



Meeting of the Quality, Curriculum and Standards Committee

Venue: STC, Conference Room 1 & TEAMS

Date: Wednesday 26th June 2025

Time: 4.00pm – 5.50pm

Present:
Michael Johnston (in the Chair)
Nicola McCluskey
Rachael Taylor (T)

Apologies:
Martin Alexander
Doug Cole
Gary Hindmarch
Joanne Fanning
Jackie Watson
Eamonn Murphy (Soft Services Manager/Safeguarding Lead)

In Attendance:
Lorna Lister (Senior Governance Support Officer)
Simon Ashton (Principal SSMS)(SA)(TEAMS)
Jackie Gates (Director of Student Services)
Dan Raw (Director of STEM & Green Initiatives)
Tony Pattison (Director of Quality – Teaching & Training)
David Gardner (Assistant Principal)
Emma Douglas (Director of HE Quality and Systems)
Lorraine Schapira (Director of Marketing & Recruitment)(T)

ACTION TRACKER

Item	Summary of Action Required	By whom	Status	Comment / Update
Meeting of the 26 th June 2025				
8.	<u>Apprenticeship Update:</u> Advisory Boards to be shared with Governors	DR		13/11/25 – Advisory Boards have been shared with BDU committee. To be shared via email to QCS Committee.

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. LL noted that certain staff members who were scheduled to present papers were unable to attend the meeting, and DG would be stepping in for them.	

2.	<p>Declarations</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><u>ii. Business to be raised under Item 15</u></p> <p>None</p>	
3.	<p>Minutes</p> <p>The minutes of the meeting held on 19 February 2025 were agreed and signed by the Chair.</p> <p>Matters arising not covered on the agenda</p> <p>As reported on the Action Tracker.</p>	
4.	<p>Presentation – David Gardner</p> <ul style="list-style-type: none"> • Update on Annual Accountability Agreement • Update of Curriculum Intent 2025-26 <p>DG introduced the presentation segment, which included updates on the Annual Accountability Agreement and Curriculum Intent for 2025-26. The Annual Accountability Agreement was shared with governors and signed off on 12th June 2025, with all objectives marked as green.</p> <p>The new objectives were described as ambitious, aiming for higher targets such as a positive destination rate of 85-90%. The Curriculum Intent document was detailed, showcasing market share statistics and strategic objectives. South Tyneside College's market share had doubled in the last two years, reflecting positive progression opportunities.</p> <p>The document included comprehensive planning guidance and strategic objectives, highlighting the depth of the curriculum planning. DG emphasised the importance of the progression opportunities maps, which provide an overview of the levels of qualifications across different departments.</p> <p>Governors complimented the document stating it was clear, concise and easy to read. The marketing department were congratulated on the presentation of the document.</p> <p>Q. The targets were ambitious, was there a danger to fall short? They were realistic and achievable. The new framework required the curriculum to be ambitious therefore everything followed suit.</p> <p>SA noted the hard work that had gone into developing the AAA, he explained that it was a team effort and all those involved were to be acknowledged.</p> <p>Resolved: That the governors acknowledged the information as presented.</p>	
5.	<p>Quality Report Update</p> <p>Confidential item</p>	

6.	<p>SSMS Quality Report</p> <p>Confidential item</p>	
7.	<p>College Overview</p> <p>Confidential item</p>	
8.	<p>Apprenticeship Update/Feedback from Advisory Boards & Stakeholder Groups</p> <p>The apprenticeship update focused on the college's efforts to expand its apprenticeship programmes and improve endpoint assessments. DR mentioned that the college had seen an increase in apprenticeship numbers, with 116 apprentices enrolled this year. The college was focusing on expanding its apprenticeship programmes, particularly in construction and multi-skilled labour.</p> <p>Endpoint assessments for apprenticeships had been a concern nationally, with delays in booking assessments. DR highlighted the importance of internal assessments to mitigate these delays. The college was also working on improving the quality of its apprenticeship programmes by incorporating feedback from advisory boards and stakeholder groups.</p> <p>The college had introduced foundation apprenticeships, although there had been some resistance from companies preferring multi-skilled labour. The college was monitoring the success of these programmes and adjusting its offerings based on feedback from employers and apprentices.</p> <p>Overall, the college was making significant progress in expanding its apprenticeship programmes and improving the quality of its offerings.</p> <p>Q. If the employer made the decision for the student (19+) not to complete their English & Math but the student wanted to, what would happen? The employer makes the final decision, however pre-enrolment a discussion took place between all parties to ensure all needs were catered for.</p> <p>Resolved: That the Board agree to receive the report acknowledging the information presented.</p>	
9.	<p>Safeguarding Update</p> <p>Confidential item</p>	
10.	<p>Marketing Update</p> <p>Confidential item</p>	
11.	<p>Policies for approval</p> <p>The report included updates on the complaints policy, HE quality policy, and HE fees policy.</p> <p>The complaints policy had been amended to differentiate between student and staff complaints, with staff complaints being handled through the grievance policy. The policy also included updates on the Office of Independent Adjudicator processes. The person responsible for the policy was questioned therefore the policy was not approved until this information was sought.</p>	SA

	<p>The HE quality policy was a new policy that outlined the principles of quality based on the Office for Students and QA standards. The policy included key performance measures, annual programme reviews, teaching, learning, and assessment reviews, student voice mechanisms, and academic appeals.</p> <p>ED highlighted that a committee member had made some recommendations to the policy via email, ED was to make suggested amendments and present to Board for approval.</p> <p>The HE Fees included updates on the fees for the next academic year, with the college deciding to keep the fees at the basic level due to the commercial environment. The policy outlined the process for setting fees and the rationale behind the decision.</p> <p>Resolved:</p> <ul style="list-style-type: none"> i. That the Board agree to receive the report acknowledging the information presented. ii. That the committee approve the HE Quality Policy and recommend to Board for approval. iii. That the committee approve the HE Fees and recommend to Board for approval. 	
12.	Any other business None	
13.	Date and Time of Next Meeting TBC	
14.	Identification of Confidential Items Resolved: That the following item are to remain confidential: <ul style="list-style-type: none"> • Item 05 – Quality Report • Item 06 – SSMS Quality Report • Item 07 – College Overview • Item 09 – Safeguarding Update • Item 10 – Marketing Update 	

Signed:.....

Date: