

THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE
STANDARDS COMMITTEE

Minutes of the Standards Committee held on
 Tuesday 21 November 2017 at 2.00 pm in the STEM Centre Conference Room

Present Mr Ashley Coleman-Cooke (*CG and Chairman*)

Mr John Autherson (*CG*) (*Agenda Items 1 – 5.11*),
 Mrs Diane Cleves (*Staff Governor - Academic*), Mrs Carol Cooney (*CG*),
 Miss Marina Gaze (*CG*), Mrs Zoe Lewis (*Principal / Chief Executive*),
 Mr Andrew Stephenson (*EM*)

Officers Mr Richard Atkinson (*Clerk*), Mr John Chance (*VP*),
 Mr Gary Cumiskey (*DP*)

In attendance for their item only:

Mr Steve Ankers (*Executive Director*)
 Ms Kate Burgess (*English & Maths Manager*)
 Mrs Jenni Cairns (*DOP*)
 Mrs Kelly Pattison (*Northern Skills Group*)
 Mr Andrew Robson (*Northern Skills Group*)
 Mr Alan Shepherd (*DOP*)
 Mrs Jane Steel (*AP*)
 Mr Paul Stone (*Director of Higher Education*)
 Mr Paul Watt (*Executive Director*)
 Mrs Paula Willis (*Executive Director*)
 Mrs Carolyn Yule (*DOP*)

Key CG - College Governor EM - External Member
 Clerk - Clerk to the Corporation DP - Deputy Principal
 MD - Managing Director VP - Vice Principal
 AP - Assistant Principal DOP - Director of Programme

		Action
17/019	<p>ITEM 1 - APOLOGIES</p> <p>Mrs Carole Bennett (<i>DOP</i>) Ms Jean Golightly (<i>CG</i>) Mrs Yasmin Khan (<i>CG</i>) Mr Gordon Duffy-McGhie (<i>Dir</i>) Mr Tom Courtman-Stock (<i>Student Governor</i>) Mr Peter Wilson (<i>MD</i>)</p>	

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17/020	<p>ITEM 2 - MINUTES 23 MAY 2017</p> <p>The minutes of the 23 May 2017 were approved.</p>	
17/021	<p>ITEM 3 - MATTERS ARISING</p> <p>The Clerk to the Corporation reported that there were two matters arising that had not been completed prior to the meeting, and these were related to:</p> <ul style="list-style-type: none"> • The Canvas demonstration is scheduled for the Standards Committee on the 6 March 2018. • The Student Withdrawal Report 2016 / 2017 would be shared with the Standards Committee on the 6 March 2018. <p>The Standards Committee requested that these two items were on the agenda for 6 March 2018.</p> <p>All other matters arising have been picked up in the various reports or were to be discussed under the individual agenda items, and minuted accordingly.</p> <p>The Clerk to the Corporation then gave an overview of the Cause for Concern Letters issued to staff in the summer term for the non-compliance of mandatory training, and these had resulted in a number of automatic Grade 3's (8) and Grade 4's (3) for the 2016 / 2017 Staff Appraisals.</p>	Richard Atkinson
17/022	<p>ITEM 4 - CURRICULUM UP-DATE</p> <p>4.1 College Self-Assessment Report 2016 / 2017</p> <p>The Deputy Principal presented an overview of the 2016 / 2017 Self-Assessment, and thanked the Governing Body for their input at the SAR Validation Days on the 19 & 20 October 2017.</p> <p>The Standards Committee welcomed the up-date, and after detailed discussion on the grade profile that had been agreed in principle at the Governors SAR Validation Days on the 19 & 20 October 2017, some discussion took place with regards to the proposed grade for Personal Development, Behaviour & Welfare.</p> <p>After a number of questions related to distance travelled, the Standards Committee agreed an overall Grade 2 for this area.</p>	

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	<p>Following further discussion, it was agreed to recommend that:</p> <ul style="list-style-type: none"> The 2016 / 2017 College Self-Assessment Report be approved as a Grade 2 (<i>Good</i>) by the Governing Body at its meeting on Thursday 14 December 2017. <p>Governors requested that the Self-Assessment Report be amended to reflect the discussion by the Standards Committee, with the revised version to be shared with the Governing Body on the 14 December 2017 for final approval.</p> <p>Governors also requested that they are provided with the detailed High Needs and Traineeship Self-Assessment Reports, albeit it was noted these had been shared with the Governor SAR Validation Panel, with the respective grades agreed.</p> <p>4.2 College Quality Improvement Plan 2017 / 2018</p> <p>The Vice Principal - Quality & Performance introduced the new Quality Improvement Plan for 2017 / 2018, following approval of the 2016 / 2017 Self-Assessment Report, using a new format that focused on key areas, to allow Governors to monitor progress more easily.</p> <p>Governors questioned what the current 16 to 18 dropout rate was for 2017 / 2018? In response, the Vice Principal - Quality & Performance stated that the rate is lower than in 2016 / 2017, with an analysis underway to split non returners from leavers. It was noted that many students who left or did not return have progressed to positive destinations.</p> <p>After discussion, and a number of questions relating to the content of the Quality Improvement Plan, how this will be measured, how it will be monitored, and the key areas of focus, it was agreed to recommend that:</p> <ul style="list-style-type: none"> The 2017 / 2018 Quality Improvement Plan be approved by the Governing Body at its meeting on Thursday 14 December 2017. <p>Governors requested that the 2017 / 2018 Quality Improvement Plan be amended to reflect the discussion by the Standards Committee, and in particular adding further detail on the key areas of focus.</p> <p>Governors requested that the 2017 / 2018 Quality Improvement Plan be a standing agenda item, so that in-year progress can be monitored by the Standards Committee.</p>	<p>John Chance & Gary Cumiskey</p> <p>John Chance</p> <p>John Chance</p> <p>John Chance</p> <p>Richard Atkinson</p>

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	<p>4.3 Teaching, Learning & Assessment</p> <p>The Deputy Principal provided an up-date on the progress being made, with a total of four Department Reviews being completed to date:</p> <ol style="list-style-type: none"> 1. English & Maths. 2. Sport, Travel & Public Services. 3. A Levels. 4. Business & Education. <p>Governors questioned whether the new Department Review had increased the pressure on staff? In response, the Deputy Principal stated that the Department Review was a change to the previous practice but there was some added pressure. Overall, the process had been positively received by staff, who welcomed the advance notice of the review. It was also felt that it was a better all-round measure, as it looked at additional information to determine a series of judgements and also utilised more and impartial observation data than the old system. Mrs Diane Cleves (<i>Staff Governor</i>) reported that staff, in general, preferred the new process.</p> <p>Governors questioned the graph relating to the number of staff who had not achieved full confidence after the Department Review had been completed, and whether this was a concern? In response, the Deputy Principal stated that the English & Maths cycle is now complete i.e. the four-week action plan cycle is now over, and they have surpassed their KPI, with only one member of staff who needs further support – i.e. “full confidence” being an outstanding and consistently high standard on all measures at all times.</p> <p>Finally, Governors questioned whether the Department Reviews were progressing quick enough, and whether additional support was needed? In response, the Deputy Principal stated that they are progressing to plan, with additional support being provided by external consultants i.e. English, Maths & A Levels.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>Post Meeting Note</p> <p>In terms of the question raised on the 23 May 2017 regarding the use of full Teaching & Learning Observation in the Department Review Process, this has been considered and will be incorporated into any follow up observations, where appropriate.</p> </div>	

		Action
	<p>Governors requested an up-date at the next meeting on how the Department Reviews were progressing, and in particular the outcomes of the KPIs, and what actions have been taken to address any underperformance.</p> <p>4.4 Higher Education Up-date</p> <p>Mr Paul Stone, Director of Higher Education, presented the report, which highlighted the progress being made with Higher Education, and Governors questioned whether there was an outcome from the recent QAA visit? In response, the Director of Higher Education stated that the visit had been positive, with very few concerns raised, but no formal feedback was provided. An up-date will be shared with the Governing Body on the 14 December 2017, following the publication of the report.</p> <p>The Vice Chairman of Governors, on behalf of the Standards Committee, thanked the Director of Higher Education and his team for coordinating the visit, and achieving an excellent outcome.</p> <p>Governors questioned how the discussions were progressing in terms of meeting the Open University requirements? In response, the Director of Higher Education stated that discussions are progressing very well, with some discussion related to the opening hours of the LRC being debated. It was also reported that staff, since the announcement, have been very positive and busily re-writing all specifications in preparation for validation. The Principal / Chief Executive then gave an overview of the external environment.</p> <p>The Director of Higher Education then presented an up-date on the Higher Education outcomes for 2016 / 2017, along with an up-date on the Action Plan, the latter of which highlighted the continuous improvement of the student academic experience and student outcomes. After this overview, and an up-date in terms of meeting the deadline of the 1 December 2017, it was agreed to recommend that:</p> <ul style="list-style-type: none"> The Higher Education Annual Quality Assurance Statement for 2016 / 2017 be approved by the Governing Body, and in doing so also authorises the Director of Higher Education and / or Principal / Chief Executive to complete the document on its behalf. 	<p>Gordon Duffy McGhie</p>

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	<p>Note</p> <p>There is a requirement for the Higher Education Annual Quality Assurance Statement to be signed by the 1 December 2017, so this has been actioned pending formal approval, and following agreement with the Chairman of the Standards Committee and Chairman of Governors.</p>	
17/023	<p>ITEM 5 - DEPARTMENT & DIRECTORATE UP-DATES</p> <p>5.1 Progress Measures and KPI's Up-date</p> <p>The Vice Principal - Quality & Performance presented the latest Performance Dashboard, which highlighted progress against a number of metrics, including:</p> <ul style="list-style-type: none"> • Attendance (<i>Main Programme</i>). • Attendance (<i>English & Maths</i>). • A Level Progress. • Applied General (<i>Level 3</i>) Progress. • English Progress (<i>High Grades</i>). • Maths Progress (<i>High Grades</i>). • Achievement (<i>16 - 18</i>). • Apprenticeships Achievement (<i>Timely</i>). <p>Governors welcomed such early in-year predictions, which are available at this time of year for the first time.</p> <p>Governors questioned whether staff were being cautious in terms of some of the early predictions? In response, the Vice Principal - Quality & Performance stated that information has not been collated so early in the year, and staff are still getting to know students, so there may be some caution. However, the College is working with all staff to ensure that predictions are as accurate as possible so that students can focus their efforts in improving their grades.</p> <p>Governors also questioned whether all registers were up to date? In response, the Vice Principal - Quality & Performance stated that the majority were now complete, with just a few refinements still needed for English & Maths, which are in the process of being actioned. It was noted that Governors will start receiving regular up-dates on attendance data through their Weekly Governance Email.</p>	

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	<div data-bbox="368 331 1291 517" style="border: 1px solid black; padding: 5px;"> <p>Prior to the commencement of the Department / Directorate Up-dates, it was agreed that discussion would focus on questions, as opposed to delivery of content.</p> </div> <p>5.2 English & Maths</p> <p>Prior to the agenda item, Ms Marina Gaze (<i>College Governor</i>) gave an overview regarding a number of English & Maths Teaching & Learning Walkthroughs that had been conducted prior to the meeting commencing. Some learning points had been noted and agreed, and these will be shared with staff.</p> <p>Ms Kate Burgess (<i>Cross College English and Maths Manager</i>) and the Deputy Principal then presented the English & Maths Report, which gave Governors an overview of the current challenges and strategies in place to improve student progress further.</p> <p>Governors questioned what were the main concerns of staff at this present time? In response, Ms Burgess stated that this related to the new specification for Maths, and also ensuring that Teaching & Learning continues to improve. It was noted that a number of staff were being supported to improve, and this was having a positive impact.</p> <p>Governors then questioned whether there were enough resources to support staff? In response, Ms Burgess stated that the English Consultant continues to work effectively with the English Team, and a new Maths Consultant has been recently appointed, with the latter envisaged to have a positive impact with the Maths Team.</p> <p>Finally, Governors questioned whether the Canvas Portal is being well used by students? In response, Ms Burgess stated that this was the case, with additional materials being added all the time.</p> <p>5.3 A Levels</p> <p>Mrs Carolyn Yule, Director of A Levels (MC6), presented the Directorate Report, which gave Governors an overview of MC6, and the actions that are now in place to continue to improve Value Added, building on the positive progress made in 2016 / 2017.</p>	

		Action
	<p>Governors questioned why the Value Added predictions were lower than expected? In response, the Director of A Levels stated that the A Levels Team had been cautious due to the early timing of the assessment point, but that the predictions will be revisited after Christmas when professional predictions will be utilised, which will give a more accurate picture of the predicted outturn. Governors noted the predictions profile from last year, which started later in the year, and had improved at each cycle, and would continue to be monitored at each meeting, as part of the Performance Dashboard.</p> <p>Governors questioned the Director of A Levels for her biggest concerns? In response, the Director of A Levels replied these are staff recruitment, staff retention, with a new Higher Education provider moving into the area offering good terms and conditions.</p> <p>The Director of A Levels confirmed she was in control of the situation and then briefed the Standards Committee on the plans to develop and retain staff as well as updating them on the collaborative work to share resources, which is proving successful.</p> <p>5.4 Sport & Recreation</p> <p>Mr Alan Shepherd, Joint Director of Programme - Sport, Travel & Public Services, presented the Directorate Report, and Governors questioned whether the Department was confident at improving the Adult Achievement Rate in 2017 / 2018, albeit there were small numbers involved? In response, the Joint Director of Programme stated that he is very confident that results will improve, with a stronger teaching team in place, better start to the academic year in terms of discipline, change of course management and ensuring that Information, Advice and Guidance was more robust. The Standards Committee welcomed the up-date, and would continue to monitor progress in-year.</p> <p>Governors questioned what actions were going to be put in place to improve English further, as predictions were lower than expected? In response, the Joint Director of Programme stated that changes have been made to improve classroom management, including the introduction of a Vocational Coach. Also, there have been changes to staff timetables to ensure that English continues to improve from its grade profile.</p>	

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	<p>5.5 Travel & Tourism</p> <p>Mr Alan Shepherd, Joint Director of Programme - Sport, Travel & Public Services, presented the Directorate Report, and Governors questioned what actions are in place to address the areas for improvement identified in the Self-Assessment Report? In response, the Joint Director of Programme stated that systems relating to marked work have been tightened up and assured the Standards Committee that further improvements will be seen this year</p> <p>5.6 Northern Skills Group</p> <p>Mrs Kelly Pattison and Mr Andrew Robson from the Northern Skills Group attended, and Governors questioned what actions are in place to improve the timely results after the year of consolidation following acquisition? In response, Mrs Pattison stated that there is greater focus, with more reviews, and each Training Advisor is now taking responsibility for the whole framework. This is in addition to early interventions, CPD for staff, a new Functional Skills Model, and progress tracking on SMART Assessor, all of which will be monitored to improve the results further.</p> <p>5.7 Business & Education</p> <p>Mrs Paula Willis, the Executive Director for Business & Education and Health & Care, gave Governors an overview of the progress is positive being made since it was moved into a Faculty with Health & Care.</p> <p>Governors then questioned the six-week dropout rate? In response, the Executive Director stated that a number of students had cancelled, and a number had gone onto positive destinations, which meant the actual dropout was very low for adult learners. However, more work was underway to reduce this further.</p> <p>Governors welcomed the up-date in relation to the positive feedback from staff following the recent Department Review, and questioned what were the main reasons for students being at risk? In response, the Executive Director stated that attendance was a contributing factor, but much of this was due to home / personal issues, with many students being supported due to complex needs, much of which is outside the control of the College.</p>	

		Action
	<p>Governors requested that, for future reports, the Performance Dashboard for English & Maths be amended to 19+ and the the Department Review graphs are standardised, both of which will assist in monitoring progress more effectively.</p> <p>5.8 Health & Care</p> <p>Mrs Paula Willis, the Executive Director for Business & Education and Health & Care, gave Governors an overview, following which one question was asked in relation to the drop in predicted English High Grades? In response, the Executive Director stated that some staff were being cautious in the early part of the Academic Year, as the results for 2016 / 2017 had been positive in this area.</p> <p>An overview was then shared on the changes in the qualification framework, which was having an impact on staff due to new Schemes of Work, Assessment and Lessons having to be developed. However, in the long term, this will have a positive impact for both staff and students.</p> <p>5.9 Engineering</p> <p>Mr Steve Ankers, Executive Director, presented the Directorate Report, highlighting the progress being made, and Governors questioned what were the main areas of focus at this stage? In response, the Executive Director stated the key focus was Maths, with a further assessment point planned prior to Christmas, which will assist staff in providing additional support where needed.</p> <p>5.10 Construction</p> <p>Mr Steve Ankers, Executive Director, presented the Directorate Report, which highlighted the significant improvements made in 2016 / 2017 and predictions for 2017 / 2018. Governors welcomed the overview, with no questions raised.</p> <p>5.11 Catering & Hospitality</p> <p>Mr Paul Watt, Executive Director, presented the Directorate Report, and Governors questioned the key areas of focus on the performance dashboard, notably Value Added and Maths High Grades? In response, the Executive Director stated that he was confident that Value Added predictions (Level 3), which has low numbers, would improve as students progress through the year. It was further reported that predictions have never been done at this time of year before, and some staff maybe being a little cautious.</p>	<p>John Chance</p>

		Action
	<p>In terms of Maths, the focus was on ensuring that the mix and balance of staffing across the Faculty was appropriate, and this should lead to improved results in 2017 / 2018.</p> <p>Some discussion then took place with regards to the recruitment of a new Head Chef, as Luke Taylor was returning to industry. It was noted that there was a strong shortlist, with an appointment planned before Christmas.</p> <p><i>(Mr John Autherson left at the end of this item.)</i></p> <p>5.12 Hair & Beauty</p> <p>Mr Paul Watt, Executive Director, presented the Directorate Report, and up-dated the meeting on the positive progress being made, with one question being raised around the dropout rate? In response, the Executive Director stated that a full analysis has been undertaken, with numerous reasons given as to why students have dropped out or cancelled, albeit very few were related to the kit expenditure, and most were due to positive destinations or personal circumstances. The Executive Director stated that further work is planned, with more focus on Information, Advice & Guidance, and support mechanisms.</p> <p>5.13 Computing</p> <p>No issues were raised by the Standards Committee, but some discussion took place with regards to the recruitment of staff in this area of expertise, due to the high salaries being commanded in the private sector. The Executive Director stated that this was being closely monitored, as the current team delivered some excellent results, as highlighted by the 2016 / 2017 Self-Assessment Report.</p> <p>5.14 Visual & Performing Arts</p> <p>No issues were raised.</p> <p>5.15 Progression Studies</p> <p>Mrs Jenni Cairns, Director of Progression Studies, gave an overview of the Department and its activities, with key areas being Life Skills, ALS, High Needs, MC Academy and Youth Engagement Initiative.</p> <p>Governors requested that an additional report relating to High Needs be shared with them at future meetings, so that they can continue to monitor this area of the curriculum.</p>	<p>Jenni Cairns</p>

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	<p>Governors questioned the main areas of concern? In response, the Director of Progression Studies stated that this related to attendance, especially on two of the courses, albeit this remains positive given the students' previous education experience and starting point. However, additional ALS support has been added, along with more monitoring and follow up, to ensure that students attend, are retained, and then achieve.</p> <p>Governors questioned how many students were being supported with an Education Health & Care Plan? In response, the Director of Progression Studies stated this was a high proportion, with the College also supporting these students to succeed.</p> <p>Governors also requested that the Performance Dashboard be up-dated to highlight the different types of provision.</p>	John Chance
17/024	<p>ITEM 6 - POLICIES & PROCEDURES</p> <p>6.1 Quality Strategy</p> <p>The Vice Principal - Quality & Performance presented the revised Quality & Performance Strategy, and after some discussion, it was agreed to recommend that:</p> <ul style="list-style-type: none"> The Quality & Performance Strategy be approved by the Governing Body at its meeting on the 14 December 2017. <p>6.2 Quality Policy</p> <p>The Vice Principal - Quality & Performance presented the revised Quality Policy, and after some discussion on a minor change that was requested in relation to the stakeholder narrative, it was agreed to recommend that:</p> <ul style="list-style-type: none"> The Quality Policy be approved by the Governing Body at its meeting on the 14 December 2017. 	John Chance
17/025	<p>ITEM 6 - DATES OF NEXT MEETINGS 2017 / 2018</p> <ul style="list-style-type: none"> Tuesday 6 March 2018 at 2.00 pm. Tuesday 22 May 2018 at 2.00 pm. 	
17/026	<p>ITEM 7 - ANY OTHER URGENT BUSINESS</p> <p>None.</p>	

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17/027	ITEM 8 - MEMBERS DISCUSSION None.	

The meeting closed at 5.10 pm

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