

**MINUTES OF THE MEETING OF THE QUALITY & STANDARDS COMMITTEE
HELD: on Thursday 5 October 2023 at 16:00 in 4F07- DHB Boardroom**

Present	In Attendance
Billy Khokhar (Chair)	Sarah Applewhite (VP Quality, Teaching & Learning)
Fiona Thompson (Vice Chair)	Asa Gordon (VP Curriculum)
Adam Faisal	Alina Khan (VP Equality, Diversity, Inclusivity & Student Experience)
Chris Webb (CEO)	Sarah Towan (VP Recruitment & Communications)
Richard Woods	Allison Booth (Clerk)
Taqi Ali	Rachel Henry (Assistant Clerk)
Lynette Leith (Via MS Teams)	
Umar Rafique (Observing)	
Apologies	
John Williams	
Tiffany Lythgow	
Sarah Cooper (DPS)	

The quorum was four committee members

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

Item		Action / Report Item
1.	<u>Introductions, Apologies for Absence and Disclosures of Interest</u>	
1.1	The Chair welcomed Umar Rafique (Staff Governor) who was observing the meeting and introductions were made.	
1.2	Apologies were noted for John Williams, Tiffany Lythgow and Sarah Cooper.	
1.3	There were no disclosures of interest.	
2.	<u>Chair's action</u>	
2.1	There had been no use of Chair's actions since the last meeting.	
3.	<u>Minutes of the meeting held on 29 June 2023</u>	
3.1	RESOLVED: The Minutes of the meeting held on 29 June 2023 were approved as an accurate record and would be signed by the Chair.	
4.	<u>Matters Arising</u>	
4.1	The Matters Arising Report was reviewed and it was noted all items were complete.	

<p>5.</p> <p>5.1</p> <p>5.2</p>	<p><u>Data Dashboard</u></p> <p>The VPQT&L provided an overview of the Data Dashboard which detailed the end of year position and now included achievement figures.</p> <p>Q: Why has retention declined for 16-18-year-old students with high needs?</p> <p>A: The profile of high needs students is increasingly complex and at times it is not recognised that students have special educational needs until after enrolment, this can lead to a delay in support provided by Disability Services. The decline could, in some circumstances, be attributed to students not being recruited to discrete high needs cohorts, so retention is challenging in this context. There is a decline in the supply of resources matched with an ever-increasing need and more students with an Education, Health and Care Plan expected in the coming years. However, the position is relatively stable against 2021-22 levels.</p>	
<p>6.</p> <p>6.1</p>	<p><u>How the estate is meeting Curriculum & Quality</u></p> <p>The VPC presented slides which detailed current and future activities in relation to T-Level Course facilities:</p> <ul style="list-style-type: none"> ● T Level in Early Years – The College’s Early Years programme had outstanding achievement, engagement and employer endorsement. The new facilities had been designed to simulate a nursery environment as well as be comfortable for students to learn in. ● T Level in Digital – The large mirrored IT suite has capacity for 40 students and allows larger group of students to work independently or in teams. ● T Level in Science – Installation of 2 new Science labs, increasing the capacity for the Science provision. Height-adjustable facilities were installed to support students with disabilities ● T Level in Health Science – Had upgraded equipment and ward facilities to train the future generation of NHS staff. ● T Level in Construction – Has a new employer boardroom that would see 20 x 1-hour sessions delivered by Bond Bryan to students on subjects affecting the Construction industry. ● Skills Hub – Created a space for all students to access, with a structured timetable of activities led by staff from all areas of the organisation and employers. The learners would build wide-ranging universal attributes to support their future employment goals. 	

6.2	<p>Some Committee Members had visited the area and commented on the superb space the Skills Hub provided for interaction and learning.</p> <p>The following upcoming projects were outlined:</p> <ul style="list-style-type: none"> ○ Barbering – commercial barbers ○ Business and Admin – collaborative lecture theatre. ○ Catering and Hospitality – outdoor cooking area ○ Media and Broadcasting – new edit/podcast rooms <p>The VPC advised the projects were collaborative, with a Student Working Group in place and insight was being sought from the Student Union, which further empowered the student voice.</p> <p>The VPC informed members that two T Level programmes in Health Science and Health have not commenced due to low engagement numbers. Combining the courses had been considered but was not viable. There were currently 42 students on T Level programmes, with Construction receiving the highest numbers.</p> <p>The Chair encouraged members to read the Capital Special Interest Group (CSIG) minutes which would be provided in the Corporation papers.</p>	
7.	<p><u>Comparable Attendance data & 23-24 Initiative- WYCC</u></p> <p>7.1 The VPC advised that attendance remained a risk for the College and that a number of new initiatives were being implemented in the 23/24 academic year. The report provided a view of the College’s attendance against that of other local Colleges, the picture for Bradford schools for the last academic year and national analysis in relation to attendance.</p> <p>Attendance needed to be viewed in relation to the cohort the College supports and their own individual starting points. The focus of the Executive and Heads was moving towards progress from starting points (either on entrance to the College or between levels) as opposed to figures taken in isolation to measure the impact of the actions put in place.</p> <p>Plans were in place to increase intervention for 23/24 with a pilot group of learners, to measure interventions alongside data analysis of learners starting points when joining College.</p> <p>7.2 Members agreed that the report was really helpful as it identified risk within each area of attendance and set more realistic targets; although the targets would still present a challenge. It was</p>	

<p>7.3</p> <p>7.4</p>	<p>acknowledged that attendance issues were not solely encountered by the College but nationally too.</p> <p>Members commended the College working with BCL Consultancy to explore how to better gather learner’s data from enrolment for 24/25. The College would also be looking at any data that could be shared based on the 22/23 cohort. Updates on progress would be provided to the Q&S Committee.</p> <p>Q: What is the College’s current position on attendance? The vocational attendance rate is currently in the early 80% range, Maths and English remains significantly lower. As it is the start of the academic year, the data is still unclear.</p>	
<p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p>	<p><u>8. Student demographics (levels & areas) FE, HE, Apprenticeships.</u></p> <p>The VPC presented an initial overall picture of College Demographics for 2023-24, along with figures from 2021-22 and 2022-23. A full demographic picture would be brought to the next Q&S meeting.</p> <p>Members acknowledged that it was too early to determine some of the data but the snapshot provided was helpful.</p> <p><u>Overall College Demographics</u></p> <ul style="list-style-type: none"> • Preparation for Life & Work was the largest area, making up 44% of the College population. • Health, Public Services & Care was second (23%), followed by Construction & Built Environment (11.8%) <p><u>16-18</u></p> <ul style="list-style-type: none"> • Preparation for Life & Work remained the largest area, making up 33% of the College population. • Construction & Built Environment was second (17%), followed by Health, Public Services & Care Construction & Built Environment (12%) <p><u>Adult and Community</u></p> <ul style="list-style-type: none"> • Nearly three quarters of Adult provision was forecast in Preparation for Life & Work (51%) and Health, Public Services & Care (22%) • 2500 enrolments were forecast for Community based learning in 23/24. <p>The considerable growth of Level 2 enrolments was noted.</p> <p>The CEO advised that limits on space and additional support somewhat curbed the potential growth of some areas, particularly</p>	

8.5	<p>Construction and Entry and Level 1 courses. It was hoped that the capital projects in progress would enable further growth.</p> <p><u>Higher Education (HE)</u> The reduction of Business Admin and Law enrolments was due to Bradford University running the same course. The College will look to implement a Higher-Level Apprenticeship in Business so not to replicate the University's provision.</p> <p>Recruitment for Apprenticeships was ahead of profile. Growth had been seen in the areas of motor, pharmacy and dental.</p>	
8.6	<p>Q: Is the College demonstrating agility in the diversification of its offer? A: The College is prepared for the associated changes that will need to take place in terms of reprofiling staff and so on.</p> <p>The over-recruitment of 16-18-year olds could be attributed to a significant rise in students enrolling on to Maths and English courses.</p>	
9.	<p><u>External examiner verification reports- verbal update</u></p>	
9.1	<p>The VPQT&L provided a verbal update on the current figures for the External Examiner Verification reports. 45-50% of reports had been received and there were currently no immediate areas of concern. A detailed report would be presented at the next Q&S meeting in November. It was suggested that the delays of some of the reports could be attributable in part to strike action.</p>	
9.2	<p>The VPQT&L advised that the NCFE had raised a concern regarding Level 2 Distance Learning Certificates. A full review had been conducted on all learner files and maladministration was found in two instances. This was reported to the NCFE who were satisfied the College had taken the correct action.</p>	
FE Study Programmes		
10.	<p><u>10.1 Progress/ results (summary 22/23)</u></p> <p>10.1 The VPQT&L presented an overview of further education outcomes for the 2022/23 academic year.</p> <p>Overall achievement rates were currently 83.8%, with 16-18 achievement rates at 81.6% (against 78.9% in 21/22) and Adult achievement at 86.3% (against 85.4% in 21/22). Final external verification for Adult provision was taking place, with an anticipated further 1.5% of achievement to be applied.</p>	

10.2	<p>Members noted that Maths had fallen into a negative score overall and across several departments. It was recognised that the change in performance seen across the sector was a result of the move of grade boundaries to pre-pandemic levels. The monitoring of this area was encouraged by members.</p>	
10.3	<p><u>A Levels</u></p> <p>The college had met its agreed Governor target on overall pass rates and due to improved retention on 2021/22, had seen a significant rise in achievement rates to 84.8% (from 46.9% in 2021/22).</p> <p>However, individual student performance against minimum expected grades showed that students were not meeting expected progress targets.</p> <p>As a result, the A-Level provision and offer for 2023-24 was withdrawn, the College would support the A level students on the second year of their programme.</p>	
10.4	<p><u>10.2 Learning, Teaching & Assessment (summary of 22/23)</u></p> <p>The VPQT&L presented a summary of the observations in Learning, Teaching and Assessment. There was very little change in position and LTA practises remained good, the three-year trend of reduction in staff on supported development plans continued and key strategic priorities were increasingly witnessed in the classroom.</p> <p>It was noted that there were nuances in TLA which would become more apparent in the upcoming Self-Assessment Reviews.</p>	
FE Apprenticeships		
11.	<p><u>11.1 Progress/ results (summary (22/23) & 11.2 Learning, Teaching & Assessment (summary (22/23)</u></p>	
11.1	<p>The VPQT&L presented the Apprenticeship Outcomes for 2022/23, advising that the end of year achievement rate for 2022/23 was 64%, which was a rise of 3.3% on 2021/22, but below college target of 75%. As with last year, the college's performance was lower than historic rates as the adjustment is made from framework to standards delivery.</p>	
11.2	<p>Observations to date highlighted a consistent level of LTA practice. 100% of standard observations did not require reobservation (against a target of 95%).</p>	

<p>11.3</p> <p>11.4</p> <p>11.5</p>	<p>Q: In view of the high LTA (100%) result, why are apprenticeship outcomes not better? Why do you think the College cannot get closer to the target?</p> <p>A: For context, the highest achievement rate for Apprenticeships from any college was 71% in 2021-22 so the College target is set high. Removal of some of the less viable apprenticeships would help. Also, had all students at gateway achieved their end point assessment before the end of year, achievement would have increased (reaching 68.5%).</p> <p>It was emphasised by members that there needed to be an acknowledgement of the low national level of achievement rates, whilst not losing sight of the College’s values of aspiration and inspiration.</p> <p>Members acknowledged the bleak national apprenticeship picture, its complexities and challenges. Low achievement areas would continue to be closely monitored.</p>	
HE		
<p>12.</p> <p>12.1</p> <p>12.2</p> <p>12.3</p>	<p><u>12.1 2022-23 results</u></p> <p>The end of year position for Higher Education outcomes was outlined for members. Against OfS thresholds and the 21-22 outturn, 2022-23 presented a broadly positive picture. Other Undergraduate provision (HNCs and foundation Degrees) was tracking above thresholds and broadly above internal targets.</p> <p><u>12.2 OfS Assurance*</u></p> <p>The college had met its deadlines for regulatory activity to date this academic year. It had submitted the annual fees returns and eligible students for the NSS 2023 cycle, together with cohort data for graduate outcomes activity. The college remained compliant with OfS data returns and participation in key sector submissions.</p> <p>Any issues that emerged would be reflected in the HE Quality Improvement Plan for the 23/24 academic year and the Self-Assessment Review.</p> <p><u>12.3 TEF outcome</u></p> <p>The College had been awarded an overall Silver in the TEF, with a Silver for the Student Experience and a Bronze for Student Outcomes. Areas for improvement would continue to be the focus of higher education quality improvement activity through 23/24 and the</p>	

	<p>college will report progress towards these to the committee at regular intervals.</p> <p>The Committee congratulated all involved and acknowledged how well the College had done in comparison with other colleges.</p>	
12.4	<p><u>12.4 NSS Survey 2023</u></p> <p>The Colleges National Student Survey results continued to support an overall improvement in the Student Experience metrics of the Office for Students (measures by a 4-year rolling-trend). The response rate of 82.2% was significantly above the national average of 69% and +10% on our 2022 response rate. The outcomes were above the national average on 6 out of the 8 themes.</p>	
12.5	<p><u>12.5 Graduate Outcomes Survey</u></p> <p>An overview of college performance in the 2021 Graduate Outcomes survey – released in June 2023 was provided to members. Good improvement overall was noted and results were reassuring.</p>	
12.6	<p><u>12.6 Learning, Teaching & assessment</u></p> <p>The college had revised its approach to peer review to improve the evidence of impact and to broaden the access staff had to peers across departments. This approach had sought to strengthen the college’s community of HE practitioners and to provide a more detailed view of strengths and areas for development. It was clear that, through the 22/23 academic year, the increased involvement of the LTA department with the HE community had supported the sharing of best practice and compliance with the peer observation processes. Staff involved in the peer review process had fed back their appreciation of the support available and the College sought to further develop the emerging sense of it’s HE community as it moves through the 23/24 academic year.</p>	
Student Voice		
13.	<u>Report from the Student’s Union</u>	
13.1	<p>The Student Union President provided an update on upcoming Students’ Union plans and activity across the first term:</p> <ul style="list-style-type: none"> ● Course Representatives 2023-24 ● Student Executive Team 2023-24 ● Inductions & Freshers’ Fair ● Student Engagement Officers ● Student Central 	

13.2	<p>Governors were pleased to hear positive feedback regarding the Freshers Fair and that the Student Union had a full team this year.</p> <p>The Chair highlighted the importance of empowering the student voice, noting that student feedback was invaluable in improving provision. Members encouraged Student Governors to visit other larger Colleges to view provision and bring back their suggestions on best practice for improvement of the College's current Student Union facilities.</p>	
Policies		
14.	<u>14.1 Safeguarding Policy</u>	
14.1	The Safeguarding Policy had been updated in line with the latest release of Keeping Children Safe in Education (KCSiE) 2023.	
14.2	RECOMMENDATION: That the Safeguarding Policy be recommended to the Corporation for approval.	
14.3	<u>14.2 Student Complaints Policy</u>	
	There had been no significant changes made to the Student Complaints Policy as part of an annual review.	
14.4	RECOMMENDATION: That the Student Complaints Policy be recommended to the Corporation for approval.	
14.5	<u>14.3 FE Fees Policy 2024/25</u>	
	The FE Fees Policy had been updated to reflect updated Funding Rules link, Changes to Adult FE Fees and Updated Apprenticeship Fee guidance.	
14.6	RECOMMENDATION: That the FE Fees Policy 2024/25 be recommended to the Corporation for approval.	
14.7	<u>14.4 HE Fees policy 2024/25</u>	
	The HE Fees policy 2024/25 had been updated to reflect the removal of FdSc Ophthalmic Dispensing fees, removal of Qualified Teacher Status (QTS) programmes from fee list, a line added for franchised QTS programmes to be charged maximum of £9250 and Employer Sponsor Courses – update multiple students to minimum of two students.	
14.8	RECOMMENDATION: That the HE Fees Policy 2024/25 be recommended to the Corporation for approval.	

14.9	<u>14.5 College Charter</u> The VPSEDI&SE advised that a slight addition had been made relating to a trauma informed approach to positive behaviour and the Charter had been brought in line with the updates to the Student Behaviour Policy.	
14.10	RESOLVED: The College Charter is approved.	
Governance & Risk		
15.	<u>Annual Safeguarding Report 2022-23</u>	
15.1	Due to unforeseen circumstances, the Annual Safeguarding Report had not been finalised. Therefore, members agreed to defer the item until the next Q&S Committee meeting in November.	
15.2	ACTION: That the Annual Safeguarding Report 2022-23 be presented to the Q&S Committee in November.	DPS
16.	<u>Risk Monitoring</u>	
16.1	The Committee reviewed the strategic risks for which it has oversight.	
16.2	Members requested that SR4 and SR5 be updated to reflect the decision to withdraw A-Level provision from the curriculum. The Committee will review the risk ratings on English & Maths and Attendance at the next Q&S Committee meeting when the data is clearer.	
16.3	ACTION: That SR4 and SR5 be updated to reflect the decision to withdraw A-Level provision from the curriculum.	VPQT&L
17.	<u>Academic Board Minutes – 12 September 2023*</u>	
17.1	The Academic Board minutes for 12 September 2023 were provided for information.	
Any Other Business		
18.	<u>Items for report to the Corporation</u>	
18.1	<ul style="list-style-type: none"> • Minutes of meeting – 05.10.23 • Student Complaints Policy • Safeguarding Policy • FE Fees Policy 2024/25 • HE Fees policy 2024/25 • Outcomes/ success/acknowledgement of the TEF 	

19.	<u>Any other business</u>	
19.1	There was no other business.	
19.2	The Chair closed the meeting at 18:05	
20.	<u>Meeting evaluation form</u>	
20.1	To be circulated by the Assistant Clerk.	Assistant Clerk

Approved by the Committee:

B Khokhar
Signed by the Chair

30.11.2023
Date

Agreed actions

No	Minute	Action	Who?
1	15.2	That the Annual Safeguarding Report 2022-23 be presented to the Q&S Committee in November.	DPS
2	16.3	That SR4 and SR5 be updated to reflect the possible risk in relation to A-Level provision being withdrawn from the curriculum.	VPQT&L
3	20.1	Meeting Evaluation to be circulated by the Assistant Clerk.	Assistant Clerk