



**MINUTES
ACADEMIC STANDARDS & PERFORMANCE
(ASPC) COMMITTEE**

Date: Wednesday 07 March 2018

Venue: Executive Boardroom, Stratford Campus

Time: 6:00pm

Chair	Linda Jordan
Corporation Members	Andrew Edwards, Paul Stephen (by teleconference),
In Attendance	Chief Executive Officer – NewTec: Pat Edwards Deputy Principal Curriculum, Performance Quality & Inclusion: Paul Stopford Deputy Principal, Financial & Infrastructure: Anil Nagpal Vice PrincipaL, Business Development, Marketing & Funding: Carlos Cubillo-Barsi
In Attendance for item 10	Director of Higher Education: Andrea McMahon
Clerk to the Corporation	Judith Nelson

Item No	Item of business
PRELIMINARY PROCEDURAL MATTERS	
1.	Chair’s Welcome & Opening Remarks The Chair welcomed and thanked all for their attendance.
2.	Apologies For Absence <ul style="list-style-type: none"> • Quintin Peppiatt
3.	Declaration of Interests <ul style="list-style-type: none"> ▪ Linda Jordan, Pat Edwards and Paul Stopford in relation to any matters concerning NewTEC ▪ Paul Stephen and Carlos Cubillo-Barsi in relation to any matters concerning Digital Skills Solutions Limited
4.	Minutes of the Last Meeting Held on 16 November 2017 The minutes were signed as a true and accurate record.
5.	Matters Arising and Action Points from the Meeting There were no outstanding items to report.
ITEMS FOR CHALLENGE, MONITORING & REVIEW	
6.	Memoranda of Understanding (MoUs) with Higher Education Institutions (HEIs): (To be recommended to the Corporation Board for Approval) <p>a. UEL Federation Agreement</p> <p>It was noted the Principal dialed into the meeting by teleconference., highlighting the following points:</p> <ul style="list-style-type: none"> ▪ At the additional Board meeting held on 22 February the HE landscape was presented, noting the forming the Federation of East London Colleges (6 London colleges) ▪ The college is currently in receipt of the MoU from UEL. The Principal has had conversations with each of the colleges and confirmed there are currently no colleges expressing an interest to join the federation ▪ The joint federation needs to be collaborative rather than a competitive venture and there is also ambiguity regarding which institution will be responsible for the delivery.

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	<ul style="list-style-type: none"> ▪ The Principals' of the Colleges propose seeking some clearer ground rules for engagement, to include where appropriate, delineation between programmes falling exclusively in FE, and those that will remain with UEL. ▪ Taking consideration of the above points, the Principal requested the signing of the UEL MoU be deferred, until such time there was clarity as outline above. <p>RESOLVED: Governors recommended approval to defer signing the Federation of East London Colleges MoU.</p> <p>b. East London Fashion Cluster MoU with UAL Newham College has been working for over a year with The London College of Fashion (part of UAL) to develop Fashion District, a renewal of the fashion industry in East London, supported by a suite of professional and technical training. Whilst the MoU is at an early stage, and carries no specific commitments.</p> <p>All the conversations have been on a goodwill basis. Some elements that are binding of confidentially and each party can bare their own costs.</p> <p>Andrew Edwards asked how the Fashion Textile Museum (FTM) would benefit from this MoU. The Principal advised that the FTM had been quite removed from the College's academic purpose; there was a period when the FTM had a curriculum leader undertaking work at the FTM. The curriculum leader post has not been replaced; in turn this has fallen out of curriculum delivery.</p> <p>ACTION: The Principal to add a bullet point on the MoU to include the Fashion Textile Museum</p> <p>RESOLVED: Governors recommended approval of the MoU with UAL</p> <p>The Principal made Governors aware that Newham College are working with Queen Mary University London (QMUL), part of the Russell Group universities. A stage 1 bid was submitted on 1 March to the DfE, to create an Institute of Technology focused on transport engineering and technology, LITT (The London Institute of Transport Technology). The aim is to provide skilled technicians and research to support employers working in the transport sector; focusing on the 4Rs – Road, River, Rail and Runway. QMULs interest is in applied innovation and the growth in degree apprenticeship, they have no interest in delivering level 4 and level 5 into work. There is clear delineation between the College and QMUL and a great pleasure to work with.</p>
7.	<p>Ofsted Inspection Readiness Update Deputy Principal Curriculum, Performance Quality & Inclusion made Governors aware that an Ofsted inspection is imminent, with the possibility of this taking place within the next 18 months or sooner. The college is well underway preparing in readiness for this visit.</p> <p>Areas requiring improvement:</p> <ul style="list-style-type: none"> a. Student attendance and target setting. Student attendance is currently at 86%. b. There is a high use of student authorised absence. Attendance officers have been appointed to follow up and track student absences. c. Stretch and challenge targets need to improve; the quality in some areas is not sufficient and is required to be more aspirational. Work is underway to improve aspiration and ambition. d. Data achievement rates; in year progress; preparing students for exam readiness. e. Apprenticeships are on a downward trajectory due to the timely achievement. <p>There was much discussion and debate around the past management regime and a culture of not setting strong targets. The Chair requested going forward if there is a lack of improvement in areas; this should become a disciplinary action.</p>

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	<p>Governors noted the update and looked forward to receiving feedback on the good work and sharing of best practice being led by the Deputy Principal.</p> <p>The Principal assured Governors quality improvement is a matter which is being taken exceptionally seriously and remains a discussion point at every college leadership team meeting.</p> <p>It should be noted the Principal left the meeting at this point (7pm)</p>
8.	<p>Quality Improvement Plan Deputy Principal Curriculum, Performance Quality & Inclusion made Governors aware of the current issues:</p> <ol style="list-style-type: none"> a. Cause of low attainment b. Regular and more frequent quality assurance c. Further work to support individual teachers d. Promoting aspiration and ambition to their students e. Target settings too low with rapid intervention f. Attendance rates are static. There is a working party meeting to try to understand the route cause, i.e. type of student; the demographic and Newham College is about the same as other London colleges <p>Andrew Edwards suggested having an incentive for students achieving 100% attendance. The Deputy Principal made Governors aware the discussion is already underway between the college management team regarding celebrating achievement and 100% attendance.</p> <p><i>ACTION: Deputy Principal, Curriculum, Performance Quality & Inclusion:</i></p> <ul style="list-style-type: none"> ▪ <i>To present an analysis of attendance and achievement by school or department to the next ASPC</i> ▪ <i>Involve students with their ideas on how to improve attendance and punctuality</i> ▪ <i>Arrange for an exams timetable to be drawn up for the remainder of this academic year</i>
9.	<p>Newham University Centre / Higher Education Provision Deputy Principal Curriculum, Performance Quality & Inclusion made Governors aware the leadership at NUC is not functioning, student attendance is very low and compared to benchmark student attainment is low. This is for information.</p> <p>Andrew Edwards requested raised his concerns that the report did not give enough of the following information and this was not a criticism of the Deputy Principal:</p> <ol style="list-style-type: none"> a. How many courses are there b. What is the number on the courses c. What is the provision of marketing d. Need to look at the estate <p><i>ACTION: Deputy Principal Curriculum, Performance Quality & Inclusion to form a working party pulling together the above information. The attendees should comprise of the Student President, new interim director and invite board members should they wish to attend.</i></p>
10.	<p>HE Teaching Excellence Framework (TEF) Overview The Director of Higher Education walked Governors through Teaching Excellent Framework (TEF):</p> <p>The Aims:</p> <ol style="list-style-type: none"> a. Provide clear information about where the best provision can be found b. Enhance students' experience

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	c. Encourage providers to improve teaching quality d. Match graduate skills with the needs of employers e. Provide better outcomes for students including those from disadvantaged backgrounds f. Office for Students (OfS) will assume responsibility from April 2019 What is in scope: g. Undergraduate provision at levels 4, 5 and 6 h. Higher and degree apprenticeships (if in UK FHEQ) i. First degrees in medicine, dentistry and veterinary science j. Integrated masters degrees k. HNCs and HNDs l. Full-time, part-time, distance, work-based and blended learning
11.	Young People with Special Educational Needs & Disabilities (SEND): Progression Into Work The Chair expanded as follows: a. 2 positives some work around increasing the pace from some work opportunities b. A new grant being given to support working internships. c. The Director of Education for Newham has stepped down and an interim Director of Education has been appointed. <i>ACTION: Deputy Principal Curriculum, Performance Quality & Inclusion to present a more strategic overview of where the college is moving to with regards to the SEND provision.</i>
12.	Any Other Business
13.	Meeting Schedule for 2017-18 All noted the dates of the forthcoming meetings. <ul style="list-style-type: none"> • 13 June 2018 – Stratford Campus @ 6:00pm • 14 November 2018 – Stratford Campus @ 6:00pm

Signed as true and accurate record:

Linda Jordan

13 June 2018