

Meeting of the Quality, Curriculum and Standards Committee

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

Present: Malcolm Grady (in the Chair)
 Colin Seccombe (part)(CSe)
 Jackie Watson
 Susan Wear

Apologies: Sheila Alexander
 Gary Holmes

In Attendance: Neil Longstaff (Director of Governance)
 Mo Dixon (Principal TyneMet College)
 Catherine Donnelly (Exec Director HR)
 Craig Scott (Director of IT)(CSc)
 Rob Graineey (Assistant Principal – STC)
 Marie Flatman (Assistant Principal TyneMet)
 Claire Shipley (Assistant Principal - Quality)(CSh)

ITEM	ISSUES	ACTION
1.	<p>Apologies for Absence</p> <p>The Committee approved apologies for absence received from those identified above after having first considered the reasons for their absence.</p> <p>Introductions were made.</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>	
3.	<p>Minutes</p> <p>The minutes of the meeting held on 26 November 2020 were formally received, agreed and to be signed off by the Chair.</p> <p>Matters Arising not covered on the agenda</p> <p><u>3.1 Reporting to the Board</u> NL confirmed the following:</p> <ul style="list-style-type: none"> • The Annual Health and Safety Report had been presented to the Board for information. • The Annual Report on Safeguarding was presented to the Board for information. • The SSMS Strategy Update was presented to the Board for information. • The Higher Education Strategy 2020-2025 was approved by the Board. • The HE Self-Evaluation Report 2019-20 was endorsed by the Board. 	

	<ul style="list-style-type: none"> • The College Self-Assessment Report 2019-20 was approved by the Board with the addition of the Quality Improvement Plan. • The Quality Strategy (FE) 2020-2023 was approved by the Board. 	
4.	<p>Annual Review of College Charter</p> <p>This paper was to provide the committee with the College Charter that formed part of the student handbook.</p> <p>CSc explained that the College Charter aimed to provide, to students, an outline of the service they could expect to receive from the College during their time at the College.</p> <p>The Charter was currently made available to all students via the student handbook of which all students received an e-copy. The Charter was also displayed on notice boards throughout the College.</p> <p>There had been no changes to the Charter in the last 12 months and was still fit for purpose although a more comprehensive review was to be undertaken next year to take account of the inspection framework and the significant move towards online learning.</p> <p>A governor felt that this document needed to be more personal to the student but came across as a set of statements. MD stated that the wording could be reviewed to make it more personable.</p> <p>The Chair stated that the student voice was extremely important as it helped inform the development of the curriculum and structures of the College.</p> <p>It was recognised that the new Ofsted framework was being documented within the reports and papers of the College.</p> <p>Resolved: That the committee approve the College Charter for 2020-21 subject to a change in wording to make it more personable to the student.</p>	CSc / MD
5.	<p>Policies:</p> <p>5.1 Equality and Diversity Policy</p> <p>The Equality and Diversity Policy had been reviewed by the Executive Director for HR and endorsed by the Senior Executive Group (SEG) and Equality and Diversity Committee, and was now being presented for committee consideration.</p> <p>The document had been updated earlier than planned to include the International Holocaust Remembrance Alliance (IHRA) definition of antisemitism, as recommended by the Secretary of State for Education and title changes. These changes had been highlighted within the policy.</p> <p>Resolved: That the Committee, having discussed the document, are in agreement with the proposed changes but wish for the Board to express a view as to whether to adopt the IHRA definition as part of the Equality & Diversity Policy.</p>	NL
	<p>5.2 Complaints Policy</p> <p>The complaints policy had been reviewed by the Head of SEND and Student</p>	

	<p>Services. No changes were being recommended.</p> <p>Q. Stages of complaint? MF outlined the stages within the document for information.</p> <p>Q. Definition of complaint needed? This was deemed unnecessary as it could restrict complaints if students misunderstood the definition.</p> <p>Q. Capturing everything that was coming in? Yes, staff were content with the way in which complaints were being reported and recorded. MD explained that a considerable amount of work was being undertaken by staff to prevent them escalating to a formal complaint.</p> <p>Q. Do students know what to complain about? Yes, students had multiple opportunities to raise any issues/concerns that they might have e.g. within lessons, their tutors, 1-2-1s, learner forums etc.</p> <p>Resolved: That the Committee approve the renewal of the Complaints Policy, as presented.</p> <p><i>CD left the meeting.</i></p>	
	<p>5.3 Safeguarding Policy and Safeguarding Procedure</p> <p>The purpose of this paper was to review and agree the Safeguarding Policy and Procedure.</p> <p>The Safeguarding Policy and Procedure had been reviewed by the Assistant Principal and endorsed by the Senior Executive Group (SEG).</p> <p>The document had been updated to align with the most recent publication of Keeping Children Safe in Education 2020, with updated structure and processes.</p> <p>Q. Children Missing in Education or missing education? It was commented that it was MIE as children could go missing from the education system. RG was to review this paragraph and update where required.</p> <p>NL highlighted that the approval section needed updating to show consideration by this committee.</p> <p>RG made governors aware of a new safeguarding platform which allowed staff to make referrals online and provided for consistent reporting across the College.</p> <p>Q. Appendix 6 should be confidential? It was noted that when the document is saved the system labelled the document appropriately.</p> <p>Resolved: That the Committee agree to recommend the Safeguarding Policy and Procedure to the Board for approval subject to changes and clarification requested above.</p>	RG
6.	<p>Quality report – update</p> <p>Confidential Item</p> <p><i>CSe joined the meeting</i></p>	
7.	<p>Curriculum Strategy update</p> <p>Confidential Item</p>	

	<i>MF left the meeting</i>	
8.	Update of Compliments and Complaints 2020/21 Confidential Item	
9.	Any Other Business None.	
10.	Identification of Confidential Items Resolved: That the following items are to remain confidential: <ul style="list-style-type: none"> • Item 6 - Quality Report update • Item 7 - Curriculum Strategy update • Item 8 - Compliments and Complaints update 	
11.	Date and Time of Next Meeting The next meeting was to be held on Wednesday 16 June 2021 at 4.00pm	

Signed:

Date: