

THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE
STANDARDS COMMITTEE

Confirmed Minutes of the Standards Committee held on
 Tuesday 22 May 2018 at 2.00 pm in the STEM Centre Conference Room

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

Mrs Carol Cooney (*CG*), Miss Marina Gaze (*CG*), Mrs Yasmin Khan (*CG*),
 Mrs Zoe Lewis (*Principal / Chief Executive*), Mr Andrew Stephenson (*EM*)

Officers Mr Richard Atkinson (*Clerk*), Mr John Chance (*VP*),
 Mr Gary Cumiskey (*DP*), Mr Gordon Duffy-McGhie (*Dir*)

In attendance:

Mr Rob Davies (*Chairman of Governors*)

In attendance for their item only:

Mr Steve Ankers (*Executive Director*)
 Ms Kate Burgess (*English & Maths Manager*)
 Mrs Jenni Cairns (*DOP*)
 Mrs Rachael Lacey (*Associate Director*)
 Mrs Kelly Pattison (*Northern Skills Group*)
 Mr Andrew Robson (*Northern Skills Group*)
 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

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18/009	ITEM 1 - APOLOGIES Mrs Diane Cleves (<i>Staff Governor - Academic</i>) Ms Jean Golightly (<i>CG</i>) Mr Tom Courtman-Stock (<i>Student Governor</i>)	
18/010	ITEM 2 - MINUTES 6 MARCH 2018 The minutes of the 6 March 2018 were approved .	
18/011	ITEM 3 - MATTERS ARISING	

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	<p>The Clerk to the Corporation reported that there was one matter still outstanding, and this was in relation to the QDP On Programme Exit Survey, as the results were not yet available at the time of publishing the agenda pack. The Vice Principal – Quality & Performance then gave a brief overview of the results, with the majority of areas seeing improvements, with safety questions being substantially improved following the recent improvements. The Standards Committee requested that the report be shared prior to the next meeting, so it could review its findings between meetings.</p>	John Chance
18/012	<p>ITEM 4 - CROSS COLLEGE REPORTS</p> <p>4.1 Teaching, Learning & Assessment</p> <p>The Director of Teaching & Learning / Student Development presented an up-date on the progress being made, with a total of sixteen (<i>out of eighteen</i>) Department Reviews having taken place, with the remaining to be completed by the end of June 2018.</p> <p>Governors welcomed the comprehensive up-date and the positive progress that had been made in-year at improving Teaching, Learning & Assessment, and then asked:</p> <ul style="list-style-type: none"> • What actions were in place to continue improvements in A Levels? • What areas still remain as areas of focus, and what strategies are in place to address these during the remainder of this year and next year? • What actions are in place to continue improvements in the Northern Skills Group? <p>After an up-date on these questions, the Standards Committee requested that the OCP data be split into Traineeships and the rest for all future reporting.</p> <p>4.2 Destinations 2016 & 2017 & Withdrawal Report 2017 & 2018</p> <p>The Vice Principal - Quality & Performance presented an overview of the 2016 / 2017 student destinations, along with an up-date on the 2017 / 2018 withdrawals, which was received for information, with full-time destinations in 2016 / 2017 seeing an improvement to 96%.</p> <p>Governors asked:</p>	Kelly Pattison

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	<p>performance in year.</p> <p>5.2 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, and the overall Achievement Rate.</p> <p>Governors asked:</p> <ul style="list-style-type: none"> • Whether the new two-year linear programmes were having an adverse effect on the retention data? In response, the Director of A Levels stated that the College is expected to be better than national rates, and have advised the majority to apply for other courses in the College. <p>The Director of A Levels then stated that the mocks and further tests in-year had given the department more detailed information on how progress was being made, and hence some of the predictions had changed from AP1 to AP4, with expected progress outturns being higher than 2016 / 2017.</p> <p>Finally, the Standards Committee requested further information, should it be available, on the drop-out rates for AS and A2 nationally, compared to MC6.</p> <p>5.3 English & Maths</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 strategies in place to improve student progress further.</p> <p>Governors asked:</p> <ul style="list-style-type: none"> • What actions were in place to address the different Attendance Rates in departments? and whether the use of vocational staff teaching English & Maths, alongside key specialists, was having a positive impact? In response, the Cross College English & Maths Manager stated that there were many strategies in place including Attendance Officers as well as vocational support staff, with improvements being seen throughout the year. <p>The Cross College English & Maths Manager then stated that enormous efforts are being put in by all staff to ensure that</p>	<p>Carolyn Yule</p>

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	<p>students attend their examinations, with extra revision sessions being put on to address any knowledge gaps. This is in addition to managers supporting their English & Maths Team, with numerous Focus Group having been held to drive improvements.</p> <p>The Standards Committee thanked the Cross College English & Maths Manager for her hard work in 2017 / 2018, and hoped that the predictions were realised.</p> <p>5.4 Northern Skills Group</p> <p>Mr Andrew Robson and Mrs Kelly Pattison from the Northern Skills Group attended, and stated that the Employer Survey results were not out until June 2018, with an overview of the progress being made with key achievement data being shared.</p> <p>Governors asked:</p> <ul style="list-style-type: none"> • What actions are usually put in place to address the areas for improvement highlighted in the recent Department Review? In response, the Vice Principal - Quality & Performance stated that following on from any Department Review a number of actions are put in place, with individual members of staff receiving an action plan to achieve full confidence (if they haven't already) within a four-week period. This will then be reviewed again after 4 weeks to ensure that full confidence is achieved against the three gold standards of planning, assessment for learning or managing progress and supporting learning. A formal report is then shared with department managers to implement targeted actions to improve any areas identified, with any significant actions being added to the departments Quality Improvement Plan (QUIP), which is then reviewed at departmental review meetings. • What processes are in place when undertaking new Due Diligence? In response, it was reported that there is a comprehensive process in place for OCP Providers and Apprenticeship employers, which is refined and improved each year. <p>An up-date was then shared on the discussions being held with a subcontractor regarding one of their client's bankruptcy, and the actions that were needed to be put in place to try to support those Apprentices to achieve.</p> <p>The Standards Committee requested that there is a bigger "Employer Voice" focus within future reports, and they would</p>	<p>Kelly</p>

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	<ul style="list-style-type: none"> • What systems were used in gathering the data due to the nature of it being cross College provision? In response, the Associate Director of Business Education stated that all adult data is gathered from numerous department on central systems e.g. ProSolution. • Whether the number of students accessing loans was increasing or decreasing, and whether there is a trend in the sector? In response, the Associate Director of Business Education stated that this has increased over recent years, but has levelled recently due to competition and concerns over education debt levels. <p>The Standards Committee welcomed the progress and noted the difficulties in growing recruitment due to the range of training opportunities in the Tees Valley, many of which are provided by local training providers, and also restrictive funding rules.</p> <p>5.7 Sport & Recreation</p> <p>Mr Paul Watt, Executive Director, presented the Directorate Report, which highlighted the improvements being made in 2017 / 2018 following discussion over the 2016 / 2017 Self-Assessment Report.</p> <p>Governors asked:</p> <ul style="list-style-type: none"> • Whether the Executive Director had confidence that the results would be improved in 2017 / 2018, and what strategies are in place to drive these improvements? <p>The Standards Committee welcomed the positive changes being made, with Marked Work significantly improved with the Sport & Recreation Team, and this was now having a positive impact, along with the clearer lines of structure in place.</p> <p>5.8 Hair & Beauty</p> <p>Mr Paul Watt, Executive Director, presented the Directorate Report, and up-dated the meeting, and Governors welcomed the up-date, with Functional Skills Achievements improving, and the number of applications higher than last year.</p> <p>The Standards Committee requested that the information on the Quality Improvement Plan be better presented so that it was easier to track progress.</p> <p>Governors asked:</p>	<p>Paul Watt</p>

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	<ul style="list-style-type: none"> Whether additional strategies, in addition to the ones implemented in 2017 / 2018, were in place to address the drop-out rate within Hair & Beauty? In response, the Executive Director stated that a multi-skill course is being considered for those students who are not sure what they want to do. <p>5.9 Catering & Hospitality</p> <p>Mr Paul Watt, Executive Director, presented the Directorate Report, and discussed the direction of travel of some of the key predictions. After some discussion, the Standards Committee was reassured that actions and strategies are in place.</p> <p>Governors then asked:</p> <ul style="list-style-type: none"> Why the predictions for high grades in English & Maths were lower than last year, albeit only by a percentage point? It was discussed that the predicted English & Maths High Grades were performing like last year albeit English 0.7% and Maths 1.3% down, actual student numbers on GCSE has increased, as have the predicted progress measures in English and Maths, which is a more reliable data measure than high grades. Functional Skills was also expected to perform with very high achievement rates like the previous year. <p><i>(The Vice Principal - Quality & Performance left).</i></p> <p>5.10 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 asked:</p> <ul style="list-style-type: none"> Whether the Progression Boards have taken place, and whether this had meant that students were progressing positively, either internally or into mainstream education? In response, the Director of Progression Studies stated that all students were positively progressing either at Middlesbrough College or into mainstream education. Whether most students were undertaking Functional Skills? In response, the Director of Progression Studies 	

