



# TyneCoastCollege

## Meeting of the Quality, Curriculum and Standards Committee

**Venue:** STC, Conference Room 1 & TEAMS

**Date:** Monday 18 March 2024

**Time:** 4:00pm – 5.55pm

**Present:** Gary Hindmarch (in the Chair)  
Martin Alexander  
Jackie Watson (TEAMS)

**In Attendance:** Neil Longstaff (Director of Governance)  
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)  
Jackie Gates (Head of Student Services and Safeguarding Lead)  
Emma Douglas (Director of HE Quality and Systems)  
Joanne Chadwick (Director of Business Engagement, Partnerships, Skills and Apprenticeships)(JCh)

### ACTION TRACKER

Item	Summary of Action Required	By whom	Status	Comment / Update
Meeting of the 6 Dec 2023				
12.	<b>Complaints Policy</b> The Complaints Policy is approved subject to a paragraph being added that will protect the complainant, where appropriate.	TP		Added but under further review
20.	<b>Marketing update</b> Q. What can't be achieved? Head of Marketing to be asked what can she no longer do owing to staffing and budget pressures? MM to follow up.	MM/LS		18.3.244 Update provided but specifics needed 25.6.24 Covered on agenda
Meeting of the 18 March 2024				
4.	<b>Halls Self-Assessment Report 2022-23</b> the Halls self-assessment is accepted and that it be presented to the Board for information.	EM		Presented to Board

### MINUTES

ITEM	ISSUES	ACTION
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1.	<p><b>Apologies for Absence</b></p> <p>The Committee approved apologies for absence received from Doug Cole having first considered the reasons for his absence.</p>	
2.	<p><b>Declarations</b></p> <p><u>Declarations of Interest</u></p> <p>The Chair reminded members to declare any conflicts of interest as they arose on the agenda.</p> <p>ii. <u>Business to be raised under Item 15</u></p> <p>None.</p>	
3.	<p><b>Minutes</b></p> <p>The minutes of the meeting held on 6 December 2023 were agreed and signed by the Chair.</p> <p><b>Matters arising not covered on the agenda</b></p> <p>As reported on the Action Tracker and as stated below:</p> <p><u>3.1 Complaints Procedure</u> TP informed the Committee that this procedure document was going to be split into two separate documents around staff and external parties. The existing procedure would continue until the new documents were approved.</p> <p><u>3.2 Marketing update</u> A paper was tabled to the Chair from Lorraine Schapira (Head of Marketing and Recruitment) detailing her concerns around being unable to deliver an integrated marketing campaign for summer recruitment.</p> <p>The Chair indicated that specifics should be given and the question be asked again i.e. what could the Head of Marketing and Recruitment no longer do owing to staffing and budget pressures.</p>	LS
4.	<p><b>Halls Self-Assessment Report 2022-23</b></p> <p>The purpose of this report was to provide an overview of the Halls for governors consideration, demonstrating progress, safeguarding and achievements of the College's under 18 residents, highlighting processes implemented, to ensure the College met the social care and boarding Ofsted minimum standards.</p> <p>The Ofsted Inspection grade achieved 'Outstanding' in March 2023. EM's self-assessment grade was currently 'Good' mainly owing to the conditions of the building and facilities available to residents.</p> <p>It was acknowledged that shared bathroom facilities were rare and could take residents time to adapt to such facilities but the building would not receive further investment owing to the potential move to new accommodation.</p> <p>EM explained that the College provided an enrichment programme and it was well attended, however, any expansion on the current calendar of events could become</p>	

	<p>intrusive and could impact the resident's academia given the short period they spend at the Halls.</p> <p>The Chair praised the case studies given in the report showing numerous examples of enrichment.</p> <p><b>Q.</b> Complaints Procedure – any statistics? Complaints were mainly around facilities e.g. Wi-Fi and were always resolved quickly to avoid any potential escalation.</p> <p><b>Q.</b> Improvement Plan-minor issues? Based mainly on the issues highlighted from the last Ofsted visit. It was felt that more could be done regarding enrichment and a female Designated Safeguarding Lead (DSL) would be beneficial. Prices charged for rooms were below threshold and received no complaints.</p> <p><b>Q.</b> Any themes to bring to governors' attention? None other than Wi-Fi access.</p> <p>Responding to a question EM stated that staff were on top of matters concerning estates and repairs.</p> <p><b>Resolved: That the Halls self-assessment is accepted and that it be presented to the Board for information.</b></p>	<b>EM</b>
<b>5.</b>	<b>Safeguarding update</b> Confidential item	
<b>6.</b>	<b>College Overview</b> Confidential item	
<b>7.</b>	<b>Quality Update for STC/TyneMet</b> Confidential item	
<b>8.</b>	<b>Quality Report for SSMS</b> Confidential item	
<b>9.</b>	<b>Ofsted – update</b> Confidential item	
<b>10.</b>	<b>Accountability Agreement update</b> Confidential item	
<b>11.</b>	<b>Student Services - data on initial application to Assessment</b> Confidential item	
<b>12.</b>	<b>Apprenticeship Strategy and general update</b> Confidential item	
<b>13.</b>	<b>Work Experience Update</b>	

	<p>The purpose of the report was to provide the Quality, Curriculum and Standards Committee with an update on the College's work experience position.</p> <p>The position as at February 2024 was described as follows:</p> <ul style="list-style-type: none"> <li>• 100% of learners had a start and end date</li> <li>• 49% of learners had started WEX (i.e. on target)</li> <li>• 100% of T-Level learners had started placement (20/20)</li> <li>• 85% of Awarding bodies placement had started (104/199)</li> </ul> <p>DG stated that External Work Experience completed by students had improved significantly over the course of 22/23 in comparison to 21/22 and further again moving into the 23/24 academic year.</p> <p>Key priorities for 2023/24 were outlined by DG.</p> <p>Areas of concern included i) changes/defunding of the L3 qualifications which could result in a reduction of L3 opportunities for learners and ii) a restriction on the number of placements (employers).</p> <p><b>Q.</b> More successful, more work experience and hence more issues? Yes, but the College would continue to build its employer base.</p> <p>MM also highlighted a risk around T Level industry placements as it was explained that should students not complete their required hours, they would fail the entire course. Governors were also made aware of students who were the sole bread winner in a household were more likely to be attracted to part time work ahead of any T Level.</p> <p><b>Resolved: That the report is received and information is acknowledged.</b></p>	
14.	<p><b>Feedback from Business &amp; Stakeholder Groups</b></p> <p>None</p>	
15.	<p><b>Any other business</b></p> <p>None.</p>	
16.	<p><b>Date and Time of Next Meeting</b></p> <p>Scheduled for Wednesday 26 June 2024 at 4.00pm but subject to change.</p>	
17.	<p><b>Identification of Confidential Items</b></p> <p><b>Resolved: That the following item are to remain confidential:</b></p> <ul style="list-style-type: none"> <li>• <b>Item 05 – Safeguarding update</b></li> <li>• <b>Item 06 – College Overview</b></li> <li>• <b>Item 07 – Quality Update for STC/TyneMet</b></li> <li>• <b>Item 08 – Quality Report for SSMS</b></li> <li>• <b>Item 09 – Ofsted update / Accountability Agreement</b></li> <li>• <b>Item 11 – Disclosure, Assessment and Support Data for Student Services</b></li> <li>• <b>Item 12 – Apprenticeship Strategy and general update</b></li> </ul>	

**Signed:**.....

**Date:** .....