TyneCoastCollege

Meeting of the Quality, Curriculum and Standards Committee

Venue:	STC, Conference Room 1 & TEAMS
Date:	Wednesday 4 December 2024
Time:	4.00pm – 6.05pm

Present:	Gary Hindmarch (in the Chair) Nicola McCluskey Joanne Fanning
Apologies:	Martin Alexander Doug Cole
In Attendance:	Lorna Lister (Senior Governor Officer) Simon Ashton (Principal SSMS)(SA)(TEAMS) Mandy Morris (Principal) Eamonn Murphy (Soft Services Manager / Safeguarding Lead) Diane Turner (Vice Principal) Tony Pattison (Director of Quality – Teaching & Training) David Gardner (Assistant Principal) Emma Douglas (Director of HE Quality and Systems) Jackie Gates (Director of Student Services & Safeguarding) Tamara Stephenson (Director of Business Engagement, Partnerships, Skills and Apprenticeships) Lorraine Schapira (Director of Marketing & Recruitment)

ACTION TRACKER

Item	Summary of Action Required	By whom	Status	Comment / Update
Meeting of the 6 Dec 2023				
12.	**Complaints Policy** The Complaints Policy is approved subject to a paragraph being added that will protect the complainant, where appropriate.	**TP**		Added but under further review 4/12/24 - Completed
Meeting of the 4 Dec 2024				
5.	**Workplan:** • Agenda items to be deleted and included for future meetings. • Quality Strategy to be marked on workplan was removed on request of LWh	**LL**		
9.	**Skills Update:** Retention report to be included in the Quality report presented to committee	**TS/TP**		Completed – report included in the December Quality Report.

MINUTES

ITEM	ISSUES	ACTION
1.	**Apologies for Absence** The Committee approved apologies for absence received from those noted above having first considered the reasons for their absence. A round of introductions was made.	
2.	**Declarations** Declarations of Interest The Chair reminded members to declare any conflicts of interest as they arose on the agenda. ii. Business to be raised under Item 19 Update from the Offer for Students (OfS) (SA)	
3.	**Minutes** The minutes of the meeting held on 25 June 2024 were agreed and signed by the Chair. **Matters arising not covered on the agenda** As reported on the Action Tracker.	
4.	**Review of Committee Performance against TOR** The purpose of the report was for the committee members to review the Quality, Curriculum & Standards Committee performance during the year 2023-24. The 100% of responses provided showed that the committee's performance was 'very good' and no areas showing any ineffectiveness. There were some comments highlighted to the Committee which stated that the forum would welcome the support and guidance from external stakeholders. LL explained if the committee identified those that they would like to join the committee, then the governance department would follow up the recommendation. **Resolved: That the governors accept the report and acknowledge the information as presented.**	
5.	**Committee Workplan 2024-2025** The agreed workplan for the committee was agreed at July 2024 Board, LL asked the committee to revise the workplan and advise of any reports that needed to be included or be removed.	

	GH asked the committee to review the reports and asked were there any to be removed. It was agreed for the report – Feedback form Business & Stakeholder Groups – be removed as this was reported within the College Curriculum Update report. GH asked the committee if any reports needed to be included, it was agreed to include a Marketing Update in the June meeting. **Resolved: That the committee accept the updates to the College Quality, Curriculum and Standards Workplan for 2024-25 and request minor amendments to be made.**	
6.	**Annual Health & Safety Report** The purpose of the report was to update the committee on accident/incident data significant Health & Safety developments during 20023/24 academic year at Tyne Coast College. The following was discussed: • It summarised changes to the health and safety policy that was approved by the committee; • It provided an update on TCC college accident statistics and showed such accidents/incidents; • It gave a summary of the RIDDOR reportable accidents. When a student was sent to hospital if any form of treatment was given this would result in an HSE recordable incident no matter how minor the treatment. If no treatment was given and only an observation took place this would not result in a recordable incident. • The summary detailed major issues raised at Local Safety Meetings which gave rise to risk. Nothing major wad brought to light. • It gave an update on staff training provided in this area – all mandatory training complete during the period and further development of Training Needs Analysis and nominated H&S training lists. • It gave a summary of fire drills and fire alarm activations on the college site. • It gave a summary of inspections that had been undertaken by third parties and internal staff – no serious breaches were found. **Q.** *Were there any comparisons between the two sites?* The peaks and troughs in both graphs mirrored one another, there were no real comparisons to be made. No concerns were highlighted, and trends would be monitored. **Resolved:** i. **The committee accept the report and acknowledge the information as presented and are satisfied there are sufficient measures in place to manage health and safety within Tyne Coast College.** ii. **The committee recommend the report to the Board for approval.**	
7.	**Termly Safeguarding Report** Confidential item	
8.	With the agreement of the Committee, the Chair changed the order of business as follows: **Marketing Update**	

The purpose of the report was to provide an update on the marketing objectives for 2023-24 and review the priorities for 2024-25.

LS highlighted the priorities for 2023-24:
- Implement a robust keep warm strategy for applicants and progressors
- Recruit to the allocation target for 16-18 (2024/25) which was 1936
- Increase delivery of South Shields Marine School (SSMS) main recruitment events from two per year to three and widen the school liaison offer
- Implement three new websites – South Shields Marine School, TyneMet College and South Tyneside College
- Review and grow the school liaison offer
- Increase engagement in secondary schools north and south of the Tyne

LS explained how each of the priories had been achieved.

LS highlighted some additional information/successes noted in the paper.

The budget was highlighted and the challenges around the budget straddling two academic years. In house marketing was on pause until in house templates had been created.

Community engagement and employer engagement had been successful with a meetings being held north and south of the Tyne. TCC were now present and could keep abreast of the changing landscape and update where required.

Q. *Was the 2024-25 strategy similar to that of last year?* Yes.
Q. *What were the current admission figures?* 2078 with retention at 99.3%

LS noted that the Careers team had now moved into her department which she had found most effective.

Resolved: That the Board agree to receive the report acknowledging the information presented.

9.	**Skills Update**

Skills Update

The purpose of the report was to provide the committee with an update on apprenticeship provision, employer engagement and current partnerships.

The following was presented:
- Update on apprenticeship provision.
- Summary of recent advisory boards across TCC.
- Overview of curriculum service level agreements.

TS noted that there was a close monitoring of the figures at present, if a further 14 students dropped out then this would put the college below green on the ESFA dashboard. There were intervention and retention meetings which the student found to be helpful and supportive. The business engagement team also assisted with this on Wednesday afternoon's it was a whole team approach.

Q. *How would the committee be able to monitor the risk?* A monthly retention report could be produced which could be included in the Quality Report presented by TP.

MM explained how there had been a national decline in apprenticeships due to a preference to follow the BTEC level 3 pathway. HOD's were to look at the apprenticeship

model and agreed for the interim line manager to continue until further notice. MM highlighted that apprenticeships were not cost effective and very expensive to run.

It was noted that next year could see a decline even further in apprenticeship numbers.

Resolved:
  i. **That the Board agree to receive the report acknowledging the information presented.**
  ii. **A retention report was to be included in the Quality Report for the next committee meeting**

TS/TP

| 10. | **Student Services Update** | |

The purpose of the report was to provide the committee with an update on Student Services provision.

The report covered the following areas:
- SEND/ALS
- Dyslexia
- EAAs
- MHWB
- Counselling
- Safeguarding
- Student Finance and Bursaries
- Enrichment
- Student Union

In addition, the report also gave an overview of:
- The E2 & E3 numbers and income for the last 4 years
- The proposed E2 placements and income for 25/26
- Achievements/Successes/Opportunities
- Risks/Causes for Concern

Q. *What did Element 2 mean?* Element 2 high needs funding supported the provision for learners with SEND who required additional resources to participate in education and learning. The colleges 'host' Local Authority (South Tyneside) liaise with all the Local Authorities that have learners with SEN who were planning to study at TM/STC, collate the total place numbers, negotiate these place numbers with the college and then submit the agreed place numbers to the ESFA in the November of the year prior to the next academic year that they were for. This funding was part of the ESFA funding statement the College receives each year.

Each place provided up-to £6k per learner. E.g. in 24/25 the college negotiated 149 places which equated to £894k in E2 funding. However, If a learners support needs exceeded £6k, the college then apply directly to the relevant Local Authority for additional funding called Element 3 (High Needs Top-up). So, the first £6k was paid from the E2 place and anything over was paid directly from the Local Authority as E3. An issue occurs when the college has more learners that require support over the 149 places which was the position the college had found itself in the past couple of years. This year the college had more than 149 learners who required funding over £6k. This meant that we do not have enough places to cover the first £6k of those learners over the 149 nor did the college have any places to support any learners who had support needs up-to £6k. The college could negotiate in-year for additional places which was currently in process.

	On a positive note, the college negotiated the 25/26 allocation and it was hopeful that this situation would be rectified next academic year as the LA submitted 289 places for the college.	
	Q. *What was the funding for and what was it spent on?* To support learners with personal care, classroom resources or technology. JG explained that although there was additional funding to support students this did not increase her budget and in turn did not increase her workforce. It was also noted that 55% of the ALS learners were in mainstream education.	
	JG stated that adult learners and 16-18 learners who required additional support but did not have attached funding had no staff to support them, mainly down to budget constraints.	
	The achievements, successes and opportunities were highlighted, and areas of concern noted.	
	Resolved: That the governors accept the report and acknowledge the information as presented.	
11.	**College Overview** Confidential item	
12.	**Maths & English Update** Confidential item	
13.	**Quality Report for SSMS** Confidential item	
14.	**ISO Update** **The purpose of the report was to update the committee on the current position of the ISO9001:2015 system.** **The following was highlighted:** • Annual Monitoring Visit took place in May/June – 2 minor non-conformances which were no closed and finished. • Consideration of applying for certification for ISO14001 – Environmental Management and/or ISO45001 – Health and Safety. • Auditing Training to take place in February and March 2025. **Resolved: That the governors accept the report and acknowledge the information as presented.**	
15.	**HE Strategy** SA and ED explained that they were reviewing the HE Strategy and would update the committee in due course. **Resolved: That the governors accept the verbal update.**	
16.	**Quality Update for STC/TyneMet incorporating KPMs Monitoring**	

	Confidential item	

17.	**EDI Update**
	
	The purpose of the report was to provide the committee with an update on the College's commitment to Equality, Diversity and Inclusion.
	
	The following was highlighted:
	• Workforce Data – 65% of staff were full-time. 41% lecturing staff with 48% business support.
	• White Ribbon – We were an approved organisation and had a clear 3-year action plan set to become accredited.
	• EDI Awards – planned for 2025 and categories now in place.
	• Learner Voice – diverse ethnic groups overall satisfaction was above 90%.
	• Further information – TCC were one of twenty-one colleges to be approved to gain access to the Helena Kennedy Awards – Hardship funding and National Recognition Awards. LAC learner numbers had increased by 48% this year.
	• EDI Committee was to meet w/c 09/12/24.
	
	Resolved:
	  i. **That the governors accept the report and acknowledge the information as presented.**
	  ii. **That governors recommend including the EDI Awards into the EDI Objectives.**	

18.	**AOC Curriculum & Quality Network Briefing Update** This chair asked for the presentation to be included in the papers for information purposes after he had attended an AOC Quality, Curriculum and Standards network meeting. The Chair highlighted the governor actions within the report.	
19.	**Any other business** SA informed the committee that the Office for Students had closed registrations until August 2025 for new organisations. Marine School were going to register as their own entity however will have to wait until next year now to do so.	
20.	**Date and Time of Next Meeting** 19th February 2025 at 4.00pm	
21.	**Identification of Confidential Items** **Resolved: That the following item are to remain confidential:** • **Item 07 – Safeguarding update** • **Item 11 – College Overview** • **Item 12 – Math & English Update** • **Item 13 – Quality Report for SSMS** • **Item 16 – Quality Update for STC/TyneMet**	

Signed:.. **Date:** …………...