

**MINUTES OF THE MEETING OF THE QUALITY & STANDARDS COMMITTEE
HELD: on Thursday 30 November 2023 at 16:00 in 4F07- DHB Boardroom**

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

The quorum was four committee members

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

| Item | | Action / Report Item |
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| 1. | <u>Introductions, Apologies for Absence and Disclosures of Interest</u> | |
| 1.1 | The Chair welcomed everyone to the meeting. | |
| 1.2 | Apologies were noted for Sarah Cooper, Adam Faisal and Taqi Ali. | |
| 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 5 October 2023</u> | |
| 3.1 | RESOLVED: The Minutes of the meeting held on 5 October 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. | |
| 5. | <u>Executive Summary</u> | |

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| 5.1 | <p>The VPC presented a report which highlighted key areas of focus on the agenda, drawing members attention specifically to the following reports:</p> <ul style="list-style-type: none"> • FE Self-assessment & Quality Improvement Plan • HE Self-assessment & Quality Improvement Plan • OFS Assurance & TEF update | |
| 6. | <p><u>Data Dashboard</u></p> <p>6.1 The VPQT&L and VPC provided an overview of the Data Dashboard highlighting that:</p> <ul style="list-style-type: none"> • It reflected the PR1 position, the PR2 position would be presented when the data was available. • Level 1-3 attendance (excluding Maths and English) was up against target. • Apprenticeship retention rate was up against target. <p>6.2 Members discussed the timings of the assessments and delivery of the student performance data. It was acknowledged that it was difficult to get a clear picture so early on in the academic year. This would be reviewed at Q2.</p> <p>6.3 Q. Why are some targets rated red or amber? A. Targets rated red or amber are slightly behind the expected progress for Q1, the data is being closely monitored and there are no areas of concern at this stage.</p> | |
| 7. | <p><u>Curriculum plan update</u></p> <p>7.1 The VPC presented the Curriculum Plan Update to members, which provided a summary of the curriculum developments planned for the next 3 years across FE, HE and Apprenticeships, to ensure the curriculum offer continued to meet the needs of learners, employers and the community.</p> <p>The curriculum continued to develop to meet local, regional and national needs. Curriculum departments were using data, as well as building relationships with key stakeholders, to ensure the curriculum provided entry points at all levels and supports ongoing progression. Increased flexibilities through WYCA and the introduction of the Lifelong Learning entitlement would enable the College to upskill and reskill adults, with the introduction of HTQs in key STEM subjects providing pathways to higher technical roles. Apprenticeships would continue to offer an employer- based skills solution, with a focus on developing technical and professional skills to meet future needs.</p> | |

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| <p>7.2</p> <p>7.3</p> <p>7.4</p> | <p>Q. Do you feel there are any skills gaps within the Curriculum Plan? A. There are gaps in Logistic Management Skills, Retail and Digital, there has been some development, but more is required.</p> <p>Members acknowledged that the College’s recruitment strategy should support the curriculum offer.</p> <p>Q. Does the College’s curriculum design benefit from the input of employers? A. Employer engagement is taking place, it does however take a lot of effort, time and commitment on their part. We work with a number of Bradford-based employers and offers a number of Higher-Level Apprenticeships in the district. We are mindful of the Ofsted framework that will look at the college’s contribution to meeting local skills priorities.</p> <p>The VPC advised that Bradford College had been successful with its Local Skills Improvement Fund submission and had been awarded £964,218.78, which would allow collaborations of providers to respond to the skills priorities identified in the Local Skills Improvement Plan - building on the changes already being implemented through the Strategic Development Fund. This would enable the building of capacity to meet local skills priorities through collaboration to develop, embed and enhance current and new provisions.</p> <p>It was noted that although local responsiveness had been strong, there was always room for improvement on employer engagement.</p> | |
| <p>8.</p> <p>8.1</p> | <p><u>External examiner verification reports</u></p> <p>The VPQT&L provided an update on the External Examiner (EE) Verification reports. There were two EE reports that contained concerns:</p> <ul style="list-style-type: none"> • Visual Arts Masters Programme – various issues including module material, student work, feedback to students, marking, learning objectives and staffing. The HE Quality Head of Department had provided a full and comprehensive response to all concerns raised, with resolutions and actions proposed to the satisfaction of both parties and the University. • Administration – a concern had been raised regarding receiving assessment work late and how the examination board was delayed. In response, the programme team acknowledged the issues raised and assured of timely communication going forward. | |

