

**MINUTES OF THE MEETING OF THE QUALITY AND STANDARDS COMMITTEE  
HELD: at 16.00 on Thursday 23 March 2023 in 4F07 DHB Boardroom**

<b>Present</b>	<b>In attendance</b>
Billy Khokhar (Chair)	Marc Gillham (VP Data & Funding)
Fiona Thompson (Vice Chair)	Sarah Applewhite (VP Quality, Teaching & Learning)
Cath Orange	Asa Gordon (VP Curriculum)
Chris Webb (CEO)	Sarah McKenzie (Clerk)
Taqi Ali	Allison Booth (Assistant Clerk)
Tiffany Lythgow	
Richard Woods	
<b>Apologies</b>	
Alina Khan (VP EDI& Student Experience)	
Sarah Cooper (Director People Services)	

The quorum was 4 committee members

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

<b>Item</b>		<b>Action</b>
<b>Housekeeping</b>		
<b>1.</b>	<b>Welcome, Apologies for Absence and Disclosures of Interest</b>	
1.1	The Chair welcomed everyone to the meeting.	
1.2	Apologies were recorded for Alina Khan and Sarah Cooper. It was also noted that the VPQT&L would need to leave and return to the meeting, so that she could take part in meetings relating to the two investigations she was the nominee for.	
1.3	There were no disclosures of interest.	
<b>2.</b>	<b>Chairs action</b>	
2.1	There had been no use of Chair's actions since the last meeting.	
<b>3.</b>	<b>Minutes of the meeting on 1 December 2022</b>	
3.1	The Committee asked that minute 6.1 be reviewed and re-worded.	
3.2	<b>RESOLVED:</b> Subject to the change identified, the minutes of 1 December 2022 were approved to be signed by the Chair as an accurate record of the meeting.	
<b>4.</b>	<b>Matters arising</b>	

4.1	The Matters Arising Report was reviewed and noted.	
5.	<p><b>Data Dashboard</b></p> <p>5.1 The VPD&amp;F provided an overview of the Data Dashboard highlighting that:</p> <p>5.2 <b>Retention</b></p> <ul style="list-style-type: none"> <li>• FE retention is at 97.1% overall which is +2.7% against target and last year's outturn</li> <li>• Retention for 16-18 is at 96.1% which is +1.6% against the college target and a 5.9% increase on last year's outturn.</li> <li>• Retention for 19+ is 98.4% which is 1.4% above the college target and 1.5% above this point last year.</li> <li>• HE in year retention is currently positive against previous years and against the master target. This data records the position after the semester 1 exam boards. Semester 2 boards commence at the end of June and the college will utilise this data to predict an end of year position (to be confirmed at the resit boards in August).</li> </ul> <p>5.3 <b>Achievement</b> Apprenticeship achievements currently stand at 60.1% (against a previous year outturn of 60.7%).</p> <p>5.4 <b>Attendance</b> Overall, FE attendance is too low at 78.3%. This is primarily due to 16-18 attendance across their student programmes – but in particular for Maths and English. This does not take in to account active engagement with on demanding learning – including through the Century Tech platform and success centres. The college note ongoing improving progress scores for English and maths and the strong attendance at English and maths exams to date.</p> <p>If Maths and English were excluded, attendance from the overall data, the positive attendance rate is 83% for 16-18 students.</p> <p>Female attendance remains above male attendance by 5.0%. 19+ attendance is currently 0.2% above target and +2.1% against last year.</p>	

<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p><b>Learner Character</b></p> <p>The VPD&amp;F gave a presentation on Learner Characteristics which covered areas where students were most likely to study, least likely to study and areas where students are more likely to choose a course and where other students may not, along with statistics for the following categories of students:</p> <ul style="list-style-type: none"> <li>• BAME male and female students</li> <li>• White male and female students</li> <li>• Students with learning difficulties and disabilities</li> <li>• Impact of free school meals</li> <li>• Cumulative impact of multiple disadvantages</li> </ul> <p>The VPD&amp;F raised a number of areas that would need enquiry and deeper investigation by the SLT.</p> <p>It was agreed that the presentation should be shared with the wider Corporation.</p> <p><i>L/SA, J/TL</i></p>	
<b>FE Programmes</b>		
<p>7.</p> <p>7.1</p> <p>7.2</p>	<p><b><u>7.1 Curriculum Update, Planning, Development (future of A-levels)</u></b></p> <p>Following earlier discussions within the Q&amp;S Committee, it was agreed that the future of the College's A level provision needed to be reviewed.</p> <p>The VPC presented a paper to Committee outlining the position of the Executive. It was explained that A Level provision forms a small part of the College's overall curriculum offer, however does enhance the r L3 offer alongside BTECs, T Levels and apprenticeships. Following a 2-year curriculum duration makes it difficult to measure the impact of the curriculum and quality changes to date (as well as legacy impact of Covid) and although results in 21/22 were disappointing, in year progress is positive with pass rate and high grades anticipated to improve significantly.</p> <p>Based on this information the VPC recommended Governors support the Executive in continuing to offer A Levels and allow the curriculum and quality changes to have the impact that will see the College grow an alternate A Level cohort to 6<sup>th</sup> Forms in the City and maintain a brand that linked to academic achievement at L3.</p>	

7.3	Governors had an in-depth discussion around the historical issues with A levels, some members felt that A levels should be offered as part of a diverse curriculum but were also mindful that there was a need to greatly improve quality, outcomes and student numbers. The Committee agreed that the Executive would present a further paper at its next meeting on 29 June 2023, outlining the success criteria for continuing to deliver A levels and an exit strategy if such criteria was not achieved.	
7.4	<b>ACTION:</b> The VPC will provide a further paper to support the decision to continue or not with A levels at the next meeting on 29 June 2023.	VPC
7.5	<p><b><u>7.2 Curriculum Update, Planning, Development (adults)</u></b></p> <p>The VPC provided an updated on the curriculum offer for adults and explained that the strategy for Adult education will evolve in the next academic year to become more focused on skills development below L2 and to create pathways to L3 in vocational areas. This will include</p> <ul style="list-style-type: none"> <li>• Expanding the English &amp; Maths (including functional literacy &amp; numeracy) offer, creating more community provision and improving transition between levels</li> <li>• Digital Skills programmes at L2 and L3 linked to identified skill shortages areas (engagement of FTC Digital Hub employers)</li> <li>• Continued development of non-perishable skills e.g. interpersonal skills/confidence building/mental health &amp; wellbeing to improve employability</li> <li>• Full review of Distance learning offer with a focus on higher skills and development of links to Business Development team</li> <li>• Bridging the gap between community &amp; college AEB provision through collaborative working with the college’s vocational department</li> </ul>	
7.6	<p><b><u>7.3 Learning, Teaching and Assessment</u></b></p> <p>In the absence of the VPQT&amp;L the VPC provided a summary of the Observation of Learning, Teaching and Assessment (OLTA) across the FE curriculum in the 22/23 academic year to date. It detailed the current performance against target, together with a summary of strengths and areas for improvement.</p> <p>Governors were pleased to hear about the ‘one laptop per learner’ where 232 DfE Laptops were being used to complete a pilot study to identify the impact on outcomes and learner experience if each learner was provided with a laptop to use for the duration of their studies (including at home).</p>	

