

THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE

STANDARDS COMMITTEE

Minutes of the Standards Committee held on
Wednesday 22 June 2011 at 2.00 pm in the Board Room.

Present	Mr R Brady	Chairman (Items 1 - 7.6 only)	College Governor
	Mr J Autherson		College Governor
	Mrs A V Haskins	(Items 1 - 7.6 only)	College Governor
	Mr M Hopkins		Principal / Chief Executive
	Mr M McClintock		College Governor
	Mrs V McFarquhar		External Member
	Miss S Shepherd		College Governor
	Mr B H Whitfield	(Items 1 - 7.4 only)	College Governor

Officers	Mr R Atkinson	AP - Marketing, Communication, Registry and Admissions & Clerk to the Corporation
	Mr S Brady	AP - Student Services, Teaching & Learning
	Mrs C Bromyard	AP - Quality, Standards & Excellence
	Mrs S Morton	Vice Principal - Curriculum & Quality

(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 R Ronksley	Director of Programme (A Levels)
Mr I Smith	Acting Director of Programme (Engineering & Computing)
Mr P Stone	Director of Programme (HE & Business)

The Chairman of Governors welcomed Mr John Autherson to his first meeting following his appointment to the Standards Committee on the 20 December 2010. Mr Autherson would be working alongside Miss Sarah Shepherd as the Governor Representatives for the 2010 / 2011 Self Assessment Report.

11/001 **ITEM 1 APOLOGIES**

Mr R Johns	Staff (Academic)
Miss A McLaren	College Governor
Mr D Whitaker	College Governor

11/002 **ITEM 2 MINUTES – 24 NOVEMBER 2010**

These were approved as a true record and duly signed.

11/003 **ITEM 3 MATTERS ARISING**

None.

Following discussions, it was **agreed** that:

- agenda item 8 would be taken after agenda item 4 before reverting to agenda item 5.

11/004 **ITEM 4 ELECTION OF VICE CHAIRMAN FOR THE STANDARDS COMMITTEE FOR THE ACADEMIC YEARS 2010 / 2011 AND 2011 / 2012**

The Chairman of Governors introduced this item and following discussion, Miss Sarah Shepherd was nominated and elected Vice Chairman of the Standards Committee for the Academic Years 2010 / 2011 and 2011 / 2012.

11/005 **ITEM 5 CURRICULUM DEVELOPMENTS**

The Vice Principal - Curriculum & Quality presented an up-date in relation to Curriculum Development with discussion centred around the Responsive Curriculum, which focuses on course provision and is one of a family of three strategies.

The other two strategies being Entitlement Curriculum (*focuses on the learners, learning, teaching and Support*) and Quality & Excellence (*focuses on standards and quality improvement*).

It was then reported that the Responsive Curriculum is made up of four aims with each of them being discussed in turn in relation to how they impact on the College and Learner:

- a. Continue to grow and develop 14-19 provision to meet identified demand.
- b. Consolidate and further develop our adult Learner Responsive provision.
- c. Consolidate and further develop our Employer Responsive provision.
- d. Consolidate and further develop our Higher Education provision.

Further up-date reports would be shared with the Standards Committee in due course over the next Academic Year with updates on the two other strategies when they have been developed.

11/006 **ITEM 6 ASSISTANT PRINCIPAL REVIEWS**

6.1 Quality, Standards & Excellence

**6.1.1 Schools & Colleges Achievement & Attainment Tables
2009 / 2010**

The Assistant Principal - Quality, Standards & Excellence presented the Schools & Colleges Achievement & Attainment Tables for the Academic Year 2009 / 2010 Report, which compares the position of Middlesbrough College against a number of locally and nationally recognised colleges was discussed.

All Local Authority and Learning & Skills Council funded schools and colleges are included in the tables.

During discussion on the improvements made from last year, it was noted that the value added scores were still a little disappointing and below the target set of 1015 (*achieved 998.8*). In response the Assistant Principal - Quality, Standards & Excellence reported that a number of initiatives are being pursued to increase this score albeit the average points score is the key indicator for the College within the tables, with the College being the second highest in the North East.

The Standards Committee welcomed the up-date.

The report was considered and received.

**6.1.2 Ofsted Inspections Results 2011 (Final Report) and
Post Inspection Action Plan**

The Assistant Principal - Quality, Standards & Excellence presented the Ofsted Inspections Results 2011 (Final Report) and Post Inspection Action Plan.

It was noted that the Governing Body has seen the Ofsted Inspection report albeit in its draft format, which was circulated after the meeting on the 4 April 2011 for information. The Standards Committee noted the main issues contained within the report, which were largely positive.

In relation to the Post Inspection Action Plan, this has been developed in consultation with Directors of Programme and the Vice Principal - Curriculum & Quality.

After some discussion on the various issues raised within the Action Plan, which were numerous and targeted at those areas inspected, it was **agreed** that:

- the Post Inspection Action Plan is **endorsed**.
- the Post Inspection Action Plan would be subject to regular review by the College Leadership Team and the Standards Committee.

The Standards Committee noted there were lots of high priority actions and there had been a similar discussion at the Audit Committee the previous week, when it was noted that managers should be consistent with their approach to scoring the actions, as not all were of a high priority nature. The Assistant Principal - Quality, Standards & Excellence would take this into account when reviewing the document.

6.2 Student Services & Teaching & Learning

Mr Steve Brady, Assistant Principal - Student Services, Teaching & Learning presented the report for information, which included information on Learning & Resource Centre, Student Services, Teaching & Learning, Higher Education and classroom observations.

It was further reported that there had been a Developmental Engagement 2 Inspection in March 2011 which had been carried out by QAA. This was to ensure that the standard of teaching and learning amongst Middlesbrough College Higher Education students was equal to the experience available to Teesside University main campus students.

The Standards Committee noted the comments, as detailed below:

'The higher education learning and teaching strategy at Middlesbrough College is especially well documented and explicit and is clearly aligned with the awarding body's 'Priorities of Strategy' in its Threshold Quality Standards'.

'Only one college has developed higher education learning and teaching strategy adapted for its own purposes and conditions. The higher education learning and teaching strategy at Middlesbrough College is especially well documented and explicit, is clearly aligned with the awarding body's 'Priorities of Strategy' in its Threshold Quality Standards, and is good practice.'

'There is good practice in the observation of higher education teaching at Middlesbrough College, which is especially thorough and robust for the monitoring of the quality of learning and teaching'.

This report had been extremely positive with the next stage of inspection being in 2012.

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

The report was considered and received.

11/007 **ITEM 7 DIRECTORATE UP-DATES**

7.1 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.

One area of concern affecting the Directorate including operational issues, was discussed:

- Staffing and stress related sickness.

A number of questions were then posed by the Standards Committee as part of the scrutiny process and these were in relation to why retention is so low on 2 year Level 3 programmes, what actions have been taken to improve the attendance rate and how is the effect of staff sickness being mitigated?

The Standards Committee debated the issues raised.

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

The report was considered and received.

7.2 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.

A number of areas of concern affecting the Directorate including operational issues were discussed:

- Poor retention with both 16 - 18 (86%) and 19+ (83%).
- Key / Functional / Basic Skills Success Rates.
 - Functional skills – 67%.
 - Adult Literacy / Numeracy – 71%.
 - Key Skills – 63%.
- 2009 / 2010 outturn - Key 91%
Functional 89%
Basic 80%.

A number of questions were then posed by the Standards Committee as part of the scrutiny process and these were in relation to the key reasons for the poor retention on some courses, strategies to extend local & regional partnerships and steps being taken to improve the embedding of Equality & Diversity in lessons.

The Standards Committee debated the issues raised.

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

The report was considered and received.

7.3 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.

One area of concern affecting the Directorate including operational issues, was discussed:

- Attendance in Hair & Beauty is under target this year.

A number of questions were then posed by the Standards Committee as part of the scrutiny process and these were in relation to strategies to improve retention for 16 - 18 year olds in Hairdressing & Fashion Retail and the reasons why attendance has been an issue this year?

The Standards Committee debated the issues raised.

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

The report was considered and received.

7.4 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.

A number of areas of concern affecting the Directorate including operational issues were discussed:

- Continued lack of accessibility into some local schools.
- Take up of weekly enrichment has been variable.
- AS retention stands at 85%, the same as 2009 / 2010, but below the 89% National Benchmark.
- A2 retention stands at 94%, 1% below 2009 / 2010, but at National Benchmark.
- GCSE retention stands at 85%, 3% higher than 2009 / 2010, but 1% below the 86% National Benchmark.
- AS Psychology, AS Biology, A2 Law January module results are of concern.

A number of questions were then posed by the Standards Committee as part of the scrutiny process and these were in relation to the advantages the new block timetable will provide students, how is data being improved and what plans are in place improve the participation rates for enrichment activities?

The Standards Committee debated the issues raised.

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

The report was considered and received.

(Mr Brian Whitfield left the meeting after this item.)

7.5 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.

A number of areas of concern affecting the Directorate including operational issues were discussed:

- Experience & continuity of course management to be resolved.
- Retention at 19+ is down to 82%, although only 17 starts.
- Success Rates on some 2 year level 3 programmes e.g. National Diploma Public Services, National Certificate Sport) are a concern.
- Value added on some level 3 programmes e.g. Public Services is improving but not yet at National Rate.
- Achievement to date on Functional Skills is below that of last year for Key Skills with overall success standing at 60% for 2010 / 2011.

A number of questions were then posed by the Standards Committee as part of the scrutiny process and these were in relation to why high attendance levels are high in the directorate and the strategies being employed to improve Value Added on the underperforming courses?

The Standards Committee debated the issues raised.

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

The report was considered and received.

The Chairman of Governors then informed the Standards Committee that this would be the last meeting for Mr Chance, Director of Programme, as he was due to leave the College at the end of July 2011 to pursue other interests. The Standards Committee thanked the Director of Programme for his loyalty and hard work over many years at Middlesbrough College.

7.6 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.

A number of areas of concern affecting the Directorate including operational issues were discussed:

- Retention and success on full time level 3 programmes.
- Behaviour management in the classroom.

A number of questions were then posed by the Standards Committee as part of the scrutiny process and these were in relation to the re-observation profile, steps being taken to address the behavioural issues identified by Ofsted and the strategies being implemented to improve Level 3 retention and success.

The Standards Committee debated the issues raised.

It was reported that the Directorate had received a good grade 2 with it being close to a grade 1 with lots of positive feedback being received from the Ofsted Inspector.

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.)

(The Chairman of Governors left at the end of this item.)

(Ms Sarah Shepherd took over as Chairman of the Standards Committee.)

7.7 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.

A number of areas of concern affecting the Directorate including operational issues were discussed:

- Retention of learners within the first term.
- Directorate halted the Teesside Target Club project due to lack of Health & Safety requirements from client.
- Long term sickness of 3 members of staff.
- Reduction in SLN/GLH hours on vocation qualifications.
- Recruitment of external project coordinator due to increase in external projects.

A number of questions were then posed by the Standards Committee as part of the scrutiny process and these were in relation to the impact of long term staff sickness, predicted lower Success Rates than last year and the impact of the reduction in SLN / GLH on some courses?

The Standards Committee debated the issues raised.

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

The report was considered and received.

7.8 Engineering & Computing

Mr Ian Smith, Acting 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.

One area of concern affecting the Directorate including operational issues, was discussed:

- Workshop space is a limiting factor in Welding and Motor vehicle where there are opportunities for extending apprenticeship, school and full time provision.

A number of questions were then posed by the Standards Committee as part of the scrutiny process and these were in relation to issues on the Mechanical Engineering Courses, attendance being 6% below target and plans in place to extend the welding facilities?

During discussion it was reported that the Directorate had become the preferred supplier of Caterpillar for Apprentices with three being placed, three due to be placed in September and a further 6 in 2011 / 2012.

The Standards Committee debated the issues raised.

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

The report was considered and received.

7.9 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.

A number of areas of concern affecting the Directorate including operational issues were discussed:

- Maintaining the momentum built up through the Six Months Unemployed and Care First Careers Projects.
- Increased Subcontracting of Apprenticeships.

A number of questions were then posed by the Standards Committee as part of the scrutiny process and these were in relation to the reasons why the Care First Careers and 6 month unemployed projects failed to meet targets, strategies to improve retention for Motor Vehicle Apprentices and plans to ensure Work Based Learners are included in SAR process.

It was further reported that the College has significantly grown its apprenticeships with 305 and the College is now working with the National Apprenticeship Service to further enhance its provision in this priority area for the Government.

The Standards Committee debated the issues raised.

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

The report was considered and received.

7.10 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.

A number of areas of concern affecting the Directorate including operational issues were discussed:

- Impact of the spending review and subsequent cuts on the enrolments for 2011 / 2012.
 - **Access to HE** - Initial responses from applicants for next year have not been as negative as expected even when told that fees could be significantly higher 2011 / 2012.
 - **ESOL** - the withdrawal of funding for ESOL students would reduce our enrolments significantly will mean that ESOL enrolments will fall but adult Basic Skills enrolments will increase.
 - **HE** - we envisage that there could be an increase in enrolments on to some p/t HE courses in September as students who are unsuccessful in obtaining places on the capped f/t courses opt for a p/t course.
- **SSA 15** - the overall performance in SSA15 may not exceed national benchmark success rates for 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 strategies being employed to overcome the issues with Functional Skills and the reasons for falling attendance rates.

The Standards Committee debated the issues raised.

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

The report was considered and received.

11/008 **ITEM 8 PROPOSED DATES & TIMES FOR 2011 / 2012**

The Assistant Principal - Marketing, Communication, Registry and Admissions & Clerk to the Corporation presented the proposed dates and times for the 2011 / 2012 Academic Year taking into account the schedule of business planned for the forthcoming year.

After some discussion on dates and times, it was **agreed** that:

- the Assistant Principal - Marketing, Communication, Registry and Admissions & Clerk to the Corporation would propose the following three dates and times to the Governing Body at its meeting on the 11 July 2011 under the formal heading of *“Calendar of Meetings 2011 / 2012”*.

Date	Time
Wednesday 23 November 2011	2.00 pm
Wednesday 7 March 2012	2.00 pm
Wednesday 20 June 2012	2.00 pm

11/009 **ITEM 9 DATE OF NEXT MEETING**

The next meeting of the Standards Committee will be determined by the Governing Body at its meeting on the 11 July 2011 and will be circulated to members shortly afterwards.

11/010 **ITEM 10 ANY OTHER URGENT BUSINESS**

None.

The meeting closed at 4.45 pm.

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Committee Circulation

Mr R Brady	College Governor
Mr John Autherson	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
Miss S Shepherd	College Governor
Mr D Whitaker	College Governor
Mr B H Whitfield	College Governor
Mrs S Morton	Vice Principal - Curriculum & Quality
Mr S Brady	Assistant Principal - Student Services, Teaching & Learning
Mrs C Bromyard	Assistant Principal - Achievement, Standards & Excellence
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)