

**MINUTES OF THE MEETING OF THE QUALITY AND STANDARDS COMMITTEE
HELD: 16.00 via Microsoft Teams on Wednesday 7 July 2021**

Present	In Attendance
June Durrant (Chair)	Craig Tupling (Vice Principal Quality & Student Experience)
Cath Orange	Sarah Applewhite (Director of Quality & Information Services)
Billy Khokhar	Asa Gordon (Vice Principal Curriculum)
Chris Webb (CEO)	Mark Day (Deputy CEO)
Emmanuel Osei Boateng	Brigid Baker (Assistant Principal Student Service)
Fiona Thompson	Sarah McKenzie (Clerk to the Corporation)
	Allison McEvoy (Assistant Clerk to the Corporation)

The quorum was 4 committee members

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

Item		Action
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 Shezad Aslam and Dawn Leak	
1.3	There were no disclosures of interest.	
2.	Chairs Action	
2.1	There had been no use of Chair's actions since the last meeting.	
3.	Minutes of the meeting on 4 February 2021 and matters arising.	
3.1	RESOLVED: The minutes of 4 February 2021 are approved to be signed by the Chair as a correct record of the meeting.	
3.2	The Matters Arising Report was reviewed.	
Impact on Student Experience		
4.	FE Student destinations 2019-20	
	The VPQ&SE presented a report that provided the Committee with the with sustained destination data for 2019-20.	
	The overall positive sustained destination rates are 87% and 54.5% for young people and adults respectively. This compares to 79% and 56% in 2018-19. Positive destinations for young people	

	<p>have significantly improved through students continuing in education. For adult there has been a slight decline in positive destinations which can be attributed to declining work opportunities as a result of the pandemic.</p> <p>The following measures have been developed to increase positive sustained destination:</p> <ul style="list-style-type: none"> • Earlier and focussed internal progression procedures for September 21 • Improved, timely support for students applying to Higher Education have been implemented during 2020-21. • Improved Careers information Service mapped against Gatsby benchmarks • Student Progress Review process has been revised to ensure that there are key actions and milestones for all students throughout their programme focused on the planned destination • Sector Work Academy Programmes (SWAPs) have been utilised to create more employment opportunities for adults. <p>4.1 Q. Do we have a target for sustained destination rates? A. 90% and 60% for adults. Achievement was just below the targets.</p> <p>4.2 Q. Of the 254 students who stated employment as a destination who were unemployed upon enrolment at the college, how many were employed at the end? A. There is currently no longitudinal tracking on that however we can produce this data from the ILR going forward.</p> <p>4.3 ACTION: VPQ&SE to provided additional analysis and comparisons against the national FE Benchmarks, including additional analysis on true enhancement for apprentices.</p>	
5.	<p>Higher Education SAR 20-21</p> <p>The DQ&IS presented the first Self-Assessment Report for HE, the report focuses on gap analysis against the QAA Quality Code, an approach that had been agreed with the Bolton University.</p> <p>The report indicated that whilst good progress has been made, not least through the redesign of programmes and timely data analysis, there remains areas for improvement (AFIs). These AFIs are supported by strategic objectives and the College's Quality Improvement Planning. The DQ&IS noted that several</p>	VPQ&SE

<p>5.1</p> <p>5.2</p>	<p>areas of concern recorded in the report have been addressed during the 20-21 academic year.</p> <p>The Committee was asked to consider the College’s self-assessment of performance and endorse this new approach to monitoring compliance against the Quality Code. This was agreed and then there was broader discussion about how both the Quality Team and departments interact with external examiners to seek and provide assurance that academic standards are upheld.</p> <p>ACTION: A short summary report to be developed for the October meeting reflecting on the external examiner reports.</p> <p>ACTION: The DQ&IS to review RAG rating.</p> <p>It was noted that the Self-Assessment for the 20-21 academic year will commence in October 2021 and therefore the schedule of business for the Committee can be amended.</p>	<p>DQ&IS</p> <p>DQ&IS</p> <p>Clerk</p>
<p>6.</p>	<p>Data Dashboard (including predicted outcomes)</p> <p>Governors reviewed the Data Dashboard. The key points to note were:</p> <p>Retention</p> <ul style="list-style-type: none"> • FE retention is at 95.7% overall which is a 1.3% improvement on the previous year. • Retention for 16-18 is 93.8%, which is 0.8% above the college target and the same improvement on the previous year. • Retention for 19+ is 97.7 %, which is 1.4% above the college target. • HE continuation across all levels is currently in a positive position. <p>Predicted Achievement</p> <ul style="list-style-type: none"> • FE Overall predicted achievement at 89.1% is +0.8% above the 20-21 target • For 16-18 provision an overall improving achievement trend is maintained with overall achievement at 87.9% which is +0.9% above target. Level 1 & 3 achievement is in line with previous performance, however it is currently below targets but this is subject to change when all results are validated in August 2021 • For 19+ provision an overall improving trend is maintained with overall achievement at 90.4% which is +0.7% above the 	

	<p>previous year’s performance but is currently below the stretching target of 93%.</p> <ul style="list-style-type: none"> • Key areas of concern are the continued underperformance of A levels, which is due to poor retention between year 1 and 2 and the completion of Adult ESOL programmes, which initially were going to be awarded TAGs at the end of semester but know have to complete an exam to successfully pass. To mitigate these risks A level provision has now been devolved into relevant curriculum departments and a comprehensive action plan led by the VP Curriculum is in place and additional resources have been provided to the Adult & Community team to support returning students to refresh their skills before sitting exams in June & July. <p>Achievement Apprenticeship achievements rates are in line with expectations at this time of the year and have improved to 62.4% in year, which is above the outturn for last year. The team are working to ensure end point assessment and the completion of functional skills qualifications are completed to allow apprentices to successfully complete their programme and the team are predicting overall achievement will be in line with the 70% target.</p> <p>Attendance A cross-College working group has been convened (June 2021) to respond to this ongoing challenge.</p> <p>There was a broad discussion about the data being presented and governors were alert to the retention of high needs students which in year were thought to have been impacted by Covid.</p> <p>Governors sought reassurance that there was sufficient resource to support the stated interventions. It was explained that this is reviewed via the business planning process and in the case of high needs the additional funding the College does received is directed to the teams responsible for providing the specific suite of support for those students.</p> <p>Governors expressed their disappointment with the attendance figures and look to the future impact of the planned interventions.</p>	
7	<p>Quality Improvement Plan (QIP) updates</p> <p>The VPQ&SE presented an interim report on the College’s Quality Improvement Plan (QIP) for 2020-21, noting that a final report</p>	

	<p>against target will be given after the publication of 2020-21 achievement rates and will inform the writing of the College Self-Assessment Reports.</p> <p>It was noted that progress has been made in many areas. The imperative for online delivery has informed the development of digital learning strategies and early indicators suggest that the flexibility in study modes has supported students to achieve and engage during a difficult and unpredictable year. Significant progress has been made against targets across further education, higher education and Initial Teacher Education provision.</p> <p>There are some areas for concern and these will remain the focus for the remainder of the academic year.</p> <p>The Committee considered the progress made and noted the areas of concern.</p>	
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p>16-19 Tuition Funding (Catch up funding) – update <i>(this item was discussed after item 5)</i></p> <p>The VPC presented an update on the 16-19 Tuition Funding, there had been a total of 1,817 engagements in year. Students have received additional support to improve English and Maths skills, as well as any other vocational skills that students were not able to develop during lockdown.</p> <p>It was explained that after a review of activity completed in year, the delivery plan for 21-22 has been agreed with Heads of Department to maximise the funding provided, with a plan to increase the face to face support in vocational programmes, alongside online and small group activity focused on the development of English and Maths skills. The College was yet to be informed of the funding value for 21-22 with the delivery plan being built on the same value being allocated as in 20-21.</p> <p>Q. Of the 813 students that have engaged with Century Tech, what proportion of the overall student body do you feel should have engaged in it and what is the profile of those students who are or aren't using it?</p> <p>A. It is around 75% of the cohort that have engaged we can provide the other analysis on profiles.</p> <p>ACTION: To provide analysis on the profiles of students that are not engaging with Century Tech.</p> <p>Q. How will success and outcomes be measured?</p>	<p>VPC</p>

	<p>A. This is being tracked and will be analysed and produced at year end to determine the impact the catch-up funding has had.</p> <p>The Committee noted that the Catch-up Funding is an essential and fundamental basis for students to move on.</p> <p>The Committee noted that the College is still waiting for the EFSA to determine the Catch-up Funding for 21-22.</p>	
<p>9.</p>	<p>Office for Students (OfS) Assurance – including APP update</p> <p>The DQ&IS presented a paper on OfS assurance.</p> <p>It was noted that while the OfS intends to take a light touch approach to regulation in regards to high-performing institutions, they are prepared to use their regulatory powers to address poor performance at programme or institutional level. There is a need to assesses the implications of this clear message against current performance and utilise this to drive Higher Education strategies moving forward.</p> <p>It was reported that the Teaching Excellence Framework will recommence in the summer of 2022 – inviting submissions for award in 2023. The College will remain a Bronze award holder until this point, but has been asked, along with all other providers, to cease using this award on all marketing materials from the 21-22 application cycle.</p> <p>The report also provided an update against current regulatory responsibilities, including compliance with Access and Participation requirements, transparency returns and the statement of expectations for preventing and addressing harassment and sexual misconduct.</p> <p>Members were alerted to the current findings of a review of the National Student Survey and the newly released annual statement of the Office of the Independent Adjudicator.</p> <p>Governors commented on the direction of travel that could see a loss in autonomy and choice for providers when it comes to the local curriculum offer.</p> <p>The Committee noted the content of the report including efforts to ensure regulatory compliance.</p>	
<p>10.</p>	<p>Update reports:</p>	

10.1	<p>a) <u>Work placement report</u></p> <p>The VPC provided an overview of the Work placement report, including details of the actions undertaken by the College to minimise the impact on students and plans to continue to provide placements for the remainder of the year.</p> <ul style="list-style-type: none"> • To date the work experience department have engaged with 1,314 L2 and L3 students, offering both virtual and physical work experience opportunities. • Year to date the Industry Placement Officers have engaged with 233 students for the Capacity Development Fund Project. • Currently 54 students are on a physical placement working towards their 315 hours. • Continue to build relationships with employers and developing engagement strategies for different industries, with 335 clients that have been specifically engaged for the CDF Project • Plans are now in place to support Bradford Tech Week, Bradford Manufacturing Week and the Science Festival, which will form a 'Skills Month' in October 2021. This will open up various opportunities for students to be involved with and secure future work experience opportunities. <p>The VPC noted that this area is now seen as successful and that it was previously rated as a 'requires improvement' area by Ofsted.</p>	
10.2	<p>Q. Are we managing to achieve in the course area where placement provides part of the qualification?</p> <p>A. The early years and care programmes still continued. We changed our observation process and the employers in those sectors have been very supportive of the work we have done.</p> <p>The Committee congratulated the teams involved and noted that the figures were impressive considering the difficult circumstances due to Covid.</p>	
10.3	<p>b) <u>English and Maths</u></p> <p>The VPQ&SE provided an update on English and Maths including:</p> <ul style="list-style-type: none"> • Predicted achievement 16-18 and 19+ 	

