

**MINUTES OF THE MEETING OF THE QUALITY AND STANDARDS COMMITTEE
HELD: at 16.00 on 1 Thursday December 2022 in 4F07 DHB Boardroom**

| Present | In attendance |
|-----------------------------------|---|
| Billy Khokhar (Chair) | Marc Gillham (VP Data & Funding) |
| Fiona Thompson (Vice Chair) | Sarah Applewhite (VP Quality, Teaching & Learning) |
| Cath Orange (Via MS Teams) | Asa Gordon (VP Curriculum) |
| Chris Webb (CEO) | Alina Khan (VP Equality, Diversity, Inclusivity & Student Experience) |
| Taqi Ali | Sarah Towan (Director of Student Recruitment & External Relations) |
| Tiffany Lythgow | Sarah McKenzie (Clerk) |
| Apologies | Allison McEvoy (Assistant Clerk) |
| Cllr Kyle Green (co-opted member) | |

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 recorded for Kyle Green. | |
| 1.3 | There were no disclosures of interest. | |
| 2. | Chairs action | |
| 2.1 | Chairs action had been taken to recommend the Safeguarding Policy to the Corporation for the 20 October 2022 meeting. | |
| 3. | Minutes of the meeting on 6 October 2022. | |
| 3.1 | A minor amendment was suggested to minute 6.5. | |
| 3.2 | RESOLVED: Subject to the minor change identified, the minutes of 6 October 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 and noted. | |
| 5. | Data Dashboard | |

| | | |
|--|---|--|
| <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p> | <p>The VPQT&L provided an overview of the Data Dashboard highlighting that:</p> <ul style="list-style-type: none"> • Retention was up against target. • HE was up against target. • Attendance was up slightly compared to the previous year. <p>Q. Attendance remains poor. A. Agreed, our problems are related to Maths & English and Construction & Engineering.</p> <p>Q. Are you reassured that we have the right approach with attendance? A. Each department is learning how they take accountability for how attendance is managed.</p> <p>Governors had an in-depth discussion about the multi -faceted attendance problem, its causes, implications and how to mitigate it. Also, that there needed to be a differentiation between attendance and engagement. Members wanted to see more detail around the Maths and English attendance figures. It was noted that there were more students resitting English and Maths exams than there had been before and that this factor could also be affecting the attendance data. The VPQT&L advised the team was looking in to barriers to learning and attendance and that some students were still struggling with returning back in to full time education.</p> <p>It was noted that the college was working with Dixons and the New College to determine causes. It was reported that attendance was at 89% across all secondary schools in Bradford at the time of the meeting. There is a fundamental problem with attendance in Bradford.</p> <p>It was noted that the Corporation was due to have a strategic discussion on attendance at its next meeting on 15 December 2022.</p> | |
| Student Voice & Experience | | |
| <p>10.</p> <p>10.1</p> | <p>Report from the Student’s Union</p> <p>The Student Union President and student governor provided an update covering:</p> <ul style="list-style-type: none"> • Black history month activities • Hate crime awareness week | |

| | | |
|------|--|--|
| 10.2 | <ul style="list-style-type: none"> • Remembrance of Prophet Mohammad • Youth work week • Students' Union volunteers' group • Performing arts workshop • Elections • Common room • Reclaim the night <p>Governors also heard how the student governor had attended the AoC Conference and was surprised to find out that Bradford College was engaged in far more extra-curricular activities than many other colleges.</p> <p>The Committee encouraged the Student's Union to be mindful of ED&I and reach, in the activities that are arranged and thanked the Student's Union President for the update.</p> <p><i>J/TL</i></p> | |
| 6. | <p>Curriculum Plan Update</p> <p>6.1 Governors had been provided with the new prospectuses for Adults, HE and FE. The VPC advised that each department now had a 3- year Curriculum Plan. The Curriculum Plan which had been developed now provides either an employment route or progression to further study or both. Thus, satisfying the governors desire for no 'dead ends' in the curriculum.</p> <p>6.2 Q. Do we have issues recruiting appropriately trained staff in any areas? A. We are looking at recruitment, development, growing our own with support of qualifications and courses we have at the College to become qualified teachers with us.</p> <p>6.3 Q. Which areas are struggling with recruitment? A. Construction & Engineering and Maths & English.</p> <p>6.4 Q. Is there any exposure in terms of employer engagement due to the current financial climate? A. Employer engagement is still strong but the Bradford district is predominantly dominated by micro business and SME's, so it does pose challenges. We are also competing with the Leeds City region.</p> <p>6.5 Members thanked the VPC and the VPQT&L for the Curriculum Plan, adding that the plan was a great start to now be built on with additional data such as student numbers and demographics.</p> | |

| | | |
|----------------------------|--|-------|
| 6.6 | ACTION: to share the Curriculum plans with Corporation members. | Clerk |
| FE Study Programmes | | |
| 7. | 7.1 <u>FE Student Recruitment</u> | |
| 7.1 | <p>The VPD&F provided an overview of the 2022-23 FE Student Recruitment, highlighting:</p> <ul style="list-style-type: none"> • Strong 16-19 recruitment of 3864 vs a target of 3650. • 65% (2510) of 16-19 learners require either maths or English (21/22 62% and 2141 students) • Adult enrolment is down, particularly in for Advanced Learner Loans and Free Courses for Jobs. • Continuing increase in High Needs demand in 2022/23. | |
| 7.2 | <p>Q. Are there any implications for resource, particularly around Maths & English and high needs?</p> <p>A. We are looking at resource and have brought in additional staff with recruitment ongoing. We knew there was going to be an increase this year, so we were able to scale that to ensure it was appropriately managed during the Business Planning sessions.</p> <p>It was noted that the new curriculum was attracting more learners and the Committee noted its thanks to the teams.</p> | |
| 7.3 | <p>7.2 <u>FE Attendance update</u></p> <p>The VPQT&L advised that the report highlighted the key areas of concern regarding attendance. The Executive acknowledged the ongoing and significant risk that poor attendance presents for further education students' experience and outcomes. As a result, poor attendance was recorded as a high risk and strategic priority for the college.</p> | |
| 7.4 | <p>7.3 <u>Stakeholder Feedback</u></p> <p>The VPQT&L provided the report which summarised the stakeholder feedback gathered during the first quarter of the 22/23 academic year. It presented the results of the Student Induction Survey 22-23 for Further Education provision, together with an analysis of performance against external benchmark and previous years. In addition, and at the request of Corporation, the report also detailed the conclusion of malpractice investigations notified to the Audit Committee.</p> | |

| | | |
|---------------------------|---|-----------|
| 7.5 | <p>It was noted that overall, the FE Post-Induction Survey results show improvement in response rates and overall satisfaction. There were notable improvements in satisfaction relating to the enrolment experience, together with responses to student personal tutor support and opportunities to give feedback. The Committee were encouraged to hear that the college will seek to maintain this level of satisfaction through the year and to address areas for improvement in a timely and impactful manner and that progress towards improvement will be monitored through departmental quality improvement plans.</p> <p>The VPQT&L explained that the college had not upheld any allegations of malpractice and that whilst the investigations had created a significant volume of work, they have identified key areas for improvement to ensure that such matters will not arise again.</p> <p>7.4 FE Self- assessment & Quality Improvement Plan</p> <p>The FE self-assessment proposed an overall OfSted effectiveness judgement of ‘Good’ highlighting areas of outstanding provision (Education for High Needs Students) and areas which require improvement (Education for Young People). It was also accompanied by a quality improvement plan for 22/23.</p> <p>Two governors had been involved in the validation process for all three self-assessments presented to the Committee and they had noted that the process had been robust and that the documents were well written.</p> | |
| 7.6 | As part of the Committee’s discussions, they identified a need to revisit and consider the future of the A-level provision. It was agreed that there would be a wider discussion on this in the near future. | |
| 7.7 | ACTION: Governors to revisit and consider the future of the A-level provision. | CEO/Clerk |
| 7.8 | RECOMMENDATION: That the FE Self- assessment & Quality Improvement Plan is recommended to Corporation for approval. | |
| FE Apprenticeships | | |
| 8. | 8.1 Apps Student Recruitment | |
| 8.1 | The VPD&F gave an update on the Student Recruitment in Apprenticeships, highlighting: | |

| | | |
|---|--|------------------|
| <p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p> | <ul style="list-style-type: none"> • 292 starts in Quarter 1 vs a target of 384. • 905 Apprenticeships carried in from previous academic years. • Apprenticeship recruitment is tracking behind in Quarter 1 of 2022/23, with 92 fewer starts than planned. <p>Q. What is meant on ‘Failure to meet the needs of our learner demographics will significantly impact on their experience’?</p> <p>A. The focus is ensuring that the Apprenticeships we have are meeting the needs of the Bradford area. We have a specific KPI which is to focus on growing the provision in BAME.</p> <p>ACTION: The VPD&F to provide a breakdown in data on the different types of students and which courses they are attending, with a focus on the demographics.</p> <p>8.2 Stakeholder Feedback</p> <p>The VPQL&T provided an overview on Stakeholder Feedback relating to FE Apprenticeships. The report provided Governors with a summary of stakeholder feedback gathered during the 21/22 and 22/23 year to date.</p> <p>The apprenticeship survey was open from February 2022 until August 2022 for all stages of their programme. A sample of 500 Apprentices were targeted with responses from 306, giving a response rate of 61%. This rate is classified as a good response for this type of survey. Overall satisfaction is high, with the College scoring in the upper quartiles for most questions when compared with other similar large providers.</p> <p>Governors raised concern that the poor engagement in Construction and Engineering with the student satisfaction survey correlated with the issue of poor attendance in the same area and was worthy of further investigation.</p> | <p>VPD&F</p> |
| HE | | |
| <p>9.</p> <p>9.1</p> | <p>9.1 HE Student Recruitment</p> <p>The VPD&F provided an overview on HE Student Recruitment highlighting that:</p> <ul style="list-style-type: none"> • 1,062 HE learners enrolled vs a target 1,136. • Education & Social Care is the biggest area of under recruitment at 85% of target. • Engineering & Construction has recruited strongly with an increase of 30 learners on 21/22. | |

| | | |
|--|--|--|
| <p>9.2</p> <p>9.3</p> <p>9.4</p> <p>9.5</p> <p>9.6</p> | <ul style="list-style-type: none"> • Online HNC Provision launched in Construction & Engineering. <p>Education & Social Care has had a difficult recruitment cycle with 532 learners enrolled against a target of 626. An increasingly competitive market is the major factor behind the reduction in numbers and a national decline in applications to this area of 23% as reported by UCAS this year.</p> <p>9.2 Stakeholder Feedback</p> <p>The report presented the Student Induction Survey 22-23 results for FE. It was noted that the overall return rates continue to improve with an overall return rate of 87% return rate - the highest achieved over the past four years. Overall satisfaction is high, with the College scoring in the upper quartiles for most questions.</p> <p>The VPQT&L advised there was a concern around Engineering & Construction which had been caused by a large cohort of distance learning students being factored in to the survey, so when they had stated they weren't satisfied with some onsite facilities, it was not relevant. This was being rectified.</p> <p>Q. Do you appoint your own external examiners? A. We do nominate them.</p> <p>9.3 OfS assurance and TEF update</p> <p>The VPQT&L advised that the college had met its deadlines for regulatory activity to date this academic year.</p> <p>It was highlighted that the college's next key activity in this area, was the preparation for the Teaching Excellence Submission which must be made by the 25 January 2023. The Vice Chair had offered to act as a sounding board for the VPQT&L as she developed the submission.</p> <p>9.4 ITE registration update</p> <p>The report provided the Committee with a short update on ITE registration. It confirmed the verbal report in November 2022, which stated that the college had been unsuccessful in gaining reaccreditation to deliver QTS awards and was in the process of appealing the decision. The report detailed the suite of options available to the college in the event that the appeal is unsuccessful.</p> <p>The outcome of the appeal had been delayed.</p> | |
|--|--|--|

| | | |
|------------|--|--------|
| 9.7 | ACTION: The VPQT&L will provide an update on the ITE registration appeal outcome as it becomes available. | VPQT&L |
| 9.8 | <u>9.5 ITE Self-assessment & Quality Improvement Plan</u> The ITE self-assessment proposed an overall effectiveness judgement of 'Good' and was accompanied by a quality improvement plan for 22/23. | |
| 9.9 | Q. What is the reason behind the 26% on the first time pass rates? A. It is particularly challenging around this provision because QTS is awarded separately to the academic programs which means if students are struggling, they will always prioritise QTS. | |
| 9.10 | Q. Are we doing too much administration in HE? A. We are held to the same bar as every University in the country so yes, it is disproportionate activity wise for us. The regulatory regime is overburdensome for Colleges. The CEO reminded the Committee that ITE was due an Ofsted visit in the near future. | |
| 9.11 | RECOMMENDATION: That the Initial Teacher Education Self-2021-22 and Quality Improvement Plan 2022-23 be recommended to the Corporation for approval. | |
| 9.12 | <u>9.6 HE Self- assessment & Quality Improvement Plan</u> The self-assessment proposed a RAG rating of green for expectations relating to standards and a RAG rating of amber for expectations of quality. | |
| 9.13 | RECOMMENATION: That the HE Self- assessment 2021-22 & Quality Improvement Plan 2022-23 is recommended to the Corporation for approval. | |
| 11. | Work experience update | |
| 11.1 | The VPC presented a report which provided an end-of-year update on Work Experience and Industry Placements since the start of the academic year 2021-22. The report detailed the actions undertaken by the College and the Work Experience department to mitigate any risks and impact on students in the year. Governors noted the report. | |

| Policies | | |
|-------------------|---|--|
| 12. | 12.1 <u>Bradford College Complaints Policy</u> | |
| 12.1 | The Bradford College Complaints Policy had been reconsidered inline with the proposed approach to provide the overarching policy directive for three separate complaints procedures | |
| 12.2 | RESOLVED: That the Bradford College Complaints Policy was approved. | |
| 12.3 | 12.2 <u>HE Admission Policy</u> | |
| | RESOLVED: The HE Admission Policy was approved. | |
| 12.4 | 12.3 <u>FE Admission Policy</u> | |
| | RESOLVED: The FE Admission Policy was approved. | |
| 12.5 | 12.4 <u>FE Fees Policy</u> | |
| | It was noted that the FE Fees Policy was also on the agenda of the F&GP Committee on the 8 December for consideration. | |
| | Governors felt that the Equality Impact Assessment was transparent about the rise in costs and that the impact on students was minimal. | |
| 12.6 | RECOMMENDATION: That the FE Fees Policy be recommended to F&GP and Corporation for approval. | |
| Governance & Risk | | |
| 13. | Risk Monitoring | |
| 13.1 | The Committee reviewed the strategic risks for which it has oversight, noting the following for report and recommendation to the Corporation: | |
| 13.2 | SR4- Self-Assessment indicates that Higher Education outcomes have improved through 21/22. However, 4 year rolling trend data now released by the Office for Students indicates some areas of concern relating to masters, business and computing programmes. The risk of a cause for concern (and associated action) being highlighted by the Office for Students exists. | |
| | The risk associated with poor attendance across the 16-18 cohort remains. Risk controls have been tightened through September | |

| | | |
|---------------------------|---|-------------------|
| | <p>and October 2022 (Q4) and Q1 2022/23. Improvement in several vocational areas is in evidence – but this is not consistent. English and Maths attendance continues to pull overall attendance percentages down. Ongoing work to address this discussed in Q1 performance reviews. The risk remains for reconsideration in Q2.</p> <p>Submission to the Teaching Excellence Framework will take place on the 23rd January 2023. While progress is good, there is risk that as the submission only accounts for 50% of the panel judgement we will be unable to address the 4 year rolling trend risks in evidence on the dashboard (and within the HE self-assessment report). Clear mitigation in place relating to contextualising our student demographics and learning gain is required.</p> | |
| 13.3 | <p>SR7 - Work to focus the college on student preparation for assessment – including workshops and individual tutor scrutiny and support underway. Actions clearly recorded in departmental QIPs.</p> <p>The CEO suggested adding a risk around level 3, to also encompass A-levels.</p> | |
| 13.4 | <p>ACTION: SR12- recommend to F&GP Committee that the likelihood score (related to industrial action) is increased.</p> | VPF&CS |
| 13.5 | <p>ACTION: That a risk around level 3, to also encompass A-levels is added to the risk register.</p> | VPF&CS |
| 13.6 | <p>RECOMMENDATION: That the changes to the risks be proposed to the Corporation for approval and inclusion on the strategic risk register.</p> | |
| 14. | Academic Board Minutes – 11 October 2022* | |
| 14.1 | The Academic Board minutes for 11 October 2022 were provided for information. | |
| Any other business | | |
| 15. | Items for report to the Corporation | |
| 15.1 | <ul style="list-style-type: none"> • Draft Minutes of meeting – 01.12.22 • Curriculum Plan Update • FE Self- assessment & Quality Improvement Plan • ITE Self-assessment & Quality Improvement Plan • HE Self- assessment & Quality Improvement Plan • FE Fees Policy- for approval | |

| | | |
|------------|---|------------------------|
| | <ul style="list-style-type: none"> • Strategic Risk Register- for approval • Attendance • A- Level provision | |
| 16. | Any other business | |
| 16.1 | The Chair thanked the Executive for the high- quality reports and papers that had been presented at the meeting. | |
| 16.2 | The Chair closed the meeting at 18.15. | |
| 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

25.03.23
Date

Agreed actions

| No | Minute | Action | Who? |
|----|--------|---|------------|
| 1 | 6.6 | to share the Curriculum plans with Corporation members. | Clerk |
| 2 | 7.7 | Governors to revisit and consider the future of the A-level provision. | Clerk |
| 3 | 8.3 | The VPD&F to provide a breakdown in data on the different types of students and which courses they are attending, with a focus on the demographics. | VPD&F |
| 4 | 9.7 | The VPQT&L will provide an update on the ITE registration appeal outcome as it becomes available. | VPQT&L |
| 5 | 13.4 | SR12- recommend to F&GP Committee that the likelihood score (related to industrial action) is increased. | VPF&CS |
| 6 | 13.5 | That a risk around level 3, to also encompass A-levels is added to the risk register. | VPF&CS |
| 7 | 17.1 | Meeting evaluation form to be circulated via email. | Asst Clerk |