

THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE
STANDARDS COMMITTEE

Minutes of the Standards Committee held on
Tuesday 6 March 2018 at 2.00 pm in the STEM Centre Conference Room

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

Mrs Diane Cleves (*Staff Governor - Academic*), Mrs Carol Cooney (*CG*),
Miss Marina Gaze (*CG*), Ms Jean Golightly (*CG*) (*agenda items 1 - 5.3*),
Mrs Yasmin Khan (*CG*) (*agenda items 1 - 5.3*),
Mrs Zoe Lewis (*Principal / Chief Executive*), (*agenda items 1 - 5.13*)
Mr Andrew Stephenson (*EM*),
Mr Tom Courtman-Stock (*Student Governor*) (*agenda items 1 - 5.9*)

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

In attendance for their item only:

Mr Matthew Horner-Trewick (*Student Governor*) (*agenda item 4.2*)

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 Alan Shepherd (*DOP*)
Mrs Rachel Stainthorpe (*Deputy Director MC6*)
Mr Paul Stone (*Director of Higher Education*)
Mr Paul Watt (*Executive Director*)
Mrs Paula Willis (*Executive Director*)
Mr Peter Wilson (*MD*)

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

Prior to the start of the meeting, the Standards Committee received an up-date from Miss Marina Gaze (*College Governor*) on her findings from a number of English & Maths Teaching & Walkthroughs. The Standards Committee welcomed the up-date, and feedback has been shared with the English & Maths Manager.

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18/001	<p>ITEM 1 - APOLOGIES</p> <p>Mrs Carolyn Yule (<i>DOP</i>)</p>	
18/002	<p>ITEM 2 - MINUTES 21 NOVEMBER 2017</p> <p>The minutes of the 21 November 2017 were approved.</p>	
18/003	<p>ITEM 3 - MATTERS ARISING</p> <p>The Clerk to the Corporation reported that there were no outstanding matters arising, as they had either been picked up in the various reports, or were to be discussed under the individual agenda items, and minuted accordingly.</p>	
18/004	<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 eleven Department Reviews and 313 Teaching & Learning Observations having been carried out to date, with the remaining to be completed by the end of March 2018.</p> <p>Some discussion centred on the possible changes to the 2018 / 2019 process, whereby targets will be set higher to ensure that more staff achieve full confidence within the Department Review window.</p> <p>Governors questioned whether the tracking of student progress has improved in English & Maths? In response, the Director of Teaching & Learning / Student Development stated that good progress has been made, but a further Department Review is planned to focus on this aspect, along with marked work and feedback to reassure the College further, and an up-date will be shared at a future meeting.</p> <p>Governors also questioned whether the English & Maths Team was at full strength? In response, the Deputy Principal stated that the College has recruited to its establishment, and there are no staffing shortage issues. Recruitment of specialist English and Maths staff has been difficult in the past due to the demand for English & Maths teachers within the Sixth Form and School Sectors, where salaries are typically higher.</p>	

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	<p>Governors questioned what has been the feedback on the new Department Review process? In response, the Director of Teaching & Learning / Student Development stated that staff liked the rubric, knew what was expected, and also liked the focused support and combined process.</p> <p>Finally, the Standards Committee requested a copy of the E-Learning Gold Standards, so this could be shared with the Standards Committee once the minutes have been published.</p> <p>4.2 Canvas Demonstration</p> <p>Mr Matthew Horner-Trewick (<i>Student Governor</i>) attended for this item, and gave a brief overview of the Canvas E-Learning Platform for those Governors / External Members who were not at the Governing Body Training Day on the 5 February 2018, when an in-depth overview had been given.</p> <p>Governors questioned how Canvas helps students? In response, Mr Matthew Horner-Trewick stated that it helps him manage his workload, load up assignments, communicate with staff and other students, as well as receive marked work feedback, and finally it allows him to track progress.</p> <p>Governors then questioned whether Canvas can be accessed from home? In response, Mr Matthew Horner-Trewick stated that he uses it regularly when not at College, so it is really useful.</p> <p>The Standards Committee thanked Mr Matthew Horner-Trewick for his attendance, and the useful insight into how Canvas is assisting students to achieve.</p> <p>4.3 Student Withdrawal Report 2017 / 2018</p> <p>Following a request by the Standards Committee on the 21 November 2017, the Vice Principal - Quality & Performance presented an overview of student withdrawals within the first six weeks of 2017 / 2018.</p> <p>Governors questioned what methods does the College use to capture reasons for the student withdrawing, and how this is done? In response, the Vice Principal - Quality & Performance stated that there are a number of drop down boxes within ProSolution, with the data being captured from a number of sources including Lecturers, Student Services and Directors of Programme. Finally, J2Profit then survey all students and capture additional data, which is then shared with the Senior Leadership Team.</p>	<p>Gordon Duffy McGhie</p>

