

THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE

STANDARDS' COMMITTEE

Minutes of the Standards' Committee held on
Wednesday 24 November 2010 at 1.30 pm in the Board Room.

(This meeting was inquorate from agenda item 7.7 onwards but it was agreed with the Chairman of Governors that informal notes would be taken for information only but would not constitute a public record)

Present	Mr R Brady	Chairman	College Governor
	Mrs A V Haskins	<i>(Item 1- 7.10 only)</i>	College Governor
	Mr M Hopkins	<i>(Item 1- 7.6 only)</i>	Principal / Chief Executive
	Miss A McLaren		College Governor
	Mr D Whitaker		College Governor

Officers	Mr R Atkinson	AP - Registry, Estates & Governor Services
	Mr S Brady	AP - Higher Education / Higher Education Skills Network
	Mrs C Bromyard	AP - Achievement, Standards & Examinations
	Mr C Mann	Assistant Principal - Employer Responsiveness
	Mrs M Fitt	AP - Teaching & Learning/Curriculum Development
	Mrs S Wright	Vice Principal - Curriculum & Quality
		<i>(Items 6 – 7.8 only)</i>

(AP - Assistant Principal)

In attendance for their item only

Ms L Alderson	Director of Programme (Hairdressing, Beauty, Complementary Therapies & Fashion Retail)
Mrs C Bennett	Director of Programme (Catering, Hospitality, Travel & Tourism)
Mr T Brewis	Director of Programme (Visual & Performing Arts)
Mr J Chance	Director of Programme (Sports & Recreation)
Mrs S Duffield	Director of Programme (Health & Care)

Miss J Gardner	Director of Programme (Commerce & Training)
Mr M Humphreys	Director of Programme (Construction)
Mr D Marley	Director of Programme (Engineering & Computing)
Mr P Stone	Director of Programme (HE & Business)
Mr R Ronksley	Director of Programme (A Levels)

10/016 **ITEM 1 ELECTION OF CHAIRMAN FOR THE STANDARDS' COMMITTEE FOR THE ACADEMIC YEARS 2010 / 2011 AND 2011 / 2012**

The Assistant Principal - Registry, Estates & Governor Services introduced this item and following discussion, the Chairman of Governors was nominated and elected Chairman of the Standards' Committee for the Academic Years 2010 / 2011 and 2011 / 2012.

During further discussions, it was also **agreed** that:

- Standards' Committee would elect a Vice Chairman for the Academic Years 2010 / 2011 and 2011 / 2012 at its next meeting.

The Chairman of Governors welcomed Miss Anna McLaren to her first meeting and also informed the Standards' Committee that Mr John Bate has formally resigned from the Governing Body as of the 23 November 2010.

10/017 **ITEM 2 APOLOGIES**

Mr J Bate	College Governor
Mrs V McFarquhar	External Member
Mr M McClintock	College Governor
Mr R Johns	Staff (Academic)
Ms S Shepherd	College Governor
Mr B H Whitfield	College Governor

10/018 **ITEM 3 MINUTES – 23 JUNE 2010**

These were approved as a true record and duly signed.

10/019 **ITEM 4 MATTERS ARISING**

None.

10/020 **ITEM 5 STUDENT ACHIEVEMENT & EXAMINATION RESULTS
2009 / 2010**

The Assistant Principal - Achievement, Standards & Examinations presented the Student Examination Results for 2009 / 2010 and reported that the full year results would be shared with the Governing Body on the 20 December 2010.

Over 95% of achievements have now been recorded, with 15,096 separate achievements and an overall achievement rate of 92%. YPLA and SFA funded courses account for 8,339 of these.

It was further reported that the College continues to improve in all the key performance indicators, with relatively few areas of concern and a summary was noted for information with the main headline rate being that the overall Success Rate for the College had increased to 83%, 4% higher than in 2008 / 2009.

The report was considered and received.

10/021 **ITEM 6 STANDARDS' COMMITTEE FORMAT**

The Chairman of Governors and the Principal / Chief Executive discussed the current format of the Standards' Committee and whilst it has improved over a number of years, it is still believed that there should be more scrutiny of the reports.

After some discussion on the way forward, it was **agreed** that:

- the key questions prepared would be utilised where appropriate.
- the format of the reports would continue to be amended to ensure that all the key information is recorded.
- membership of the Standards' Committee would be reviewed.

10/022 ITEM 7 DIRECTORATE UP-DATES

7.1 Construction

Mr Martin Humphreys, Director of Programme for Construction, presented the Directorate's report for information, which included information on learner numbers, enrolments, new provision, retention, attendance, success, learner satisfaction rates, SAR grades, teaching grades, key areas for improvement and a commentary.

Mr Humphreys reported on a number of areas of concern affecting the Directorate including operational issues, which were discussed and noted for information.

- Challenging learners at level 1.
- Increased hours in Functional skills for level 1 learners.
- Staff well being /Sickness levels.
- Poor attendance.
- Engage learners in wellbeing activities.

A number of questions were then posed by the Standards' Committee as part of the scrutiny process and these were in relation to the areas of concern with particular interest being focused on student behaviour, which had caused some serious issues in the early part of the Autumn Term. Following some changes within the Directorate and through other College Initiatives, behaviour was improving but was still a concern.

A brief up-date was also given on how the directorate is to trying to ensure that learners do not withdraw from the College early, which would have an impact on retention and overall Success rates. This is a constant problem with the Construction Directorate with many learners wanting to ascertain work.

No other issues were raised regarding the content of the report.

The report was considered and received.

7.2 Engineering & Computing

Mr Dave Marley, Director of Programme for Engineering & Computing, presented the Directorate's report for information, which included information on learner numbers, enrolments, new provision, retention, attendance, success, learner satisfaction rates, SAR grades, teaching grades, key areas for improvement and a commentary.

Mr Marley reported on a number of areas of concern affecting the Directorate including operational issues, which were discussed and noted for information.

- Workshop space is limited for continuing progression and growth in Welding, Motor Vehicle, Electrical & Electronic Engineering.
- Difficulty in recruiting teaching staff in all areas, particularly in Motor Vehicle and Electrical & Electronic Engineering.

A number of questions were then posed by the Standards' Committee as part of the scrutiny process and these were in relation to the areas of concern.

Mr Marley updated the Standards' Committee on the current arrangements with TTE to teach a number of welding students that cannot be accommodated at the College due to lack of workshop space. Discussions are now taking place with the Principalship regards to expanding space where it is cost effective to do so.

Some issues were then raised with regards to the reasons why some of the directorate results have decreased particularly in relation to Motor Vehicle and Learner Responsiveness.

The Standards' Committee also noted the increase in female teaching staff, which was having a positive impact on the directorate, whilst at the same time acknowledging the fact that there are some difficulties in recruiting hourly paid staff - this is a regional and national issue.

No other issues were raised regarding the content of the report.

The report was considered and received.

7.3 Commerce & Training (including Partnership Provision)

Miss Jacky Gardner, Director of Programme for Commerce & Training (including Partnership Provision), presented the Directorate's report for information, which included information on learner numbers, enrolments by level, new provision, retention, attendance, success, learner satisfaction rates, SAR grades, teaching grades, key areas for improvement and a commentary.

Miss Gardner reported on a number of areas of concern affecting the Directorate including:

- Abolishment of T2G Funding and the implications this has for staff within the Directorate.
- Reluctance of Employers to pay for Full Cost Provision since the withdrawal of Distance Learning Funding.
- Achievement of target numbers on the 6 Months Unemployed and Care First Careers Projects.
- Achievement of 16 – 18 Apprenticeship Numbers unless the College engages in subcontracting arrangements.
- Transfer of funding from T2G to Adult Apprenticeships raising issues around:
 - Employer / Employee commitment as the Full Framework has to be achieved rather than just an NVQ.
 - Determining a cost effective delivery model whilst maintaining timely success rates

A number of questions were then posed by the Standards' Committee as part of the scrutiny process and these were in relation to the reduction of Train to Gain and the impact on staffing now that the directorate has been merged on the 1 August 2010 – this merger was between Employer Responsiveness and Partnership Provision. A brief up-date was given on the rationale for the change and what impact it was having.

The Standards' Committee also noted that the directorate has a challenging target for apprenticeships, which is a key growth area for the College, as other income streams are diminishing. Other revenues of full cost provision are being targeted to increase income into the College and therefore reduce the reliance on public funding.

No other issues were raised regarding the content of the report.

The report was considered and received.

7.4 Sports & Recreation

Mr John Chance, Director of Programme for Sports & Recreation, presented the Directorate's report for information, which included information on learner numbers, enrolments, new provision, retention, attendance, success, learner satisfaction rates, SAR grades, teaching grades, key areas for improvement and a commentary.

Mr Chance reported on a number of areas of concern affecting the Directorate including operational issues, which were discussed and noted for information.

- Experience and continuity of course management and delivery of teaching and learning.
- High percentage of curriculum delivered by claims staff (>30%), high sickness rates (7.3% in 2009 / 2010).
- A large proportion of the teaching staff are new to teaching and/or are working towards QTS.
- Course management issues to be resolved.

A number of questions were then posed by the Standards' Committee as part of the scrutiny process and these were in relation to why Success Rates at level 3 have decreased. Mr Chance explained the reasons why this happened but more importantly what action he has put in place to address the concerns. This has included, better course management, change of staff, a change of course co-ordinator and ensuring that the students have better qualifications on entry. It is hoped with these actions points Success Rates would improve.

The Standards' Committee also noted some issues are being experienced with regards to long term sickness within the directorate and what impact that was having on results. This is being managed by the Human Resources Department

No other issues were raised regarding the content of the report.

The report was considered and received.

7.5 Visual & Performing Arts

Mr Trevor Brewis, Director of Programme for Visual & Performing Arts, presented the Directorate's report for information, which included information on learner numbers, enrolments, new provision, retention, attendance, success, learner satisfaction rates, SAR grades, teaching grades, key areas for improvement and a commentary.

Mr Brewis reported on a number of areas of concern affecting the Directorate including operational issues, which were discussed and noted for information.

- Some poor management of programmes.
- Issues with staff recruitment (media & music).
- Classroom space issues in Art & Design.
- Awaiting computer installation in media.
- FdA HE programmes capped (no growth allowed).
- Growth in 19+ learners at levels 2/3.

A number of questions were then posed by the Standards' Committee as part of the scrutiny process and these were in relation to the areas of concern and also with regards to the links with the University of Teesside, which were excellent. It was noted that there are some issues with students dropping out of key courses and Mr Brewis assured the Standards' Committee that actions to follow these students are taken up and action is taken where appropriate.

Some concerns were also noted with regards to a decrease in Success rates. Explanation on reasons why were noted for information.

No other issues were raised regarding the content of the report.

The report was considered and received.

7.6 Catering, Hospitality, Travel & Tourism

Mrs Carole Bennett, Director of Programme for Catering, Hospitality, Travel & Tourism, presented the Directorate's report for information, which included information on learner numbers, enrolments, new provision, retention, attendance, success, learner satisfaction rates, SAR grades, teaching grades, key areas for improvement and a commentary.

Mrs Bennett reported on a number of areas of concern affecting the Directorate including operational issues, which were discussed and noted for information.

- Retention of full time 16-18 learners is a cause for concern and tighter procedures have been put in place since September to identify and support learners with poor attendance that may be at risk.
- Long term sickness of coordinator for EL provision which performed poorly last year.
- Difficulty in recruiting hourly paid chefs to cover sickness and respond to new opportunities throughout the year.

