

**THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE**  
**CONFIRMED MINUTES OF CURRICULUM AND STANDARDS and GOVERNING BODY**  
**JOINT MEETING 11.07.2022**

**PRESENT:** M Gaze (CG/Chair for the meeting), A Coleman-Cooke (CG), R Davies (CG), M Ellis (Staff Governor), M Laidler (CG), Z Lewis (Principal/Chief Executive), D Lusardi (CG), P Lynn (CG and Chair/Teams), M McClintock (CG), E Rennison (CG), A Stephenson (EM) and D Still (Staff Governor).

**OFFICERS:** A Adamson (VP), S Ankers (AP), J Chance (VP), G Cumiskey (DP), Z Foster (Clerk), C Ramsden (AP), J Steel (VP), P Watt (AP), C Yule (DOP).

**IN ATTENDANCE FOR RELEVANT ITEM:**

M Gardiner (Apprentice Improvement Manager), R Gray (DOP), A Hussain (English and Maths Manager), P Stone (DOP).

**Key:** CG – College Governor, EM – External Member, DP – Deputy Principal, VP – Vice Principal, AP – Assistant Principal, DOP – Director of Programme, RM – Regional Manager

**1. Apologies for Absence**

C Cannon (EM), and S Lane (CG).

**2. Declarations of Interest** – no declarations.

**3. Unconfirmed Minutes of Meetings of 16.05.2022 and 13.06.2022** – approved as a correct record.

**4. Matters Arising** – all completed or on the agenda for the meeting.

**5. Principal/CEO Verbal Update**

Z Lewis welcomed Ben Robinson (Deputy Principal from 1 August 22) and J Barwell (via Teams) and drew attention to G Cumiskey's last meeting for the Committee. She detailed additional personnel changes.

She then gave some context for the meeting including: progress against the main areas of the QuIP and the Service Industry Apprenticeship Review. Additionally, she outlined the three strategies for approval which would assist with greater consistency across the College.

**6. QUIP Update**

J Chance detailed progress against the four main improvement areas of the QuIP – Apprenticeships – retention and process likely higher than last year; ITE which would be detailed under 11.9 but whilst remaining Grade 3 showed progress; Access – with inline retention and improved achievement rates though noting that applications were down; and HE and the positive National Student Survey results.

He also gave an update with regards to other areas of the QuIP (improvement of Destinations data; Careers Strategy, attendance, inclusivity and NEETs).

**7. Quality of Education – Intent**

G Cumiskey highlighted the new Ofsted subgrade from September in relation to meeting the skills need of the local economy and College's positive position in relation to this; curriculum planning outcomes and decisions; timetabling; and the wider curriculum reforms and potential impact on the College.

Governors acknowledged the need to stay on top of policy change in respect of both Level 3 and Level 2 and below reforms.

## 8. Quality of Education – Implementation

C Ramsden drew attention to the recent analysis of the learning walks feedback and highlighted the actions for the priority areas. She also updated the Committee on changes to the Teaching and Learning team.

**8.1 Taking Teaching Higher Strategy (V2)** - C Ramsden outlined the key changes particularly in relation to CPD, new staff programme and tweaks and additions to the quality assurance system.

Questions and discussion included: positive buy in from staff and recent CPD; ways in which the Governing Body could be assured the strategy was working; the aspirational CPD targets; and expectations on departments in relation to QTLS.

The Committee **agreed** to recommend for approval the updated Taking Teaching Higher Strategy (as per Item 14).

*(D Lusardi left the meeting)*

## 9. Quality of Education – Impact

J Chance detailed predications regarding student outcomes across all faculties. He qualified the position in relation to High Needs students with progress being the key measure. He also drew attention to where there were some concerns on outcomes.

Questions and discussion included: clarification on the English and Maths figures in relation to High Needs students; the complexities with the use of benchmarking data/national rates; and achievement rates in comparison to previous year and reasons for the disparity, specifically teacher assessments for two years and exams this year; the English and Maths resits results which had been positive; what Departments were doing for the small number of students not predicted to improve (and reasons why); areas for Governors to look out for within the SARs and plans for reducing the 6 week drop out figures.

