

**MINUTES OF MEETING OF  
THE QUALITY AND CURRICULUM COMMITTEE  
HELD AT 5.30pm ON THURSDAY 22 SEPTEMBER 2023 via Microsoft  
Teams**

<b>Present:</b>	Professor J Craig (Chair) Dr A Birkinshaw Ms J Atkins Mrs A Lall (Interim Principal)	<b>In attendance:</b>	Ms A Crabtree (Interim Assistant Principal - Quality) Mr Duncan Bulloch (Interim Assistant Principal – Curriculum) Mr Wesley McGlinchey (Interim Assistant Principal – Curriculum) Mrs J Tracy (Interim Director of Governance)
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		<b>ACTION</b>
M23/01	<p><b>ITEM 1: APOLOGIES FOR ABSENCE</b> Apologies for absence were received from Mrs J Rogers.</p>	
M23/02	<p><b>ITEM 2: DECLARATIONS OF INTEREST</b> There was a declaration of interest from Professor J Craig regarding his appointment as an Office for Students (OfS) Teaching Excellence Framework (TEF) assessor.</p>	
M23/03	<p><b>ITEM 3: MINUTES</b> <b>Item 3a: MINUTES OF 22 JUNE 2023</b> A correction to the spelling of Mr Bulloch’s surname was noted. With this amendment, the minutes of the meeting of 22 June 2023 were approved as a true and correct record.</p>	
M23/04	<p><b>Item 3b: REVIEW OF ACTION TRACKER AND MATTERS ARISING ON THE MINUTES OF 22 JUNE 2023</b> Members had received a copy of the action tracker and a detailed review of those not yet flagged as completed was undertaken.</p>	
M23/05	<p>It was requested and <b>AGREED</b> that the College undertake summary work on the forecast v actual QAR (p 11) and that the 3% tolerance be removed. The Interim Principal informed the Committee that information on predicted outcomes was available on a course-by-course basis which would allow senior managers to identify which curriculum teams had been accurate in their predictions.</p>	<b>IP</b>
M23/06	<p><b>ITEM 4: STRATEGIES</b> <b>Item 4a: DIGITAL LEARNING STRATEGY</b> The Interim Assistant Principal – Quality took the Committee through the key points in the paper. It was noted that the strategy had been re-written, as requested by the Committee at its meeting in May 2023 and that this had been done in collaboration with external partnerships.</p>	
M23/07	<p>The key risks had been included in the paper together with the three-year plan to meet the ambitions of the strategy.</p>	
M23/08	<p>The College was asked to reference student achievement, research and evidence in order to show that the strategy had a positive impact on student achievement. The strategy also needed to be ‘measurable’ in order to provide evidence to the Board that it was having the required impact.</p>	<b>IAP - Q</b>

M23/09	The Committee Chair noted the key risks identified and requested more information on the financial commitment required and on how the College would ensure that adequate financial resources were in place. The Interim Principal commented on the need to invest in the areas which impact on students and the grants which could be applied for but accepted that the financial challenges involved.	
M23/10	In answer to a question from a Committee member, the Interim Assistant Principal – Quality confirmed employer involvement and that these links were developing. The Committee also requested and was given information on what had changed in the college thinking on the impact of Artificial Intelligence (AI), noting the sessions around how AI could be used, that AI had also been built into the employability framework, and that the College was linking with its university partners.	
M23/11	Noting the request to reference student achievement, etc. and for the strategy to be measurable, Quality and Curriculum Committee <b>agreed</b> to recommend the Digital Learning Strategy to the Board for approval.	
	<b>Item 4b: ATTENDANCE STRATEGY</b>	
M23/12	The Interim Assistant Principal – Curriculum (Wesley McGlinchey) presented the paper and the Committee noted the key changes to the attendance policy and procedures.	
M23/13	The Chair of the Governing Board commented on the need to reference evidence – quality of education, distance travelled and gender – in order that the strategy would be adapted as necessary. The College was asked to revisit the evidence as to what impacts on the students and what improvement in attendance and Quality Achievement Rates are expected. Reference to the sharing of good practice across the different departments and evidence to support what works should be included.	IAP – C
M23/14	The Interim Assistant Principal – Curriculum informed the Committee of the working group which had been set up to review the strategy, what worked well and what could be put in place to improve attendance. The Committee was also informed that the strategy was shared with staff via the weekly quality meetings and the team meetings.	
M23/15	The Committee asked that the College revisit the information provided in Appendix 2 – the strategies for improving attendance and punctuality – to ensure that all the risks identified in Appendix 1 – factors contributing to poor attendance and punctuality were covered.	IAP - C
M23/16	Noting the request for amendments as above, Quality and Curriculum Committee <b>agreed</b> to recommend the Attendance Strategy 2023-24 to the Board for approval.	
	<b>Item 4c SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY</b>	
M23/17	The Safeguarding Children and Vulnerable Adults Policy had been updated to reference the updated version of Keeping Children Safe in Education 2023, the paper providing the detail of the key points and other amendments.	
M23/18	In answer to a question from a member of the Committee, it was confirmed that safeguarding training is mandatory for all new and existing staff. Information was provided to the Committee on the checks undertaken prior to staff recruitment, including that on social media. The Interim Director of Governance was asked to look into undertaking social media checks for Governors and it was confirmed that eligibility checks for all Governors would be undertaken shortly.	
M23/19	Quality and Curriculum Committee <b>agreed</b> to recommend the Safeguarding Children and Vulnerable Adults Policy to the Board for approval.	

## **ITEM 5: REPORTS**

### **Item 5a: SAFEGUARDING/PREVENT ANNUAL REPORT 2022-23**

M23/20 Quality and Curriculum Committee consider the annual report, noting that mental health was the most prominent reason for intervention and that more complex issues were being presented. A new risk assessment process had been implemented and reporting systems had been improved.

M23/21 The Committee Chair asked about the impact on staff in relation to the level of disclosures, etc. The Committee noted the support available which included safeguarding team meetings, the ability of staff to speak with members of the safeguarding team, and the counselling service which was available to staff and students.

M23/22 Quality and Curriculum Committee **agreed** to recommend the Safeguarding/Prevent Annual Report 2022-23 to the Board.

## **ITEM 6: LEARNING AND TEACHING**

### **Item 6a: FE REPORT**

M23/23 The Interim Assistant Principal - Quality presented the paper. The Committee considered the information provided on the summary of the current position against the key performance indicators (KPIs) for Further Education (FE), the key risks and actions being taken to bring about improvements.

M23/24 The Chair of the Governing Board wished to acknowledge the College's high grades which compared well against the national average.

### **Item 6b: APPRENTICESHIP REPORT**

M23/25 The Interim Assistant Principal - Curriculum introduced the Apprenticeship report which provided an update on the current apprenticeships position relation to the closing down of 2022-23 and the current position for enrolments in 2023-24.

M23/26 The Committee noted that current achievement stood at 66.8%, which was 10pp above the national rate. The Interim Assistant Principal – Curriculum provided the Committee with information on the impact on the lack of availability of end point assessments (EPAs) which had resulted in some apprentices not yet being able to achieve. The Committee requested and was provided with information on the reasons for the lack of EPAs and on the College's own EPA facilities. The College confirmed that the reason for the difference in the forecast and actual achievement was as a result of the lack of EPAs.

M23/27 Clarification was provided on the figures for withdrawals, it being noted that the drop-out rate for apprenticeships was a national issue. The College confirmed that the 'out of funding' learners would continue to be monitored to completion.

### **Item 6c: HIGHER EDUCATION REPORT**

M23/28 The Interim Assistant Principal – Curriculum (Wesley McGlinchey) presented the paper which included HE performance data, summaries of the external examiner reports and an update on current enrolments to HE. Action plans had been identified to address the key issues.

M23.29 The Committee noted that continuation was strong but there had been an increase in attrition and a decline in upper awards, the latter being . The College was reviewing the overall HE offer and the marketing strategies, including aviation non-conversion.

M23/30 The Committee Chair requested, and it was AGREED that measures on conversion and completion would be included in future papers. To assist in the Committee's understanding of the impact of the change in percentages, actual student numbers

would be included. The College would also review the terminology used to ensure that reporting was correct – e.g. HE continuation benchmark.

IAP - C

**Item 6d: QUALITY ACHIEVEMENT RATES (QAR) 2022-23**

M23/31 An updated paper on the latest outcomes showing an improved picture, had been circulated prior to the meeting. A short presentation on the data was made. *Post meeting update: uploaded to VBR.*

M23/32 The slides provided information on the improvements seen in 16-18 and 19+ pass rates, 16-18 GCSE English and maths achievement with high grades being above the national rate, and significant improvements in High Needs achievement. Areas for future development were also included and noted by the Committee.

M23/33 The Committee discussed the move from Functional Skills to GCSE, noting the potential impact on high grades but that it would provide evidence to demonstrate progress, this latter information being included in future papers.

M23/34 Curriculum planning for the next year would begin in November, with retention issues being considered and courses removed as necessary. Particular focus would be given to A levels and Hair and Beauty.

M23/35 The Chair of the Governing Board commented that the SSA achievement rates were lower than expected and it was confirmed that the overall figure was skewed by adult and short course. Data at course level was available to enable the College to understand the impact on individual programmes. It was suggested and agreed that the College should look at data by gender, with action being taken as necessary to address any issues.

M23/36 The Chair of the Governing Board also commented that whilst the achievement rates were increasing, the College should not be complacent as they were still below national rates.

**Item 6e: DEEP DIVE AND OBSERVATION OF TEACHING, LEARNING AND ASSESSMENT (OTLA) END OF YEAR REPORT 2022-23**

M23/37 The paper provided the Committee with an end of year summary of Deep Dive reviews and OTLA. The key risks and associated actions were noted by the Committee. Information on the supported intervention programme was also included in the paper.

M23/38 The Interim Assistant Principal – Quality informed the Committee that positive feedback was expected following a SEND review and a report would be presented to Quality and Curriculum Committee at a future meeting.

IAP - C

M23/39 The Committee noted that changes to the observations policy had been made and that Advanced Practitioners were in place to provide mentorship and time-limited actions plans for re-observation and improvement. The Chair of the Governing Board commented that continuous assessment and feedback was critical.

**ITEM 7: RISK REVIEW**

M23/40 The Interim Principal presented the paper and informed the Committee that all risk had been reviewed over the summer, consolidated and re-worded to reflect true risks. A discussion with the Chair of Audit Committee had also taken place.

M23/41 The Committee was reminded that under each risk was a series of operational risks. A review of the risks, including weightings, would be undertaken, with the senior team monitoring the linked action plans to ensure that they were having the desired effect.

M23/42 An error in the gross and net ratings for Risk 21 would be corrected.

IP

**ITEM 8: STUDENTS****Item 8a: HIGHER EDUCATION STUDENT SATISFACTION**

M23/43 The paper covered the results of the End of Course and NSS surveys and provided information on the response rates, positivity scores and areas for improvement, and actions to be taken forward. The Committee noted the need to keep students informed as to the action being taken as a result of student feedback. The College also confirmed that its systems had been amended to ensure compliance with the new NSS.

**ITEM 9: STRATEGIC PLANNING****Item 9a: 2022-23 QUALITY IMPROVEMENT PLAN (QIP) FINAL**

M23/44 The paper provided a summary of the impact of the Quality Improvement Plan for 2022-23, the key risks and the actions taken. The Committee noted that the paper had been written using the data at the time, and thus did not include the latest figures as presented earlier in the meeting.

M23/45 The Committee also noted that those actions which had not been addressed would be carried forward into the current year.

M23/46 The Self-Assessment Report (SAR) validations for curriculum areas had concluded that afternoon and the College SAR would now be prepared.

**ITEM 10: REVIEW OF MEETING**

M23/47 A review of the meeting took place:

- a. The Committee agreed the agenda papers were written and presented clearly and that this had improved.
- b. The Committee agreed that it had all the information need to be able to participate fully in the discussion.
- c. The Committee agreed that the issues discussed were appropriate
- d. The Committee agreed that it had enough time for thorough debate and to express views during the meeting
- e. The Committee was satisfied that the decisions were reached in an appropriate manner.
- f. There were no new risks which the Committee felt needed addressing or any other risk changes which had not been discussed.

**Item 11: DATE OF NEXT MEETING**

M23/48 It was noted that the next meeting would be held on **Thursday 23 November 2023 at 5.30pm** via Microsoft Teams

**The meeting closed at 7.25pm**