

**MINUTES OF THE MEETING OF THE QUALITY AND STANDARDS COMMITTEE
HELD: at 16.00 on 6 Thursday October 2022 in 4F07 DHB Boardroom**

Present	In attendance
Billy Khokhar (Chair)	Sarah Applewhite (Vice Principal Quality, Teaching & Learning)
Fiona Thompson (Vice Chair)	Asa Gordon (Vice Principal Curriculum)
Cath Orange	Sarah Cooper (Director Peoples Services)
Chris Webb (CEO)	Alina Khan (Vice Principal Equality Diversity Inclusivity & Student Experience)
Tiffany Lythgow (Via MS Teams)	Sarah McKenzie (Clerk)
Taqi Ali	Allison McEvoy (Assistant Clerk)
Apologies	
Cllr Kyle Green (co-opted member)	
Shezad Aslam	

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	Apologies were made for Kyle Green and Shezad Aslam.	
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 30 June 2022.	
3.1	A minor amend was suggested to minute 5.2.	
3.2	RESOLVED: Subject to the minor change identified, the minutes of 30 June 2022 were approved to be signed by the Chair as an accurate record of the meeting.	
4.	Matters arising	
4.1	The Matters Arising Report was reviewed, noting that all items had been complete.	

4.2	<p>The VPQT&L provided an update on the outcome of the ITE re-registration that had been received since the papers had been circulated. The College had not been successful along with a large number of other organisations. The College was being assisted by the DfE who had clarified the options, which were to appeal the decision or to form a partnership with another body, university or a S.C.I.T.T (School Centred Initial Teacher Training) that had been successfully re-registered.</p> <p>The Committee noted that the outcome had implications for both the curriculum offer and the college's finances.</p>	
4.3	<p>ACTION: VPQT&L to provide further updates on the position with ITE registration.</p>	VPQT&L
5.	<p>Data Dashboard</p>	
5.1	<p>The VPQT&L provided an overview of the Data Dashboard.</p>	
5.2	<p>Attendance continues to remain an issue. It was acknowledged that the information provided to Governors was high level and that the reasons behind the attendance figures was multifaceted and that there was a need for further data analysis to enable the college to address the issues.</p>	
5.3	<p>Q. Why have the HE conversion to applications dropped? A. It did drop last year but early indications show that it has bounced back this year.</p> <p><i>J/TL</i></p>	
FE Study Programmes		
6.	<p><u>6.1 Progress/ results (summary 21/22)</u></p>	
6.1	<p>16-18 results are down 5.6% on last year at 78.6%. The VPQT&L informed the committee that it is anticipated that the rate will improve slightly following outstanding external verification and data cleansing of records.</p> <p>The adult achievement rate currently stands at 85.4% (-1.2% down on 2021) with 4.2% of results still expected. It is anticipated that adult achievement rates will reach the 2021 out-turn.</p> <p>Governors noted that following Performance Review 4 cycle, a series of clear actions had been proposed to address the areas for improvement evidenced in the data dashboard.</p>	

6.2	<p>Q. In the actions for the improvement there doesn't seem to be any actions addressing appropriate entry levels following centre assessed grades. Are we addressing this?</p> <p>A. The difference this year is early diagnostics and confirmation of the level the students are at and the fact that this is being done more consistently this year.</p>	
6.3	<p>It was acknowledged that across the sector results seemed to have reverted back to pre- pandemic rates following grade inflation witnessed under the centre assessed grades solution put in place during the pandemic. Post pandemic many students have faced exams for the first time, there is need for an increased focus to prepare students for exams</p>	
6.4	<p><u>6.2 English and Maths (summary 21/22 including College level progress measures for 16-18)</u></p>	
6.5	<p>Q. What has impacted the +0.40-progress measure?</p> <p>A. Improved stability and quality in the staff, with positive engagement results. There is also a clear strategy on assessments.</p>	
6.6	<p>Q. What do we do with the measures on engagement in learning?</p> <p>A. We use it to monitor individual student progress then at the end of the year we can check impact, particularly around attendance.</p>	
6.7	<p>Members recorded their thanks to the English and Maths teams.</p>	
6.8	<p><u>6.3 FE Moderation (summary of 21/22)</u></p> <p>The VPQT&L advised that no significant concerns had been highlighted as part of the 2021-22 FE Moderation and that there were a substantial number of points of good practise.</p>	
6.9	<p><u>6.4 Learning, Teaching & Assessment (summary of 21/22)</u></p> <p>The VPQT&L advised that more focus was needed on the assessment element.</p>	
6.10	<p>The CEO advised that the Learning Teaching and Assessment strategy has been lifting poor teaching up to good teaching, the next step in reaching an outstanding Teaching and Learning experience needed to transcend those measures. There was also a need to significantly increase the amount of sharing of best practise across departments.</p>	

6.11	<p>Q. What do you mean by a more rigorous quality cycle?</p> <p>A. It means better interaction between the Learning, Teaching and Assessment Department and Quality Department. Looking at areas that require significant and quick enhancement. By transforming risk into improvement strategies.</p>	
6.12	Members noted the report and the assurance it gave.	
6.13	<u>6.5 Attendance (summary (21/22))</u>	
6.14	Members again reflected on the complexity of the issues relating to lower levels of attendance.	
6.15	<p>Q. Why do you remove Maths and English attendance?</p> <p>A. We do monitor it closely. It was taken out at the request of the Q&S Committee for the purpose of reporting, so governors could get a better sight of the figures.</p>	
FE Apprenticeships		
7.	<u>7.1 Progress/ results (summary (21/22))</u>	
7.1	It was reported that the college had seen a decline in achievement rates for apprenticeships in 2021/22 with overall achievement reported at 60.7%. Below the previous year's rate of 66.9% and 9.3% below the college 2021/22 target. While the profile of achievement against target varies there are significant areas of concern across the following subject areas: business and management, construction and engineering.	
7.2	Members were disappointed with the results and questioned why was not picked up earlier. Following the completion of the Performance Review 4 cycle, a series of clear actions had been identified, one of which was around the management of data highlighting risk of non-completion. It was noted that regular updates will be provided to Governors throughout the year on the efficacy of the strategies now in place to drive improvement.	
7.3	<p><u>7.2 FE Apprenticeships Moderation (summary of 21/22)</u></p> <p>Governors reviewed the FE Apprenticeships Moderation (summary of 21/22) report and noted there were no areas of significant concern.</p>	
7.4	<p><u>7.3 Learning, Teaching & Assessment (summary (21/22))</u></p> <p>The Committee reviewed the report and noted progress towards the LTA targets in 2021/22.</p>	

7.5	The CEO reiterated the need for preparing students for exams and sharing of best practice across departments.	
HE		
8.	<u>8.1 Results (summary (21/22))</u>	
8.1	Members were pleased to see the positive trajectory of HE outcomes.	
8.2	The VPQT&L explained that the introduction of a completion metric by the OfS has refocused attention on the timely completion of students from 22/23 onwards. The Quality team will work with the LTA team to ensure the academic community understand these new metrics and so that they can work together to propose strategies to address gaps in performance.	
8.3	<u>8.2 Learning, Teaching & Assessment (summary of 21/22)</u> The VPQT&L introduced a report which provided an end of year overview of data and analysis relating to learning, teaching and assessment on HE programmes. Including, a summary of the actions taken in 2021/22 and the impact of each activity based on staff and student feedback.	
8.4	<u>8.3 Attendance (summary of 21/22)</u> Broadly there had been an improving trend, HE students were facing some of the same challenges as the FE students, returning to classroom study after the pandemic and the dealing with challenges that Covid had exacerbated.	
8.5	Q. Are you reassured with the way attendance is going this year? A. It is a variable picture again. It is about having strategies in place to identify the types of risk.	
8.6	Q. It is interesting that Asian attendance has gone up but black attendance has gone down. Is there any indication as to what has happened there? A. The numbers were so small that conclusions were unable to be made.	
8.7	<u>8.4 National Student Survey 2022</u>	

8.8	<p>The VPQT&L presented a paper that showed that the College had achieved strong results in the 2022 National Student Survey. The response rate of 71% was above the national average of 69%. The outcomes were above the college benchmark on all eight of the survey scales, and significantly above the benchmark for four of the eight. For the 27 survey questions, the College was above benchmark on all of them and significantly so for 14 of them. Across all 27 questions, were on average 7.47 percentage points above benchmark. The scores for all 27 questions also improved on 2021, which was also a good year for the College. On average, the score improved by 5.20 percentage points compared to 2021.</p> <p>The Committee noted its thanks to all involved.</p> <p><u>8.5 HE Curriculum Update</u></p> <p>The VPC provided a paper updating the Committee on developments in the HE Curriculum and highlighted the work with Couch Perry Wilks (CPW) to deliver the HNC Flex programme that will deliver a bespoke range of HNCs through a mixture blended learning and block release to CPW employees over the next 18 months. The programme is a pilot for a national employer and will see 20 employees enrol in October, with discussions already commencing on how the HND can be offered subject to learner and employer feedback.</p>	
8.9	<p>Q. Where are we with the Higher Technical Qualifications? A. We need to pick up our pace, particularly in the digital space.</p>	
8.10	<p>The VPC advised that the College was looking at an opportunity at the junction mills development on sustainable transport. To carry out data analytics for Bradford Council around making Bradford a carbon neutral city. This would be an HNC/ HND programme which would involve the digital department and the engineering sustainable transport area.</p> <p>The Committee asked that future agendas have more of a curriculum focus.</p>	
8.11	<p>ACTION: that a curriculum update paper be presented to the next Q&S Committee and that the Committee considers wider Corporation training needs.</p>	VPC & Cttee
Student Voice		
9.	<u>9.1 Report from the Student's Union</u>	
9.1	The Student Union President provided an update on:	

	<ul style="list-style-type: none"> • Students' Union/ Student Voice • Elections • Student Interview Panel • Inductions & Freshers Fair • Student Common Room • Black History Month October 2022 	
9.2	Governors were pleased to hear how well the Freshers Fair and inductions had been attended.	
9.3	The Committee were keen to stress the importance of the student voice and value placed on the insight that the new Student Governor would bring to the Committee and wider Corporation.	
Policies		
10.		
10.1	<p><u>10.1 Safeguarding Policy</u></p> <p>An error has occurred in the circulation of the updated Safeguarding Policy. The Clerk will circulate the Safeguarding Policy to the Q&S Committee for any comments and then under Chair's action ask that it be recommended to the next Corporation.</p>	
10.2	ACTION: Clerk to circulate the Safeguarding Policy to Q&S Committee for any comments.	Clerk & Cttee
10.3	<p><u>10.2 Bradford College Complaints Policy</u></p>	
10.4	Members felt that the Bradford College Complaints Policy wasn't ready to be scrutinised by the Committee and requested that it be reconsidered inline with the proposed approach to provide the overarching policy directive for three separate complaints procedures, before being presented to the next Q&S Committee.	
10.5	ACTION: The VPQT&L to reconsider the Complaints Policy.	VPQT&L
Governance & Risk		
11.	Annual Safeguarding Report 2021-22	
11.1	Following the departure of the VPQ&SE, the DPS was appointed as the Designated Safeguarding Lead.	
11.2	The DPS provided an overview of the Annual Safeguarding Report 2021-22 advising that overall it was a positive report.	

11.3	Governors noted the significant increase in students accessing the services, the reasons for these and the trends in the number and types of interventions over recent years.	
11.4	RECOMMENDATION: That the Annual Safeguarding Report 2021-22 be recommended to the Corporation.	
12.	Risk Monitoring	
12.1	The Committee reviewed the strategic risks for which it has oversight, noting the following for report and recommendation to the Corporation:	
12.2	SR4- 21/22 outturn indicates a failure to reach Further Education and Apprenticeship targets despite positive in-year indicators relating to progress and retention. The flagged risk of summative exams impacting pass rates has crystallised and the RAG rating has been revised to account for this. Urgent work to review and tighten risk controls to be prioritised. The risk associated with poor attendance across the 16-18 cohort remains. Risk controls to be tightened through September 2022 (Q4) and Q1 2022/23. Therefore, the likelihood score has been increased.	
12.3	SR5- 3 Year Curriculum plans proposed by HODs to Executive panel (22/09) that align to strategic objective. Plans demonstrate introduction of further T Level and T Level Transition programmes, 2nd cohort of Ambition Hub and introduction of new HNC/HND in Construction, Engineering, Social Work & Professional Services. The curriculum teams have a wider Higher Technical offer in development that includes the development of HLAs as well clear progression routes from L3 FE & Access provision.	
12.4	SR7- Whilst indications within the year were positive and risk score reduced the outcomes of the end of the year suggest the controls were not as robust as thought. Therefore, risk controls to be tightened through September 2022 (Q4) and Q1 2022/23, hence the likelihood score has been increased.	
12.5	RECOMMENDATION: That the changes to the risks be proposed to the Corporation for approval and inclusion on the strategic risk register.	
	<i>L/co</i>	

13.	Academic Board effectiveness and Terms of Reference	
13.1	The VPQT&L advised that there had been no changes to the Terms of Reference since that had been updated and approved mid 2021-22. Governors noted the paper and were assured that the quoracy issues that had been picked up were not having any adverse impact on the effectiveness of the Board.	
14.	Academic Board Minutes – 28 June 2022*	
14.1	The Academic Board minutes for 28 June 2022 were provided for information.	
Any other business		
15.	Items for report to the Corporation	
15.1	<ul style="list-style-type: none"> • Minutes of meeting – 06.10.22 • Annual Safeguarding Report 2021-22 • Safeguarding Policy 	
16.	Any other business	
16.1	Governors reflected on the agenda and discussed how the meeting might be conducted going forward.	
16.2	The Chair closed the meeting at 18.10.	
17.	Meeting evaluation form	Assistant Clerk
17.1	Meeting evaluation form to be circulated via email.	

Approved by the Committee:

B. Khokhar
Signed by the Chair

05.12.2022
Date

Agreed actions

No	Minute	Action	Who?
1	4.3	VPQT&L to provide further updates on the position with ITE registration.	VPQT&L
2	8.11	That a curriculum update paper be presented to the next Q&S Committee and that the Committee considers wider Corporation training needs.	VPC & Cttee

3	10.2	Clerk to circulate the Safeguarding Policy to Q&S Committee for any comments.	Clerk & Cttee
4	10.5	The VPQT&L to reconsider the Complaints Policy.	VPQT&L
5	17.1	Meeting evaluation form to be circulated via email.	Asst Clerk