

**MINUTES OF THE MEETING OF THE QUALITY AND STANDARDS COMMITTEE
HELD: 16.00 on 30 June 2022 in 4F07 DHB Boardroom**

Present	In attendance
Billy Khokhar (Chair)	Craig Tupling (Vice Principal Quality & Student Experience)
Fiona Thompson (Vice Chair)	Sarah Applewhite (Director of Quality & Information Services)
Cath Orange	Asa Gordon (Vice Principal Curriculum)
Chris Webb (CEO)	Alina Khan (Vice Principal Equality, Diversity & Inclusivity)
Jevgenija Mironova	Sarah McKenzie (Clerk)
Emmanuel Osei Boateng	Allison McEvoy (Assistant Clerk)
Habiba Shiraz	
Shezad Aslam	
Taqi Ali	
CLlr Kyle Green (co-opted member)	
Apologies	
Emmanuel Osei Boateng	
Richard Woods	
Marc Gillham (Vice Principal of Data & Funding)	

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 Disclosures of Interest	
1.1	The Chair welcomed everyone to the meeting.	
1.2	The Chair welcomed Taqi Ali to his first Quality & Standards meeting.	
1.3	Apologies were made for Emmanuel Osei Boateng and Richard Woods.	
1.4	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 24 March and 16 June 2022	
3.1	RESOLVED: The minutes of 24 March and 16 June 2022 were approved to be signed by the Chair as an accurate record of the meeting.	

<p>4.</p> <p>4.1</p>	<p>Matters arising</p> <p>The Matters Arising Report was reviewed, noting that all items had been complete.</p>	
<p>Impact on Student Experience</p>		
<p>5.</p> <p>5.1</p> <p>5.2</p>	<p>Data Dashboard (including predicted outcomes)</p> <p>The VPQ&SE explained that the reports focus was on retention and achievement. Highlighting that:</p> <p>The Committee noted that attendance remains an issue for both FE and HE and that the pace of improvement was a worry. The VPQ&E talked about including an engagement in learning measure that would track engagement and attendance together.</p> <p>In terms of FE, the VPQ&SE highlighted that this summer exam series is the first to run since the 18-19 academic year due to COVID adaptations in the previous two years. As a result, the college is making substantial efforts to ensure that students are prepared for their exams and departments are sharing best practice in regards to effective methods for enabling students to perform at their best in what for most is their first exam experience.</p> <p>In terms of HE, governors were asked to note that all predicted achievement rates had been considered against the previous three-year trend and any significant divergence interrogated. However, all are subject to change once closedown activity is completed.</p> <p>Apprenticeships were in line with expectations for the Q3 and are in line to hit the target of 70%.</p> <p>Governors asked about the impact of the changes to A-levels and how they might view the disaggregated data for this area and the impact it has on FE overall.</p> <p>ACTION: Data on A-levels to be provided.</p> <p>Demographics for achievement needed in future dashboards</p> <p>The VPQ&SE acknowledged that attendance figures were well below those predicted and advised the Committee that the College was looking at modelling an ‘engaging in learning’ measure which was planned to improve attendance, engagement and outcomes.</p>	<p>VPQ&SE</p>

5.3	<p>Q. Are you reassured that the current intervention the College is making on attendance is starting to make an impact?</p> <p>A. We took the feedback from the deep dive in March and we have worked with the curriculum HoD's looking at intervention strategies around attendance and they have had their targets set at the performance review process. We will regularly monitor that and provide any support the HoD's require.</p> <p>Governors discussed the government direction of travel for increased number of exams (including for T Levels). Governors were pleased to hear that strategies were in place to support students through the exam process. It was highlighted that shared best practice in this area could be utilised further. Governors were aware of the negative implications that the pandemic had caused in behaviours of some students.</p> <p>The CEO encouraged governors to consider the data dashboard for 22-23 and asked that the already qualification and achievement rates are included on it. It should also include a breakdown of demographics for achievement as already provided for retention.</p>	
5.4	<p>ACTION: That the changes identified to the data dashboard for 2022-23 are implemented.</p> <p><i>J/SA</i></p>	VPQ&SE
6.	<p>Quality Improvement Plan (QIP) updates</p> <p>6.1 The VPQ&SE presented an interim report on the College's Quality Improvement Plan.</p> <p>6.2 Q. Has the anonymous marking pilot been completed? A. Yes it has now been completed and guidance has been prepared for roll out next year.</p> <p>6.3 One member raised concern relating to anonymised marking, they felt it could have a detrimental effect on students' feedback.</p> <p>6.4 Q. Will the areas in green on the QIP that will be impacted by the final student outcomes be revisited? A. Yes.</p>	
7.	<p>OFS Assurance including updated Access and Participation Plan</p>	

<p>7.1</p> <p>7.2</p> <p>7.3</p>	<p>Governors noted the update given in terms of OfS development compliance with proposed additional conditions of registration.</p> <p>The Committee was asked to endorse the planned variations to the Access and Participation Plan which was due for submission by 31 July. Members commented that the updates were supported.</p> <p>The Committee asked for an update on ITE re-registration. The VPQ&SE advised that ITE re-registration had been missed by one point and was being resubmitted, with the outcome expended in October.</p> <p>Governors recognised the additional work that ITE re-registration had put on staff.</p> <p>ACTION: To provide the Committee with an update on the outcome of the ITE re-registration at the October Q&S meeting.</p> <p>RECOMMENDATION: That the planned variations to the Access and Participation Plan as a direction of travel are recommended to Corporation for approval.</p>	<p>DQ&IS</p>
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p>Update reports:</p> <p>a) Work experience update</p> <p>The VPC provided an update on work experience and industry placements since the start of the academic year 2021-22. Detailing the actions undertaken by the College and the Work Experience department to minimise any risks and impact on students in year. The VPC also highlighted the ongoing impact of Covid-19 and the direct impact on external stakeholder engagement.</p> <p>Governors discussed the apparent disconnect of the societal shift to hybrid working and the need for students to physically go into the workplace due to the requirements of the Funding Agreement requiring students to physically attend the workplace, when engaging in work experience. The impact being reduced work experience opportunities for students.</p> <p>b) Curriculum Update, Planning, Development</p> <p>The VPC summarised the progress against the curriculum developments proposed as part of the Business Planning</p>	

	<p>process (September 2022 start) and longer- term curriculum plans.</p> <p>The Committee were cognisant of the need to ensure that the estate was fit for purpose to support changes in the curriculum.</p>	
8.4	<p>Q. Do we have physical hard copy of the prospectus? Governors had noticed competitor prospectuses throughout the city.</p> <p>A. Yes for both HE and FE courses.</p>	
8.5	<p>ACTION: The Committee asked that future update reports offer the high-level view and strategic direction for governors.</p>	VPC
9.	Learning, Teaching and Assessment	
9.1	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.	
9.2	There is an improved relationship with staff in this area and with the unions. It was noted that the challenge will be about staff are supported to move to outstanding.	
9.3	<p>Q. Is there any reason why apprenticeships and business are not as engaged?</p> <p>A. It is a timing schedule issue as the observations are not complete yet in those areas.</p>	
9.4	<p>Q. Is there anything coming out from peer observations that can help address the concerns regarding performance in certain pockets within HE?</p> <p>A. We are pulling key strengths from the peer observations and linking that with the data from their Research and Scholarly Activity, linking the areas of improvement for certain individuals into the work they will do next year, to improve performance. We are aligning areas for improvement in appraisals with an action plan.</p>	
9.5	<p>ACTION: The Committee asked that future reports set out the triangulation and impact on student outcomes.</p>	VPQ&SE
10.	Customer Feedback:	
10.1	a) End of Course Surveys	

	<p>The VPQSE provided the Committee with the results of the End of Course (FE) and End of Stage (HE) student surveys for 2022.</p> <p>The overall return rates for the end of course/stage surveys continue to improve. The FE return rate of 77% representing a 17% increase on last year and the HE return rate of 74% representing a 48% increase on 2021.</p> <p>Governors noted that overall FE satisfaction is high, with the College scoring in the upper quartiles for most questions. HE satisfaction (when compared against the external benchmark of all respondents) showed a more nuanced picture. However, when compared against the College’s NSS outturn for 2021 – there are some substantial increases in satisfaction.</p>	
10.2	<p>Q. Why is ‘I would recommend Bradford College to others’ rated as a D?</p> <p>A. It is improving on last year but there is still some way to go.</p>	
10.3	<p>Q. Is there any reason why students would not recommend the College?</p> <p>A. We will follow up on this question with students at the HE focus groups.</p>	
	<p>The Committee felt that there was a need to consider the pastoral areas to ensure that the College was providing the same service to the HE students that is providing to the FE students.</p> <p>Governors recognised the distance travelled in some of the HE responses and acknowledged that if the trajectory continues then the College would see success.</p>	
10.4	<p>b) Complaints</p> <p>The VPQSE presented a report which offered an overview of all complaints received to date in the 21/22 academic year.</p>	
10.5	<p>Q. Is there anything significant happening here through the ED&I lens?</p> <p>A. We haven’t identified any links. It depends on who is complaining and what about.</p>	
10.6	<p>Q. Why are there more white students complaining?</p> <p>A. We are unsure, it is probably because it is not the experience they were expecting.</p>	

10.7	Governors noted that the level of formal complaints was low but that there will be informal complaints that get resolved and don't get reported on but it would be useful to capture this in some way so that best practise can be shared across the College.	
11. 11.1	<p>Supporting students</p> <p>The VPQSE presented a report providing the Committee 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 • Careers Advice • Student Finance <p>The careers team made an excellent transition from hybrid careers support from last year to in-person careers support this year. Governors offered congratulations to the careers team for gaining the Matrix accreditation once again.</p> <p>The Committee heard that the Learning Assistant Drop-Ins were working well and were well received by staff.</p>	
12. 12.1 12.2	<p>Student Voice – report from the SU</p> <p>The Student's Union President and Student Governor presented the report from the Student Union which provided a summary update on:</p> <ul style="list-style-type: none"> • Student Parliament • Elections • SU Drop in Sessions • Executive Meetings • Bradford College Cultural Day • Student Common Room <p>The Committee heard that the VPQ&SE was working with Student Services to reform how the student representatives will be selected and will feed into the Student's Union.</p>	
13.	Strategic Plan:	

13.1	<p>a) Objective 2 - To deliver a curriculum that meets the needs of students, employers and our community</p> <p>The VPC presented the updated strategic objective for the delivery of a curriculum that meets the needs of students, employers and our community. The plan was built on the feedback offered by Governors at the January Strategic Planning event.</p>	VPC
13.2	Governors considered their aspirations for the College, considering if anything was missing from the plan. It was noted that it was challenging plan	
13.3	ACTION: That the changes to the objective are highlighted prior to sharing with Corporation.	
13.4	<p>b) Objective 3- To deliver an outstanding student experience</p> <p>The VPQ&SE presented the updated strategic objective for the delivery of an outstanding student experience. The plan was built on the feedback offered by Governors at the January Strategic Planning event.</p> <p>Governors reflected on the Ofsted inspection report and were satisfied that the areas of improvement raised in the report were reflected in the plan.</p>	
13.5	The Committee also reflected on the (anonymous) complaint received by the Corporation in relation to student behaviour and welcomed the actions with the plan that would address this.	
13.6	It was noted that this strategic objective will lead the College to outstanding and the Committee agreed to recommend the plan to Corporation with the caveat that the requested amends were made to it and that the Committee had the opportunity to regularly monitor its progress.	
13.7	ACTION: A number of small typos were identified to the KPIs requiring correction prior to sharing with Corporation.	VPQ&SE
13.8	RECOMMENDATION: That subject to the identified amendments, that the two strategic objectives are recommended to the Corporation for approval.	
14.	Policies:	
14.1	a) Academic Misconduct policy	

	The DQI&S advised that the College had previously utilised the procedures of awarding bodies. The policy and associated procedures brought together broad guidance across all awarding organisations to support staff and students to understand their obligations.	
14.2	ACTION: To address academic misconduct in assessments within the policy.	DQI&S
14.3	RESOLVED: Subject to the suggested amendments, the Academic Misconduct Policy & Procedure is approved	
14.4	b) Work Experience Policy The VPC advised that the policy had been updated to reflect changes in SLT responsibilities, inclusion of Quality Monitoring statements and inclusion of an EDI commitment statement.	
14.5	It was clarified that the policy just covered FE.	
14.6	RESOLVED: The Work Experience Policy is approved.	
14.7	c) College Charter The Committee reviewed the College Charter and noted that there were no significant changes.	
14.8	RESOLVED: Subject to the correction of a small typo the College Charter is approved.	
Governance & Risk		
15.	Risk Monitoring	
15.1	The Committee reviewed the strategic risks for which it has oversight. Whilst it was agreed that the risks and their status remained unchanged, the Committee requested that attendance be added to the Risk Register.	
15.2	ACTION/RECOMENDATION: Attendance to be added to the Risk Register and recommended to Corporation.	VPQ&SE
16.	Committee self-assessment and Terms of Reference	
16.1	The Committee reviewed the Committee Self-assessment against its Terms of Reference it was agreed that the Committee had covered the breadth of its Terms of Reference and performed well.	

16.2	<p>In reviewing the Terms of Reference for the future, it was suggested that the Terms of Reference should include recommendation of a final draft of the annual Self-Assessment Report relating to the College's ITE and HE provision for approval by the Corporation.</p> <p>It was also suggested that ordering of the Terms of Reference is reviewed so that the Committees effectiveness and impact is at the forefront.</p> <p>RECOMMENDATION: That subject to the updates discussed, that the Terms of Reference are proposed to the Corporation for approval.</p>	
17.	<p>Schedule of business 2022-23</p>	
17.1	<p>The Committee reviewed the Schedule of Business which covered each meeting for the coming academic year.</p>	
17.2	<p>The Clerk explained that it was the intention for the VPQ&SE, CEO and Clerk to work with the Chair to look at the structure of the agendas going forward, to perhaps align with the structure of the strategic objectives.</p>	
17.3	<p>RESOLVED: That the schedule of business for 2022-23 is agreed.</p>	
18.	<p>Academic Board Minutes*</p>	
18.1	<p>The Academic Board minutes for 15.2.22, 23.3.22 and 29.4.22 were provided for information.</p>	
Any other business		
19.	<p>Items for report to the Corporation</p>	
19.1	<ul style="list-style-type: none"> • Minutes of meeting – 16.06.22 and 30.06.22- For information • The Purpose of HE • OFS assurance • Strategic Objective 2 - To deliver a curriculum that meets the needs of students, employers and our community • Strategic Objective 3- To deliver an outstanding student experience • Terms of Reference • Risk Register- addition of attendance 	

20.	Any other business	
20.1	<u>Thanks</u> It was the last governance meeting for Jevgenija Mironova and Habiba Shiraz as their term of office as student governors was coming to an end. Members thanked them for their contributions and wished them well for the future.	
20.2	The Chair closed the meeting at 18.30	
21.	Meeting Evaluation	Assistant Clerk
21.1	Meeting evaluation form to be circulated via email.	

Approved by the Committee:

B. Khokhar
Signed by the Chair

07.10.2022
Date

Agreed actions

No	Minute	Action	Who?
1	5.2	Data on A-levels to be provided	VPQ&SE
2	5.4	That the changes identified to the data dashboard for 2022-23 are implemented.	VPQ&SE
3	7.2	To provide the Committee with an update on the outcome of the ITE re-registration at the October Q&S meeting.	DQ&IS
4	8.5	The Committee asked that future update reports offer the high-level view and strategic direction for governors.	VPC
5	9.5	The Committee asked that future reports set out the triangulation and impact on student outcomes.	VPQ&SE
6	13.3	That the changes to the objective are highlighted prior to sharing with Corporation.	VPC
7	13.7	A number of small typos were identified to the KPIs requiring correction prior to sharing with Corporation.	VPQ&SE
8	14.2	To address academic misconduct in assessments within the policy.	DQ&IS
9	15.2	Attendance to be added to the Risk Register and recommended to Corporation.	VPQ&SE
10	21.1	Meeting evaluation form to be circulated via email.	Assistant Clerk