



TyneCoastCollege

Quality, Curriculum and Standards Committee

<u>Venue:</u>	Teams
<u>Date:</u>	Wednesday 16 June 2021
<u>Time:</u>	4.00pm – 5.45pm
<u>Present:</u>	Malcolm Grady (in the Chair) Colin Seccombe Jackie Watson
<u>Apologies:</u>	Susan Wear Gary Holmes
<u>In Attendance:</u>	Lindsey Whiterod (CEO) Neil Longstaff (Director of Governance) Mo Dixon (TyneMet College) Claire Shipley (Assistant Principal – Quality) (CSh) Marie Flatman (Assistant Principal TyneMet) Rob Grainey (Assistant Principal – STC) Simon Ashton (Principal – SSMS)

ITEM NO.	ISSUES	ACTION
1.	Apologies for absence The Committee received and approved apologies for absence from those identified above after having first considered the reasons for their absence.	
2.	Declarations of interests The Chair reminded members to declare any conflicts of interest as they arose on the agenda.	
3.	Minutes and Matters Arising The minutes of the meeting held on 10 March 2021 were approved and to be signed by the Chair. Matters arising <u>Development Event</u> The Chair thanked the CEO, Principals and Director of Governance for a very informative and well-designed Governor Development event, which had been held on 10 June 2021.	
4.	Quality report Confidential item	

5.	<p>SSMS Quality report</p> <p>Confidential item.</p>	
6.	<p>Curriculum Strategy</p> <p>Confidential item</p>	
7.	<p>Annual Equality & Diversity report incl. Objectives 2021 – 22</p> <p>Confidential item</p>	
8.	<p>Proposed KPIs for 2021/22</p> <p>The purpose of the report was to identify Key Performance Indicators that could be monitored throughout the academic year. MD explained to the committee that the KPIs reflected the student journey.</p> <p>Eight key areas were identified in the report that the college would monitor throughout the academic year. Each KPI was monitored against internal targets and against national benchmarks (where available).</p> <p>The monitoring allowed early intervention to take place should any KPI start to fall below its agreed target. Regular reports on KPIs were to be reported to governors, SEG and the Senior Management Team (Principal and Assistant Principals).</p> <p>The targets were as follows:</p> <ul style="list-style-type: none"> • Application Targets: Application numbers gave an indication of interest in the curriculum areas and allowed the development of the Curriculum Plan. Applications were from both external and internal applicants. Application numbers refer to individual applications for courses rather than individual applicant. • Enrolment Targets: The enrolment target was taken from the Curriculum Plan and monitored throughout the year. • 42 Day Retention Target: The first 42-day period was crucial for the college and the student experience. It was essential drop out was minimised and to ensure students were fully engaged and enrolled on the most appropriate programme. During this period all students were RAG rated to determine their level of risk. Appropriate wrap around support was put in place to ensure students remain on programme. • Attendance Target: High levels of attendance usually lead to high levels of retention and achievement. Poor attendance was an early indicator of drop out and early interventions should support students to remain on programme. • Retention Target: It was essential that with the correct IAG all students remained fully engaged. Monitoring retention on all programmes allowed identification of any possible patterns of behaviour or negative trends. It also allowed to identify areas of high performance and then share good practice. • Achievement Target: Successful completion of the programme was the primary objective for every student. • Student Voice Target: Gathering student feedback throughout the student journey was important. It allowed the college to identify areas of good practice as well as areas for improvement. Student voice captured at the start of programme, on programme and on exit. • Progression Target: Students were expected to make a positive progression from their programme of study. A positive progression could be to the next level, to another FE programme, to HE, to an apprenticeship, employment or to voluntary work. 	

	<p>A Governor expressed his approval of the KPI report and how useful it was for the governors to show progression throughout the academic year. It was highlighted that the KPIs would also be used within the marine school, the 14-16 provision and HE.</p> <p>The Chair agreed from a monitoring point of view and a governance perspective, as well as Ofsted, that the report highlighted quickly key areas that needed attention which were easily identifiable using the RAG rated system. Responding to a question, NL stated that the committee should seek Board approval of the report and once agreed, the KPIs be presented to future meetings of this committee for monitoring purposes.</p> <p>It was agreed for this to be a standing item on the agenda to keep the governors up to date and well informed of progress.</p> <p>Resolved:</p> <ol style="list-style-type: none"> i. That the Committee agree to receive the report and acknowledge the changes and information presented. ii. That the report is to be recommended to the Board for approval. iii. That KPIs Monitoring Report be a standing item on future agendas of the Committee. 	MD/NL NL
9.	Identification of confidential items Resolved: That the following matters are to remain confidential: <ul style="list-style-type: none"> • Item 4 – Quality report • Item 5 – SSMS Quality report • Item 6 – Curriculum Strategy • Item 7 - Annual Equality & Diversity report incl. Objectives 2021 – 22 	
10.	Date and time of Next Meeting TBC	

Chair:

Date: