

**MINUTES OF THE MEETING OF THE QUALITY AND STANDARDS COMMITTEE
HELD: 16.00 via Microsoft Teams on Thursday 4 February 2021**

| Present | In Attendance |
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| June Durrant (Chair) | Dawn Leak (Vice-Principal Curriculum & Development) |
| Cath Orange | Craig Tupling (Vice Principal Quality & Student Experience) |
| Billy Khokhar | Chris Malish (Deputy CEO) |
| Marvina Newton | Asa Gordon (Assistant Principal Further Education) |
| CLr Kyle Green | Brigid Baker (Assistant Principal Student Service) |
| | Sarah McKenzie (Clerk to the Corporation) |
| | Allison McEvoy (Assistant Clerk to the Corporation) |

The quorum was three committee members

L/J Denotes the time any individual left/ re-joined the meeting.

| Item | | Action |
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| Housekeeping | | |
| 1. | Welcome, Apologies for Absence and Declarations of Interest | |
| 1.1 | The Chair welcomed all to the meeting. | |
| 1.2 | Apologies were made for Chris Webb, Emmanuel Osei Boateng and Naomi Sharples. | |
| 1.3 | There were no disclosures of interest. | |
| 1.4 | The Chair welcomed Councillor Kyle Green (new co-opted member) to the meeting. | |
| 1.5 | The Chair congratulated Marvina Newton on being appointed President of the Student Union. | |
| 1.6 | The VPQ&SE advised the Committee that recruitment for a HE Student Governor is underway again due to the previously elected member stepping down. | |
| 2. | Chairs Action | |
| 2.1 | There had been no use of Chair's actions since the last meeting. | |
| 3. | Minutes of the meeting on 3 December 2020 and matters arising. | |
| 3.1 | RESOLVED: The minutes of 3 December 2020 are approved to be signed by the Chair as a correct record of the meeting. | |

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| 3.2 | <p>Q. Is there an update on minute 8.7 regarding picking up students that had been put on A-level programmes for which they were not suited and would be returning to us late.</p> <p>A. It was a small number of around 20 students and we are hoping to pick up further students in September this year. The 'Bradford College Guarantee' is about to launch which will guarantee any of those students a place at the College.</p> | |
| 3.3 | <p>Q. Is the College having any discussions with the secondary school heads?</p> <p>A. Yes, all of the heads of the local secondary schools.</p> | |
| 3.4 | <p>Q. Is there an update on the Student Voice Plan.</p> <p>A. Following the closure of the mid- term Student Survey, there will be a second round of student meetings and Governors will be invited to attend those student forums.</p> | |
| 3.5 | ACTION: Governors to be invited to student forums | VPQ&SE |
| Impact on Student Experience | | |
| 4. | Data Dashboard | |
| 4.1 | <p>The VPQ&SE provided an overview of the Data Dashboard, items covered were:</p> <ul style="list-style-type: none"> • FE retention and attendance • HE retention and attendance • Apprenticeship achievement | |
| 4.2 | <p>The key challenge across all areas is attendance, it remains stubborn at just over 80%. There is a focus on this area with students to ensure that they are engaged with their learning and are doing the right amount of work required to enable them to contribute and give evidence to the members of staff so they can provide teacher assessed grades and centre assessed grades at the end of the academic year.</p> | |
| 4.3 | <p>Q. On page 2 on the in-year performance table there is a lot of red.</p> <p>A. That refers to the apprenticeship tab, apprenticeships are on target at the moment, the red is against the performance at the end of year.</p> | |
| 4.4 | ACTION: Improve labelling of the spreadsheets | VPQ&SE |
| 4.5 | Q. What would our retention figures look like if our attendance was higher, is there a correlation? | |

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| <p>4.6</p> <p>4.7</p> <p>4.8</p> | <p>A. We do believe that there is a direct correlation between attendance and achievement but there are often other criteria alongside attendance affecting retention.</p> <p>Q. Is there any link between low attendance and at-risk students?</p> <p>A. It tends to be some of the other factors that put students at risk that can have an impact on attendance.</p> <p>Q. If we take the assumption that we are back to some normality by September 2020, what are the plans to improve attendance?</p> <p>A. As part of our strategic planning we have been looking at the student experience. Deep Dives in to attendance were conducted and there have been focus groups with staff. The hope is to reinforce high expectations around attendance in September.</p> <p>Q. What is the feedback from student voice regarding the Maths and English low attendance figures and how is this being addressed?</p> <p>A. There is an issue generally with English and Maths engagement and we need to do more in terms of learning and teaching to make sure that it is more engaging. We have an on- demand learning package ‘Century Tech’ which will assist with this.</p> | |
| <p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> | <p>Self-Assessment and QIP- ITE</p> <p>VPQ&SE gave an update on the recent ITE self-assessment validation, the session clashed with senior postholder recruitment and so it was not possible to include governors. External validation did take place from Edge Hill University.</p> <p>Overall the self-assessment is Good.</p> <p>ACTION: Present an ITE QIP update to the Quality & Standards Committee for monitoring as per FE QIP.</p> <p>Q. What is likely to happen regarding the availability of ITE work placements?</p> <p>A. There is a challenge due to Covid. A task force has been set up, we are working on it.</p> | <p>VPQ&SE</p> |
| <p>6.</p> <p>6.1</p> | <p>OFS Assurance</p> <p>The VPQ&SE provided a report outlining assurance in the following areas:</p> | |

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| <p>6.2</p> <p>6.3</p> <p>6.4</p> | <ul style="list-style-type: none"> • Access and Participation Plan, particularly in relation to the work for estranged students. • College contributions to a national consultation on quality and standards looking particularly at student continuation and completion rates and graduate outcomes. • Response to the OfS letter asking providers to outline to their boards, their compliance with consumer protection legislation • Communication with students, and the College’s overall regulatory approach during the pandemic. <p>Q. Is the Executive reassured that the College is communicating effectively to students and that they understand their rights as consumers?</p> <p>A. We are confident that the communications have gone out to students and that they have been given clarity as to what our offer is. We have written directly to the higher education students and there is information on the website.</p> <p>It was acknowledged that the curriculum planning is looking at part time provision. This was welcomed by the Committee but it was noted that the College needs to take care that the standards remain secure.</p> <p>The Committee reflected that this was difficult and unprecedented times for students and it was confirmed that whilst robust mitigation arrangements are in place, these also reflective of the current situation. It was also confirmed that work was being carried out to ensure that students are aware of their consumer rights.</p> <p>ACTION: 1st semester results to be circulated as they become available before the next Q&S meeting [NEED TO CHECK TIMING WITH CT]</p> | <p>VPQ&SE</p> |
| <p>7</p> <p>7.1</p> | <p>Catch up funding- update (Quality Impact)</p> <p>The APFE gave an update on the actions undertaken by curriculum departments to support students whose studies were affected by the first lockdown in the 2019-20 academic year.</p> <p>The College was allocated funding by the ESFA to provide additional support through small group tuition for 16- 19 students in English, Maths, and other courses where learning has been lost or disrupted. Challenges have been faced in-year linked to the further national lockdowns which have impacted plans made on receipt of the funds.</p> | |

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| 7.2 | <p>It was reported that the English & Maths element has seen a spike in student engagement in December which is positive.</p> <p>If Colleges return on the 8 March 2021 (current government plan for return to education, post lockdown) the planned outputs will be deliverable.</p> <p>The VPQ&SE advised that he has been working with the heads of the practical skills departments that have had a significant impact with delayed assessments. There is a plan b in place to look at extending activity in to the weekends and possibly into summer schools to help students to complete their qualifications. The fund will support this additional activity if it is required.</p> <p>The Committee noted the report and commented that it was a really useful update.</p> | |
| 8. | <p>Update reports:</p> | |
| 8.1 | <p><u>8a. Work Placement Report</u></p> | |
| | <p>The APFE presented the work placement report, highlighting that the pandemic has directly impacted the ability of employers to offer placements to students, affecting their ability to experience working environments linked to their planned careers.</p> | |
| 8.2 | <p>The Committee were informed that there had been confirmation that the Capacity Development Funding will not be clawed back.</p> | |
| 8.3 | <p>The Committee discussed the alternative online ways of delivering traditional work placements.</p> | |
| 8.4 | <p>Governors noted that the College may need to futureproof itself to develop online work experience further, as the world returns to a different type of normal. It was noted that virtual reality was being explored to support online placements.</p> | |
| 8.5 | <p>Q. Are we doing our best under the circumstance? A. We are working with some influential, well developed and interested employers, the Army and Keepmoat Homes and other companies that are invested in online work experience modules. Our SME employers are struggling to provide online work experience.</p> | |
| 8.6 | <p><u>8b. English and Maths</u></p> | |

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| 8.7 | <p>The Committee received a report providing an update on:</p> <ul style="list-style-type: none"> • November resits • Preliminary progress update • Preparation for centre assessed grades 20-21 • Century Tec participation <p>The VPQ&SE noted that there is a positive picture to report. The outlook for Maths is particularly positive following the November exams, being only 3.9% away from the full year target for high grades and 3% below last year’s actual achievement rate for 16-18 students. English is a bit further behind but there is exceptionally high confidence that the College will exceed last year’s actual outturn and the target for the year.</p> <p>It was noted that there has been investment in the online learning platform Century Tech and this will play an important part in assessments this year. Engagement with Century Tech is key to developing skills to achieve passing grades and it is playing a key part in the College’s strategy.</p> | |
| 8.8 | <p>Governors noted that the strategy was starting to have an impact and the communications to students were providing the desired outcomes.</p> | |
| 8.9 | <p>8c. <u>Curriculum Update, Planning and Development</u></p> <p>The VPD&G provided a report updating members on the Robust approach to curriculum planning which will provide the college with a draft 3-year curriculum plan.</p> <p>Good progress is being made against the curriculum strategic action plan.</p> <p>A copy of the latest version of the Bradford College Educational Statement Offer (required by DfE) was provided.</p> <p>The Chair of the Corporation reflected on her involvement in the curriculum planning process and noted the College’s low market share in some of the areas.</p> | |
| 8.10 | <p>ACTION: The VPD&G will present a paper at the next Quality and Standards Committee on access and participation, market share and the HE and FE progression numbers.</p> | VPD&G |
| 9. | <p>Learning, Teaching and Assessment</p> | |

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| 9.1 | <p>The VPQ&SE summarised that there is an improvement in the statistics around Learning and Teaching and a positive picture moving in the right direction impacted by a range of activity:</p> <ul style="list-style-type: none"> • CPD sessions have been developed and delivered by the LTA team to support individual staff and team with improving their practice. • Staff development sessions to help deliver the blended Learning and Teaching model going forward. • There has been sharing of best practice. • Staff are being encouraged to consider different ways to deliver online lessons. • Observations are taking place both face to face and online. • Work continues with Advanced Digital Project around the online learning. • The College has been allocated a place on phase 2 of the Ed Tech Project and will continue to work with Grimsby College until March 2021. <p>Governors noted that it was really encouraging and useful report.</p> | |
| <p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p> | <p>Academic Board – Terms of Reference</p> <p>The Committee reviewed the updated Academic Board Terms of Reference.</p> <p>Q. Do we need to include an overview of KPIs and staff development?</p> <p>A. The Curriculum Development and Delivery Committee is given delegated authority for staff development and this feeds into the Academic Board.</p> <p>It was recommended that the wording ‘the award of academic qualifications’ be changed to ‘recommendation of award’ to reflect the fact that the Academic Board don’t award, they recommend an award.</p> <p>ACTION: The VPQ&SE to update the Academic Board Terms of Reference and agree these with Chair prior to submitting to Corporation for approval.</p> | <p>VPQ&SE</p> |
| <p>11.</p> <p>11.1</p> | <p>Policies</p> <p>There were no policies to review</p> | |
| <p>Governance and Risk</p> | | |

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| 12. | Academic Board Minutes* | |
| 12.1 | There were no Academic Board minutes for review | |
| 13. | Strategic Risk Monitoring | |
| 13.1 | The Committee reviewed the Strategic Risks on; SR 4: Failure to ensure achievement rates and value- added increase and are above national averages impacting the College’s ability to improve on poor inspection grades and quality assessment outcomes. SR 7: Failure to improve the quality of teaching, learning and assessment. | |
| 13.2 | The Committee noted the mitigations and the effort behind them, that had led to the suggested improved risk scoring. | |
| 13.3 | AGREED: The improved risk rating for risk SR4 and SR7, with the likelihood score for both risks moving to a score of 3. | |
| 13.4 | RECOMMENDED: That the agreed changes to the Strategic Risk Register are recommended to the Corporation for approval. | |
| 14. | Items for report to the Corporation | |
| 14.1 | RECOMMENDED: That the items listed be presented to Corporation as part of the Chair’s update: <ul style="list-style-type: none"> • OfS Assurance • Catch up funding • English & Maths • Impact of learning, teaching and assessment • Academic Board Terms of Reference – for approval • Strategic risk changes – for approval | |
| Any other business | | |
| 15. | Any other business | |
| 15.1 | The APSS gave an update on the additional mental health support that the College is providing to students. The Chair thanked everyone for their input and for the progress made to date. | |
| 16. | Meeting evaluation | |

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| 16.1 | Meeting evaluation form to be circulated via email. | Assistant Clerk |
| 16.2 | The Chair closed the meeting at 17.40 | |

Signed by the Chair: June Durrant

Date: 07.07.2021

| No | Minute | Item | Action | Who? |
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| 1 | 3.5 | Matters arising | Governors to be invited to student forums | VPQ&SE |
| 2 | 4.4 | Data Dashboard | Improve labelling of the spreadsheets | VPQ&SE |
| 3 | 5.4 | Self- assessment and QIP-ITE | Present an ITE QIP update to Q&S for monitoring as per FE QIP | VPQ&SE |
| 4 | 6.4 | OfS Assurance | 1 st semester results to be circulated as they become available before the next Q&S meeting. | VPQ&SE / Clerk |
| 5 | 8.10 | Curriculum Update, Planning, Development. | The VPD&G will present a paper at the next Quality and Standards Committee meeting on access and participation, market share and the HE and FE progression numbers. | VPD&G |
| 6 | 10. | Academic Board- Terms of Reference | The VPQ&SE to update the Academic Board Terms of Reference and agree with Chair prior to submitting to Corporation for approval. | VPQ&SE |
| 7 | 16.1 | Meeting evaluation | Meeting evaluation form to be circulated via email. | Assistant Clerk |