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	<p>The Standards Committee welcomed the thorough up-date and requested that the J2 Profit Student Withdrawal Report is shared at the next meeting on the 22 May 2018.</p> <p>4.4 QDP Learner Induction Survey 2017 / 2018</p> <p>The Vice Principal - Quality & Performance presented the results of the 2017 / 2018 Learner Induction Survey, which had been carried out in the Autumn Term, with 3,197 replies, and highlighted the key areas of satisfaction, being:</p> <ul style="list-style-type: none"> • The teaching on my course is good. • I have met my personal Tutor. • I feel I am on the right course. • The rooms I use are clean and tidy. • My teachers know their subject well. • Specialist Labs and Workshops are well equipped. • I was told what to do in case of a fire. <p>The Standards Committee debated the key areas of concern, and would continue to request to monitor the trends, and questioned why the number of submissions in MC6 was lower in 2017. In response, the Vice Principal - Quality & Performance stated that it was mainly due to how the survey being completed only once per student in 2017, as opposed to once per subject in 2016, meaning the majority of students completed the survey 3 times in 2016.</p> <p>Governors questioned whether the College has up-dated its Critical Incident Plan? In response, the Vice Principal - Quality & Performance stated that the guidance has been up-dated, and the Incident Managers continue to meet and discuss any safety concerns, with engagement with outside agencies.</p> <p>The Standards Committee requested that the QDP On Programme Exit Survey and National Student Survey results be shared with them once they have been received.</p> <p>4.5 College Quality Improvement Plan 2017 / 2018</p> <p>The Vice Principal - Quality & Performance presented an up-date on the progress being made with the 2017 / 2018 Quality Improvement Plan, following its approval on the 14 December 2017.</p> <p>The Principal / Chief Executive then shared with the Standards Committee the key areas of focus in 2017 / 2018, following the improvements made in 2016 / 2017.</p>	<p>John Chance</p> <p>John Chance</p>

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	<p>The Standards Committee was reassured, through mid-year assessment points, that the actions are resulting in these areas continuing to improve.</p> <p>Governors questioned what plans are in place for the Ofsted Re-Inspection? In response, the Vice Principal - Quality & Performance stated that data is being collated, positional papers are being written, and arrangements are being put in place to ensure that staff and Governors are briefed as soon as the College is notified. Managers have a detailed action plan identifying roles and responsibilities leading up to and during inspection.</p> <p>The Standards Committee requested a further up-date on the Quality Improvement Plan, at its meeting on the 22 May 2018, so that it could ensure that students are making the desired progress, especially in English & Maths.</p>	<p>Agenda 22 May 2018</p>
18/005	<p>ITEM 5 - DEPARTMENT & DIRECTORATE UP-DATES</p> <p>The Standards Committee welcomed the comprehensive set of reports, and would focus discussion on questions to further understand the strengths, areas of improvement and predicted outcomes for 2017 / 2018.</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>). • 16 - 18 Retention. • 19+ Retention • A Level Progress. • Applied General (<i>Level 3</i>) Progress. • English & Maths (<i>High Grades</i>). • English & Maths Progress. • Achievement (<i>16 - 18</i>). • Apprenticeships Achievement (<i>Timely</i>). <p>Although still high and improving, Governors questioned whether the attendance rate, which was marginally below January 2017 by 0.6%, would improve further? In response, the Vice Principal - Quality & Performance stated that there are a number of strategies in place to ensure that attendance continues to improve, and is being closely monitored on a weekly basis, with regular up-dates to all Governors and External Members.</p>	

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	<p>The Standards Committee the welcomed the addition of the two new columns to the Performance Dashboard to track English & Maths progress (16 - 18), which were above target.</p> <p>The Standards Committee requested that the Vice Principal - Quality & Performance pulls together a list of underperforming course in 2015 / 2016, 2016 / 2017 and 2017 / 2018, and RAG rates them before sharing with the Standards Committee on the 22 May 2018. The Vice Principal - Quality & Performance confirmed that he already has this information, and will share it as requested.</p> <p>5.2 A Levels</p> <p>Mrs Rachel Stainthorpe, Deputy 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> <p>Governors questioned how may 19+ students were studying within MC6 at the present time? In response, the Deputy Director of A Levels stated that there were four students, all of whom are on the Access to Science course.</p> <p>Governors questioned whether the staffing issues have been resolved? In response, the Deputy Director of A Levels stated that there were no issues at present, with recruitment planned for a Business Lecturer and a Maths Lecturer due to retirement for next September.</p> <p>Governors questioned whether the Deputy Director of A Levels had any concerns regarding the Learner Survey Results? In response, the Deputy Director of A Levels stated that she had no concerns with teaching, and most of the issues raised related to the issues in Chemistry, which were resolved during the latter half of 2016 / 2017.</p> <p>Governors questioned whether the Deputy Director of A Levels was pleased with the progress report to date? In response, the Deputy Director of A Levels stated that the management team were pleased, with the next predictions to take place shortly, and these would be based on the recent Mock Examinations, so will give a clearer picture of predictions, and what interventions are needed where students need to improve further.</p>	<p>John Chance</p>

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	<p>Finally, Governors questioned what actions are in place to ensure that Lecturers don't get the predictions wrong? In response, the Deputy Director of A Levels stated that they are working closely with a couple of teams whose predictions were not as expected last year. The A Level's Consultant is also being involved, and other monitoring and staff changes strategies have been put in place to ensure that predictions are as accurate as possible, so that focused intervention can be utilised, where necessary.</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 challenges and strategies in place to improve student progress further.</p> <p>Governors questioned what are the main concerns, and what actions are in place? In response, the Cross College English and Maths Manager stated that marked work and feedback had improved, but needs to be strengthened further, with strategies and training in place to drive improvement. This includes providing additional workshops for staff and engaging with the dedicated English Consultant & Maths Consultant.</p> <p>Governors questioned how many students were entered into the resits in November 2017? In response, the Cross College English and Maths Manager stated that around 200 students were entered, which was a substantial increase, with the College selecting those students that had the possibility of improving their summer grade further. Miss Marina Gaze (<i>College Governor</i>) welcomed the strategy that was being put into place, and confirmed that in her opinion based on her learning walks, teaching and learning in English and Maths is improving.</p> <p>Governors welcomed the progress, and noted that attendance whilst high for the sector, still needed improving further, so that the College target of 93% was met.</p> <p>Ms Jean Golightly (<i>College Governor</i>) left the meeting.</p> <p>Mrs Yasmin Khan (<i>College Governor</i>) left the meeting.</p>	