7.7	<p>The CEO suggested that a Digital Transformation Strategy may become a new strategic objective in the future and members noted that this was a significant step towards the college moving to outstanding.</p> <p><b><u>7.4 QIP updates</u></b></p> <p>In the absence of the VPQT&amp;L the VPC presented the FE QIP update, advising that absence continues to remain an issue and continues to be closely monitored.</p>	
<b>FE Apprenticeships</b>		
8.	<p><b><u>8.1 In year apps achievements</u></b></p> <p>8.1 The paper presented to the committee gave an overview of apprenticeship outcomes to date for the 22/23 academic year. It detailed achievement rates at the end of Q2 (to 31<sup>st</sup> January) referencing the data dashboard presented to the meeting.</p> <p>The college had seen a decline in achievement rates for the 2021/22 academic year with overall achievement at 60.9%. This was below the 20/21 rate of 66.9% and 9.3% below the college 2021/22 target. The college achievement target for 22/23 is 75% - which required substantial improvements on previous years.</p> <p>In conclusion, the in-year position has improved on last year. Ongoing close scrutiny of performance, together with the ongoing identification of risk are in train. The committee will be updated again at Q3 where we expect to be able to indicate ongoing sustained improvement.</p> <p>8.2 <b><u>8.2 Learning, Teaching and Assessment</u></b></p> <p>In the absence of the VPQT&amp;L the CEO provided an overview of LTA activity across Apprenticeship provision to date in the 22/23 academic year.</p> <p>There had been limited formal observations to date this academic year, with a focus on working with new members of the team during their probation period. All observations were now scheduled in for the remainder of the academic year.</p> <p>8.3 <b><u>8.3 QIP updates</u></b></p> <p>The VPC provide an updated against the QIP, advising of areas that had been delivered and the following areas which were ongoing:</p>	

8.4	<ul style="list-style-type: none"> <li>• Ensure early planning of EPA activity to complete students in year- complete - all assessors target reflect this and additional EPAOs sourced. Clear risk identification by apprentice in place.</li> <li>• Develop a Personal Development suite of resources for students and employers to enhance and individualise their apprenticeship journey- Significant progress, all apprentices scheduled to engage with PD programme in Q2 have done so. Additional programme of enrichment events (monthly) also in place.</li> <li>• Conduct Market Research with employers and apprentices to understand gaps in knowledge and skills not covered by their apprenticeship standard- Not yet completed, though employer survey response for PR2 indicate a 98% satisfaction.</li> </ul> <p>Governors heard that the Apprenticeship provision will be moving from Little Germany to the ATC building thereby enhancing the student experience.</p>	
<b>Student Voice &amp; Experience</b>		
10.  10.1          10.2   10.3	<p><i>J/SA</i></p> <p><i>This item was discussed after item 8.3</i></p> <p><b>Report from the Student's Union</b></p> <p>The Student Union President and student governor provided an update covering:</p> <ul style="list-style-type: none"> <li>• West Yorkshire Police Youth IAG</li> <li>• Human Rights Awareness Activities</li> <li>• Winter Collection</li> <li>• Cultural Day</li> <li>• Work Experience Program for Level 3 Award Student for Health and Social Care</li> <li>• LGBTQ+ Enrichment</li> <li>• Common Room</li> <li>• Elections</li> </ul> <p>The Chair thanked the Student Governor for his paper and asked if he could explore the level and types of engagement within enrichment which could be included in future reports.</p> <p>Members noted that it was a good report. They were pleased that the Student Governor was able to demonstrate that he felt empowered and that had found the student voice.</p>	

HE	
9.	<b><u>9.1 HE - graduates outcome survey</u></b>
9.1	<p>The VPQT&amp;L gave an overview of college performance in the 19/20 Graduate Outcomes survey – released in 2022. The Office for Students (OfS) include progression (to highly skilled employment) within their indicators of quality. These results contribute to OfS risk assessments of the quality of a provider’s provision.</p> <p>The VPQ&amp;L explained that a lot of work had taken place since the 19/20 cohort which would not be reflected in the outcomes. The Committee agreed that threshold for a ‘highly skilled’ job is of concern as the definition of a ‘highly skilled’ role may not fit comfortably with the economic landscape of Bradford where a significant number of students go on to work in the cities many SME’s.</p>
9.2	<b><u>9.2 OFS Assurance – Regularity update</u></b>
	<p>The VPQ&amp;L confirmed that the college had met its deadlines for regulatory activity to date. Noting that it had submitted the annual fees returns and eligible students for the NSS 2023 cycle, together with cohort data for graduate outcomes activity.</p> <p>The Committee heard that an OfS investigation into the quality of computing provision was taking place. The first of its kind for the College.</p>
9.3	<b><u>9.3 Learning, Teaching and Assessment</u></b>
	<p>The VPQT&amp;L presented an overview of LTA activity across the HE curriculum It was explained that for the 22/23 academic year the college had revised its approach to peer review to improve the evidence of impact and to broaden the access staff have to peers across departments. The approach seeks to strengthen the community of HE practitioners and to provide a more detailed view of strengths and areas for development. It was noted that there were key themes for development emerging and with which the college is providing support.</p>
9.4	<b><u>9.4 QIP updates</u></b>
	<p>The VPQT&amp;L presented the HE QIP update.</p> <p>Governors commented on the progress against the volume of actions and progress being made against them.</p>

	It was noted that the College had employed two new HE Conversion Officers which had seen good progress to date. <i>L/FT</i>	
<b>11.</b>	<b>Draft Accountability Statement</b>	
11.1	The VPC presented a draft Annual Accountability statement, pending the outcome of the LSIP report. A timeline was also provided against which the VPC was working to in efforts to support the Corporation in its statutory duty to deliver an Annual Accountability Statement to the DfE by 31 May 2023.  Members agreed the draft statement pending the input from the LSIP report.	
11.2	<b>ACTION:</b> The VPC to add Bradford University on to the list of Key stakeholders.	<b>VPC</b>
11.3	<b>ACTION:</b> Final Accountability Statement to be submitted to May 25 Corporation meeting for approval prior to submission to DfE.	<b>VPC</b>
<b>Policies</b>		
<b>12.</b>	<b>None</b>	
<b>Governance &amp; Risk</b>		
<b>13.</b>	<b>Risk Monitoring</b>	
13.1	The Committee reviewed the strategic risks for which it has oversight:	
13.2	<b>SR12-</b> Remains red following the UCU ballot for industrial action.	
13.3	It was noted that the outcome of the ballot was likely to be delivered to the CEO over the Easter break and that work is ongoing with Heads of Department to manage the situation with a view to keeping the college open during any strike action, to ensure that students are not negatively impacted and can continue to learn, achieve and progress.	
13.4	Governors sought assurance that any potential strike action will not have an adverse impact on Teaching and Learning.	
<b>14.</b>	<b>Academic Board Minutes – 6 December 2022*</b>	
14.1	The Academic Board minutes for 6 December 2022 were provided for information.	
<b>Any other business</b>		



<b>15.</b>	<b>Items for report to the Corporation</b>	
15.1	<ul style="list-style-type: none"> <li>• Draft Minutes of meeting- 23.03.23</li> <li>• Learner Characteristics</li> <li>• Future of A-levels</li> <li>• OFS Assurance – Regularity update</li> </ul>	
<b>16.</b>	<b>Any other business</b>	
	<i>This item was discussed after item 9.4.</i>	
16.1	An Ofsted inspection of ITT had been announced the day before the meeting. In light of the very tragic case of Ruth Perry the Committee were keen to ensure the wellbeing of staff throughout and beyond the inspection.	
16.2	The VPQ&TL commented that so far, Ofsted had been overtly supportive.	
16.3	The Chair closed the meeting at 18.20.	
<b>17.</b>	<b>Meeting evaluation form</b>	<b>Assistant Clerk</b>
17.1	Meeting evaluation form to be circulated via email.	

Approved by the Committee:

F. Thompson  
Signed by the Chair

30.06.2023  
Date

### Agreed actions

No	Minute	Action	Who?
1	7.4	The VPC will provide a further paper to support the decision to continue or not with A levels at the next meeting on 29 June 2023.	VPC
2	11.2	The VPC to add Bradford University on to the list of Key stakeholders.	VPC
3	11.3	Final Accountability Statement to be submitted to May 25 Corporation meeting for approval prior to submission to DfE.	VPC
4	17.1	Meeting evaluation form to be circulated via email.	Asst Clerk