

Minutes of the meeting of the Quality Committee held on **21 June 2018**.

**Present:** Professor Mike Bramhall (Chair), Colin Forrest, Kate Fleming, Professor Tim Thornton and Jill Westerman (Principal).

**In attendance:** The Academic Director – Access to HE and Higher Level Programmes and the Clerk to the Governors.

**Apologies:** None.

**Q18/1**      **DECLARATIONS OF INTEREST**

With respect to:

- His role as Deputy Vice-Chancellor Prof Tim Thornton declared a non-financial interest in items which related to the University of Huddersfield;
- His consulting role Mike Bramhall declared a non-financial interest in items which related to the University of Huddersfield.

**Q18/2**      It was agreed that no decisions to be taken would be affected by these interests and it was not considered necessary for anyone to withdraw from the meeting.

**Q18/3**      **MINUTES AND MATTERS ARISING**

The minutes of the meeting held on 14 December 2017 were approved as an accurate record (a copy is filed in the Minute Book).

**Q18/4**      **MATTERS ARISING**

Q17/49      It was reported that the self-assessment report had been updated as agreed.

**Q18/5**      **MEMBERSHIP MATTERS**

The committee noted that proposals regarding membership of the committee would be considered by the Board of Governors at their meetings in July and September 2018.

**Q18/6**      **CURRICULUM STRATEGY**

**(A copy of document 5i is filed in the minute book)**

The committee received a presentation regarding the curriculum strategy including background information regarding how the strategy had been developed and the proposed approach to operational implementation and monitoring. It was noted that:

- a thorough curriculum review had been undertaken over a 8-10 week period which had included stakeholders, students, staff and desk research and analysis;
- the review had resulted in 32 cross college recommendations, all of which were approved by the Leadership Team for implementation;
- this work had formed the basis for the strategy, which was accompanied by a detailed action plan.

**Q18/7**      The committee particularly explored:

- opportunities for co-delivery/design with employers;
- the role of partners and other providers and how this could be further developed;
- the student voice and the role of students as partners and how this could be reflected in the strategy;
- the already effective use of the top 10 skills employers want document and how this could be developed further;
- the appropriate way to include the role of IAG services in the strategy.

**Q18/8**      The committee agreed that:

- themes 2 and 3 should be reviewed in order to better reflect the uniqueness of the College;
- the inclusion of key performance indicators in the one page summary should be considered in order to ensure that it accurately reflected the College's story even if it were to be read without the accompanying action plan;
- student voice and the role of students as partners should be further emphasised.

**Resolved: i That with the inclusion of the above amendments the Curriculum Strategy be recommended to the Board of Governors for approval.**

Q18/9

**HE STRATEGY****(A copy of document 5ii is filed in the minute book)**

The committee received a presentation regarding the HE Strategy including background information regarding how the strategy had been developed and the proposed approach to operational implementation and monitoring. It was noted that:

- development had followed a similar approach to that adopted for the Curriculum Strategy;
- a longer narrative strategy document had also been produced;
- the strategy focussed on the opportunities to increase the College's HE offer and included a set of aims relating to the College's aspirations for growth, whilst being mindful to balance ambition with realistic targets.

Q18/10

The committee particularly explored:

- the rationale behind the growth targets proposed, agreeing that the plan represented sensible ambition;
- potential new partners and the risks associated with partners that were insufficiently resourced and didn't have the appropriate expertise;
- the importance of robust due diligence in partnership development, including establishing that appropriate structures, policies and resources were in place;
- challenges regarding the appointment of appropriate delivery staff;
- the advantage of looking at Yorkshire based partners in relation to future devolution;
- opportunities in health and social care and the need to capitalise on the College's niche expertise in a potentially crowded market.

Q18/11

It was agreed that in line with the Curriculum Strategy the student voice and the role of students as partners should be further emphasised.

**Resolved: i That with the inclusion of the above amendment the HE Strategy be recommended to the Board of Governors for approval.**

Q18/12

**QUALITY REPORT****(A copy of document 6i is filed in the minute book)**

The committee considered a wide range of quality information/data reports including:

- Teaching and Learning Dashboard 2017/18;
- Diploma Destinations 2016/17;
- Access to HE Diploma 2017/18 Learning for Life student satisfaction survey;
- Short Course Satisfaction Survey - Six Month Report 2017/18;
- Student Council Report;
- Complaints Report;
- EV Report Summary;
- QDP Staff Survey 2018.

Q18/13

The committee particularly explored:

- teaching and learning KPIs particularly noting
  - that performance to date in relation to class size and no show rates was not at target. The committee noted that the PIs were closely monitored by the Policy and Finance Committee from an efficiency point of view and agreed that no teaching and learning implications had been identified;

- whilst at 16% the BME participation rate was below the very challenging 20% target for 2017/18, achievement to date was in line with the 2016/17 target which had been 16%. The committee noted that there had been a very pleasing increase in BME participation on some course areas which was very encouraging. It was agreed that potentially the 20% target had been set too high and should be reviewed for 2018/19.
- destinations - the committee considered destinations data for students completing the Access to HE Diploma in June 2017 noting that the results were extremely impressive. The committee encouraged the College to develop case studies.
- student satisfaction - the committee considered student satisfaction data and noted that:
  - the data seemed to suggest that satisfaction with IAG on the Access to HE Diploma had declined, it was agreed that it would be useful to reword the question and monitor the results closely;
  - there had been significant improvements in residency and food satisfaction rates for short courses students, the committee welcomed this particularly in terms of how it would result in peripheral distractions for student being reduced, allowing them to focus on their studies.
- complaints report - the committee considered the periodic complaints report and explored an instance of racial abuse in detail. The committee was assured that the complaint had been dealt with appropriately and was not a systemic or on-going issue. The committee asked that in future reports be separated into delivery areas e.g. diploma, HE, short courses, in order to enable any potential patterns to be identified and explored.
- QDP staff survey 2018 - the committee considered the QDP staff survey for 2018 and noted the very positive results. The committee explored the lower scores in staff development areas and noted that due to a number of resource issues the programme had been weaker during 2017/18 and that this was being addressed for 2018/19.