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	<p>5.4 Northern Skills Group</p> <p>Mr Andrew Robson, Mrs Kelly Pattison and Mr Peter Wilson from the Northern Skills Group attended, and Governors questioned how many students were currently on a Distance Learning Programme. In response, Mr Wilson stated that there were around 400, with 200 recruited since January 2018.</p> <p>Governors questioned what were the main concerns? In response, Mr Wilson stated that this was regarding End Point Assessment for Apprenticeships, but the College was ensuring that it was well placed to deliver.</p> <p>Governors questioned whether any Learner Surveys are carried out within the Northern Skills Group? In response, Mrs Kelly Pattison stated that the Learner Survey is in April and the Employer Survey takes place in June, with other regular surveys being used.</p> <p>Governors then questioned what were the issues reported in relation to one of the OCP Contractor? In response, Mr Peter Wilson stated that there had been some issues with the End Point Assessment provider, which they have now changed. A meeting has been set up for Friday 9 March 2018, with their Head of Quality, to ensure that the learners are re-engaged and achieve.</p> <p>The Standards Committee stated that they were disappointed with some underperforming Apprenticeship courses, but were assured that actions were in place, and these are being closely monitored, with further reports to be shared with the Standards Committee. An up-date on the improvements being made to the accountancy qualification was also noted, with a change in curriculum implemented. The problems are historic, as similar issues occurred whilst being operated in NECC, but changes have been made post acquisition.</p> <p>The Standards Committee requested that Traineeship data be added to the report, so that an up-date can be shared with the Governing Body on the 26 March 2018.</p> <p>5.5 Adult Provision</p> <p>Miss Rachael Lacey, Associate Director of Business Education, presented an up-date on cross College Adult Provision, stating that this was a new addition to the Standards Committee agenda, following discussion between the Deputy Principal and Vice Chairman of Governors.</p>	<p>Peter Wilson</p>

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	<p>Governors welcomed the very high retention, and questioned what the key reasons were? In response, the Associate Director of Business Education stated that it was due to improved Information, Advice & Guidance, which ensured that the student was on the right course at the outset.</p> <p>Governors questioned what strategies are in place to improve some of the in-year data? In response, the Associate Director of Business Education stated that a number of intervention sessions have been provided, along with extra revision sessions for Functional Skills. In terms of Access Provision, staff are working very closely with their students to achieve, with some adults who are having problems with attendance, being moved to alternative courses, such as Distance Learning, so that they continue and achieve.</p> <p>The Standards Committee welcomed the up-date and requested that a summary of intervention strategies be added to the Adult Provision report.</p> <p>5.6 Business & Education</p> <p>No issues were raised.</p> <p>5.7 Health & Care</p> <p>Mrs Paula Willis, the Executive Director, presented an up-date, and Governors questioned what actions were in place to improve those areas highlighted on the Performance Dashboard as needing improving? In response, the Executive Director stated that actions are in place to improve attendance, which was marginally below the College target of 93%. It was also reported that the Directorate is working with the 19+ students to improve retention, but some of the retention issues were related to students moving onto positive destinations such as Apprenticeships or jobs, which has had an impact. Finally, some changes to the curriculum are being considered, to improve attendance and retention further. However, the Standards Committee welcomed the positive predicted Achievement Rate, which was 6.2% higher than the same time last year at 96.1%.</p> <p>Governors then questioned what lessons have been learned from the Student Survey results? In response, the Executive Director stated that the first few days of induction need to be improved, and plans are in place. Some short term sickness has also cause some issues, but staff have worked together to ensure that students are not impacted, with further recruitment planned especially to top up the hourly paid bank.</p>	<p>Rachael Lacey</p>

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	<p>Finally, Governors questioned how many students were on Level 3 courses that impacted on the Value Added Score? In response, the Executive Director stated that this was ninety, and actions are in place to closely monitor these students and ensure the Value Added was positive.</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 positive predictions but questioned what actions are in place to reduce the six-week drop-out rate. In response, the Executive Director stated that the curriculum is being changed, with a number of different pathways being explored. The induction is also being looked at, as in 2017, the induction took place when the College was quieter, which may have had an adverse impact.</p> <p>Governors questioned whether the Executive Director was confident that this area would improve? In response, the Executive Director stated that numerous meetings have taken place with staff to look at different solutions, all of which have been positive. There is also closer scrutiny now taking place, especially with regards to Information, Advice & Guidance, so with these and other strategies in place, the Executive Director was confident that the area would improve.</p> <p>5.9 Catering & Hospitality</p> <p>Mr Paul Watt, Executive Director, presented the Directorate Report, and Governors questioned what has changed to improve English & Maths this year? In response, the Executive Director stated that there is now a more faculty based approach, timetables have changed, and there are three new Tutors in 2017 / 2018, all of which are now starting to have a positive impact.</p> <p>The Standards Committee welcomed the improvements on main programme attendance, and 16 - 19-year-old retention, but would continue to keep a watching brief on the other measures, with some improvement required prior to the end of the year.</p> <p>Mr Tom Courtman-Stock (<i>Student Governor</i>) left the meeting.</p>	

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	<p>5.10 Sport & Recreation</p> <p>Mr Paul Watt, Executive Director, presented the Directorate Report, following the recent addition to his portfolio, and Governors questioned how the area is being integrated, and whether there are any issues? In response, the Executive Director stated that there were some issues with value added last year, but with the change in structure and more focus on quality, strategies are in place to build upon previous good results, especially the Achievement Rate. The Standards Committee noted that attendance was above the College target of 93%.</p> <p>Governors questioned how many staff were being performance-managed? In response, the Executive Director stated that there were two staff that were under close scrutiny, and being informally supported at the present time. Recent meetings with all staff have been positive, and there is a renewed vigor in the department to improve further.</p> <p>5.11 Engineering</p> <p>Mr Steve Ankers, Executive Director, presented the Directorate Report, highlighting the progress being made, and Governors questioned what was being put in place to address the concerns in English? In response, the Executive Director stated that the progress had increased by 4% since the report was written, and mock examinations are due to take place week commencing 12 & 19 March 2018. This would inform the management team of the at-risk students, and the work needed to improve their progress, but would also hopefully indicate that progress was being made.</p> <p>The Standards Committee welcomed the up-date on Maths and the actions being put in place to address some concerns in staffing due to some recent sickness, which had been unavoidable. It was noted that a number of Engineering staff are now teaching Maths, which was having a positive impact, but this area continues to be an area of focus.</p> <p>5.12 Construction</p> <p>Mr Steve Ankers, Executive Director, presented the Directorate Report, which highlighted the predictions for 2017 / 2018, and Governors questioned what actions are in place to improve attendance? In response, the Executive Director stated that there is now improved monitoring in place, with an Attendance Officer recruited, numerous “at-risk” parent evenings having been held, as well as having a designated coordinator in place.</p>	

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	<p>Governors questioned what the staff morale was currently like? In response, the Executive Director stated that since the restructure in 2017, staff have been working well together, overcoming a number of challenges, and this is highlighted by the predicted Achievement Rates, and Retention Rates being above the College target. Some further work in Maths is needed to improve High Grades, which is currently above 2016 / 2017.</p> <p>5.13 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 the TEF Status is at subject level? In response, the Director of Higher Education stated that this was the case.</p> <p>The Standards Committee welcomed the overview and the hard work that is being put in by all staff with regards to getting course validation.</p> <p>It was also noted that the Corporate Services Committee is due to discuss the Five Year Higher Education Strategy on the 9 March 2018.</p> <p>An overview on the current application status was then shared, which was positive, with the conversion rate significantly higher than at the same time last year.</p> <p>The Principal / Chief Executive left the meeting.</p> <p>5.14 High Needs</p> <p>Following a request by the Standards Committee on the 21 November 2017, Mrs Jenni Cairns, Director of Progression Studies, presented an up-date in relation to High Needs, and Governors questioned how many students were in the discrete provision? In response, the Director of Progression Studies stated that there were thirty-one 16 - 18 year olds, and twenty-eight 19+ students.</p> <p>The Standards Committee welcomed the overview, especially as this was the first report shared with them, with no major concerns raised, and a lot of excellent work going on by staff and support services.</p>	

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	<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. Governors questioned why a number of students had not had work experience? In response, the Director of Progression Studies stated that opportunities were being planned for students, including internal work placements, working in the Vintage Shop, as well as other external opportunities in the community.</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>	
18/006	<p>ITEM 6 - DATES OF NEXT MEETING 2017 / 2018</p> <ul style="list-style-type: none"> Tuesday 22 May 2018 at 2.00 pm. 	
18/007	<p>ITEM 7 - ANY OTHER URGENT BUSINESS</p> <p>None.</p>	
18/008	<p>ITEM 8 - MEMBERS DISCUSSION</p> <p>None.</p>	

The meeting closed at 5.20 pm

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