

THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE

CONFIRMED MINUTES OF MEETING OF STANDARDS COMMITTEE – 04.03.2019

PRESENT: A Coleman-Cooke (CG and Chair), M Clarke (SG), 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).

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), P Oakes, D Payne, M Emery.

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

S Ankers (ED), C Cooney (CG), Y Khan (CG).

Noted that J Golightly was no longer a member of the Committee.

2. Minutes of 26.11.2018 – approved and signed.

3. Matters arising not on the Agenda

Item 5.2 – to be carried over until the May meeting due to external information not yet being available.

4. Cross College Reports

4.1 College Quality Improvement Plan 2018/2019 – J Chance

A full presentation was given, including: there were no retention gaps between white British and other ethnic groups across the 19+ basic skills provision; positive indicators for Functional Skills learners (improved retention, higher predicted achievement and positive English and Maths department reviews); timely predictions for apprenticeships being up on last year; A Level progress with higher predictions than last year as had BE and HC (though both still below target). J Chance confirmed that the next six weeks were critical as this was typically the key drop out period for adult learners.

Questions and discussion included: consideration of achievement 'v' progress referencing key areas of English and Maths attendance, BE and Health and Social care and A Level progress; support given to Departments; A Levels strategy.

4.2 Teaching, Learning and Assessment Update – G Duffy-McGhie

An update to the changes to the process from Term 1 to Term 2 was given. Key areas of continued concern and support were highlighted (A Levels, Business, Maths and English within Health and Care).

A full discussion considered: planning (particularly at A Level) and links to the quality of learners work; new termly focused feedback measures which the College felt confident would stand up to external scrutiny; support for 'at risk' areas including re-observations; staff morale which was shown as improving particularly within the Curriculum areas.

Governors welcomed the continued hard work and enthusiasm with improving all aspects of Teaching and Learning which was acknowledged as particularly challenging post-Ofsted in 2016.

4.3 Progress Measures and KPIs Update – J Chance

This report was based on Assessment Point 3 (of 5) and looked at all of the key areas in detail.

Z Lewis added further explanation to the dipped attendance for English and Maths i.e. the effect of the November resits and the bus strike early in January. She reassured governors that attendance across the

college was being monitored weekly both college-wide and by department thereby allowing appropriate strategies to be developed, and that it remained high relative to other colleges.

Discussion included: achievement rate forecasting; future planning via upcoming CMT strategy days to improve English and Maths attendance; progress within DfE scores of the College; the complexities in determining accurate progress scores; retention; Adult learners; apprenticeships including debating whether one satisfaction survey for students was sufficient and additional mechanisms which support knowledge including focus groups; and HE achievement and graduate outcomes.

Governors asked about the mechanisms for absent students to catch up – options included canvas, increased use of virtual learning and intervention sessions depending upon age group.

4.4 Student Withdrawal Report 2018-2019 – J Chance

J Chance gave an overview of the report. He informed the Committee that figures were on a par with the previous year generally but that there had been movement at a department level in some cases.

Governors asked how the College was tackling H&B early drop-outs? J Chance gave the background to this and outlined the tracking system and initiatives that were in place including transition pilots with two local schools. Resourcing for this was discussed as were transition issues generally across 60+ schools and ways to improve this.

Discussion included drop-out rates at the lower levels and reasons for this, and the impact of mental health and piloting work with Middlesbrough Council.

4.5 QDP Learner Induction Survey 2018/2019 – J Chance

Key highlights were that 2018 was higher than 2017 and that all curriculum departments had improved with the exception of Progression Studies. Generally, there had been a vast improvement with satisfaction being good overall.

Governors discussed Progression Studies particularly the complex needs of students, and the need to ensure students have realistic expectations and early awareness of extra studying to effect success.

4.6 Higher Education Update – P Stone

P Stone gave a full overview including: positive retention rates and predicted pass rates both being above target; 'full confidence' Department Review outcome; the resit process; the drop-out rate, reasons and processes; the transition process from Teesside University, and positive recruitment indications.

A full discussion took place on pass rates and resit mechanisms and the robust HE recruitment including media coverage, top up entries and processes. Additionally, Governors asked about drop-out rates and were informed that there had been an improvement of 5% (approx. 40 students).

4.7 English and Maths – K Burgess

A full update was given including: November resit figures and strategy; progress; factors influencing attendance; underperformance meetings; maths mentors strategy and work; and predicted out-turn.

The Committee debated and queried: why there was a decline in November resit figures – more students had been entered allowing for greater intervention earlier; how Maths mentors were recruited, utilized and supported and the positive impact they were having; lower Adult GCSE high grades, reasons for this and the support in place for staff and students.

Governors expressed their support to the approaches being taken.

4.8 Apprenticeships – K Pattison

An update was given including: retention and reasons for leaving (largely employer related); improving communication and understanding with employers to improve standards and retention rates; standards gateway; attendance; and key areas of focus (Services and Computing).

Committee discussion included: how Parkdene was working and the impact on overall achievement; retention issues specifically service industry and Technical Sales; a detailed consideration of retention and improvements being made to reduce this; and the devolvement to departments of quality.

Governors asked that information about the gateway, specifically how many apprenticeships had reached the point of End Point assessment, be incorporated into the next report. Action by K Pattison.

M Clarke left the meeting

4.9 Adult Provision – R Lacey

The presentation and discussion included a focus on: Business and Education which was improving; Access being a key area to improve; Adult GCSE predictions (English and Maths); retention on Distance Learning and links to students being actively engaged; ESOL update including new strategies; management of low learner courses particularly in relation to viability.

Governors asked for an update on Functional Skills – data was promising and strategies seemed to be working ensuring a much stronger position.

Z Lewis left the meeting

4.10 Subcontracted Outward Collaborative Provision (OCP) – J Chance

An overview was given including the management of the various elements and the expectations of a positive outturn.

After discussion it was **agreed** that the future reports for OCP be revised for the Committee with a 'quality' of teaching and learning focused perspective. Action by J Chance – to amend future reports accordingly.

Agreed that there was a need to reformat all reports based on a standard template (to include a dashboard and order of content) to ensure consistency across Directorates and Departments thereby allowing for ease of comparison for committee members. Action by J Chance, G Cumiskey and Z Foster

5. Department and Directorate Updates

5.1A Levels – C Yule

C Yule presented a full report.

Governors' discussion and Q&As included: the reasons for the attendance decline and actions as a result which would hopefully improve attendance; the tutorial structure and its impact; increase in student numbers; underperforming courses and reasons; support for single subject courses and staff (both internal and external subject knowledge support); the impact of the department review process changes.

5.2 And 5.3 Health and Care/Business and Education – P Willis

Key discussion points were:

H&C - attendance and value added; retention; apprenticeships which were going well, Adult external assessment issues.

BE – overall improvements; access to HE; apprenticeship recruitment and late applications; English and Maths attendance 16-18 and the complexities of that; work placements strategy and possible options.

Governors asked for a breakdown of grades and predictions in future reports (Business and Education) – Action by P Willis.

5.4 Sport and Recreation/5.5 Catering and Hospitality/5.6 Hair and Beauty/5.7 Travel and Tourism – P Watt

Key discussion and questions included:

Sport and Recreation - staffing/sickness and subject specialist cover, improved retention and quality and application numbers; student discipline; positive student induction survey.

Catering and Hospitality – staffing particularly with English and Maths, and strategies in place going forward; work placements.

Hair and Beauty – reasons for the increase in drop-out rates and attendance; good retention rates; application numbers.

Governors asked for a further data cleanse of the data. Action by G Cumiskey and J Chance.

Travel and Tourism. Governors received the report which was acknowledged as very good in all areas.

There was also a query **regarding 5.11 Computing** in relation to Maths predictions. P Watt outlined the situation with regards staffing and predictions and that the Easter prediction point should be clearer.

5.8 Progression Studies – J Cairns

A full report was given referencing the good predictions in Functional Skills; Level 2 Maths; increase in vocational going forward and work placements; QDP results and impact of the online approach.

The Committee queried the QDP results and possible reasons were discussed. Further reflection would inform the strategy for next year.

5.9 Engineering/5.10 Construction – P Oakes, D Payne, M Emery

The Committee were updated on the absence of S Ankers and they wished him well in his recovery.

Engineering – discussion centred around Maths and English and attendance strategies; explanation of predictions across the assessment points with 19+ being considered in detail; decrease in welding applications and reasons and the possibility of this reversing in the future.

Construction – queries and debate areas included: attendance interventions; Maths and English; the effect of students getting early jobs and management of this; targets for external work experience; staff turnover effects; retention in Bricklaying.

The Committee thanked P Oakes, D Payne and M Emery.

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

6.1 Monday 20 May 2019 at 2pm

7 Any other Business – none taken

8 Members Discussion – no further discussion

The meeting closed at 5.10pm

ACTIONS TO BE COMPLETED

ITEM	ACTION	BY WHOM	DEADLINE
4.8	An update of gateway progress – how many apprentices had reached the point of End Point assessment	K Pattison	20.05.19 meeting
4.10	To amend future Subcontracted Provision reports with a quality focus	J Chance	20.05.19 meeting
4 and 5	Develop a standard template for all reports which included an up to date dashboard	J Chance, G Cumiskey, Z Foster	20.05.19 meeting
5.3	A breakdown of grades and predictions to be incorporated into future reports	P Willis	20.05.19 meeting
5.6	Data cleanse for next meeting	J Chance, G Cumiskey	20.05.19 meeting