A number of questions were then posed by the Standards' Committee as part of the scrutiny process and these were in relation to the areas of concern. Mrs Bennett assured that Standards' Committee that the problems in the Travel Shop, reported earlier in the year, had been addressed with income targets now ahead of budget:

Issues with regards to staffing had been addressed with the recruitment of an excellent Chef and the overall Success Rate with the directorate stood at 86%, which is one of the best in the College.

No other issues were raised regarding the content of the report.

The report was considered and received.

(the Principal / Chief Executive left at the end of this item.)

The meeting was inquorate from this point onwards but it was agreed with the Chairman of Governors that informal notes would be taken for information only but would not constitute a public record.

7.7 Hairdressing, Beauty, Complementary Therapies & Fashion Retail

Ms Lynne Alderson, Director of Programme for Hairdressing, Beauty, Complementary Therapies & Fashion Retail, presented the Directorate's report for information, which included information on learner numbers, enrolments, new provision, retention, attendance, success, learner satisfaction rates, SAR grades, teaching grades, key areas for improvement and a commentary.

Ms Alderson reported on a number of areas of concern affecting the Directorate including operational issues, which were discussed and noted for information.

- Retrain programmes for the 19+ continue to be monitored in relation to overall performance.
- There is a need to review the curriculum offer in Beauty Therapy to meet the needs and interests of 16-18 year old learners and to sustain current learner numbers.
- The introduction of 3 functional skills for all Foundation learning students has resulted in lessons being taught by a number of staff who are managed in areas as well as Hairdressing and Beauty. Communication is challenging and alternative models are being discussed.

A number of questions were then posed by the Standards' Committee as part of the scrutiny process and these were in relation to the rationale for converting a beauty salon into a hairdressing salon and the relationship with Dennis Williams, a leading supplier of beauty products in the area. Ms Alderson up-dated the Standards' Committee of the reasons for the change which had as a result of a big increase in hairdressing students whilst there had been a decline within the beauty area. This was a phenomenon which at this stage was difficult to explain but had caused some upset amongst the directorate staff.

It was also reported that the directorate had been given its license back to run level 3 Work Based Learning provision in Hairdressing during the Academic Year 2010 / 2011 following its removal some years ago due to poor results.

No other issues were raised regarding the content of the report.

The report was considered and received.

7.8 A Levels

Mr Richard Ronksley, Director of Programme for A levels, presented the Directorate's report for information, which included information on learner numbers, enrolments, new provision, retention, attendance, success, learner satisfaction rates, SAR grades, teaching grades, key areas for improvement and a commentary.

Mr Ronksley reported on a number of areas of concern affecting the Directorate including operational issues, which were discussed and noted for information.

- Lack of accessibility to students in some schools.
- Increasing number of schools which now offer Sixth Form provision.
- Embedding of the enrichment programme to ensure universal uptake by students.

A number of questions were then posed by the Standards' Committee as part of the scrutiny process and these were in relation to the plans with the Sixth Form Centre, the efforts being made to target schools in Middlesbrough to try and improve recruitment and actions being taken to improve results.

It was also reported that following the recent announcements in funding by the Coalition Government, it was possible that the lack of parity in funding between Sixth Forms and Colleges could be brought in line over the next few years, which could have a positive impact for the College.

No other issues were raised regarding the content of the report.

The report was considered and received.

(The Vice Principal - Curriculum & Quality left at the end of this item.)

7.9 HE & Business

Mr Paul Stone, Director of Programme for HE & Business, presented the Directorate's report for information, which included information on learner numbers, enrolments, new provision, retention, attendance, success, learner satisfaction rates, SAR grades, teaching grades, key areas for improvement and a commentary.

Mr Stone reported on a number of areas of concern affecting the Directorate including operational issues, which were discussed and noted for information.

- Increase in numbers has created additional demands on staffing.
- Directorate management team are monitoring the actual and potential impact on provision following the CSR announcement.

- Middlesbrough Borough Council has cancelled two of the 10 bookings in 2010 / 2011, although they are still discussing and planning to deliver courses in their 2011 / 2012 tax year.
- the trend in underperformance for the Subject Sector Area (SSA) over the last 3 years has been poor and skewed by two large courses. A cross Directorate response is being coordinated to identify and deal with the issues.

A number of questions were then posed by the Standards' Committee as part of the scrutiny process and these were in relation to the increase in numbers within ESOL and Access Courses and how the directorate was trying to accommodate these learners. Some discussion centred around the recruitment of Chinese Students now that the College had been granted a Tier 4 license.

The Standards' Committee also received a response with regards to why attendance figures were low, and this was largely due to the nature of the courses and the fact that many learners worked and had to balance work and studies. This was coupled with some issues on childcare and financial issues.

No other issues were raised regarding the content of the report.

The report was considered and received.

7.10 Health & Care

Mrs Sue Duffield, Director of Programme for Health & Social Care, presented the Directorate's report for information, which included information on learner numbers, enrolments, new provision, retention, attendance, success, learner satisfaction rates, SAR grades, teaching grades, key areas for improvement and a commentary.

Mrs Duffield reported on a number of areas of concern affecting the Directorate including operational issues, which were discussed and noted for information.

- Success Rates on 2 year Level 3 Health & Care Programmes.
- Success Rates on Level 2 full time programmes and Level 2 19+ (adult numeracy).

- Number of new lecturing staff in Foundation Learning who will require support.
- Train to Gain funding – transfer to adult apprenticeships.

A number of questions were then posed by the Standards' Committee as part of the scrutiny process and these were in relation to Train to Gain and the recruitment within the directorate:

No other issues were raised regarding the content of the report.

The report was considered and received.

(Mrs Zandra Haskins left at the end of this item.)

10/023 **ITEM 8 ASSISTANT PRINCIPAL REVIEWS**

8.1 Achievement, Examinations & Standards

The Assistant Principal - Achievement, Standards & Examinations presented and update on a number of issues including Quality Health Check, 2009 / 2010 Achievements, Ofsted, Self Assessment Report and Framework for Excellence.

In relation to the Quality Healthcheck, the Assistant Principal - Achievement, Standards & Examinations and Principal / Chief Executive briefed the Standards' Committee on how the arrangements made with BW Associates can form a judgement of Middlesbrough College. The Healthcheck is scheduled to take place during week of the 29 November 2010, and is intended to validate the judgments made in the Self Assessment Report for 2009 / 2010, including Leadership and Management, Quality of Teaching and Learning, Outcomes for Learners, Needs and Interest for Learners, Support for Learners, Safeguarding and Equality and Diversity. It will cover all the curriculum areas.

It was noted that all consultants are Ofsted Inspectors, and some are still practitioners in Further Education. It is expected to conclude at lunchtime on Friday 3 December 2010 with meetings with representatives of the Governing Body to take place on Wednesday 1 December 2010.

The Quality Healthcheck Report and / or its initial findings will be presented to the Governing Body meeting on the 20 December 2010.

During discussion, it was noted the expected Monitoring Visit organised by OfSTED had not been notified yet and the College had received indicated scores as part of the Framework for Excellence.

The report was considered and received.

8.2 Higher Education & Higher Education Skills Network

Mr Steve Brady, Assistant Principal - Higher Education & Higher Education Skills Network presented the report for information, which included information on 2009 / 2010 Enrolments, Results, and IQER.

In relation to the next phase of Integrated Quality Enhancement Review (IQER) which will be on 24 March 2011; the theme for the review will be to investigate the approach to teaching and learning on HE programmes delivered within the HEBP / FE environment.

