

THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE

CONFIRMED MINUTES OF CURRICULUM PLANNING MEETING – 12.06.2023

PRESENT: P Lynn (CG and Chair), J Castor (CG), R Davies (CG), M Lamb (CG), Z Lewis (Principal/Chief Executive), D Still (Staff Governor), S Lane (CG), M McClintock (CG), A Stephenson (EM), S Shepherd (EM).

OFFICERS: A Adamson (VP), J Barwell (AP), P Blewitt (AP), Z Foster (Clerk), R Gray (AP), P Moody (??), T Pierce (AD), B Robinson (DP), O Rodley (VP), M Telling (??), P Watt (AP), C Yule (DOP).

IN ATTENDANCE FOR RELEVANT ITEM: S Beesley (AD), J Cooke (Manager), R D'Souza (AD), M Emery (AD), M Gardiner (Apprenticeship Quality Manager), M Hall (RM), L Jones (Head of Teaching and Learning), F Kempton (Head of Quality), D Longmore (RM), N Loughran (AD), T McNicholas (RM), D Payne (AD), P Stone (DOP), R Stainthorpe (AD), L Summerside (AD), S Tindall (AD), J Tyzack (AD), B Williamson (AD), K Woodland (Head of Community Learning).

Key: CG – College Governor, EM – External Member, DP – Deputy Principal, VP – Vice Principal, AP – Assistant Principal, AD – Associate Director, DOP – Director of Programme, Head of T & L – Head of Teaching and Learning; RM – Regional Manager.

1. Apologies for Absence

M Cameron (Student Governor), C Cannon (EM), M Gaze (CG), M King (CG), D Lusardi (CG), A Pajura-Jaszczak (Staff Governor), E Rennison (EM), P Studd (CG), J Tait (CG), I Wright (CG).

2. Declarations of Interest – no declarations.

3. Introduction to Curriculum Setting Process

Z Lewis gave an overview of the format for this year's session (which was a little different to 2022) with each curriculum area outlining their key successes over the year; key areas of focus for 2023-24 and key developments for 2023-2024 (detailed in the presentations shared post meeting).

She introduced P Moody who took Governors through the shift in curriculum base and areas of movement including growth 16-19 by department (including effect of increased funding rates); growth in Adults and impact of no growth in TVCA budget; apprenticeships key growth areas (Business and Professional); and an update on Higher Education.

Governors' questions and discussion included: clarification on providers of Adult Education in the area; staffing capacity issues in those areas with significant growth and how this was being tackled and/or de-risked and confirmation that rooming was sufficient for the anticipated growth.

4. Curriculum Planning Presentations

4.1 Construction – M Emery highlighted the successful Ofsted T Level thematic review as one of the key successes alongside the use of Grofar; expansion of the T Level provision; community projects and HE developments. He drew attention to a strong focus on teaching and learning and related staff CPD for 2023-2024 and detailed developments to support student growth in Higher Technical Qualifications; construction management growth to reflect the economy; strategy to encourage greater number of female students into the sector and employer sponsorship.

4.2 Engineering – D Payne outlined the key successes of the year including the launch of the largest cohort of Engineering T Levels in the country. Relatedly one of the key areas of focus for 2023-24 would be the reduction of T Level intake to ensure the management of the work placement element of the course. Further developing the T Level Transition programme, social action and wider enrichment development alongside the relocation of TTE would also be areas of attention. Key developments for the forthcoming year would include more practical elements into the first year of Engineering T Levels and delivery of local bootcamps.

4.3 TTE – J Cooke outlined the major successes over the last year which included British Steel workshop development, student engagement and a slow increase to international activity. Key areas of focus included increasing workshop time for students; vocational training; and extending, tracking and monitoring of wider student experiences. The key development for the year would be the transition to the new site; the introduction of two new programmes which would benefit the current skills shortages and removal of the Chemical Process programmes.

- 4.3.1 Construction and Engineering Apprenticeships** – M Hall outlined the beneficial employer engagement activities over the past year and the resulting re-shaping of the curriculum to meet their apprenticeship needs. Supporting new staff would be a key area of focus for the forthcoming year alongside the others outlined and developments would include enrichment/social action projects; apprenticeship involvement with the decommissioning of equipment at TTE and links with the LSIP.

Governor questions and discussion included: Enhancements, changes and risks associated with the move to the new build and future curriculum changes (most likely 2024-25); and benefits of the efficiencies in the bespoke TTE apprenticeship programme.

- 4.4 Health Care**– L Summerside gave a full account of the key successes of the academic year focusing on the significant cultural change within the department; the increased emphasis on wellbeing; student enrichment and community activities; new and better employer links (T Levels); deep dive success and the Health and Social Care Advisory Boards. She highlighted the areas of focus including attendance; staff recruitment; and increasing internal progression for all. Developing the adult curriculum as a result of the LSIP findings would be one of the key developments for 2023-24.

Business Education – S Tindall detailed the Social Action projects and the significant improvements on progression with 100% positive destinations as two of the key successes of the past year. For 2023-24 key focus areas included attendance; developing professional skills for learners; development of the adult offer for 2024 launch and continuing to develop employer partnerships. The main developments would be the new curriculum offer (meeting local employer needs and skills); staff stability and employer events from August 2023.

Childcare and Education - R D'Souza highlighted greater employer relationships as one of the key successes of the past year, alongside social action projects and extremely high student satisfaction (99%). The main areas of focus would include the growth in adults/redesign of the curriculum, and she also drew attention to the Childcare Conference planned for October 23 as another of the key developments.

- 4.4.1 Apprenticeships** – D Longmore outlined the significant improvements in predicted achievement across most standards as being one of the main successes of 2022-23. She drew attention to staffing as one of the key areas of focus (both maintaining and supporting new staff) and highlighted the plan to grow the Dental Nurse programme to support local needs as one of the key developments alongside using employer focus groups to support shortages in job areas outlined within the LSIP.

Governor questions/discussion included: the significant progress of the cultural changes within the Health Care department; and consideration on ways the development of professional skills might cut across departments and faculties, and how Grofar was being used to support measurement and recording of the approaches being implemented.

- 4.5 Hair and Beauty/Catering and Hospitality** – S Beesley drew attention to attendance and personal development (with 100% completion of work placements) within the key successes of the Department. In relation to 2023-24 areas of focus she highlighted Hair and Beauty achievement and retention (at Level 2); additionally, to close the gap between Maths and English for Hair and Beauty and to reduce staff sickness in the department. Development of T Levels and strengthening the employer liaison board for Health and Beauty were amongst the key developments.

- 4.6 Sport, Travel and Public Services** – J Tyzack drew out some of the key successes of the department including greater employer engagement; high achievement; positive destinations and high student satisfaction. For 2023-24 the department would be looking at increasing the class sizes and numbers within HE and using feedback from employers to develop the softer skills of students to meet industry standards amongst its focus and development areas.

- 4.7 Visual and Performing Arts** – B Williamson highlighted a positive year with great feedback from employer led advisory boards on the department's curriculum intent and informing governors of some of the varied destinations of students. Key areas of focus included training of staff and further improving the destinations of leavers into the sector. Development areas included: greater networking with employers; developing softer skills of students (including resilience), and consideration of developing a Dance Academy.

- 4.8 Digital** – N Loughran detailed successes with greater involvement of industry experts delivering the curriculum; very high outcomes; social project work by students and the minimization of the impact on students of a turbulent staffing year. Leading on from that, a focus for 2023-24 was to reduce staff turnover; increase the attendance of adults further and increase staff satisfaction. Developments included: growing of HE numbers especially media; upskilling staff to keep up with the industry demands and increasing social media skills on courses. Furthermore, to align with the LSIP there would be a greater focus on digital literacy and advanced digital skills.

- 4.8.1 Hair and Beauty and Digital Apprenticeships** – T McNicholas outlined the high achievements within the standards further backed up by the on programme QDP; weekly CPD to staff and being the first

provider in the country to offer Audio Visual Technician Level 5 amongst the key achievements during the year. Developing their own apprenticeships within IT would be amongst the key focus areas along with working towards improving retention in Hospitality and Catering and improving overall attendance. Development would be continuing with digital growth in the right areas, rebuilding of the Service industries Provision and replacement programmes for two courses.

Questions and discussion included: clarification on any possible correlation between behaviour and staff sickness within hairdressing (not linked); the effect of capping Health numbers on Hair and Beauty courses for 2023-24; and where employers (particularly SMEs) could/would be willing to get involved in development of standards to ensure industry appropriate including where this was already in place (e.g. audio visual and digital) and possible involvement of Employer Advisory groups with future reviews.

4.9 Adult and Community Learning – F Kempton and K Woodland gave a full account of the key successes from the current year including ESOL, Functional Skills and BELPs (bespoke employer led provision) which was responding directly to the LSIP and specialist skills required locally. Key areas of focus for the forthcoming year included: teaching and learning; developing the marketing of success stories and increasing destination data. Developments included: new bootcamps; working with a new subcontractor and recruitment to Health and Care.

4.10 A Levels – R Stainthorpe highlighted first year recruitment and progression as key success areas alongside an increased drive on extra-curricular and enrichment programmes across all courses ('supra-curricular'). Key areas of focus for 2023-24 would be balancing growth and quality amidst difficult staff recruitment; the ongoing development of thrive and consideration of future staffing in hard to recruit areas (Maths, Economics, Science). Key developments involved: MC6's role in training students for higher level skills as per the LSIP; courses changes; structure change with the introduction of Course Team Leader roles and deep consideration of the outcomes of post 16 qualification reform/AAQ changes and development of T Levels in some areas for 2024.

Governor questions included: performance and feedback in the new subjects; an update on recruitment for Maths; and student access to Oxbridge knowledge and speakers (directly through an Oxbridge College link and mentorship programmes).

4.11 Progression Studies – this item was not taken at the meeting but will be picked up within the report for the next Curriculum and Standards meeting on 3rd July.

4.12 Higher Education – P Stone drew out key successes within the programmes, good practice recognition with the Open University and some growth in student recruitment within Audio Visual Higher Apprenticeships. The main area of focus for 2023-24 would be the revalidation from the Open University (5-6th September) alongside enhancing support for progression and ensuring the OfS requirements continued to be fully complied with including their focus on the protection of students as consumers. There were a number of developments including: the Higher Technical Qualification portfolio (HTQ) in Health and Care; Construction; Audio Visual, Hospitality and Early Years; Programme Boards; and the Teaching Excellent Framework outcomes and responses (outcomes of which were due in August).

4.13 Summary – B Robinson highlighted the closer working relationships and links between employer engagement and the curriculum across the College and of further developments on a 'You Said We Did' approach with employers (to be considered at future Curriculum and Standards meetings). He also updated on the LSIP deadline for expressions of interest (20 June).

Z Lewis reflected that the self-assessment approach of the session may result in a different approach to the SARs process in October for Governors which may be a higher-level curriculum SAR.

P Lynn noted the clear linkage by departments to the use of the LSIP in the curriculum planning process.

5. Dates of Next Meeting 2022-23

5.1 Monday 03 July 2023 at 2pm with Governing Body joining from 4.45pm to hear Recommendations

6. Any other Business

- a) Presentations would be shared after the meeting through Board Intelligence and the Governors' SharePoint site (Post meeting note - action completed 14 June 2023).
- b) P Lynn thanked all staff for their hard work and positive impact on the students of the Tees Valley, with Governors very proud to be part of the Board of the College.

The meeting closed at 8.20pm