THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE

MEETING OF STANDARDS COMMITTEE – 26.11.2018

MINUTES

PRESENT: A Coleman-Cooke (CG and Chair), M Clarke (SG), C Cooney (CG), M Gaze (CG and Vice Chair), S Lane (CG), Z Lewis (Principal/Chief Executive), A Stephenson (EM).

OFFICERS: J Chance (VP), G Cumiskey (DP), G Duffy-McGhie (DOP), Z Foster (Clerk), C Kipling (VP).

IN ATTENDANCE FOR THEIR ITEM ONLY:
K Burgess (English and Maths Manager), P Stone (DOP), K Pattison (Director of Quality and Performance), R Lacey (AD), C Yule (DOP), P Willis (ED), J Cairns (DOP), P Watt (ED), S Ankers (ED).

Key: CG – College Governor, SG – Student Governor, EM – External Member, DP – Deputy Principal, VP – Vice Principal, DOP – Director of Programme, ED – Executive Director, AD – Associate Director.

1. Apologies for Absence
J Golightly (CG).

2. Minutes of 22.05.20 – approved and signed.

3. Matters arising not on the Agenda
One item remained outstanding from 22.05.2018 (item 5.2 A Levels) regarding drop-out rates for AS and A2 nationally, compared to MC6. The comparative data was currently not available but the Principal gave the Committee an update to governors showing an improving picture.

A further item was ongoing from 22.05.2018 (Item 5.5 Higher Education) as regular updates would be provided on the activities of the Academic Board.

4. Cross College Reports
4.1 College Self Assessment Report 2017-2018 – G Cumiskey
G Cumiskey tabled the final outcomes from the SARs validation meetings for the Committee. Additionally:
- Some discussion took place regarding the Adult Provision score and governors were reassured of the decision for a grading of 2.
- Governors also queried High Needs gradings and this was clarified as being in terms of outcomes.
- Governors congratulated the 1 gradings by Travel and Tourism, Visual and Performing Arts, Computing and Construction.
- It was considered that the areas of main concern were Adults and Business Education, and G Cumskikey outlined the plans in place to address these.

Agreed to recommend to the Governing Body at its meeting of 18.12.2018 the 2017/2018 College Self-Assessment report with Grade 2
4.2 College Quality Improvement Plan 2018/2019 – J Chance
A full presentation was given, including:
- A detailed plan was in operation for Ethnic Minorities, where there remained an achievement gap
- The support to Access outside of normal hours had been addressed with full coverage
- Areas of development were apprenticeship achievement, Health and Care, Business and Education, Maths and English; though governors acknowledged that progress scores had improved
- A reformatted version would be developed including assessing the overall impact at the end of the year and the headline report would be strengthened to show greater focus

Agreed to recommend to the Governing Body at its meeting of 18.12.2018 the 2018/2019 Quality Improvement Plan (subject to agreed revisions)

4.3 Teaching, Learning and Assessment Update – G Duffy-McGhie
A full discussion as a result of recent reviews was undertaken, including consideration of consistency in planning, the need for detailed SOW, future review points (February), retention, but that improvements were still being made

4.4 Progress Measures and KPIs Update – J Chance
This was considered fully.
- There was a further discussion in relation to A Level progress in light of linear and other factors, including reporting
- English and Maths predictions were considered in detail and J Chance would check that full triangulation was happening

Governors welcomed the excellent attendance for the overall main study programme. Whilst Maths and English were below the College’s targets it was acknowledged that the College was progressing positively in these difficult areas.

It was agreed that a Study Programme Dashboard – HE, Apprenticeships and Adult dashboards would be developed.

4.5 Higher Education Update – P Stone
P Stone gave a complete overview including:
- Retention rates had dropped slightly but still above benchmark
- Appropriate systems were now in place as per requirements for the OfS
- The applications target was new this year and may be amended going forward
- The applications for next year were slightly ahead of last year

A full discussion took place on the difficulty getting accurate data on continuation rates and the complexities involved with this particularly with the move from Teesside to OU.

4.6 English and Maths – K Burgess
A full update was given including:
- Processes in relation to ‘at risk’ meetings to share good practice and of the steps within (i) Standardization meetings, (ii) Validating data with Head of Quality, (iii) Blind sampling. Resulting intervention strategies and actions were outlined
- Indicators were reasonably positive, though there was work still to do
The committee debated:
- underperforming courses and the processes involved
- GCSE resit requirement and college operational plans associated with this
4.7 Apprenticeships – K Pattison
An update was given, including the forecast of a 5% increase in achievement.

The main actions from Ofsted were discussed, including barriers to success, staffing, increased employer role, increased review points, and retention, including the need to provide a summary of reasons in the future.

Agreed action for K Pattison to provide a summary of reasons for leaving courses

4.8 Adult Provision – R Lacey
An update was given.

The overall strategy was discussed, including considerations of induction, entry requirements, assistance with research, functional skills, environment, increased IT support for students and distance learning results.

5. Department and Directorate Updates
5.1 A Levels – C Yule
C Yule presented a full report outlining plans for teaching and learning, particularly with regards to consistency of planning across the directorate being the main issue, and the effects/future planning in relation to the new linear papers.

Governors had a full discussion and Q&As about A Levels, including: student progress 17/18, retention between years, ‘swap shop’ initiative, linear papers and strategies to support students, applications 2018/19, and future predictions, which were looking positive.

5.2 And 5.3 Health and Care/Business and Education – P Willis
P Willis presented a report to both areas outlining barriers/concerns in relation to getting back to a ‘2’ grading, including attendance and introduction of exams and relating strategy.

Governors discussed the approaches and issues, including motivation of staff, support mechanisms in place, strategy going forward, attendance and access.

The new examination process for Health and Social Care was also debated in terms of recruitment and achievement.

5.4 Progression Studies – J Cairns
A full report was presented, including the complexities associated with Progression Studies at the various different levels. There would be a considered focus on Functional Skills going forward. It was hoped that new leadership from January would be very positive.

High needs, exemption levels, looking at the work of other colleges in this area, behaviour, work experience difficulties, and new staffing were areas of discussion and questioning by the Committee.

5.5 Sport and Recreation/5.6 Travel and Tourism/5.7 Catering and Hospitality/5.8 – Hair and Beauty/5.9 – Computing and 5.10 Visual and Performing Arts – P Watt
P Watt gave a comprehensive overview of all of the areas, which were all performing strongly, and which governors acknowledged warmly.

Apprenticeships, work based learning, maths coaching staff recruitment, staff morale and retention, and increased recruitment for some courses were all discussed by governors.
5.11 Engineering/5.12 Construction – S Ankers

A full report included acknowledgement that Engineering outcomes were close to being graded 1 and that overall team spirit was excellent.

Discussion included staffing stability, new staff and vocational coaches, the complexities required to constantly adapt to employer and skills demands and needs, Access retention strategies, greater employer involvement in work experience, and a constant interest and support for Engineering in both recruitment and parents’ evenings.

Governors congratulated the Construction results, and S Ankers maintained high hopes that they will further improve outcomes this year.

6 Dates of Next Meetings 2018-2019 – A Coleman-Cooke

6.4 Monday 4 March 2019 at 2pm
6.5 Monday 20 May 2019 at 2pm

7 Any other Business – A Coleman-Cooke

One item - M Gaze asked for consideration to be given to changing the date of the final Governing Body meeting of the year – Z Foster would arrange an alternative.

8 Members Discussion – A Coleman-Cooke

None taken.

The meeting closed at 5.25 pm

**ACTIONS TO BE COMPLETED**

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<thead>
<tr>
<th>ITEM</th>
<th>ACTION</th>
<th>BY WHOM</th>
<th>DEADLINE</th>
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<tbody>
<tr>
<td>4.4</td>
<td>Study programme, HE, Apprenticeship, Adults dashboards to be developed</td>
<td>J Chance</td>
<td>As soon as possible</td>
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<tr>
<td>4.7</td>
<td>Breakdown of reasons in relation to retention</td>
<td>K Pattison</td>
<td>As soon as practical</td>
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<td>7</td>
<td>Meeting date change for Governing Body in July</td>
<td>Z Foster</td>
<td>ASAP</td>
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Confirmed Standards Minutes Meeting 1 – 26.11.18