



TyneCoastCollege

Meeting of the Quality, Curriculum and Standards Committee

Venue: STC, Conference Room 1 & TEAMS

Date: Wednesday 27 November 2025

Time: 3.30pm – 6.05pm

Present: Gary Hindmarch (in the Chair)
Michael Johnston
Alan Nixon
Doug Cole (T)
Margaret Savage

Apologies: Martin Alexander
Nicola McCluskey
Rachael Taylor (T)

In Attendance: Lindsey Whiterod (Chief Executive Officer)
Lorna Lister (Senior Governance Support Officer)
Simon Ashton (Principal SSMS)(SA)(TEAMS)
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)
Nicola Aris (Head of Student Services)
Eamonn Murphy (Soft Services Manager/Safeguarding Lead)
Sarah Bartlett (Director of Estates)

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		27.11.25 - Completed
Meeting of the 27 th November 2025				
4.	<u>Student Services Update</u> Discussions around the question “How will you develop courses through the lens of inclusion”	LWh/NA		
8.	<u>Apprenticeship Update incl Apprenticeship Strategy:</u> Advisory Board Update internal document to be shared with the committee	DR		
15.	<u>Committee Workplan:</u> Revised workplan to be presented to Board for approval.	LL		Agreed Board 18.12.25

MINUTES

ITEM	ISSUES	ACTION
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1.	<p>Apologies for Absence</p> <p>The Committee approved apologies for absence received from those noted above having first considered the reasons for their absence.</p> <p>A round of introductions were made.</p>	
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 20</u></p> <p>None</p>	
3.	<p>Minutes</p> <p>The minutes of the meeting held on 25 June 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>With the agreement from the governors the Chair changed the order of business.</p> <p>Student Services Update</p> <p>The purpose of the report was to provide the committee with an update on the Student Services provision.</p> <p>NA provided an overview and highlighted that there are approximately 380 HCP learners, with around £220,000 in funding for these learners. Additionally, there are 1169 SEND Students with no EHCP, highlighting the need for mindful consideration of their changing circumstances.</p> <p>The report detailed various statistics, including 692 well-being referrals and 46 counselling referrals with 1209 finance applications being accepted.</p> <p>The student union had seen significant growth, with 185 students on board, and new enrichment initiatives have been launched across campuses. It was highlighted that this was mainly down to the employment of the Student President who was making significant impact.</p> <p>The report also emphasised the importance of inclusive practices, noting high satisfaction rates among marginalised groups and the successful implementation of tailored support measures.</p> <p>Challenges were identified, including a national shortage of learning support assistants (LSA's) added with the increasing complexity of learners' needs, particularly those with social, emotional, and mental health issues it was proving difficult to recruit long term into the role.</p>	

	<p>Q. SEND staff recruitment and responsiveness? This was a national issue, the LSA cohort was generally student based and sometimes came from internal progression opportunities. It was often a ‘stop-gap’ profession. It had to be noted that the severity of needs was increasing and continued to put pressure on services.</p> <p>The CEO updated the committee on a conversation she had with the DfE Commissioner and a question which had been asked – How will you develop the construction course through the lens of inclusion? This was being asked of governors in Ofsted visits, this had to be considered. NA responded by stating the college offered quality first teaching and if the curriculum understood their learner, then all students would be included. It was agreed to develop discussions further outside the meeting. DG stated that it was not just about the learner it was about staff too.</p> <p>The chair expressed appreciation for the efforts made by the student union president and discussed the difficulty of recruitment for learning support staff.</p> <p>Resolved: That the governors accept the report acknowledging the information as presented.</p>	NA/LWh
5.	<p>Annual Equality & Diversity Report incl EDIB Policy Review</p> <p>The purpose of the report was to provide the committee on the college’s commitment to Equality, Diversity and Inclusion.</p> <p>The report provided detailed workforce data, learner voice feedback, and updates on various initiatives. It was noted that 56% of staff are female and 44% are male, with 27 staff members identifying as having a disability. Satisfaction rates among ethnic groups were strong, with high levels of satisfaction reported in safeguarding and well-being. The report highlighted the importance of inclusive practices, noting the success of the EDIB awards and the positive impact on learner satisfaction.</p> <p>The Northeast Racism Coalition was discussed, with the college joining the coalition to challenge racism and promote dialogue. The White Ribbon initiative was also mentioned, focusing on violence against women and girls, with the college seeking accreditation as a White Ribbon organisation. There was a discussion around emphasising a holistic approach to supporting learners with significant needs.</p> <p>The Equality, Diversity, Inclusion & Belonging Policy was reviewed with the committee acknowledging the comprehensive nature.</p> <p>Resolved:</p> <ol style="list-style-type: none"> i. That the governors accept the report acknowledging the information as presented. ii. That governors approve the Equality, Diversity, Inclusion & Belonging Policy. 	
6.	<p>Annual Report of Safeguarding & Review of Safeguarding Policy and Procedure</p> <p>Confidential item</p>	
7.	<p>Annual Health & Safety Report</p> <p>The annual health and safety report was presented by SB, noting that the health and safety policy had been reviewed with no significant material changes. The report detailed the activities of local safety committees, the number of accidents, and the implementation of new policies, including an E-scooter, mobility wheelchairs, and cycle policy.</p>	

	<p>Two RIDDOR incidents were reported, one involving a learner at STC main site and the other a staff member at TyneMet who slipped on ice. The report highlighted the importance of reporting accidents and the positive trend of decreasing accidents over the academic year.</p> <p>The chair commended the efforts made to ensure a safe environment and noted the importance of continued vigilance and reporting. He also informed the committee of the regular Link Governor visits he had with the Health & Safety Manager Graham Ramm, these visits were logged and reported to Board.</p> <p>Q. How were medical conditions recorded? Recorded all on one form. Q. What was covered in the category 'other'? Often what visitors bring in or students.</p> <p>Resolved: That the governors accept the report acknowledging the information as presented.</p>	
<p>8.</p>	<p>Apprenticeship Update incl Apprenticeship Strategy</p> <p>Confidential item</p>	
<p>9.</p>	<p>Apprenticeship Admissions Policy</p> <p>The committee discussed the new apprenticeship admission policy, which aimed to improve the enrolment process and reduce delays. The policy included a flow chart to guide the process from initial health and safety assessments to final enrolment. The committee agreed to amend the flow chart to make it more readable.</p> <p>Q. What happened if the student did not meet the entry criteria? They would be encouraged to enrol on F/T courses to gain maths and English. Q. Who explained the requirements to the student? The Business Engagement Advisor.</p> <p>The Principal explained that a lot of work had been involved in the evolution of the policy making it a lot more simplistic, there was now a clear understanding of targets required and expectations for numbers. Staff were also more aware of the requirements.</p> <p>The committee acknowledged the hard work of DR and Neil Bowen in developing the apprenticeship strategy and policy, and the positive impact on the apprenticeship team's performance and targets.</p> <p>Resolved:</p> <ol style="list-style-type: none"> i. That the governors accept the report acknowledging the information as presented. ii. That the governors approve the Apprenticeship Admissions Policy. 	
<p>10.</p>	<p>TCC Self-Assessment Report 2024-25 and QIP incorporating HE, FE (incl report from HE SER Working Group)</p> <p>The committee reviewed the self-assessment report and quality improvement plan (QIP) for 2024-25, incorporating higher education (HE) and further education (FE). The report highlighted the skills needs of various departments, showcasing strong examples of meeting these needs while acknowledging areas that require attention. The committee noted the importance of aligning the self-assessment report with the new Ofsted framework, which was challenging but necessary for accurate assessment.</p>	

<p>The committee reflected on each of the grades as reported and gave the following comments:</p> <ol style="list-style-type: none"> 1. Skills need – Reasonable Contribution – Agree 2. Leadership & Governance – Expected Standard - Agree 3. Inclusion – Expected Standard – Agree 4. Education Programmes for Young People (EPYP) – Expected Standard – Agree 5. Adult Learning – Expected Standard – Disagree 6. Apprenticeships – Expected Standard – Agree 7. Provision for Learners with High Needs – Expected Standard – Agree 8. Safeguarding – Met – Agree <p>The committee proposed a reasonable contribution judgement for skills needs and inclusion, reflecting both the self-assessment report and the college's position. The discussion on education programmes for young people highlighted strong outcomes in some areas, but challenges with attendance and positive grades in maths and English. The committee acknowledged the need to drive up standards and improve progress for students. There was a debate on whether to downgrade the adult provision section to reflect current challenges more accurately, with a consensus on the need for rigorous documentation and position statements to guide future improvements. It was noted to downgrade now to 'Needs Attention' and work up toward 'Expected Standard' demonstrating progress and challenge.</p> <p>Q. Apprenticeships – with 3 out of 5 areas requiring attention how could that be graded as Expected Standard? TP explained the context and numbers around apprenticeships and the committee agreed.</p> <p>DG accepted there were challenges around maths and English however were looking at amalgamating both with a main lead and two HoD's at each site.</p> <p>Appointed Ofsted Nominee was to be changed to DG Pg 22 – the negative terminology needed addressing.</p> <p>The committee agreed to endorse the self-assessment report as an evolving document, with further training and inspection reports to be reviewed throughout the year. The committee expressed confidence in the transparency and openness of the report, and the importance of continuous improvement and alignment with the new framework. It was noted that Safeguarding practices was exceptional in the college.</p> <p>Q. Did the SAR still have to be sent off to the DfE? No</p> <p>The Chair asked for the KPI's for the forthcoming year 25-26 be shared with the committee</p> <p>Resolved:</p> <ol style="list-style-type: none"> i. That the governors accept the report acknowledging the information as presented. ii. That the governors approve the Self-Assessment Report (SAR) on proviso of the grade change to Adult Learning to 'Needs Attention'. <p><u>10i – HE SER</u></p> <p>The purpose of the report was to provide a comprehensive review of Tyne Coast College's Higher Education provision for the academic year 2024-25.</p> <p>The report noted the following:</p>	<p>TP</p> <p>TP/LL</p> <p>TP</p>
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	<ul style="list-style-type: none"> • Enrolment: 1,727 HE students enrolled (down from 2,341 in 2023–24 due to cessation of subcontracting), with significant growth in South Shields Marine School (+243 above target). • Student Voice: QDP surveys showed high satisfaction at induction (95%) and strong intellectual challenge (89%), but NSS scores remain below sector benchmarks for organisation and feedback. • Attendance: Overall HE attendance at 92% (+2 above target), though some departments (DPT16, DPT23) require improvement. • Resources & Support: Strong satisfaction with specialist resources and mental health support; however, students requested better Wi-Fi, extended library hours, and dedicated HE spaces. • Student Outcomes: Continuation and completion rates exceed OfS thresholds, but progression for part-time students (61%) and achievement in some departments (MDC, DPT12) need improvement. • Assessment: External examiners confirmed fairness and transparency but recommended a more holistic and vocationally relevant assessment design and improved feedback consistency. <p>The report awarded the following grades to the Office for Students (OfS) conditions, with the overall grade awarded being Bronze.</p> <ul style="list-style-type: none"> • B1 Academic Experience: Bronze • B2 Resources, Support & Engagement: Silver • B3 Student Outcomes: Silver • B4 Assessment & Awards: Bronze <p>It was noted that the HE SER had been scrutinised by a working group prior to being presented to the committee.</p> <p>Resolved:</p> <ol style="list-style-type: none"> That the governors accept the report acknowledging the information as presented. That the governors endorse the HE SER and recommend to Board for approval. 	
<p>11. Maths SAR & QIP/ English SAR & QIP</p>	<p>The committee reviewed the self-assessment report (SAR) and quality improvement plan (QIP) for maths and English. The report highlighted strong performance in some areas but identified challenges with attendance and achievement rates. The committee acknowledged the efforts of the teams in addressing these issues and implementing changes to improve outcomes.</p> <p>The discussion emphasised the importance of continuous monitoring and improvement to ensure high-quality education and services for all students.</p> <p>The committee agreed to continue reviewing the maths and English SAR and QIP and addressing any issues promptly to maintain high standards of quality within the college.</p> <p>Resolved: That the governors accept the report acknowledging the information as presented.</p>	
<p>12. Quality Report</p>	<p>Confidential item</p>	

13.	SSMS Principal Update incl ISO Update Confidential item	
14.	College Overview Confidential item	
15.	Committee Workplan 2025-26 The committee reviewed the workplan for the upcoming year. Certain items were struck through as unnecessary, and additional elements were incorporated i.e. Current years targets. The committee agreed on the organisation of the workplan and agreed to adhere to the revised plan. Resolved: <ol style="list-style-type: none"> i. That the governors accept the report acknowledging the information as presented. ii. That the workplan was to be presented to Board for approval. 	LL
16.	Review of Committee Performance against TOR The committee were provided with a report showing the performance of the Quality, Curriculum & Standards committee during 2024-25. Overall, governors graded the committee’s performance as ‘very good’ with no areas identified as being either ineffective or less than satisfactory. There was a 100% response the survey. Resolved: That the governors accept the report acknowledging the information as presented.	
17.	Risk Register Update The risk register update highlighted the recent audit of risk management, which led to substantial changes. The committee discussed the difficulty in assigning specific risks to particular committees due to the overlapping nature of many risks. It was decided that the full corporate risk register would be brought to each committee meeting. The report detailed each risk, its owner, residual risk assessment, controls, and actions due. A risk workshop was scheduled with the Executive Group to address high-risk areas and associated controls. The committee was encouraged to review the report and make comment. Resolved: That the governors accept the report acknowledging the information as presented.	
18.	Policies for Approval The following policies were presented to Board for approval: <ul style="list-style-type: none"> • Mental Health & Wellbeing Policy v5 20025 • Student Charter Other policies were covered elsewhere on the agenda:	

	<ul style="list-style-type: none"> • Equality, Diversity, Inclusion & Belonging Policy • Apprenticeship Admissions Policy <p>Resolved:</p> <ol style="list-style-type: none"> That the governors accept the report acknowledging the information as presented. That the governors approved the above-named policies. 	
19.	<p>HE Policies for Approval</p> <p>The following policies were presented for approval:</p> <ul style="list-style-type: none"> • Harassment and Sexual Misconduct Policy & Procedure • Higher Education Freedom of Speech Policy and Code of Practice • Higher Education Student Charter <p>Q. Regarding the Freedom of Speech Policy, was this applicable for students and staff? This was checked and staff would use the Complaints Policy.</p> <p>Resolved:</p> <ol style="list-style-type: none"> That the governors accept the report acknowledging the information as presented. That the governors approved the above-named policies. 	
20.	<p>Any other business</p> <p><u>New Course Validation Form</u> DG presented a new form to be implemented; the New Course Validation sheet was designed to support heads of department in curriculum planning and ensure compliance with senior management requirements. It included a SWOT analysis for new courses and required sign-off by the principal and executive team.</p> <p>The committee was invited to review the sheet and provide feedback.</p> <p>Resolved: That the governors accept the report acknowledging the information as presented.</p>	
21.	<p>Date and Time of Next Meeting</p> <p>Thursday 19 February 2026 at 4.00pm</p>	
22.	<p>Identification of Confidential Items</p> <p>Resolved: That the following item are to remain confidential:</p> <ul style="list-style-type: none"> • Item 06 – Annual Report on Safeguarding • Item 08 – Apprenticeship Update • Item 12 – Quality Report • Item 13 – SSMS Principal Update • Item 14 – College Overview 	

Signed:.....

Date: