

**MINUTES OF MEETING OF
THE QUALITY AND CURRICULUM COMMITTEE
HELD AT 5.30pm ON THURSDAY 23 NOVEMBER 2023 via Microsoft
Teams**

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| Present: | Professor J Craig (Chair) Dr A Birkinshaw Ms J Atkins Mrs A Lall (Interim Principal) Mrs J Rogers | In attendance: | Ms A Crabtree (Interim Assistant Principal - Quality) Mr Duncan Bulloch (Interim Assistant Principal – Curriculum) Mr Wesley McGlinchey (Interim Assistant Principal – Curriculum) Ms R Kot – note-taker |
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| | ITEM 1: APOLOGIES FOR ABSENCE | |
| M23/49 | Apologies for absence were received from Mrs J Tracy (Interim Director of Governance). | |
| M23/50 | It was agreed that Ms R Kot would act as note-taker and temporary clerk. | |
| | ITEM 2: DECLARATIONS OF INTEREST | |
| M23/51 | There was a declaration of interest from Professor J Craig regarding his appointment as an Office for Students (OfS) Teaching Excellence Framework (TEF) assessor. | |
| | ITEM 3: MINUTES | |
| | Item 3a: MINUTES OF 28 SEPTEMBER 2023 | |
| M23/52 | The minutes of the meeting of 28 September 2023 were approved as a true and correct record. | |
| | Item 3b: REVIEW OF ACTION TRACKER AND MATTERS ARISING ON THE MINUTES OF 28 SEPTEMBER 2023 | |
| M23/53 | Members had received a copy of the action tracker and a detailed review of those not yet flagged as completed was undertaken. It was noted that a number would now be flagged as green and that the item relating to M22/35 would be combined with M22/113 as they were agreed to be duplicates. | |
| M23/54 | The Chair commented that the work being done by the FEC team should provide significant data which would help in the curriculum planning going forward. It was also agreed that the item relating to M23/08 – Digital Learning Strategy was effectively closed and could be flagged as such. | |
| | ITEM 4: STRATEGIC PLANNING | |
| | Item 4a: SELF-ASSESSMENT REPORT (SAR) 2022-23 | |
| M23/55 | The following minutes (in italics) would be classified as confidential and not for publication. | |
| | Item 4b: QUALITY IMPROVEMENT PLAN (QIP) 2023-24 | |
| M23/65 | The Quality Improvement Plan (QIP) provided information on the overarching plan to improve provision and was based on areas identified in the SAR. The Interim Assistant Principal - Quality had written the SAR based on recent training which she had undertaken: the wording covered the 'gap to outstanding' and thus the SAR looked more generic than task focussed. | |