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	<p>stated that most students are undertaking the qualification unless they are exempt.</p> <p>Governors welcomed the up-date, and noted the challenges relating to those learners, especially the Vocational Steps courses Attendance Rate, which was not at the College target, with intervention strategies working well to support students to achieve.</p> <p>5.11 High Needs</p> <p>Mrs Jenni Cairns, Director of Progression Studies, presented an up-date in relation to High Needs, with the report building on the information shared on the 6 March 2018.</p> <p>Governors asked:</p> <ul style="list-style-type: none"> • What would be the impact of the changing funding from the various Councils, and in particular Middlesbrough Council? In response, the Director of Progression Studies stated that this would be difficult, but was looking at more cost effective support for the High Need Learners. <p>Governors were pleased that work experience opportunities, where students were work ready, were being provided, and alternatives where students were not work ready were being explored to widen the student experience.</p> <p>5.12 Construction</p> <p>Mr Steve Ankers, Executive Director, presented the Directorate Report, which highlighted the predictions for 2017 / 2018, along with some of the concerns that are being closely monitored.</p> <p>Governors asked:</p> <ul style="list-style-type: none"> • What intervention strategies were in place to improve English & Maths, and in particular attendance and teaching contact time? In response, the Executive Director stated that a number of vocational staff are supporting the students, and this is having a positive impact. The Attendance Officer is also ensuring that students attend their lessons, with intervention strategies in place, should they not attend. • How is the department looking at reaching out to Carillion Apprentices that have lost their jobs recently 	

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	<p>due to the collapse of the firm? In response, the Executive Director stated that the department is working with CITB and Carillon to ensure employment and complete their training.</p> <p>The Standards Committee welcomed the up-dated in terms of the support being offered to English & Maths students, with many of the vocational staff assisting in the delivery of the provision due to some absence.</p> <p>5.13 Engineering</p> <p>Mr Steve Ankers, Executive Director, presented the Directorate Report, highlighting that the Department Review outcome has had a positive impact on the morale of the Engineering Team.</p> <p>Governors asked:</p> <ul style="list-style-type: none"> • What actions are in place to address recruitment of Mechanical Engineering students? In response, the Executive Director stated that the department is engaging with the Marketing Department to promote the course within schools, and also looking at developing a number of employer testimonials to boost recruitment. <p>The Executive Director stated that a great deal of effort has been put into the planning process to ensure that students attend their English & Maths examinations in May / June 2018.</p> <p>5.14 Business & Education</p> <p>Mrs Paula Willis, the Executive Director, presented an up-date, and Governors asked:</p> <ul style="list-style-type: none"> • Whether there is likely to be further withdrawals before the end of last year? In response, the Executive Director stated that new systems have been introduced, and with better Information, Advice & Guidance this should reduce the drop-out rate, which is already above last year's level <p>The Standards Committee welcomed the overview, with an up-date in the numbers of 16 to 18 students within the Directorate (120) being provided.</p> <p>5.15 Health & Care</p>	

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	<p>Mrs Paula Willis, the Executive Director, presented an up-date, and, with external assessment results likely to be higher than last year, this would have a positive impact.</p> <p>Governors asked:</p> <ul style="list-style-type: none"> • Whether the intervention strategies that are in place for English & Maths would mean that High Grades results would be better than predicted? In response, the Executive Director stated that students are being supported by the Vocational Coaches, with additional homework being set, to improve outcomes. • What were the reasons that James Cook Hospital had delayed the work placements, and would this have an impact? In response, the Executive Director stated that the hospital has changed its procedure recently, and also amended its numbers that it takes, both of which have had an impact. <p>The Standards Committee then received an up-date on the development of a system to report Level 3 progress measures, as the Cache Programme cannot be facilitated by Learning Plus. The Standards Committee requested an up-date on the development of this, so that they could measure progress being made at future meetings.</p> <p>5.16 Computing</p> <p>No issues raised.</p> <p>5.17 Visual & Performing Arts</p> <p>No issues raised.</p> <p>5.18 Travel & Tourism</p> <p>No issues raised.</p>	Paula Willis
18/014	<p>ITEM 6 - DATES OF NEXT MEETINGS 2018 / 2019</p> <ul style="list-style-type: none"> • Monday 26 November 2018 at 2.00 pm • Monday 4 March 2019 at 2.00 pm • Monday 20 May 2019 at 2.00 pm 	
18/015	ITEM 7 - ANY OTHER URGENT BUSINESS	

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	None.	
18/016	<p>ITEM 8 - MEMBERS DISCUSSION</p> <p>The Standards Committee reflected on discussion, the progress being made to further outcomes, the learning outcomes from recent visits to Outwood Academy by the Principal / Chief Executive and Deputy Principal, and the key actions from the meeting.</p>	

The meeting closed at 5.25 pm

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