

Minutes of the meeting of the Quality Committee held on **14 December 2017**.

**Present:** Professor Mike Bramhall (chair), Colin Forrest (by telephone) and Jill Westerman (principal).

**In attendance:** PA to the principal (minutes).

**Apologies:** Kate Fleming and Professor Tim Thornton.

**Q17/42 DECLARATIONS OF INTEREST**

With respect to his role in relation to the learning consortium project Colin Forrest declared a non-financial interest in items relating to the project. It was agreed that no decisions to be taken would be affected by this interest and it was not considered necessary for anyone to withdraw from the meeting.

**Q17/43 MINUTES AND MATTERS ARISING**

The minutes of the meeting held on 16 November 2017 were approved with the amendment outlined below (a copy is filed in the Minute Book).

Q17/34        Should read discrete, not discreet.

**Q17/44 MATTERS ARISING**

Q17/37        That the action to explore whether Prof Bramhall could potentially provide support in relation to HEA accreditation in terms of references in his capacity as a principal fellow be carried forward to the next meeting.

Q17/37        To note that the discrete programme for BME students previously discussed had been completed.

Q17/40        To note that the HEFCE Quality Assessment Return – Governor Assurance Statement for 2016/17 was signed on behalf of the Board of Governors and submitted to HEFCE.

**Q17/45 SELF-ASSESSMENT REPORT 2016/17 AND QUALITY IMPROVEMENT PLAN  
(A copy of document 5i is filed in the minute book)**

The committee considered the self-assessment report 2016/17 and quality improvement plan noting that grade one outstanding was proposed for self-assessed grades for overall effectiveness, leadership and management, teaching, learning and assessment, personal development and outcomes for learners.

**Q17/46** The committee explored the report in detail including the evidence that supported the proposed self-assessment grades, in particular:

- English and maths achievement rates, noting that all students had achieved their qualification but those achieving grades A – C had dropped to 61%;
- the emerging theme of employability skills related to digital literacy and the use of social media which had been highlighted in the city region report, it was noted that the college would address this area in its planned curriculum review.

**Q17/47** It was noted that the college would be delivering the new GCSE maths qualification in 2017/18 and the committee explored whether additional support needs were likely to arise and how these could be addressed if required.

**Q17/48** The committee agreed that reference to the learning consortium project should be included in the

leadership and management section as a strength, particularly as the college had provided strategic support for other project members.

**Q17/49** The committee agreed that the report was a good reflection of the work of the college, noted that there was a strong evidence base from a variety of sources and approved the proposed grades for recommendation to the board of governors for approval.

**Resolved:**

- i **That reference to the learning consortium project be included in the leadership and management section as a strength.**
- ii **That the proposed self-assessment report, including the proposed grades and quality improvement plan, be recommended to the board of governors for approval.**

**Q17/50** **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 outturn 2016/17;
- benchmarking report September 2017;
- teaching, learning and assessment annual report 2016/17;
- teaching and learning KPIs – 2016/17 outturn and 2017/18 targets;
- three year trend analysis – 2014/15 – 2016/17;
- teaching and learning dashboard 2017/18;
- diploma satisfaction survey semester two 2016/17;
- level 2 diploma satisfaction survey 2016/17;
- feedback fortnight 2017;
- focus group reports;
- complaints report;
- short course satisfaction summary 2016/17;
- short course longitudinal survey;
- stakeholder conference report.

**Q17/51** The committee particularly:

- welcomed the depth of the reports and agreed that they demonstrated that the college was well managed in relation to quality;
- commented that the benchmarking data was useful and thoughtful;
- noted a good use of student feedback in well evidenced reports.

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

**Q17/52** **EQUALITY AND DIVERSITY ANNUAL REPORT 2016/17**

**(A copy of document 7i is filed in the minute book)**

The committee considered the equality and diversity annual report for 2016/17 and noted that:

- the report was data heavy but supported the claims made in the self-assessment report against equality of opportunity and outcomes for all;
- the overall achievement rates compared well with national achievement rates, but that statistics for some areas of provision could be misleading due to small group sizes.

**Q17/53** The committee agreed that in future reports there should be a short narrative relating to the staff profile in relation to equality and diversity.

**Resolved:** i **That future equality and diversity reports include a short narrative relating to the staff profile.**

**Q17/54**     **RISKS OVERSEEN BY THE COMMITTEE**  
**(A copy of document 8i 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.

**Q17/55**     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.**

**Q17/56**     **DATE OF THE NEXT MEETING**

The next meeting of the quality committee will take place on **21 June 2018 at 12.30pm.**

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