> <p><u>4.3 Annual review of College Charter</u></p> <p>Amendments to the College Charter for 2016-17 had been completed as requested.</p>	
5.	<p>Committee Workplan 2016-17</p> <p>The Clerk drew governors' attention to the Workplan 2016/17, as approved by the Board, which took into account changes made at the previous Committee meeting.</p> <p>It was noted that matters concerning marketing had now been moved within the remit of the quality committees.</p> <p>Q. Where do Curriculum changes sit? It was reported that governors had previously been involved through the Governor Development session in the spring term.</p> <p>It was suggested that 'curriculum strategy review' be added to the spring term workflow for the committee.</p> <p>A governor reiterated the need to report by exception. The committee noted that this had been fed back to SEG members.</p> <p>Resolved: That the Workplan be amended to show 'curriculum strategy review' to be undertaken in the spring term and that this be presented to the Board for approval at the annual review.</p>	NL
6.	<p>Review of Committee Performance against Terms of Reference</p> <p>The Clerk presented the report on the performance of the PVC Quality Committee during 2015-16.</p> <p>The Clerk informed governors that members of the Committee (2015-16) were asked to complete an online survey and the results were provided as part of the</p>	

	<p>report.</p> <p>It was noted that the governors surveyed were limited in terms of numbers owing to changes in Board membership.</p> <p>There was one area for improvement identified from the responses received but all other areas were at least 'Effective' with some members being of the view that elements of the committee's work had been outstanding.</p> <p>All responses indicated that the committee members had an appropriate mix of skills and experience to achieve its responsibilities, and this had been strengthened further for 2016/17.</p> <p>AM indicated that the College was making further improvements on recording compliments, which were now part of performance review monitoring. AM gave an example of recent praise given to members of the Hairdressing team.</p> <p>Resolved: That the report is received and accepted.</p>	
<p>7.</p>	<p>Quality Report</p> <p>Confidential item.</p>	
	<p>8. FE College Self-Assessment and Quality Improvement Plan 2016-17</p> <p>This report provided the Committee with an update on the College Self-Assessment Report (SAR).</p> <p>The judgements for each area based on the common inspection framework were as follows:</p> <ul style="list-style-type: none"> • Overall Effectiveness – Grade 2 • Effectiveness of Leadership and Management – Grade 2 • Quality of Teaching, Learning and Assessment – Grade 2 • Personal development, behaviour and welfare – Grade 1 • Outcomes for Learners – Grade 2 <p>AM highlighted the key improvements since the last SAR and the areas for improvement were identified as :</p> <ul style="list-style-type: none"> • Maximisation of achievement rates and high grades • Improve timely success rates for Apprenticeships • Improve high grades in English and maths • Further improve success rates for courses that were below Provider Group Average rate e.g. Motor Vehicle and uniform services provision by reviewing qualifications and holding weekly intensive care meetings <p>AM reported that access to higher education had been an issue in the past but not any longer as there had been a significant improvement in achievement.</p> <p>AM tabled a paper which compared college data with the national benchmarks and highlighted the following areas:</p> <ul style="list-style-type: none"> • GCSE English pass rate • GCSE Maths pass rate 	

	<ul style="list-style-type: none"> • Functional skills – English pass rate • Functional skills – English pass rate (GCSE English entry grade F) • Functional skills – Maths <p>In the above mentioned areas the College, although scores were not as high as had been hoped, still outperformed all other north east colleges and was above the national average.</p> <p>Responding to a question, AM explained how progress was measured and described the support given to 'high flyers'. AM also made members aware of the work being developed with South Shields School and Whitburn CE Academy for 14-16 year old students.</p> <p>It was noted that the government was reviewing English and maths at college level. AM felt that the current system was not fit for purpose and was a significant challenge for colleges.</p> <p>Q, Ofsted? Ofsted would expect higher scores (E&M) than achieved but the data was positive from a South Tyneside College perspective. AM was to thank all staff for their hard work. This was endorsed by the Committee.</p> <p>AM highlighted concerns with Uniformed Services and explained the action taken to address the issues raised e.g. change of exam Board, new staff appointed etc.</p> <p>Engineering (Motor Vehicle) was under critical review and changes were taking place.</p> <p>To improve 'value added', L3 students had been given their targets at an earlier stage which were to be monitored closely by senior staff.</p> <p>Resolved: That the report is received and accepted, and that the key issues are to be reported to the Board.</p> <p><u>Quality Improvement Plan 2016-17</u></p> <p>This report provided the Committee with an update on areas for improvement identified through the College Self-Assessment Report (SAR) 2015/16. This was a working document updated regularly by the Principal – PVC with contributions by Assistant Principals, Managers and course teams.</p> <p>Areas for Improvement included:</p> <ul style="list-style-type: none"> • Success rates • Increase high grades for GCSE English and maths • Value Added • Improve timely achievements for Apprenticeships: • Increase market share for 16-18 learners and apprenticeships <p>Action taken on the above-mentioned areas was outlined by AM.</p> <p>Governors welcomed the summary page detailing the overall judgement of the College's performance with key strengths, areas for improvement and further developments clearly stated (within SAR).</p>	<p>AM</p> <p>AM</p>
--	--	---------------------