It was agreed that separation of mainstream High Needs and Discreet High Needs students would be of value in future reports.

Additionally, the Committee asked for detail of how accurate the predictions were for the summer exam results at the next meeting.

## 10. Personal Development, Behaviour and Attitudes

A Adamson highlighted progress over the year within the Department and highlighted the main changes for the forthcoming year which were supported by the two strategies for approval.

**10.1 Careers Strategy** – a strategy group had been developed to formalise the careers strategy with support from P Lynn. A Adamson drew attention to the movement of the Careers Team within College which would increase visibility and access for students and also the benefits of the new Grow-far platform. P Lynn also highlighted to the Committee that the strategy had responded to the direct views of students.

**10.2 Thrive Strategy** – tutorial programme – A Adamson highlighted the soft skills development and Social Action project under the new strategy and platform.

Governor questions and discussion included: the positive student voice and disparity in relation to HE students and what could be done to improve this further including greater use of the Open University Students Union and current recruitment to strengthen the HE team; increased use of alumni initiatives within the Careers Strategy and examples of what the College currently did; clarification on what was successful

in relation to the key measurables of the Thrive Strategy and how the first year would be used to review and flex the strategy going forward; the inclusion of teaching learners to identify and report sexual harassment in the workplace ahead of work placements; the consistent implementation of the Behaviour Policy in light of the higher number of disciplinaries (and possible reasons for the increases) and the effect this might have on teaching and learning; and whether teaching students how to behave was part of the Thrive programme with detail of that through induction and CPD

## 11. Provision Type Reports:

### 11.1 Education Programme for Young People

P Watt drew attention to some key aspects of the report including: English and Maths progress; work experience structural changes; attendance and department QulPs.

Questions and discussion included: variability on student satisfaction and how this was being addressed and department improvement plans monitoring and oversight.

### 11.2 Adult Learning Programmes

R Gray highlighted the positive retention across all areas of adult learning and achievement which was expected to be above College targets. She also detailed work with employers over the past year including three career's fayres. She outlined the areas for improvement and planned actions.

Questions included: ascertaining knowledge in respect of learners being retained despite low attendance (via contact, pastoral support and monitoring); engagement with the Careers and Thrive programmes for adults in which the various approaches were outlined; and destinations tracking.

### 11.3 Apprenticeships

S Ankers and M Gardiner drew attention to aspects of the report including: increases in achievement levels; improving consistency partly through detailed reviews and target setting work with teams and recent CPD on this; greater progression from study programmes into apprenticeships; staff succession planning; improved destinations data and reduced breaks in learning.

Questions and discussion included: clarification on TTE figures which were a legacy for a small number of students; how the effect of staff shortages was being mitigated to avoid impacting the learner; changes to contracts and use of other incentives to encourage recruitment; and assurances in relation to NEETs.

**11.3.1 Service Industry Apprenticeship Review Update** – T McNicholas outlined the comprehensive review which had taken place leading to the recommendation to restart some courses in Hospitality and Catering. She also outlined the considered approach which would be in use if the programmes were to resume including changes to entry levels for Maths and English and plans to ensure effective retention and achievement of students

Discussion included: appreciation of the rigorous analysis (the structure of which could be applied elsewhere); general support for the early re-consideration based on the evidence; and discussion and support for the reasoning for continuing to hold off on Health and Beauty until 2023 and of the staged approach to reintroduction.

The Committee **agreed** to recommend that the Governing Body approve the reintroduction of Hospitality and Catering courses as outlined in the recommendations above and that the reintroduction of Hair and Beauty would remain on hold until early 2023.

### 11.4 Provision for Learners with High Needs

A Adamson gave an overview of the area outlining the QPD exit survey; focus on the Thrive and Careers strategies to ensure provision for High Needs students going forward; a doubling of the Supported Internship programme and informed the Committee of a new Associate Director for High Needs joining from August.

Governors asked for future reports to be sectioned against the Eif and that more differentiation between main stream and discreet high needs learners be included.