<p>10.4</p>	<ul style="list-style-type: none"> • Century Tec usage • English & Maths Strategy 21-22 • Targeted Additional Provision activity 21-22 <p>It was noted that there has been a significant improvement in grades due to the impact of the English and Maths strategy and that success continues throughout the adult provision.</p> <p>c) <u>Curriculum Update, Planning, Development</u></p> <p>The VPC in place of the VPD&ER gave an overview of the Curriculum update, Planning and Development report. Since writing the paper a successful open day had taken place and the number of progressing students from 514 to 960 against a target of 1300.</p> <p>Plans for enrolment were well underway across the College.</p> <p>19+ enrolments continue and there will be a new campaign relating to the Skills Guarantee.</p> <p>Enrolments on apprenticeships are focused on Q1 but some applications and employer matching had already begun.</p> <p>HE applications are up 10% year on year.</p> <p>Students are being supported with progression or otherwise via the careers team.</p> <p>There was a downward trend on market share in a number of areas. A key focus of the strategy is to make up this ground.</p>	
<p>10.5</p>	<p>ACTION: Sector area breakdown for Adults to be included in the next report.</p>	<p>VPD&ER</p>
<p>10.6</p>	<p>ACTION: Market share to be included in the next report, particularly for 16-18.</p>	<p>VPD&ER</p>
<p>10.7</p>	<p>ACTION: Numbers of 16-18 students lost under grade inflation to be included in the next report.</p>	<p>VPD&ER</p>
<p>11.</p>	<p>Customer Feedback:</p>	
<p>11.1</p>	<p>a. Student Survey</p>	

<p>11.2</p>	<p>The APSS presented the Student Survey report.</p> <p>The End of Course Student Engagement Surveys for HE and FE had been conducted. The FE survey was engaged with well and overall satisfaction is up and exceeds external benchmark data. The FE survey was not well engaged with and whilst increased scores are recorded there are areas for improvement. The outcome of the surveys will feed into the quality improvement plans.</p> <p>b. Complaints</p> <p>The APSS presented the Complaints report, reporting on the period November 2020 to May 2021. A total of 30 Further Education (including apprenticeships) and 6 Higher Education complaints were received over reporting period.</p> <p>Governors noted that it was a small number of complaints and raised concern about students being able to access the complaints procedure. Governors sought assurance that students know how to complain. The APSS noted that a lot of effort is made to address concerns before they become a formal complaint.</p>	
<p>11.3</p>	<p>ACTION: The next report to include reporting against service level agreements/policy and to increase analysis of demographics.</p>	<p>APSS</p>
<p>12.</p>	<p>Supporting students</p> <p>The APSS presented a report providing Governors with an update on the support provided to students throughout the year, including:</p> <ul style="list-style-type: none"> ● SEND students & Education Health & Care (EHC) Plans ● Library Services ● Personal Development ● COVID related Opportunities to volunteer ● Students Union ● Careers Advice ● Student Finance <p>The APSS highlighted that in particular, there had been lots of positive and timely support for students with SEND and Education Health and Care Plans.</p> <p>The Committee noted the report and congratulated the teams on their good work, especially during the pandemic.</p>	

<p>13.</p>	<p>Learning, Teaching and Assessment</p> <p>The VPQ&SE presented a report providing Governors with an update on the key actions and activities relating to the drive to improve Learning, Teaching and Assessment (LTA) for 20-21, includes updates on:</p> <ul style="list-style-type: none"> • Lesson Observations Overview • Strengths & Areas for Development • CPD support sessions • Learning & Teaching Champions Activity • Projects Update <p>203 (92%) of observations have been completed. 65% of staff have a Moving Forward Plan (MFP) and 22% identified to Share best practice (SBP). These staff do not require a re-observation and this is 7% above the college target of 80% of lesson observations not requiring a re-observation and a 17% improvement on the previous year.</p> <p>The Chair of the Corporation noted positive feedback received from staff around the expectations of their teaching and the positive cultural shift that has taken place.</p> <p>The Committee noted the report.</p>	
<p>14.</p> <p>14.1</p> <p>14.2</p> <p>14.3</p>	<p>Strategic Plan 2020-24:</p> <p>a. Objective 1 - To deliver a curriculum that meets the needs of students, employers and our community</p> <p>The VPC presented the updated strategic plan for the delivery of the curriculum. The plan was built on the feedback offered by at the January Strategic Planning event. Governors recognised the importance of the plan.</p> <p>RECOMMENDATION: That the updated plan be recommended to the Corporation for approval.</p> <p>b. Objective 2 - To deliver an outstanding student experience</p> <p>The VPQ&SE presented the updated strategic plan for the delivery of an outstanding student experience. The plan was built</p>	

<p>14.4</p> <p>14.5</p> <p>14.6</p> <p>14.7</p> <p>14.8</p>	<p>on the feedback offered by at the January Strategic Planning event. Governors recognised the importance of the plan.</p> <p>RECOMMENDATION: That the updated plan be recommended to the Corporation for approval.</p> <p>c. Draft master targets – quality section</p> <p>The Committee reviewed the proposed targets and felt that whilst student recruitment was an important factor, the targets for the Curriculum Strategy needed to be reviewed to include for the character of the curriculum offered.</p> <p>The Committee were happy to recommend the Student Experience KPIs to the Corporation but felt that the curriculum KPIs needed to be revised to include for a detailed breakdown of the Curriculum.</p> <p>ACTION: Curriculum KPIs to be reviewed before Corporation considers these.</p> <p><i>L - CO</i></p> <p>The CEO commented about the recruitment and suggested that a separate strategic aim focused purely on recruitment was considered at the next Governor Strategic Planning event in January.</p> <p>ACTION: A separate strategy that focuses on recruitment is considered at the next Governor Strategic Planning event in January 2022.</p>	<p></p> <p>APC</p> <p>CEO</p>
<p>15.</p> <p>15.1</p> <p>15.2</p> <p>15.3</p>	<p>Policies:</p> <p>15.1</p> <p><u>a. Student Complaints Policy</u></p> <p>The Q&S Committee reviewed the Student Complaints Policy.</p> <p>RECOMMENDED: That the Student Complaints Policy be recommended to Corporation for approval.</p> <p><u>b. Complaints Procedure for Students on Further Education Programmes</u></p> <p>The Q&S Committee reviewed the Complaints Procedure for Students on Further Education Programmes.</p>	<p></p>

15.4	APPROVED: The Committee approved the Complaints Procedure for Students on Further Education Programmes.	
15.5	<u>c. Complaints Procedure Students on Higher Education Programmes</u>	
15.6	APPROVED: The Committee approved Complaints Procedure Students on Higher Education Programmes.	
15.7	15.2 <u>a. Harassment and Sexual Misconduct Policy</u> <u>b. Harassment and Sexual Misconduct Procedures</u> <i>(this item was discussed after item 11a before FT left the meeting)</i> The Committee reviewed both the Harassment and Sexual Misconduct Policy and Procedure.	
15.8	ACTION: The following changes were suggested: <ul style="list-style-type: none"> • Re-title Sexual Harassment and Sexual Misconduct as it is separate to the Harassment and Bullying Policy. • Could the definitions in the Procedure go in the policy? • Is 'procedures' the right term or should it be 'implementation'. 	VPQS&E
15.9	APPROVED: The Committee approved both the Policy and Procedure subject to the changes agreed. <i>L- FT</i>	
15.10	<u>15.3 Centre quality assurance procedure for 2021</u> The Committee reviewed the Centre Quality Assurance Procedure.	
15.11	APPROVED: The Committee approved Centre quality assurance procedure for 2021.	
Governance and Risk		
16.	Academic Board minutes* The Academic Board minutes for 12.10.20- 11.5.21 were shared for information.	
17.	Strategic Risk Monitoring	

	The Committee reviewed the Strategic Risks for which it has oversight. No changes were identified.	
18.	Committee self-assessment and Terms of Reference	
	The Clerk advised that the current Terms of Reference had been reviewed and that the suggested updates bring some of the language use up to date but also more accurately reflect the work of the Committee.	
	A checklist showing compliance against the current Terms of Reference was shared with the Committee, there were a small number of actions required but all were in hand and would be imminently addressed.	
18.1	RECOMMENDED: The updated Quality and Standards Committee Terms of Reference are recommended to the Corporation for approval and that the Committee’s effectiveness is reported to the Corporation for information and assurance.	
19.	Schedule of business 2021-22	
	The Committee reviewed the Schedule of business which covered each meeting for the coming academic year. It was noted that the HE SAR needed to move as per discussions at item 5.	
19.1	RESOLVED: Subject to the identified change, the Schedule of Business for 2021-22 was agreed.	
20.	Items for report to the Corporation	
	It was agreed that the following items were to be reported to the Corporation:	
	a) Strategic Plan - To deliver a curriculum that meets the needs of students, employers and our community. With revisions to the KPIs - for approval	
	b) Strategic Plan - To deliver an outstanding student experience and KPIs – for approval	
	c) Student Complaints Policy - for approval	
	d) Committee Terms of Reference – for approval	
	e) QIP updates	

	f) OFS Assurance	
21.	Appointment of Chair and Vice Chair The Clerk explained that the term of office for June Durrant was coming to an end in September and therefore there was a need to seek a new Chair of Quality and Standards Committee. Expressions of interest were sought via the May 2021 Corporation meeting for the roles of both Chair and Vice Chair of Quality and Standards Committee. Therefore, Billy Khokhar is put forward as Chair and Fiona Thompson as Vice Chair.	
21.1	RESOLVED: The Committee agreed that Billy Khokhar and Fiona Thompson will take on the roles of Chair and Vice Chair respectively from September 2021.	
Any other business		
22.	Any other business Before leaving the meeting, the Chair of Corporation offered her particular and personal thanks to June Durrant for her excellence in the role of Chair of Quality and Standards as this was her last committee meeting. The rest of the Committee echoed the sentiments of the Chair and thanked June for everything she has done for the College.	
23.	Meeting evaluation	Assistant Clerk
23.1	Meeting evaluation form to be circulated via email.	
23.2	The Chair closed the meeting at 18.25	

Signed by the Chair
Billy Khokhar
Date 08.10.2021

No	Minute	Item	Action	Who?
1	4.3	FE Student destinations 2019-20	VPQ&SE to provide additional analysis and comparisons against the national FE Benchmarks, including additional analysis on true enhancement for apprentices.	VPQ&SE
2	5.1	Higher Education SAR 20-21	A short summary report to be developed for the October meeting reflecting on the external examiner reports	DQ&IS

3	5.2	Higher Education SAR 20-21	The DQ&IS to review RAG rating	DQ&IS
4	8.2	16-19 Tuition Funding (Catch up funding) – update	To provide analysis on the profiles of students that are not engaging with Century Tech.	VPC
5	10.5	Update reports	Sector area breakdown for Adults to be included in the next report.	VPD&ER
6	10.6	Update reports	Market share to be included in the next report, particularly for 16-18.	VPD&ER
7	10.7	Update reports	Numbers of 16-18 students lost under grade inflation to be included in the next report.	VPD&ER
8	11.3	Customer Feedback	The next report to include reporting against service level agreements/policy and to increase analysis of demographics	APSS
9	14.6	Strategic Plan 2020-24	Curriculum KPIs to be reviewed before Corporation considers these.	APC
10	14.8	Strategic Plan 2020-24	A separate strategy that focuses on recruitment is considered at the next Governor Strategic Planning event in January 2022.	CEO
11	15.8	Policies a. Harassment and Sexual Misconduct Policy b. Harassment and Sexual Misconduct Procedures	The following changes were suggested: <ul style="list-style-type: none"> • Re-title Sexual Harassment and Sexual Misconduct as it is separate to the Harassment and Bullying Policy. • Could the definitions in the Procedure go in the policy? • Is ‘procedures’ the right term or should it be ‘implementation’. 	VPQ&SE
12	23.1	Meeting evaluation	Meeting evaluation form to be circulated via email.	Assistant Clerk