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| M23/66 | The Committee noted that the QIP would be amended as necessary following the SAR validation grade amendments. The QIP recorded progress against actions and impact and would be reviewed and evaluated at four points over the year. In answer to a question from the Chair of the Committee, it was explained that the rag status covered what was the risk of an action not being effective and the College not meeting that action. Green, for example, would be used where the College currently felt that the actions being taken would address the areas of improvement. | |
| M23/67 | In answer to a question from the Committee Chair, information was provided on those areas where the College had least confidence in the impact of actions. These would continue to be monitored carefully – via the ongoing work with Heads of Departments (HODs), monitoring of KPIs, increasing the number of walk throughs, and the continued focus on teaching and learning. The Chair of the Committee noted the importance of the Heads in ensuring that the required actions were put in place and were effective. | |
| M23/68 | The College was asked to, and confirmed, that some differentiation between English and maths would be included in the SAR and QIP papers which would be presented to the Board at its meeting on 7 December 2023. | IAP - Q |
| M23/69 | The Chair of the Governing Board wished the minute to record the improvement of the QIP on that presented in previous years, noting that the QIP was much clearer and that in general, outcomes were measurable. This view was supported by other members of the Committee. The Committee agreed to recommend the Quality Improvement Plan (QIP) 2023-24 to the Board for approval. | |
| | ITEM 5: LEARNING AND TEACHING | |
| | Item 5a: QUALITY ACHIEVEMENT RATE (QAR) TARGETS 2023-24 | |
| M23/70 | The paper provided an update on the 5-year strategic targets for quality and curriculum, with the targets specifically for key quality elements for 2023-24 being presented for approval by the Committee. Achievement, pass and retention targets for 16-18, 19+ and English and maths had been set to ensure that the College remained focused on improvement and could demonstrate progress. | |
| M23/71 | The Interim Principal informed the Committee that these were minimum targets for HoDs and that detailed operational targets were in place, these being followed up on a regular basis by the Interim Assistant Principals – Quality. The Committee also noted that where targets had not been met in the previous year, the department was already in an advanced performance review. | |
| M23/72 | Quality and Curriculum Committee approved the QAR targets and the updated 5-year targets as per the paper. | |
| | ITEM 6: COMPETITOR AND NEEDS ANALYSIS | |
| M23/73 | The paper outlined the current offer of Craven College compared against local colleges and was as previously requested by the Board. The paper was intended to increase understanding of the market gaps and would be used with other data – e.g. LSIP – to inform curriculum and business planning which commenced on 17 November 2023. | |
| M23/74 | The paper provided information on the market share, areas of potential growth, delivery which was unique to Craven and on where improvements were necessary in order to maintain and/or grow provision or to discontinue provision. The Committee noted that whilst being smaller than some other colleges, Craven offered the same range of provision as that in bigger colleges. | |
| M23/75 | The Chair of the Governing Board welcomed the information provided in the paper and that this would feed into the curriculum plan. The College was asked to look at how this information fed into the marketing plan and on how marketing could be | |

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| | targeted so as to draw students in, with consideration being given as to how and where provision is 'sold'. The Committee noted that the Head of Marketing was on the curriculum planning panel. | IP |
| M23/76 | A member of the Committee commented that the paper had provided useful information. It was agreed that the College would consider the list of areas/provision which no other provider was offering and on whether Higher Level Apprenticeships should be considered. | IP |
| | ITEM 7: LEARNING AND TEACHING | |
| | Item 7a: FE REPORT | |
| M23/77 | 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 current retention attendance and students at risk and actions being taken to bring about improvements. Following feedback from Governors regarding streamlining papers, updates on KPIs relating to apprenticeships, higher education, observation, deep dives, students satisfaction, complaints and destinations were provided in the other papers to be considered by the Committee. | |
| M23/78 | The Interim Assistant Principal - Quality informed the Committee that the final outcome data had come from the R14 return. Improvement in attendance was noted, whilst retention was equal to the same point as at last year. The Committee also noted the English and maths were in the highest percentile for progress made nationally. Advanced Practitioners were now in place, swift changes had been made following a visit by an external consultant (covered in a later paper) and step changes in teaching, learning and assessment were now being made. | |
| M23/79 | In answer to a question from the Committee Chair, information was provided on Markbook – its purpose and how the recording of assessments in Markbook was monitored. | |
| M23/80 | The Committee thanked the College for the inclusion of information on previous years. It was agreed that the information on English and maths would be refined to distinguish between functional skills and GCSEs, and that the information in the QAR KPIs would be matched. | IAP - Q |
| | Item 7b: APPRENTICESHIP REPORT | |
| M23/81 | The Interim Assistant Principal - Curriculum introduced the Apprenticeship report which provided an update on the current apprenticeships position relating to the start of the academic year in terms of progress towards reducing out of funded (OOF) learners, and the current performance against enrolment targets and in year progress. | |
| M23/82 | The Committee noted that information on the position in the previous year was not included and thus affected the ability to track trends. The Interim Assistant Principal – Curriculum noted the difficulty in obtaining like-for like information but would work with MIS in this regard and would look at the information provided to the Board in the previous year. The College was also asked to ensure that the final 'actions' section was included in future papers, this having been omitted from the paper under consideration. | IAP – Q (DB) |
| M23/83 | The Chair of the Committee asked whether demand for apprenticeships was growing and was informed that nationally apprenticeships were struggling. However, the College position was healthy and was growing in certain areas. The College was also looking into the delivery of Higher Level Apprenticeships. | |

ITEM 8: RISK REVIEW

M23/84 The Interim Principal presented the paper and reminded the Committee that all risks had been reviewed over the summer and that there were now fewer but more strategic risks. The Committee noted the two strategic risks which scored over 16 after mitigation and the Interim Principal explained the rationale for their rating being reduced to medium. It was also noted that the ratings would be reviewed again at the next Risk Management Group meeting to ensure the validity of the scoring.

M23/85 In answer to a comment from a member of the Committee, the Interim Principal confirmed that the risks identified in the paper remained a key focus for the College.

ITEM 9: REPORTS**Item 9a: SAFEGUARDING UPDATE**

M23/86 The paper included information on the strategic KPIs in relation to safeguarding together with key points on safeguarding incidents, counselling referrals, vulnerable students, Prevent and Smoothwall alerts. The decrease in the number of safeguarding incidents was due to early supported interventions being identified much sooner, with the expansion of the team enabling work with the schools to identify those at-risk students and implement support measures.

M23/87 The Head of Student Services commented on the high level of expertise in the safeguarding team and the staff face-to-face training which had resulted in a notable change in the ethos of reporting and which had been positively received.

M23/88 The Committee noted that the work undertaken at induction and through tutorials had resulted in a decrease in the number of students triggering Smoothwall serious alerts. One referral to Prevent had been made, this having been identified through Smoothwall which evidenced the robustness of the systems in place. The student survey had shown that 98% of students felt safe online.

M23/89 In answer to a question from a member of the Committee, the Head of Student Services confirmed that the numbers referred to the number of incidents and not to the number of students. The College was asked to consider reporting on the percentage of students in order to provide information on how the figures relate to the population of the students.

JA

M23/90 The Chair of the Committee commented on the work which had been undertaken in this area and on the significant progress made.

ITEM 10: FINAL DESTINATIONS 2021-22 AND INTERIM DESTINATIONS 2022-23

M23/91 The paper provided a detailed summary of the actual destinations for 2020-21 and 2021-22 and a comparison summary to intended destinations at the end of 2022-23. The paper also provided the Committee with information on the responses to additional impact questions and on actions being taken in relation to the careers programme, student engagement and student health and wellbeing.

M23/92 The College was looking at alternative survey providers in order to increase the number of responses. This was supported by the Chair of the Governing Board who questioned the accuracy and robustness of the data in terms of numbers and destination information currently being provided and thus whether the College was receiving value for money. In answer to a question from the Chair of the Committee, the Interim Assistant Principal – Quality provided information on how students were made aware of the survey and how they would be contacted.

M23/93 The Interim Principal – Quality informed the Committee that in-year intended destinations were captured internally at three points during the year from all relevant students.

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| | ITEM11: STUDENT ENGAGEMENT REPORT AND PLAN | |
| M23/94 | The Committee noted the information provided in the paper on the plan for student engagement and the initial data on enrichment activities taken to date. Information was also provided on the actions to increase engagement and to improve the recording of engagement activities, and on the work being undertaken by the newly appointed Enrichment Officer. | |
| M23/95 | The Chair of the Committee requested that information be provided on what percentages of cohorts are attending and also a breakdown in relation to equality, diversity and inclusion considerations. The College was also urged to look at developing the provision of sport, health and wellbeing activities, performing arts, etc. as part of the 'Wednesday afternoon' offer and to cater for all areas of provision. The Interim Principal confirmed that activities for all areas was in place and that the proposed improvements in recording of such activities would enable better monitoring of uptake, etc. | JA |
| | ITEM 12: BEGINNING OF YEAR STUDENT SURVEY | |
| M23/96 | Information on the summary of key findings from the student induction survey was included in the report, together with trend analysis against the previous academic year and against national QDP benchmarks. | |
| M23/97 | The Committee noted the work which was being undertaken on how to promote the survey with Apprenticeships and adult part-time students, including the introduction of multiple in-year surveys. The College was also looking into those areas where satisfaction had been low. | |
| M23/98 | The Chair of the Governing Board was reassured by the improvements in the quartiles and on the actions outlined in the paper. | |
| | ITEM13: ENGLISH AND MATHS REPORT | |
| M23/99 | The paper provided information on English and maths and covered the 2022-23 end of year data, information on the 2023-24 recruitment, progress and November resits, and the relevant actions for each area. In future, this information would be included within the FE Report. | |
| M23/100 | The Committee noted the achievement percentage figures for English and maths and the comparison with the previous year and national benchmarks. The larger number of students entered for GCSE maths and English had impacted on the high grades although both remained above the national average. As mentioned earlier, the College was in the upper quartile of the colleges in England for both GCSE English and maths. Information on the actions which had brought about the improvements was included in the paper and noted by the Committee. Actions to improve attendance, retention, etc. in the current year and outcomes for those resitting GCSE English and maths were noted. | |
| M23/101 | Whilst acknowledging that continued improvements were still needed, the College was asked to review the wording in the SAR to better reflect the progress made in English and maths. It was also requested that further information be provided in future reports on the actions being taken to improve Functional Skills maths. | IAP - Q IA - C |
| | ITEM14: DEEP DIVE AND OTLA REPORT | |
| M23/102 | The paper provided the Committee with a final year overview of the progress on Deep Dive reviews and Observation of Teaching Learning and Assessment (OTLA) for 2022-23. Information on headline analysis and actions was also included, and the appendices included information on the areas in supported intervention and thus subject to Deep | |

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| M23/103 | Dive activity for 2023-24, and an update on progress against the outstanding outcomes from the Deep Dive action plans. | |
| M23/104 | The Interim Assistant Principal – Quality updated the Committee on the recent visit by an external consultant. Feedback from this had been well received and changes to the observation process had been made. Information on the informal walk-throughs would be reported to the Committee in future papers. | |
| M23/105 | <p>ITEM15: HE REPORT</p> <p>The Assistant Principal – Curriculum (WM) presented the paper which provide an update on the actions taken around awards, external examiners and 2023-24 enrolments. Information on the Office for Students (OfS) dashboard and actions to be taken following analysis was also included.</p> | |
| M23/106 | The Committee Chair commented on the national progression outcomes and that these needed to be monitored, with action taken as appropriate. | |
| M23/107 | It was requested and agreed that future reports would include a section on the current position – attendance, etc. – and on comparison with the previous year. | IAP - C |
| M23/108 | <p>ITEM15: ANNUAL COMPLAINTS AND COMPLIMENTS REPORT 2022-23</p> <p>The information provided on the complaints and compliments received by the College for 2022-23 was noted by the Committee. The paper had been deferred from the last meeting due to staff sickness.</p> | |
| M23/109 | The Interim Assistant Principal – Quality provided information on the issues which related to key themes around staffing and delays in apprenticeship end point assessments. The former had been impacted by staff absence and the need to employ agency staff. In relation to apprenticeships, it was noted that a number of students had lost jobs, with the delay in obtaining new employment and the time to register, resulting in a longer than expected time to complete. | |
| M23/110 | The Chair of the Governing Board questioned the low number, noting that complaints were a source of improvement. The College supported this view and the Committee was told of the proposed change to the policy which would make it clearer as to how each stage should be reported, and to ensure that all ‘informal’ complaints were heard about and thus dealt with. A member of the Committee noted that ‘do you know how to complain’ was included in the student survey. | |
| M23/111 | The College was asked whether the number of compliments received from a particular student cohort was correct. The Interim Assistant Principal – Quality confirmed that it was not unusual for the College to receive a number of compliments from this group of students, which was felt to be as a result of how they were supported and treated in College against that at school. | |
| M23/112 | <p>ITEM 17: REVIEW OF MEETING</p> <p>A review of the meeting took place:</p> <p>a. The Committee agreed the agenda papers were written and presented clearly and that this had improved.</p> | |

- 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, but that more time would be given for the discussion on HE.
- 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 18: DATE OF NEXT MEETING

M23/113

It was noted that the next meeting would be held on **Thursday 29 February 2024 at 5.30pm** via Microsoft Teams

The meeting closed at 7.35pm .