### 11.5 Higher Education

P Stone drew attention to attendance; predictions and potential caveats relating to extenuating circumstances; applications; staff turnover and conditions to OfS registration to which the College was responding.

**The National Student Survey Results** were discussed in full by the Committee with congratulations given on an improved picture.

Aspects debated included: a possible students union and wider student engagement within a more disparate HE student body; comparisons with similar organisations and how the College fared and what else could be done to further improve future survey outcomes

### 11.6 English and Mathematics

A Hussain outlined the examination attendance for both English and Maths and drew attention to the increased levels of anxiety for some students with the exams and how well this had been accommodated by the Exams Team. She gave a brief update in relation to the English and Maths strategy including the training of Century Tech and of expanded catch up plans for 2022-23.

Questions focused on: strategies and plans for embedding English and Maths in vocational courses; and future consideration of why Maths outcomes were better than English (reversing the national picture).

### 11.7 T Levels

G Cumiskey gave a positive update on T Levels but did draw attention to the ongoing concern over having sufficient industry placements as the number of T Levels increased and the potential impact of the quality reforms on Level 2 and 3 courses.

Governors discussed the situation of all universities fully accepting T Levels and of how this may be improved.

### 11.8 Subcontracted Provision

J Chance gave a positive update on subcontractors performance both in terms of quality and finance. He detailed the positive outcome of the business case to the ESFA which allowed for subcontracting over 25% for next year (though the case would have to be applied for annually). He confirmed that R Gray would be taking over this area as it came under the Adults umbrella.

Governors sought and gained assurance on the reasons for the use of the three subcontractors.

J Chance detailed the subcontractors for 2022-2023 which the Committee **approved** for recommendation to the Governing Body under item 14.

### 11.9 ITE Programme Update

C Ramsden detailed aspects of the final report particularly the positive direction acknowledged despite the overall grade. She also outlined work on the action plans from the new Associate Director to progress improvements.

Governors discussed the report and comparative outcomes for other institutions inspected at the same time.

## 12. Dates for Meetings 2022-2023

12.1 SARs had been set for Monday 3 and Tuesday 4 October 2022 with further detail to follow

12.2 Monday 5 December 2022 at 2pm

12.3 Monday 27 March 2023 at 2pm

12.4 Monday 12 June 2023 at 5pm Joint meeting with GB – Curriculum Planning

12.5 Monday 3 July 2023 at 2pm

**Agreed** to monitor attendance and potentially review dates throughout the year as required.

### 13. Any other Business

13.1 M Gaze, on behalf of the Committee, thanked G Cumiskey and wished him well

13.2 M Gaze, also thanked A Coleman Cooke for his work as Governor, Vice Chair, former Chair of the Committee

### 14. Recommendations for Approval by the Governing Body

**The following formal adoptions were approved by all Governing Body members present (quorary 48%). An account of the meeting and adoptions would form part of the papers for the Governing Body on 14<sup>th</sup> July 2022 for information.**

14.1 Taking Teaching Higher Strategy (Item 8.1)

14.2 Careers Strategy (Item 10.1)

14.3 Thrive Tutorial Strategy (Item 10.2)

14.4 Service Industry Apprenticeship Review (Item 11.3.1) - Approval to:

- *restart recruitment for Catering and Hospitality apprenticeships from July 2022 as detailed below:*
  - Hospitality - restart the following at Level 2 to new sign ups in July 2022:*
    - *Hospitality Team Member Level 2*
    - *to reinstate the Hospitality Supervisor Standard at Level 3 for progressing apprentices where suitable employment is available*
  - Catering - to restart Level 2 to new sign ups in July 2022 for the following*
    - *Standards: Commis Chef and Production Chef*
- *Keep on hold any further decision to restart Hairdressing and Beauty Therapy until 2023 and further consideration by the Curriculum and Standards Committee*

14.5 Approval of Subcontractors for 2022-2023 Academic Year as outlined below (Item 11.8)

- *Greatest Expectations (TVCA and AEB)*
- *The Hope Foundation (TVCA)*
- *Uplift Associates (AEB)*

**To note: Corporate Services Committee also recommended these for approval on 04.07.22**

*The meeting closed at 4.45pm.*