	<p>The Committee felt that the College should now be focussing on moving grade 2s into grade 1 and demonstrate outstanding practice.</p> <p>It was noted that the monitoring scale shown in the report was extremely helpful to governors.</p> <p>Governors were of the view that this was an extremely robust self-assessment report.</p> <p>Resolved:</p> <p>i. That the Committee agrees the report and recommends it to the Board for approval.</p> <p>ii. That the Committee agree the strategies which are being implemented to improve standards.</p> <p>iii. That the areas of prime focus in the forthcoming academic year are Apprenticeships, improving Value Added and English and maths achievements.</p>	<p>AM</p>
<p>9.</p>	<p>Quality Strategy (FE) 2016-19</p> <p>This report provided the Committee with a new 3 year Quality Strategy (FE).</p> <p>AM summarised the document as follows:</p> <ul style="list-style-type: none"> • The strategy responded to the requirements of the Common Inspection Framework (CIF) 2015. • The strategy was based on continuous improvement and promoted a far enough and fast enough improvement process • The strategy was strong, illustrating quality improvement was the responsibility of all staff and the restructure had identified additional staff who would play an increased role in driving up standards. • There was a focus on 'Raising Aspirations' for both staff and students. <p>The document had been shared with staff and roles had been clearly defined.</p> <p>The document was described as inspirational with reference being made to the detailed calendars.</p> <p>Governors expressed some concern over the possible distraction with the ongoing merger and stressed the need to be mindful of the possible impact it could have.</p> <p>Resolved: That the Committee recommends the Strategy to the Board for approval subject to the Committee's name being referenced in the text on Page 4. .</p>	<p>AM</p>
<p>10.</p>	<p>Apprenticeship Strategy (FE) 2016-19</p> <p>This report provided the Committee with a new 5 year Apprenticeship Strategy (FE).</p> <p>AM presented the report highlighting the following:</p> <ul style="list-style-type: none"> • The strategy responded to the Government's plans and ambition to 	

	<p>increase the quality and quantity of Apprenticeships resulting in 3 million new Apprenticeship starts by 2020</p> <ul style="list-style-type: none"> • The strategy was based on ensuring a robust, resilient and responsive apprenticeship provision that could adapt to reforms and meet the needs of employers and learners. • There was a focus on ensuring that college apprenticeships provision was viewed as a high-quality option for employers and learners of all ages. • Growth in the number of apprenticeship starts and in the number of higher level apprenticeships and increased levels of progression onto, and starts at, Degree level. • Financial analysis to understand the financial impact of reforms with a greater understanding of potential revenue and costs. • Apprenticeship Solution Services with employer engagement and training provider focused reform solutions. <p>It was noted that it was an uncertain time concerning apprenticeships which meant it was vital to have the right structure in place. AM reported that dedicated sales advisers had been appointed and their roles were outlined for information.</p> <p>AM revealed that discussions were ongoing with South Tyneside Council, Harton school and other companies.</p> <p>It was commented that there remained a lack of understanding within industry about apprenticeships and there was a need to educate parents.</p> <p>Resolved: That that the Committee agrees the strategy, as presented.</p>	
<p>11. College Marketing Action Plan</p>	<p>AM presented the College marketing action plans for 2016-17 academic year together with Key Performance Indicators (KPI).</p> <p>These marketing action plans provided detail about the specific actions to be taken across the academic year to support the College’s overall marketing strategic plan. It had been drafted within the context of the Government’s agenda and priorities and was influenced by funding streams and the challenges facing Further Education. The plans were college-wide, reflecting the fact that every service and staff member across the organisation impacted upon the College’s overall effectiveness.</p> <p>Key aims of the college marketing strategy were:</p> <ul style="list-style-type: none"> • Recruit more students • Promote the range of apprentices • Be innovative in how the College engaged with learners and potential learners via <ul style="list-style-type: none"> ○ Schools liaison ○ Open Nights ○ External events • Promote the CCNE offering • Maintain the strength of the brands for South Tyneside College and South Shields Marine School • Increase the College’s digital profile with more targeted activity, whilst maintaining a community and media presence 	

	<p>Q. Student involvement? The Student Union was to be the ‘Champions’ of social media, which would then be rolled out.</p> <p>Q. Control? Yes. Marketing team had the oversight of the strategy and its implementation.</p> <p>It was suggested that the strategy should be presented to a meeting of the Growth Strategy Working Group for comment.</p> <p>A governor expressed a need for the Marine School to have different focus and approach.</p> <p>AR suggested that younger students appeared to be moving away from Facebook and onto Instagram/snapchat.</p> <p>Q. Black and Minority Ethnic (BME) community? It was important to identify how maximum contact could be achieved with members from the BME community.</p> <p>Governors also needed to understand the target audience behind the strategies being adopted and whether competitors defined the plan.</p> <p>It was felt that the KPI’s within the plan were challenging.</p> <p>Resolved:</p> <p>i. The committee approves the College Marketing action plans and KPI’s for 2016-2017 subject to the plan being refined to explain the rationale behind it i.e. who/how/when.</p>	AM
<p>12. Any Other Business</p>	<p>None.</p>	
<p>13. Identification of Confidential Items</p>	<p>Resolved: That the Quality Report (Item 7) is to remain confidential.</p>	
<p>14. Date and Time of Next Meeting</p>	<p>It was noted that the next meeting of the Committee was scheduled for Wednesday 15 February 2017 at 4.00pm.</p>	

Chair’s signature.....

Date:.....