A number of appendices were discussed within the report as these highlighted recruitment figures as well as results from the National Student Survey with results increasing in 2009 / 2010 with a 83% satisfaction rate, 1% above National Benchmark.

No other issues were raised regarding the content of the report.

The report was considered and received.

8.3 Employer Responsiveness

Mr Chris Mann, Assistant Principal - Employer Responsiveness presented the report for information, which included information on key changes for 2010 / 2011, Employer Survey, 2010 / 2011 targets, new developments / projects, Care First Careers Project, 6 Month Unemployed Project, Apprentices and Commercial Training Income.

Many of the issues with the report had been reported within directorate updates but this area has some challenging targets to address in the forthcoming years, whilst trying to rationalise its provision since the demise of Train to Gain and the Sixth Month Unemployed Project.

The Standards' Committee welcomed the results of the Employer Survey, operated by QDP as this benchmarked the College in the top quartile.

No other issues were raised regarding the content of the report.

The report was considered and received.

8.4 Teaching & Learning and Curriculum Development

Mrs Marion Fitt, Assistant Principal - Teaching & Learning and Curriculum Development presented the report for information, which included information on lesson observations and an up-date with regards to new provision.

It was noted that in 2009 / 2010, 344 observation reports have been received from the Directorates with 63 grade 1's, 201 grade 2's, 73 grade 3's, and 7 grade 4's. It was further noted the grading remains linked to OfSTED's grading structure:

- | | |
|---|-------------------|
| 1 | Outstanding. |
| 2 | Good. |
| 3 | Merits attention. |
| 4 | Inadequate. |

The graphical evidence with the report was noted for information.

The Teaching & Learning Annual Report for 2009 / 2010 was also received for information. The Standards' Committee welcomed the detail contained within and it was noted that a summary of the report would be shared with the Governing Body at its meeting on the 20 December 2010.

No other issues were raised regarding the content of the report.

The report was considered and received.

10/024 ITEM 9 DATE OF NEXT MEETING

The Standards' Committee will meet as follows in 2010 / 2011.

- Wednesday 9 March 2011 at 2.00 pm.
- Wednesday 22 June 2011 at 2.00 pm.

10/025 ITEM 10 ANY OTHER URGENT BUSINESS

None.

The meeting closed at 5.45 pm.

.....

Committee Circulation

Mr R Brady	College Governor
Mr J Bate	College Governor
Mrs A V Haskins	College Governor
Mr M Hopkins	Principal / Chief Executive
Mr R Johns	Staff (<i>Academic</i>)
Mrs V McFarquhar	External Member
Mr M McClintock	College Governor
Miss A McLaren	College Governor
Ms S Shepherd	College Governor
Mr D Whitaker	College Governor
Mr B H Whitfield	College Governor
Mrs S Wright	Vice Principal - Curriculum & Quality
Mr S Brady	Assistant Principal - Higher Education & Higher Education Skills Network
Mrs C Bromyard	Assistant Principal - Achievement, Standards & Examinations
Mrs M Fitt	Assistant Principal - Teaching & Learning and Curriculum Development
Mr C Mann	Assistant Principal - Employer Responsiveness
Mr A Rodrigo	Assistant Principal - Community Inclusion
Ms L Alderson	Director of Programme (Hairdressing, Beauty, Complementary Therapies & Fashion Retail)
Mrs C Bennett	Director of Programme (Catering, Hospitality, Travel & Tourism)
Mr T Brewis	Director of Programme (Visual & Performing Arts)
Mr J Chance	Director of Programme (Sports & Recreation)
Mrs S Duffield	Director of Programme (Health & Care)

Miss J Gardner	Director of Programme (Commerce & Training)
Mr M Humphreys	Director of Programme (Construction)
Mr D Marley	Director of Programme (Engineering & Computing)
Mr R Ronksley	Director of Programme (A Levels)
Mr P Stone	Director of Programme (HE & Business)