

**MINUTES OF THE MEETING OF THE QUALITY AND STANDARDS COMMITTEE
HELD: at 16.00 on Thursday 29 June 2023 in 4F07 DHB Boardroom**

Present	In attendance
Fiona Thompson (Chair)	Sarah Applewhite (VPQT&L)
Cath Orange (Via MS Teams)	Asa Gordon (VPC)
Chris Webb (CEO)	Sarah Cooper (DPS)
Tiffany Lythgow	Allison Booth (Clerk)
Richard Woods	Sarah Towan (DSR&ER)
Lynette Leith	Alina Khan (VPEDI&SE) (Via MS Teams)
Billy Khokhar (Item 7 onwards)	
Apologies	
Taqi Ali	
Chris Malish (VPF&CS)	

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	Fiona Thompson had previously agreed to Chair the meeting when the Chair had given his apologies.	
1.2	Apologies were recorded for Chris Malish, Taqi Ali and it was noted that Billy Khokhar would dial in at 5p.m.	
1.3	The Chair welcomed Lynette Leith to her first Quality & Standards Committee meeting.	
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 23 March 2023	
3.1	RESOLVED: The minutes of 23 March 2023 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, it was noted that all items had been completed. <i>J/TL</i>	

5.	<i>J/RW</i> Data Dashboard	
5.1	The VPC advised that a revised version of the data dashboard had been circulated the day before the meeting which reflected some very recent changes to some of the metrics on Strategic Objective 2.	
5.2	It was noted that attendance had continued to decline and that at departmental level there had been some small incremental improvement. There had also been an increase in attendance in some of the GCSE exams. It was highlighted that a strategic conversation on attendance issues had taken place at the Corporation meeting in December 2022 and this had informed further discussion at the Strategic Planning Event in January 2023. The VPQT&L advised that Bradford has one of the highest levels of absenteeism in the country.	
5.3	The targets for the next academic year were to be broken down in to separate levels to create a better understanding on which areas were most impacted. There was a service level agreement in place for next year and accountability would remain with the tutors in line with the Positive Behaviour Policy & Procedure. If attendance continues to decline, members will consider taking this as an item for discussion at the next Strategic planning Event in January 2024.	
5.4	The VPQT&L advised that the College had started working with Ben Lewis Consultancy to gain access to comparable data on attendance from other Colleges. The plan was to pursue this to gain a better understanding of where the College sits in the national picture. WYCC would also be approached to garner any comparable data they held.	
5.5	ACTION: A report on comparable attendance data will be presented at the next Q&S Committee meeting.	VPQT&L/ VPC
6.	A Levels paper	
6.1	The VPC presented a paper for discussion on the future of A Levels at Bradford College (continuing from the paper presented at the last meeting in March). The paper set out:	

<p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p>	<p>Current position- There are 21 students sitting final A level exams this year (63 exam enrolments). There was 100% attendance at exams this month.</p> <p>Mocks- Based on the 21 students completing mocks (so not including the overall college position that will include withdrawals) the projected data is as follows;</p> <ul style="list-style-type: none"> • A*>E = 89% (80.6% in 21/22) • A*>C = 56% (33.9% in 21/22) <p>Criteria for continuation- The following that will be looked at to set for enrolling a new cohort of A Level learners in 23/24 are;</p> <ul style="list-style-type: none"> • Retention rate = 89% • High Pass rate = 56% • ALPS grade = 5 or above for each subject offered <p>If the A Level outcomes meet the above criteria, then the proposal is to continue with the offer in to the 23/24 academic year.</p> <p>Failure to meet criteria- Should the outcomes fail to meet the above set targets then the College will withdraw its offer for 23/24 and only support A Level students on the 2nd year of their programme.</p> <p>Currently there are 277 applications for A Levels at the College, with 80 of those students confirming Bradford College is their first choice.</p> <p>The Executive had previously been tasked by Governors to produce a criterion for continuation to help inform a decision on A levels. Members considered the ratings on the criteria for continuation and felt that the 'high pass rate' should actually be an 89% 'pass rate' and ALPS of 5 or more.</p> <p>This proposal of a change in criteria would be recommended to Corporation for consideration.</p> <p>It was noted that if the criteria agreed by the Q&S Committee and proposed to Corporation are not met, A levels would cease and recruitment would be closed with no further discussion required.</p> <p>The A level results and commentary would be circulated to Governors in August as soon as they were available. Governors may need to then make a decision on the basis of the results.</p>	
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6.6	RECOMMENDATION: That the proposed change in criteria for continuation be recommended to Corporation for approval.	
Resources		
13.	Strike Management update	
13.1	<i>This item was discussed after item 6</i> With 14 days of strike action being taken by UCU over a critical time in the curriculum calendar, the college had worked hard to mitigate the impact. However, there had been some impact to learners on strike days where lecturers had not been in work. There had also been issues with the timely submission of marking data to the Quality Team. The college had remained open to the majority of students on strike days. There had been a cross college effort to ensure that there were enough invigilators, readers, scribes and runners to support the English and Maths GCSE exams and these had been held successfully with the strike action not negatively impacting students sitting exams.	
13.2	The VPQT&L advised that the College had received a letter from Social Work England which indicated that some education providers were intending to provide non-honours awards to undergraduate social work students in their final year of study as a result of force majeure measures. The VPQT&L assured members that the College would be awarding students their full honours degree.	
13.3	Q. In terms of impact, will our HE students graduate on time? A. Yes, our level 6 students are being prioritised in order to maximise preparation for graduation.	
13.4	The Chair asked for the Committee's thanks to be passed on to the relevant teams for ensuring that the exam roll out was successful. <i>L/SC- J/BK</i>	
FE Programmes		
7.	7.1 FE Student destinations	
7.1	A paper was presented to the committee to provide a summary of FE (16-19 & Adults) learners destinations for the 21/22 academic year. J2 Research conducted telephone surveys with former learners to determine their destination and the impact of learning. The telephone interviews were conducted using a concise bespoke	

7.2	<p>questionnaire designed by J2 Research. Former learners were contacted up to 20 times in order to complete the survey; during the day, in the evening and at the weekend.</p> <p>The data identified the continuing challenge faced with students changing numbers in year. There was a need to improve processes for the collection of data through enrolment and also checking data at agreed touch points to ensure any changes were recorded.</p> <p>Q. Do we have resource in place for students who are looking to become self- employed?</p> <p>A. Yes, we have various non- perishable skills programmes, Bradford has a real growth capability in terms of self- employed businesses.</p> <p>Members were pleased to see an increase in positive destinations.</p>	
7.3	<p>7.2 Complaints</p> <p>The report offered an overview of all Further Education complaints received to date in the 22/23 academic year.</p>	
7.4	<p>There were 48 FE complaints received to date this academic year. This saw a 21% decrease on the same point last year (Q3 2021/22). This report summarised the complaints by demographics, theme and decision.</p> <p>7.3 Learning, Teaching and Assessment</p> <p>The Observation of Learning, Teaching and Assessment (OLTA) confirmed that LTA practises remained good, the three-year trend of reduction in staff on supported development plans continued and key strategic priorities (for example, inclusive practises and the effective utilisation of IT) were increasingly witnessed in the classroom.</p> <p>The college now seeks to move from good LTA to outstanding LTA. The approach to assessing the quality of LTA is well-established and has seen steady improvements in teaching practice. While the college has met the majority of LTA targets this year, it had not achieved the target of 35% of staff ‘sharing best practice’ (with a score of 30% to date). Modifications in the way the staff are supported to become outstanding practitioners were now in train.</p>	

FE Apprenticeships

8.	8.1 Apps Student destinations	
8.1	<ul style="list-style-type: none"> • 97% of completers in 20/21 secured a positive destination upon completion of their apprenticeship compared to 96% in 21/22 • Has your time in learning helped you to perform better in your role? 94% responded positively in 21/22 compared to 87% in 20/21 • Has your time in learning helped you to get a pay rise or a promotion? 62% responded positively in 21/22 compared to 54% in 20/21 	
8.2	<p>The VPC advised that the College had been declared top apprenticeship training provider in West Yorkshire together with Bradford Teaching Hospitals. The partnership won the Training Provider/Programme of the Year category at the annual West Yorkshire Apprenticeship Awards 2023 – the second consecutive time this has been given to the Bradford College Apprenticeship team.</p>	
8.3	8.2 Complaints <p>There had been 4 Apprenticeship complaints received to date this academic year. This compared to 6 in 2021/22. There were no identifiable common themes emerging from those complaints.</p>	
8.4	8.3 Learning, Teaching and Assessment <p>Observations to date highlighted a consistent level of LTA practice. 100% of standard observations (19/19) do not require reobservation (against a target of 95%). 21% of lessons were classified as sharing best practice (against a target of 25%). 50% of observations classified the utilisation of ILT as a strength (against a target of 40%) with 90% showing the inclusion of EDI as a ‘strength or norm’ (against a target of 85%). 3 probationary observations have been completed.</p> <p>The Head of Department had collaborated with the LTA, Student Services and Quality teams to design a “Quality of Education Framework” activity plan which was piloted through spring 2023. This process enabled a review of all aspects of the apprenticeship experience and maps against the OFSTED framework and Apprenticeship accountability measures. It was conducted at course level for Level 3 Dental Nursing provision. The inclusion of student services was a novel approach to assessing quality – but enabled focus on a key area for development arising from the</p>	

	OFSTED Inspection of 2021. The activity included the use of the apprentice and employer voice and key areas of strength and development were recorded.	
HE		
9.	9.1 OFS Assurance	
9.1	<p>This quarter, the OfS had been predominantly focused on international student matters and freedom of speech. The ongoing consultation relating to the Freedom of Speech Act was due to close during the 2023/24 academic year – with an intention for the legislation to be in place by the 2024/25 academic year.</p> <p>The OfS had visited the college to investigate the quality of computing provision (against B1,2,4 and 5 conditions) in spring 2023. This was completed in late April 2023 and it had been confirmed that the result will be expected within two months. The college fully complied with the expectations of the OfS during this investigation – a significant volume of supporting paperwork was uploaded to them prior to each visit point and have now submitted further paperwork requested post visit. Excellent work by the Quality Department and the Computing Team enabled the operation of the visits to run smoothly.</p>	
9.2	<p>9.2 Complaints</p> <p>There had been 14 HE complaints received to date this academic year. This was a 22% decrease on 2021/22. Support was the second highest complaint category and the majority cited staff absence as impacting on their learning experience (30%). It was noted that this was being mitigated with additional resource being put in place.</p>	
9.3	<p>9.3 Learning, Teaching and Assessment</p> <p>The data emerging from peer review had supported the development of an LTA rubric for Higher Education. This tool supports the HE community to characterise and recognise outstanding practice – informed by the Teaching Excellence Framework descriptors and the UK Professional Standards Framework.</p> <p><i>L/ST</i></p>	
Student Voice & Experience		
10.	Supporting Students	

10.1	<p>The VPEDI&SE 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"> -Students with disabilities and Education Health and Care (EHC) Plans -Library Services -Personal Development -Careers Advice -Student Finance <p>It was noted that careers advice sits within Student Services and students receive independent and impartial advice. <i>L/co</i></p>	
11.	<p>Report from the Student's Union</p>	
11.1	<p>A report was provided which highlighted all Student Union activity over the last 2-3 months as well as reporting student survey feedback on college catering, enrichment and safety on campus.</p>	
11.2	<p>A new HE Student Governor would be starting on 1 July and would be introduced at the next Corporation meeting on 13 July.</p>	
12.	<p>Strategic Plan & Master Targets 2020-24:</p>	
12.1	<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.</p>	
12.2	<p>b) Objective 3- To deliver an outstanding student experience</p> <p>The VPQT&L presented the updated strategic objective for the delivery of an outstanding student experience.</p>	
12.3	<p>It was noted that the various changes that had been made to both strategic objectives had been influenced by Governor feedback at the Strategic Planning Event in January 2023.</p>	
12.4	<p>RECOMMENDATION: That the two strategic objectives are recommended to the Corporation for approval.</p>	
<p>Policies & Statements</p>		
14.	<p>Draft Accountability Statement</p>	

14.1	The VPC presented a draft of the final Annual Accountability Statement.	
14.2	RECOMMENDATION: That the draft of the final Accountability Statement be recommended to the Corporation for approval prior to submission to DfE.	
15.	Prevent Policy and Action Plan	
15.1	The Prevent Policy had been checked and validated by the local authority prevent co-ordinator as part of the annual review and was aligned with the Action Plan.	
15.2	RECOMMENDATION: That, with the name of Clerk to the Corporation being updated, the Prevent Policy & Action Plan be recommended to the Corporation for approval.	
16.	HE Fees policy 24/25	
16.1	The VPC advised that the HE Fees Policy 24/25 had been updated to reflect: <ul style="list-style-type: none"> • Removal of foundation year fee. • FdA Textiles Practice part-time fee of £3000 added to table of fees. It was noted that the Fees policy had been agreed by the F&GP Committee before being presented to the Q&S Committee.	
16.2	RECOMMENDATION: That the HE Fees Policy 2024-25 be recommended to the Corporation for approval.	
Governance & Risk		
17.	Risk Monitoring	
17.1	The Committee reviewed the strategic risks for which it has oversight, SR4, SR5 and SR7. It was noted that there had been no updates.	
18.	Committee self-assessment and Terms of Reference	
18.1	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.	

18.2	RECOMMENDATION: That subject to the change in the wording on quoracy, the Terms of Reference are proposed to the Corporation for approval.	
19.	Schedule of business 2023-24	
19.1	The Committee reviewed the Schedule of Business which covered each meeting for the coming academic year. It was noted that a review had taken place twice this year to ensure that the agenda aligned with the structure of the strategic plans.	
19.2	ACTION: A verbal update on external examiner verification reports be added to the October schedule with the substantive report to be provided in November.	
19.3	RESOLVED: That with the suggested changes, the schedule of business for 2023-24 is agreed.	
20.	Academic Board – Terms of Reference/effectiveness	
20.1	The VPQT&L presented the Academic Board – Terms of Reference and advised that there had been no changes.	
20.2	RECOMMENDATION: That the Academic Board Terms of Reference are recommended to the Corporation for approval.	
21.	Academic Board Minutes*	
21.1	The Academic Board minutes for 28.04.23 were provided for information.	
Any other business		
22.	Items for report to the Corporation	
22.1	<ul style="list-style-type: none"> • Draft Minutes of meeting- 29.06.23 • A level's- Criteria proposal- verbal • 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 • Data Dashboard- to support both SOs • Accountability Statement • Prevent Policy and Action Plan • HE Fees policy 24/25 • Academic Board – Terms of Reference 	

	<ul style="list-style-type: none"> Committee self-assessment and Terms of Reference 	
23.	Any other business	
23.1	As this was Cath Orange's last Q&S Committee meeting, the Chair wished to acknowledge what a privilege it had been to have Cath as a member. The Committee had benefitted greatly from Cath's skills, knowledge, experience, capacity for challenge, noting that her forensic attention to detail was exemplary, Cath will be greatly missed.	
23.2	The Chair closed the meeting at 18.13.	
24.	Meeting evaluation form	
24.1	Meeting evaluation form to be circulated via email.	Clerk

Approved by the Committee:

B. Khokhar
Signed by the Chair

05.10.2023
Date

Agreed actions

No	Minute	Action	Who?
1	5.5	A report on comparable attendance data will be presented at the next Q&S Committee meeting.	VPQT&L/VPC
2	24.1	Meeting evaluation form to be circulated via email.	Clerk