

Meeting of the Quality, Curriculum and Standards Committee

Venue: TEAMS
Date: Thursday 10 November 2021
Time: 4:00pm – 5.35pm

Present: Malcolm Grady (in the Chair)
 Jackie Watson
 Susan Wear
 Colin Seccombe
 Sheila Alexander

In Attendance: Lindsey Whiterod (CEO)
 Jane Cuthbertson (CFO)
 Neil Longstaff (Director of Governance)
 Mo Dixon (Principal TyneMet College)
 Rob Grainey (Assistant Principal – STC)
 Marie Flatman (Assistant Principal TyneMet)
 Claire Shipley (Assistant Principal - Quality) (CSh)
 Simon Ashton (Principal SSMS)
 Lorna Lister (Clerk)

ITEM	ISSUES	ACTION
1.	<p>Apologies for Absence</p> <p>The Committee approved apologies for absence received from Gary Hindmarch after having first considered the reasons for his absence.</p>	
2.	<p>Declarations of Interest</p> <p>The Chair reminded members to declare any conflicts of interest as they arose on the agenda.</p> <p>There were standing declarations for links to Tyne Coast Academy Trust for the following: MG, CS an LWh.</p>	
3.	<p>Minutes</p> <p>The minutes of the meeting held on 16 June 2021 were agreed and to be signed by the Chair.</p> <p>Matters Arising not covered on the agenda</p> <p><u>3.1 Quality Report</u></p> <p>Confidential item</p>	
4.	<p>Review of Committee Performance against TOR</p> <p>The purpose of the report was to update the committee on the performance of the</p>	

	<p>Quality, Curriculum and Standards Committee during 2020/21. An online survey had been completed by governors to review the Committee's performance during the previous academic year.</p> <p>Responses to the survey could be viewed in Appendix A which was made available for governors prior to the meeting.</p> <p>There were no areas identified as being either ineffective or less than satisfactory. Overall governors graded the committee's performance as 'Good'.</p> <p>Resolved: That the committee accept the report and acknowledge the information as presented.</p>	
<p>5.</p>	<p>Committee Workplan 2021/22</p> <p>The plan presented had been agreed by the Board in July 2021. NL asked for governors to consider the plan and highlight any areas the committee felt needed to be changed.</p> <p>The Chair recommended streamlining each committee meeting to make it more effective by having the HE Strategy, Quality Strategy and Marine Strategy presented in line with their review cycle unless there were any significant issues that governors needed to be made aware of, then a paper was to be brought to the Committee i.e. next scheduled meeting.</p> <p>It was noted that the Apprenticeship Strategy & Curriculum strategy update had been deferred to the next meeting.</p> <p>Resolved:</p> <p>i. That the committee accept the report and acknowledge the information as presented.</p> <p>ii. That the HE Strategy, Quality Strategy and Marine Strategy presented in line with their review cycle unless there were any significant issues that governors needed to be raised.</p> <p><i>NL left the meeting 4.07pm</i></p>	
<p>6.</p>	<p>Annual Health & Safety Report incorporating policy update</p> <p>The purpose of the report was to update the committee on accident/incident data and significant Health and Safety developments during 2020/21 academic year at Tyne Coast College (TCC).</p> <p>This report provided a summary of information on health and safety and the Tyne Coast College approach during the period covering the following:</p> <ul style="list-style-type: none"> • Changes to the health and safety policy that were approved by the committee • An update on TCC college accident statistics and showed that accidents/incidents were still declining. • RIDDOR reportable accidents during 2020-21 academic year (Zero) however there were 3 reportable issues relating to BV Statutory Inspections/thorough examinations, which were reported and resolved immediately. • Details on major issues raised at Local Safety meetings, which gave rise to risk. • An update on staff training in this area – all mandatory training completed during the period and further development of Training Needs Analysis and nominated H&S training lists. • A summary of the fire drills and fire alarms activation on the college site. 	

	<ul style="list-style-type: none"> • Inspections that had been undertaken by third parties and internal staff – no serious breaches were found. • The TCC COVID audit conducted during 2020 period which showed only 2 minor issues which were immediately resolved. <p>The Chair stated that the report was comprehensive and pleasing and asked for comment from the committee.</p> <p>Q. A governor asked was there any actions that needed to be dealt with this year? JC informed the meeting that the current H&S Manager was retiring imminently, and a new member of staff was starting in a couple of weeks. It was noted in the interim period Sarah Bartlett (Head of Estates) was to step in as she had knowledge in the field.</p> <p>The Chair noted that the report was positive and that Tyne Coast College was a safe environment to work as less accidents were occurring.</p> <p>Resolved: i. That the committee accept the report and acknowledge the information presented. ii. That the committee recommend the report for approval by the Board.</p>	JC
<p>7.</p>	<p>Report on ISO Compliance</p> <p>The purpose of the report was to update the Committee on the current position of the ISO9001:2015 system. It was noted that there was a Monitoring Review by BSI in May 2021 – zero non-conformances reported and that staff had been trained as ISO Internal Auditors.</p> <p>SA explained that the Marine School and the Welding Institute were the areas that required ISO compliance and the certification lasted for 3 years. Generally, there were 2 x 1.5-day audits throughout this period however, it was changing to a 2-day and 1-day audit as this was slightly cheaper. The Curriculum Lead in Engineering was looking after the Welding workshops regarding ISO 9001.</p> <p>A governor stated that this was an excellent report however, what was the significance of having such certification and what were the implications if the college didn't have it? SA explained that it was a quality assurance certificate required as a pre-requisite by the Maritime and Coast Guard agency.</p> <p>Q. Could any other area within the College be included? All 'full cost' areas of the college were included in the scope. It was noted that Engineering and construction at TyneMet could be included but this would be at an extra cost as well as incorporating more staff to complete. Adding to this TyneMet campus would be classed as a second site therefore would increase the cost considerably.</p> <p>The Chair asked for his thanks to be passed onto the staff involved and SA for presenting a very positive report.</p> <p>Resolved: That the committee accept the report acknowledging the information as presented.</p>	
<p>8.</p>	<p>HE Self Evaluation Report 2020-21</p> <p>Confidential item</p>	

9.	<p>Draft College FE Self-Assessment Report 2020-21 and QIP 2021-22</p> <p>Confidential item</p>	
10.	<p>KPI Monitoring Report</p> <p>The KPIs for Tyne Coast College’s FE provision allowed performance monitoring against targets and to intervene should there be any negative deviation from targets throughout the academic year. It also allowed the college to monitor performance against previous year’s performance and where benchmarks were available, against other FE Colleges.</p> <p>The document provided an update on targets that had been set to reflect the student journey and incorporate the key milestones throughout the year. Discussions took place around the following areas:</p> <ul style="list-style-type: none"> • Applications • Enrolment • 42 Days • Attendance • Work Placement • Retention • Achievement • Student Voice • Progression <p>MD presented the paper and asked for any questions from the committee. It was noted the data for 20/21 was being finalised and the first 3 targets were updated with years 21/22 figures.</p> <p>The Chair stated that this paper was new to the committee and was crucial to monitor throughout the year, the RAG rating was helpful and areas of red could be actioned immediately.</p> <p>Resolved: That the committee accept and approve the report acknowledging the information provided.</p>	
11.	<p>Annual Report on Safeguarding</p> <p>The purpose of the report was to provide the Committee with an annual report on Safeguarding.</p> <p>The safeguarding report provided information on progress against 19/20 actions, safeguarding referrals, multi-agency working, statutory guidance and actions for 2021-22.</p> <p>RG presented the report highlighting any areas of importance for the governors, he noted all actions had been completed from the previous year bar one, which had been identified as partially completed, this was due to Covid and the fact learning walks had not been completed.</p> <p>The significant difference between both campuses were highlighted and also the increase between 19/20 and 20/21 reported safeguarding incidents. It was suggested this was due to the online mechanism for reporting referrals had improved.</p> <p>The Chair stated that Safeguarding would be high on the agenda for Ofsted and would be</p>	

	<p>one of the first areas they would look for evidence.</p> <p>Q. What steps were taken to make sure TyneCoast students were safe, how effective was the procedure and how were safeguarding referrals were reported? RG explained it was embedded through tutorial and curriculum sessions, safeguarding staff were identified to the learners and how to report a concern. The college supported staff in dealing with the safeguarding cases and that any incidents were reported quickly and effectively.</p> <p>The Principal explained the effective action taken by staff in dealing with a recent safeguarding incident.</p> <p>CSh stated that issues raised through the student surveys were always followed up and addressed quickly, where needed.</p> <p>The Chair asked for the governors thanks to be passed onto the safeguarding team.</p> <p>Resolved: That the committee approve the report and acknowledge the information as presented.</p>	
<p>12.</p>	<p>Compliments and Complaints Annual Report 2020-21</p> <p>The purpose of this report was to review compliments and complaints for the full academic year 2020/21 compared to previous years and to summarise the compliments and complaints for the first half term of 2021/22 academic year.</p> <p>Compliments at both South Tyneside and TyneMet had increased in the 2020/21 academic year. The college had put in place a more formal process for capturing this information across TyneMet, South Tyneside and the Marine School. This allowed the college to capture all the positive feedback received from students, parents, employers and all other key stakeholders</p> <p>Complaints had decreased across both sites, which was testament to some of the excellent work done by tutors and support staff from September 2020 onwards. However, all complaints were taken seriously and all thoroughly investigated and responded to in a timely manner.</p> <p>The report had also included 21/22 to date to give a flavour of what had been reported so far in this academic year.</p> <p>It was noted compliments from students had stated they felt supported by the staff particularly through the lockdown via on-line learning and assessment.</p> <p>LL passed on feedback from a governor who was not present at the meeting but had forwarded his comments to be shared with the Committee. A governor stated that compliments and complaints was a good gathering of data and agreed that the increase in compliments was useful for marketing.</p> <p>Q. Could the report author indicate if any complaint was not cleared at the initial response stage? All complaints that were received in 20/21 were dealt with within the 13-week time constraint and no complaints were currently outstanding.</p> <p>Resolved: That the committee accept and approve the contents of the report and</p>	

	acknowledge the information as presented.	
13.	Any other business None.	
14.	Identification of Confidential Items Resolved: That the following items are to remain confidential: <ul style="list-style-type: none"> • Item 3.1 Matters arising (Quality Report) • Item 8 - HE Self Evaluation Report 2020-21 • Item 9 - Draft College FE Self-Assessment Report 2020-21 and QIP 2021-22 	
	Date and Time of Next Meeting The next meeting was to be held on Wednesday 16 February 2022 at 4.00pm	

Signed:

Date: