

Tyne Metropolitan College – Local Board

Venue: Conference Room, TyneMet College

Date: Wednesday 28 November 2017

Time: 4.00pm – 6.00pm

Present: Bernard Garner (In the Chair)
Graeme Cruikshank
David Bavaird
Matthew Leadbeater
Janet Hunter

Apologies: Sheila Alexander
Sean Caskey

In Attendance: Audrey Kingham (Principal)
Bill Midgley (Chair of Tyne Coast College Board)
Neil Longstaff (Director of Governance)

ITEM NO.	ISSUES	ACTION
1.	<p>Apologies for Absence</p> <p>The Chair welcomed everyone to the meeting and introductions were made. The members approved apologies for absence received from those identified above after having first considered the reasons for their absence.</p>	
2.	<p>Declarations of Interests</p> <p>Members were reminded to declare any conflict of interest as they arose on the agenda.</p>	
3.	<p>Chair of College Board – update on merger</p> <p>The Chair invited Mr Midgley (BM), as Chair of Governors of Tyne Coast College, to update the Local Board about the merger between South Tyneside College and TyneMet College.</p> <p>It was confirmed that the merger had been successful and completed on time (effective from 1 August 2017).</p> <p>BM explained that this had been the only merger to come out of the North East Area review and only because the Colleges had agreed to slow down the process to fit in with areas review timelines.</p> <p>One of the reasons why the merger had been so successful was owing to the Board(s) taking difficult decisions at an early stage. However, it was acknowledged that there was some fine-tuning yet to be done to complete the task e.g. harmonisation of contracts. The FE Commissioner had praised the way in which the Colleges had worked together describing it as a model on how to</p>	

	<p>conduct a successful merger.</p> <p>It was noted that new governance arrangements were now in place.</p> <p>BM fed back messages from the recent AoC conference where the Minister of State for Apprenticeships and Skills indicated that there was to be no additional funding for the FE sector and encouraged them to work together more effectively. Rt Hon Jeremy Corbyn MP paid tribute to FE Colleges indicating that funds would be made available to Colleges under a Labour Government. However, he indicated that Colleges would need to become more accountable, although it was uncertain as to how this would be achieved.</p> <p>It was estimated that 10% of Colleges were struggling financially and facing intervention. Also, recent Ofsted inspections had seen a fall in good grades being awarded. Overall, it was felt that the FE Sector had become a challenging environment and would face greater scrutiny in the years ahead.</p> <p>It was commented that results across the College had been good but the performance needed to continue. It was noted that moving forward, the Local Authorities had showed a willingness to work closely with the College.</p> <p>BM reported that planning permission was being sought from the Local Authority to relocate the TMC Building Project onto the main campus. This was felt to be a better use of resources and would provide students with a better college experience. It was hoped that this could be ready for September 2018.</p> <p>Q. Costs savings? Yes, current rentals were more than the estimated monthly interest charges to relocate TMC, which would have state of the art facilities. This was also seen as an opportunity for the College to speak to companies and design a facility to meet their needs. The use of the Business Forum to generate interest was suggested.</p> <p>DB stated that initially he had been critical of the merger but now recognised that the business community had not noticed any significant changes. However, DB advised that the College needed to be careful how it branded itself in the future. DB was also pleased to read that results had been good despite a full merger taking place and congratulated staff. The Chair stressed that one of the key aims of the merger was to maintain separate brands for TyneMet College, South Tyneside College and South Shields Marine School.</p>	
<p>4.</p>	<p>Principal's Report</p> <p>The purpose of this report was to provide the Local Board with an analysis of performance in 2016/ 17 and an overview of the beginning of the new academic year.</p> <p>The report covered the following elements:</p> <ul style="list-style-type: none"> • recruitment to date • retention and attendance • staffing statistics • partnership work • complaints and compliments • the work to underpin course improvement and monitor progress of improvement, • the report for Queen Alexandra Sixth Form committee 	

	<ul style="list-style-type: none"> • student induction survey headline results and responses, and • the financial position to date against budget of Tyne Metropolitan College. <p>The Chair indicated that the past twelve months had been extremely challenging for staff but despite the added work pressures, the College had gone from strength to strength. It was commented that this was credit to the staff and the governors' asked that their congratulations be conveyed to them.</p> <p>AK acknowledged the length of her report but stressed the importance of having an understanding of the activities and to know the component parts.</p> <p><u>Outcomes for Students</u></p> <p>In 2016/17 the College classroom based performance improved by 10.1%, 4% points above the targets set at headline level. Outcomes for 16-18 students were very good at 86.8% and for Adults at 87.8%.</p> <p>Apprenticeships, whilst improved by 4% points, continued to require a focus to bring the performance in line with national rates. Higher Education had maintained a high level of performance.</p> <p>Performance at A and AS Level had been very good. The AS achievement improved by 16.9% points to 86.1% and the pass rate improved by 6.9% points, significantly the retention rate improved by 11.5% points. A levels also performed very well with headline rate more than 6% points above the national rate at 98.3% for achievement and Linear A levels bucking the national trend at 98.1% pass rate.</p> <p>AK was pleased to report that the performance of English and mathematics particularly for 16-18 students who did not achieve a grade C in English and mathematics at school, had improved. High grade performance in GCSE mathematics improved by 10% points to 27% in line with the sector average and GCSE English improved by 27% to 39% in line with the sector average.</p> <p>Areas for improvement were Hair and Beauty, IT and Construction. These were currently subject to fortnightly reviews.</p> <p>Governors attention was drawn to the overall College League tables based upon 4 measures (student satisfaction, employer satisfaction and student destinations for 16-18 and adults), which placed TyneMet College 39th out of 202 Colleges when using the combined measure. The measure on work with employers placed the College 9th out of 202.</p> <p>It was reported that Tyne Metropolitan College's outcomes in 2016/17 had significantly improved and represented a very strong GOOD in terms of an Ofsted judgement. It was also noted that there were elements of 'Outstanding' within the 'outcomes' and these were highlighted in the College's Self-Assessment and reflected in each of the Curriculum Department Self Assessments. AK explained that the College's Self-Assessment report outlined all the areas where specific improvements were required and these were matched into the College Quality Improvement plan, which was also being presented for approval.</p> <p><u>Recruitment</u></p> <p>Recruitment in 2017/18 to date was mixed with a shortfall in 16-18 recruitment,</p>	<p style="text-align: center;">AK</p>
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which was likely to continue throughout the academic year as planned. It was explained that there were fewer students coming through the secondary sector which made recruitment challenging.

Adult enrolment and funding was currently under review. The Apprenticeship recruitment was giving cause for concern. Changes in funding and introduction of the Levy had impacted upon the summer term of 2016/17 recruitment and reduced the amount of funding/ recruitment expected to continue in learning into 2017/18. This was negatively affecting budget performance to date and was also under review.

Q. Apprenticeships-Government position? There had been no official figures released although the press was indicating that the Government was 61% behind its target nationally.

It was stated that the larger businesses were not using their apprenticeship levy and small businesses appeared not to understand the new system. Governors were informed that there were more apprenticeship places than there were people to fill them. There was a general agreement that the secondary school sector needed to accept that apprenticeships were a good avenue for students to take as they provided necessary skills leading to quality and well paid jobs.

BM was of the view that Colleges needed to engage with business better and understand their needs as there were numerous opportunities to take advantage of. Governors felt there were 2 main barriers to overcome with apprenticeships these being:

- Parents
- Teachers (school)

It was accepted that some schools were not providing the right guidance for pupils leaving school as it was in their interests to keep them at their own sixth form even though it might not be the best option for the pupil. There appeared to be too much pressure on academic success and Ofsted's role needed to change. Discussion turned to the possibility of taking students at age 14.

Higher Education Recruitment was described as being marginally behind plan and was expected to be offset by expected increase in full cost income. Learning Loans were ahead of plan and forecasted to exceed budget.

Partnerships

Partnership working with the Local Authority, Schools, University, Community groups and employers was very good. The College had formally partnered into European funding bids with the Local Authority; was working with Secondary Head Teachers to find solutions for KS4 Alternative provision; increasing commercial income plans with very satisfied employer work; working with Principals at South Tyneside and South Shields Marine School to maximise opportunities for TyneMet and Tyne Coast combined.

Retention

Retention to date was high. However, this was the first retention report of the year and it would be expected to be at a high level. AK indicated that every withdrawal was tracked and logged.

Attendance

Attendance was currently at 92% (headline rate) contributing to Tyne Coast overall.

Q. Skills for Life 60%? Only 6 students on the course. One absence had a big impact on overall figure.

Staffing

Staff movement was high for the first quarter of the year and was causing some instability in staff cover and this was being monitored very carefully.

Sickness levels were of particular concern. Senior Executive Group (SEG) was monitoring figures and identifying the reasons behind the absences.

Q. Sickness report to Local Board? Yes, at future meetings to enable governors to analyse and highlight any trends developing.

Q. Exit interview conducted with staff? Yes. Q. Any complaints? None.

Special Educational Needs

The performance of the SEN students was being monitored to ensure that there no gaps in their performance against other students across the College.

SILTA

AK outlined the work of the new SILTA team which consisted of two core members and was to be supported by Learning and Teaching Coaches who were based in departments across the college. The team would be co-ordinated by the Head of Curriculum and Performance - Wellbeing and Education.

Q. How would governors know they were making a difference? AK would be providing the necessary data in future reports.

Discussion took place on future reporting to the Local Board. AK acknowledged the use of data dashboards and RAG rated documents.

Q. Two local businesses using Newcastle and Gateshead? Yes. Both Colleges had significant European funding which could be used to offset costs and enabled them to offer free training.

Q. Opportunities to seek European funding? AK explained that the College did not have a specialist bid writer. Governors indicated that if there was funding to tap into the College should be addressing this and the Board should take steps to support management in achieving this aim.

Finance

An overview of the finances of the College was provided for information.

Governors noted that the College was £345k behind budget but an element of this was down to timing issues and further income was expected. A more accurate figure was estimated at being £160k, which was a result of underperformance in apprenticeships.

	<p>Resolved: That the Committee:</p> <ul style="list-style-type: none"> i. Receives and accepts the report and AK is to report the key issues to the TCC Board. ii. Acknowledge the 2016/17 performance, the areas highlighted for further work and focus and the areas of outstanding performance iii. Acknowledges the updated Supporting and Improving Teaching, Learning and Assessment Framework iv. Acknowledges the work to monitor very stringently the recruitment performance and the review of resources routines to adjust budget and maintain financial contributions v. Acknowledges the high level of staff movement which is causing some instability in departments vi. Acknowledges the attendance and retention statistics and the work to keep this stable vii. Acknowledges the work and focus underway to achieve the Work Packages targets in 2017/18. 	
5.	<p>Tyne Coast College Higher Education Annual Self-Assessment 2016-17</p> <p>Confidential item.</p>	
6.	<p>FE College Self-Assessment and Quality Improvement Plan 2017-18</p> <p>Confidential item.</p>	
7.	<p>Queen Alexandra Sixth Form Committee Review</p> <p>The purpose of this report was to provide the committee with an overview of the completed consultation activity in relation to the Queen Alexandra Sixth Form Committee's Collaborative Partnership Agreement, the terms of reference and composition and membership.</p> <p>It was noted that these changes would require the approval of the Tyne Coast College Governing Body.</p> <p>AK explained that these proposals, which had the support of the partner schools in principle, maintained the spirit of the Collaboration arrangements between Colleges and schools. However, this committee would now become a sub-committee of Tyne Coast College Board.</p> <p>It was noted that the partner school Boards/Chairs had been given until Monday 11 December to provide feedback on the proposals.</p> <p>Changes to the membership were outlined and it was noted that the number of school governors had been reduced from two per school to one plus each Head Teacher but maintained the Associate membership. The current university, community and business/ industry categories were to continue.</p> <p>NL outlined an anomaly with the number of governors (College/Local) compared to the number of Associate places and the possible impact on the quorum. This was noted by the Committee.</p>	

	<p>Resolved: That the Committee:</p> <ul style="list-style-type: none"> - Agree to receive the report and acknowledge the completed consultation work. - Agree to recommend the changes to Tyne Coast College Board for approval subject to comments to be received from partner schools. - Recommend Mr Bavaird as Chair and Mr Coltman as Vice Chair of the QA Committee. 	<p>AK/NL</p> <p>AK</p>
8.	<p>Any Other Business</p> <p><u>8.1 Governance</u></p> <p>In light of the changes to the governance arrangements for the College and new members being appointed to the Local Boards it was suggested that an induction session be arranged.</p> <p>NL indicated that this should cover all newly appointed members across all Local Boards. This was supported by BM.</p> <p><u>8.2 Queen Alexandra Sixth Form College</u></p> <p>DB highlighted the excellent work of the Business Studies students of QA Sixth Form College that had been undertaken on behalf of the local Business Forum.</p>	<p>NL</p>
9.	<p>Identification of Confidential Items</p> <p>None.</p>	
10.	<p>Date and Time of Next Meeting</p> <p>It was noted that the next meeting of the Committee was scheduled for Tuesday 6 march 2018 at 4.00pm at TyneMet College site.</p>	

Chair's signature.....

Date:.....