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| | <p>Most programme teams had very good working relationships with their EEs and were in regular communication with them, this was reflected in the many compliments EEs made to them via their reports. This was consistent with previous years, with programme teams encouraged to build strong relationships with their EEs right from the start of their appointment, and then regularly throughout the duration of their EE's tenure which was usually 4 years. In line with QAA advice, EEs were viewed therefore as an invaluable 'critical friend' who are there to offer support and guidance to programme teams.</p> <p>From the EE reports, there was confidence that the programmes validated by University of Bolton were performing well overall and were holding up against set benchmarks and other quality indicators, when compared with other HEIs. EEs felt that the academic standards were good to very good and were well-maintained.</p> <p><i>J/UR</i></p> | |
| <p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p> | <p>9.1 <u>FE Self-assessment & Quality Improvement Plan</u></p> <p>Three governors had been involved in the validation process for all three self-assessments presented to the Committee and it was noted that the process had been robust, the documents had been well written and the data presented had been debated and closely scrutinised by members.</p> <p>The FE self-assessment proposed an overall effectiveness judgement of 'Good' with outstanding features. This was a slightly improved position from last year.</p> <p>RECOMMENDATION: That the FE Self- assessment & Quality Improvement Plan is recommended to Corporation for approval.</p> <p>9.2 <u>HE Self-assessment & Quality Improvement Plan</u></p> <p>The HE self-assessment proposed an overall judgement of Silver, with Silver for Student Experience and Bronze for Student Outcomes. It was noted that this was the first time the self-assessment had been conducted against the TEF framework. Student Outcomes would be the key focus going forward.</p> <p>RECOMMENDATION: That the HE Self- assessment 2022-23 & Quality Improvement Plan 2023-24 is recommended to the Corporation for approval.</p> <p>9.3 <u>ITE Self-assessment & Quality Improvement Plan</u></p> | |

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| | <p>The ITE self-assessment proposed an overall judgement of Good across all phases.</p> <p>RECOMMENDATION: That the Initial Teacher Education Self- 2022-23 and Quality Improvement Plan 2023-24 be recommended to the Corporation for approval.</p> | |
| Student Recruitment | | |
| 10. | <u>23/24 Recruitment</u> | |
| 10.1 | <p>The VPR&C provided an update on Student Recruitment & External Relations – November 2023, highlighting:</p> <ul style="list-style-type: none"> • 14-16 – 163 versus target 180 – with an expected increase in year. • 16-19 – enrolments were at 4,145, exceeding the target of 3950 at day 42. There was growth at all levels, however the greatest increase was in Entry and Level 1. • HE numbers were 1,053 against a target of 1,000. • Adult September enrolments performed well, with 2,168 having been enrolled so far versus the end of year target of 4,000. There would be more to do in-year for January starts. The caveat to this was that Advance Learner Loans stand at 183 versus the target of 230 which would have in year budget implications. • Apprenticeships - the new starts were ahead of profile - 316 against a Q1 target of 310. The current position was a total 1,126 apprentices versus the end of year target of 1,500. | |
| FE Study Programmes | | |
| 11. | <u>FE Attendance Update</u> | |
| 11.1 | <p>The VPR&C presented the FE Attendance Report which detailed FE attendance by trend over the first quarter of the 23/24 academic year against the revised target profile agreed by Governors. Attendance was above target for the main vocational programme of study, but English and Maths attendance was below target. Significant improvement in attendance at the November exam series was noted. Members commended the positive developments in attendance, whilst recognising the ongoing impact of the pandemic on attendance and engagement.</p> | |
| 11.2 | <p>From a recent Link Governor visit to Student Services, Governors gained insight into the holistic approach being employed by the College to improve student engagement. Members commended the role of the Student Engagement Officers who explored the reasons</p> | |

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| 11.3 | <p>behind attendance issues /non-engagement, followed up on welfare issues and provided student support when required.</p> <p><u>FE Stakeholder Feedback</u></p> <p>The VPQT&L presented the results of the Student Induction Survey 23-24 for Further Education provision, together with an analysis of performance against external benchmark. The participation rates for student surveys continued to improve with an overall return rate of 88%. This rate was the highest achieved over the past four years (and up 1% from 2022-23). Overall satisfaction had fallen slightly against 22/23 results. All areas for improvement would be cascaded on to departmental or College-wide quality improvement plans for monitoring purposes.</p> | |
| FE Apprenticeships | | |
| 12.1 | <p><u>Apprenticeships Stakeholder Feedback</u></p> <p>The report provided Governors with a summary of apprentice feedback gathered during the 22/23 year. It presented results of the Induction, Mid-programme and Exit surveys together with an analysis of performance against external benchmarks.</p> <p>345 Apprentices had been asked to complete the survey, 317 responses were received giving an overall response rate of 92%. This rate was classified by QDP as very good for this type of survey. The overall positive perception score was 92%, a 2% rise on the previous academic year.</p> | |
| HE | | |
| 13.1 | <p><u>13.1 HE Stakeholder Feedback</u></p> <p>The VPQT&L presented the results of the Student Induction Survey 23-24 for Higher Education provision, together with an analysis of performance against external benchmark and previous years. The overall return rates continued to improve with an overall return rate of 86% return rate (a 1% decrease on 22/23 academic year). Overall satisfaction had fallen against 22/23 results.</p> | |
| 13.2 | <p><u>13.2 OfS assurance and TEF update</u></p> <p>This report gave confidence that the College remains compliant with OfS data returns and participation in key sector submissions.</p> <p>The OfS Assurance report provided the Committee with an update relating to the OfS Investigation into the quality of the college's</p> | |

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| 13.3 | <p>computing provision. The update followed receipt of the draft OfS report which outlined concerns relating to these qualifications.</p> <p>The draft report, relating to the College’s computing provision, indicates that the OfS do not consider that this segment of college provision complies with ongoing conditions of registration B1 and B4, (and no concerns were found with ongoing condition of registration B2). A robust response to the draft report had been prepared by the VPQT&L, with support from the Vice Chair, identifying concerns with the interpretation of the evidence as presented in the report.</p> <p>Governors would continue to receive reports on progress, identification of risk and compliance. Work would continue across the HE College community to ensure staff were aware of the significant changes in the regulatory landscape. The college would brief Governors once the final OfS report was agreed and prior to publication.</p> <p><u>13.3 ITE registration update</u></p> <p>The report provided the Committee with an update on the College’s progress in securing its ITT provision through a franchise arrangement with Leeds Trinity University. It confirmed that the process was near conclusion and that service level agreements were in place. A substantial amount of work had gone into the partnership agreement to ensure the integrity of the partnership, compliance with DfE requirements and an outstanding student experience for all students.</p> | |
| Student Voice | | |
| 14. | <p><u>Report from the Student’s Union</u></p> <p>14.1 A report had been provided by the Student Union President on upcoming Students’ Union plans and activity across the term:</p> <ul style="list-style-type: none"> • The rebranding and development of Student Services • Visiting like-for-like organisations • Student Engagement Officers (SEO’s) • The launch of clubs & societies, providing enrichment • Increased engagement in the Student Central area • Work with interior designers on Student Central <p>14.2 There had been an increase in engagement within Student Central, members agreed that there was a need to locate funding to further support growth and create a more user-friendly, less branded space with an identity owned by students.</p> | |

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| 14.3 | <p>The CEO advised that due to over recruitment within the 16-18 provision, the DfE had pledged to pay approx. £1.5m with immediate effect; which could be utilised to support the development of Student Services.</p> <p>Q. Have we seen any political activity in response to the Middle East Conflict?</p> <p>A. Demonstrations have not been seen at the College. Students are putting their efforts into fundraising, with all fundraising requests being directed through the Student Union to ensure the relevant checks are completed with the Charities Commission. Teaching staff have been provided with toolkits and resources to guide any challenging conversations. A number of students whose families have been directly affected by the conflict have approached Safeguarding and Student Services for support. The situation is being closely monitored.</p> <p><i>L/TL</i></p> | |
| 14.4 | <p>Governors were encouraged to participate in the 'Reclaim the Night' march on 12 December which aims to highlight issues around harassment and violence against women.</p> | |
| 15. | <p><u>Work experience update</u></p> <p>15.1 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 2022-23. 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 and the strategic plans to continue to provide Work Experience and T Level Industry Placements into 23-24.</p> <p>Governors noted the report.</p> | |
| Policies & Reports | | |
| 16. | <p><u>Annual Safeguarding Report</u></p> <p>16.1 In the absence of the DPS, the CEO provided an overview of the Annual Safeguarding Report 2022-23, advising that Safeguarding Policies and Procedures were effective and this was demonstrated in the report.</p> <p>16.2 RECOMMENDATION: That the Annual Safeguarding Report 2022-23 be recommended to the Corporation.</p> <p>16.3 <u>16.2 HE Admission Policy & Procedure</u></p> | |

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| 16.4 | <p>There had been no significant changes made to the HE Admission Policy as part of an annual review.</p> <p>RESOLVED: The HE Admission Policy was approved.</p> <p><u>16.3 FE Admission Policy & Procedure</u></p> <p>There had been no significant changes made to the FE Admission Policy as part of an annual review.</p> <p>RESOLVED: The FE Admission Policy was approved.</p> <p>L/LL</p> | |
| 17. | <u>Risk Monitoring</u> | |
| 17.1 | The Committee reviewed the strategic risks for which it has oversight. SR4 and SR5 had been updated at the Committees request to reflect the decision to withdraw A-Level provision from the curriculum. There were no further suggested changes and the Committee will continue to monitor the risk register. | |
| 18. | <u>Academic Board Minutes – 7 November 2023*</u> | |
| 18.1 | The Academic Board minutes for 7 November 2023 were provided for information. | |
| Any Other Business | | |
| 19. | <u>Items for report to the Corporation</u> | |
| 19.1 | <ul style="list-style-type: none"> • Minutes of meeting – 30 November 2023 • Curriculum plan • FE Self- assessment & Quality Improvement Plan • ITE Self- assessment & Quality Improvement Plan • HE Self- assessment & Quality Improvement Plan • Annual Safeguarding Report 2022-23 • Verbal update on the impact and activity in response to the conflict in the Middle East | |
| 20. | <u>Any other business</u> | |
| 20.1 | There was no other business. | |
| 20.2 | The Chair closed the meeting at 17.55. | |
| 21. | <u>Meeting evaluation form</u> | |
| 21.1 | To be circulated by the Assistant Clerk. | Assistant Clerk |

Approved by the Committee:

.....**F. Thompson**.....
Signed by the Chair

.....**07.03.24**.....
Date

Agreed actions

| No | Minute | Action | Who? |
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| 1 | 21.1 | Meeting Evaluation to be circulated by the Assistant Clerk. | Assistant Clerk |