

THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE

CONFIRMED MINUTES OF MEETING OF STANDARDS COMMITTEE – 25.11.2019

PRESENT: A Coleman-Cooke (CG and Chair), C Cooney (CG), J Hatfield, (SG), S Lane (CG), Z Lewis (Principal/Chief Executive), A Stephenson (EM), D Still (Staff Governor).

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

IN ATTENDANCE FOR THEIR ITEM ONLY:

S Ankers (AP), P Watt (AP), C Ramsden (AP), K Burgess (English and Maths Manager), P Stone (DOP), C Yule (DOP), K Cutler (AD), E Pargeter (AD), R Lacey (AD), J Cairns (DOP).

Key: CG – College Governor, SG – Student Governor, EM – External Member, DP – Deputy Principal, VP – Vice Principal, AP – Assistant Principal, DOP – Director of Programme, AD – Associate Director, RM – Regional Manager.

1. Apologies for Absence

M Gaze (CG), M Laidler (CG).

To note: J Hatfield left at 4pm and C Cooney left at 4.45pm

2. Declarations of Interest

None declared.

3. Minutes of 20.05.2019 – approved and signed.

4. Matters arising not on the Agenda

No matters arising not covered within the reports.

5. Cross College Reports

5.1 College Self Assessment Report 2018/2019 – G Cumiskey

Governors received a detailed update of the College Self-Assessment document 2018/2019 which took into account the new Eif format.

Governor questions and discussion included key strengths and additions; Adults based learning and Access; an outline of personal development, areas of weakness and development including a discussion about improvements to teaching and learning.

Governors offered a number of amendments and clarifications for the document.

The Committee recommended the document for approval by the Governing Body on 16 December 2019, (subject to amendments discussed) with an overall Grade 2 (Good). Once approved this would be uploaded on the Ofsted website by the end of January 2020

5.2 College Quality Improvement Plan 2019-2020 – J Chance

The outturn from 2018-2019 was detailed linking continuing areas of focus for 2019-2020

The QUIP was discussed in full. Due to an admin error in the papers, the report for 2019-20 would be issued via email and updated through Board IQ for Committee for consideration and approval. Action by Z Foster to arrange this asap.

Post meeting note: the QUIP 2019-20 was recommended for approval via written resolution as outlined above.

Governors' discussion and questions included: key achievements and areas for improvement from 2018-19 with a key focus for the forthcoming year being on Apprenticeships;

Further detail in relation to the Apprenticeship Review was also presented to governors by G Cumiskey (via email).

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

A full overview was given.

Discussion and questions included: A Level students and staffing; student performance report progress; observations update; apprenticeships; interventions; quality and consistency across the college, and tracking and monitoring update including use of Smart Assessor by all.

Governors appreciated the increased narrative within the report.

5.4 Progress Measures and KPIs Update – J Chance

After an update, detailed consideration took place on the positive measures, albeit acknowledging that it was early for study programmes. A KPI update was also given.

Discussion and questioning included: A Level progress; English and Maths GCSE; improvements in the Access drop-out rate; Apprenticeships; HE and IT; Applied General target, report cards; bursary payments and reward links; attendance changes and improvements; parental communication (now and future possible options) and feedback;

Subject to the amendment for Applied General as discussed and agreed in the meeting, the KPIs for 2020-2021 were **agreed**.

5.5 Apprenticeships – S Ankers

An overview of the new style of Cross College reporting was given by Z Lewis.

A comprehensive summary of the written report was given by S Ankers with input from P Watt.

Questions and discussion focused on: key strengths and weaknesses; Smart Assessor; development of employer reports; predictions; retention and withdrawal reasons; employer relationships; consultant outcomes including a return visit after Easter; achievement (standards and framework) and closer working relationships with Sales Team which was improving appropriate enrolment onto courses.

5.6 Study Programme Report – P Watts

There was confirmation that available data was strong across the study programmes at this early stage.

Governors' discussion and questions included: some improvements in attendance for English and Maths with the new attendance officers to increase monitoring and tracking; A Level provision progress, retention and achievement rates; attendance more widely; 6 week drop out; industry placements; and underperforming course processes.

5.7 Adult Provision – C Ramsden

The update included detail of early monitoring processes; attendance in key areas; distance learning; Access; Adults and drop-out rates in some areas (Health and Care; Engineering).

Questions and discussion included: confidence to improve Distance Learning through improved process for enrolments, employment of a new Quality Manager and better engagement; Adults – including attendance in English and Maths; and ESOL.

5.8 English and Maths – K Burgess

The English and Maths report was received.

Discussion and questions included: likely under-predictions of English at AP1 by Departments and how this was being approached for greater standardization; Maths predictions, progress and the need to improve accuracy in some areas; recent school GCSE results in the Tees Valley; and an update on the November Resits including an excellent attendance rate of 96%.

5.9 Higher Education Update - P Stone

The written report was received for information. Z Lewis confirmed that she would reporting the latest OfS correspondence at the next Governing Body meeting for information and awareness.

Discussion included consideration of: retention and pass rates; outturn figures; OfS and regulation regime generally and college specific; the recent OU visit; students numbers; TEF status and preparation for 2021 re-assessment including areas of focus; self-assessment; tracking of student destinations; issues for students (IT); acknowledgement of the excellent outcome of External Examiner's Report which outlined no elements of concern regarding quality; and the need to increase publicity for 1st Class degree students (and others) more widely. Action by P Stone to develop an appropriate strategy with Marketing.

5.10 Subcontracted Outward Collaborative Provision (OCP) – J Chance

The report was received for information with no significant concerns reported.

Governors discussed the addition of Skills Network including quality and spread of risk over subcontracting provision. After consideration **agreed to recommend** for approval by the Governing Body on 16 December 2019 that Skills Network be added as a subcontractor subject to due diligence

6. Department and Directorate Updates

6.1 A Levels – C Yule

C Yule presented a full report.

Governors' discussion and Q&As included: performance management of staff generally and review of a small number of underperforming staff; detailed consideration of student interventions; early predictions of first year students; second year predictions after mock exams and at AP4 providing an effective indicator; retention rates, Ofsted and progress and staffing.

6.2 Health and Care – K Cutler/E Pargeter

The written report was received by the Committee.

Governors' discussion and questions included: planning for improvements within adult learning (current SAR Grade 3); retention; at risk students; development of staffing and culture; class sizes; placements; 6 week drop out rates for Study programmes and Adults and tracking of this; T Levels including possible reduction in high grades in the early years; increased support for students and the focus for disciplinaries (behaviour and increasingly attendance).

6.3 Business and Education – R Lacey

The written report was received by the Committee and G Cumiskey gave a verbal overview of improvements last year and continued work.

Discussion and questions included: Changes to the early approach to Adults including attention on study skills and general support; staffing; attendance policy; improved drop-

out rate and timetable changes; ESOL including high attendance rates and the new pre-ESOL course running this year.

6.4 Hair and Beauty – P Watt

The report was received by the Committee.

Key issues drawn attention to and discussed included: drop-out rates and actions to reduce this; staffing and future planning; improvements in attendance; work placements and improved data in Maths and English.

6.5 Progression Studies – J Cairns

After a full report high needs, functional skills and attendance (particularly English and Maths) were discussed in detail.

6.6 Employability and Projects – C Ramsden

The Committee were informed that this was a new area in which the College was getting a good reputation.

Governors discussed recruitment of staff which was now nearly complete.

6.7 The following areas were confirmed as continuing to be strong and as agreed, were not reported on formally at the meeting of the Standards Committee: *Catering and Hospitality; Sport and Recreation; Travel and Tourism; Computing; Visual and Performing Arts; Engineering and Construction.* **Overall data for these areas being included in the cross college reports.**

Any in-year issues were discussed in the relevant Cross College reports:

7. Dates of Next Meetings 2019-2020– A Coleman-Cooke

7.1 Monday 9 March 2020 at 2pm

7.2 Monday 18 May at 2pm

8. Any other Business – none taken

9. Members Discussion – a discussion about the length of meetings took place.

Z Lewis confirmed that there should be fewer curriculum reports going forward with more discussion being held in the over-arching reports. It was **agreed** that all Cross College reports would be allocated 20-30 minute slots and that 2-3 departments would also be asked to present.

Governors were impressed with the changes to the Cross College reports particularly in relation to improved data and presentation.

The meeting closed at 5.40pm