- Resolved:**
- i That the BME recruitment target for 2018/19 be reviewed.**
  - ii That the question regarding satisfaction with IAG on the Access to HE Diploma be reworded and the results be monitored closely.**
  - iii That future complaints reports be separated into delivery areas e.g. diploma, HE, short courses, in order to enable any potential patterns to be identified and explored.**

**Q18/14**     **HE QUALITY REPORT**  
**(A copy of document 7i is filed in the minute book)**

The committee considered a range of HE quality information/data reports including:

- QAA report – action plan progress report;
- Office of the Independent Adjudicator – annual statement 2017. It was noted that no complaints had been received.

**Q18/15**     It was noted that there were now just three outstanding actions in the QAA action plan, all of which were being progressed. The committee observed that the action to include HE in the teaching and learning policy had not been completed as stated and this would be addressed in the review of the policy later in the meeting, it was agreed that the status of the action should be updated accordingly.

**Resolved:**     **i That the report be noted.**

**Q18/16**     **EQUALITY AND DIVERSITY SIX MONTH REPORT 2017/18**  
**(A copy of document 8i is filed in the minute book)**

The committee considered the Equality and Diversity Six Month Report for 2017/18 and noted:

- that the report now included a short narrative relating to the staff profile in relation to equality and diversity as requested at the last meeting;
- the very high levels of students declaring a disability on many programmes. The committee explored the potential teaching and learning challenges this could create;

- improvement in male recruitment on some courses and that overall the results were much higher than the sector as a whole.

**Q18/17** The committee explored any gaps in achievement rates for some groups in detail and was assured there were no significant issues either identified in the report or since the report had been written. The committee:

- agreed that where there were recognised challenges across the broader FE and adult education sector e.g. achievement rates for Caribbean students, it would be valuable for the College to focus some work over a three-year period to establish if there were any longer term patterns/issues;
- explored whether breaking down achievement data to such a detailed level with regards to ethnicity could risk missing a bigger picture and suggested that the College consider undertaking analysis at a broader level.

**Q18/18** The committee:

- requested that the Annual Report for 2017/18 include a forward looking narrative about how the curriculum is developing in relation to equality and diversity;
- suggested that the first paragraph of section 2 regarding prevent should be amended to reflect that the College did more than simply 'offer' students training;
- agreed that the college should consider undertaking gender pay gap reporting even though there was no statutory requirement for it to do so.

- Resolved:**
- i That where there were recognised challenges across the broader FE and adult education sector e.g. achievement rates for Caribbean students, the College undertake work over a three year period to establish if there were any longer term patterns/issues.**
  - ii That the College consider undertaking analysis of achievement rates by groups of learners at a broader level.**
  - iii That the Equality and Diversity Annual Report for 2017/18 include a forward looking narrative about how the curriculum is developing in relation to equality and diversity.**
  - iv That the College consider undertaking gender pay gap reporting.**

**Q18/18** **RISKS OVERSEEN BY THE COMMITTEE**  
(A copy of document 9i is filed in the minute book)

The committee considered the risks allocated to it for oversight and specifically whether they accurately reflected the risks faced by the College in relation to the remit of the Quality Committee, whether there were any developing areas which needed consideration, and whether the controls were appropriate and effective.

**Q18/19** The committee agreed that the risks identified and the relevant controls were appropriate and accurately reflected those pertinent to the College.

**Resolved:** **i That the risk register be noted.**

**Q18/20** **POLICIES FOR APPROVAL – TEACHING AND LEARNING**  
(A copy of document 10i is filed in the minute book)

The committee considered the draft revised teaching and learning policy and agreed that:

- explicit reference to HE should be included, including how the College supports learners to move to HE level learning and develop critical thinking and research skills;
- the prevent paragraph should be updated to reflect the statutory duty and remove the reference to 'from 2015'.

**Resolved: i That with the inclusion of the above amendments the Teaching and Learning Policy be approved.**

**Q18/21 QUALITY IMPROVEMENT STRATEGY**

**(A copy of document 11i is filed in the minute book)**

The committee considered the Quality Improvement Strategy and agreed that the importance of reflection and self-improvement in the principles section should be strengthened.

**Resolved: i That with the above amendments the Quality Improvement Strategy be recommended to the Board of Governors for approval.**

**Q18/22 DIGITAL STRATEGY**

**(A copy of document 12i is filed in the minute book)**

The committee considered the Digital Strategy and noted that it would be presented to the Board of Governors for approval at its meeting in July 2018 alongside the Curriculum and HE strategies.

**Resolved: i That the report be noted.**

**Q18/23 STRATEGIC OBJECTIVES 2017/18 – PROGRESS UPDATE**

**(A copy of document 13i is filed in the minute book)**

The committee received and noted the strategic objectives progress report.

**Resolved: i That the report be noted.**

**Q18/24 DATE OF THE NEXT MEETING**

The next meeting of the Quality Committee will take place on **3 December 2018 at 10.30am.**

<b>Signed</b>	
<b>Position</b>	Chair of Quality Committee
<b>Date</b>	