

Minutes of the meeting of the Quality Committee held on **18 June 2020**.

**Present:** Professor Mike Bramhall (Chair), Colin Forrest, Catharyn Lawrence, Sarah Tyler and Yultan Mellor (Principal).

**In attendance:** The Assistant Principal – Student Experience (Diane Lawson), the Assistant Principal – Curriculum, Quality, Business Development (Emma Beal) and the Clerk to the Governors (Sarah Johnson).

**Apologies:** Chloe Rendall and Professor Tim Thornton.

**Q20/23** **DECLARATIONS OF INTEREST**

None.

**Q20/24** **MINUTES**

The minutes of the meeting held on 24 February 2020 were approved as an accurate record (a copy is filed in the minute book).

**Q20/25** **MATTERS ARISING**

Q20/7	It was noted that the required update on destinations and outcomes would be covered under the QIP progress item.
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**Q20/26** **SECTOR REPORT** (Document 2i)

The committee received an update on sector developments and changes in the external environment that could have an impact on quality, curriculum and student experience, including:

- the corona virus pandemic;
- the DFE review and funding rules for 2020/21;
- devolution planning;
- AoC briefings;
- Institutes for Adult Learning;
- a filming opportunity from Sequoia films.

**Q20/27** The committee particularly considered:

- the development work taking place in preparation for devolution and opportunities to extend links to West Yorkshire;
- the strong emphasis on adult learning in the AoC recovery plan;
- the work being done by the College to prepare for the return of students to the campus;
- the work done by the Policy and Finance Committee with regards to financial planning for 2020/21 and beyond.

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

**Q20/28** **PERFORMANCE DASHBOARD – 2019/20 to 31 MAY 2020** (Document 3i)

The committee considered the performance dashboard for 2019/20 to 31 May 2020 particularly noting that:

- recruitment figures were rated red due to the current campus closure, but that the ESFA had confirmed that funding for colleges for 2019/20 was protected;
- student success was rated green at this point, but the year-end had not yet been reached and the final position would be reported at the next meeting;
- male enrolments remained below target and this was being considered in relation to both marketing and curriculum design.

**Q20/29** The committee particularly explored the destinations data and the meaning of a negative destination, noting that this was ESFA terminology and referred to those who had not moved into employment or learning.

**Q20/30** The committee noted the performance reported and agreed that the data presented was as anticipated.

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

**Q20/31** **PERFORMANCE REVIEWS REPORT** (Document 3ii)

The committee considered the performance reviews report, noting that

- due to the current situation the formal review process had been carried out remotely this term and both the process and the reports were therefore not as originally envisaged;
- the College planned to fully resume and refine the process for 2020/21 as circumstances allowed.

**Q20/32** The committee considered the **curriculum, quality and performance review**, particularly noting:

- attendance and anticipated achievements relating to current students;
- the College's current and developing remote offer for short and micro courses;
- the use of technology for remote delivery;
- curriculum development for 2020/21;
- quality improvement activities.

**Q20/33** The committee considered the **business services performance review**, particularly noting:

- budget performance, particularly in relation to estates;
- health and safety activity across all aspects of the College;
- safeguarding activities, particularly in relation to remote learning and working;
- policy development;
- additional learning support and library activities;

**Q20/34** The committee particularly explored:

- data relating to the level 2 diploma in health professions – noting that this was the first time the College had run the course, the students were those most affected by the remote delivery position due to the significant amount of work they still had to complete compared to other courses, the College anticipated a 60% achievement rate and would discuss with students individually whether they wanted to restart in 2020/21;
- functional skills, again a larger amount of work required completion, and the College was considering a remote offer and assessment window in the summer;
- the current remote offer including the micro courses, agreeing it was an impressive list of courses which aligned with the College's overall mission and offer and provided progression opportunities;
- the potential appetite for the College's remote offer;
- the effectiveness of remote delivery, noting that this had been a developmental period and peer support and learning had been an important factor;
- safeguarding implications for remote learning and the controls in place;
- the potential future demand for provision resulting from the economic impact of the pandemic;
- potential safeguarding issues relating to remote learning and the control measures and safeguards in place, noting that wherever College services were used all the usual safeguard mechanisms were in place and functioning.

**Q20/35** The committee agreed that the report provided them with assurance that performance was appropriate.

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

**Q20/36** HE REPORT (Document 3iii)

The committee considered the HE report which included:

- retention and achievement data;
- an update regarding remote teaching and learning;
- confirmation of the revalidation of the existing Higher Education provision and a new one year full-time pre-service CertEd/PGCE/PGDipE by the University of Huddersfield;
- details of the 2020/21 delivery plan and recruitment;
- an update regarding the HE student experience;
- preparation for QAA.

**Q20/37** The committee welcomed the report which it agreed provided robust information regarding HE provision and performance, and particularly explored:

- recruitment data for 2020/21;
- in year retention data agreeing that in future weighting should be added to courses in relation to size in order to accurately calculate an overall retention figure;
- sought clarification regarding the disparity between the retention data reported in the table and that in para 1.1;
- the University of Huddersfield revalidation, noting that this had been a rigorous process which had been particularly useful in relation to preparation for QAA.

**Q20/38** The committee agreed that the report provided assurance that the College would be able to demonstrate good quality to the QAA.

**Q20/39** It was agreed that in future a separate HE report would be provided annually, with clear HE strands being included in all other reports throughout the year.

- Resolved:**
- i That the overall retention figure for 2019/20 be recalculated using appropriate weighting for each course.**
  - ii That the disparity between the retention data reported in the table in the HE report and that in para 1.1 be clarified.**
  - iii That a separate HE report be provided annually, with a clear HE strand being included in all other reports throughout the year.**

**Q20/40** QUALITY IMPROVEMENT PLAN – PROGRESS UPDATE (Document 3iv)

The committee considered progress against the current quality improvement action plan. Areas rated amber or red were particularly explored, including:

- the formal capture of progression and destination data - it was noted that this remained behind schedule, the committee acknowledged the challenges, the rescheduled implementation date for the roll out of Advantage of September 2020 and the risks created in relation to Ofsted, but was satisfied that the College was progressing the actions as effectively as possible under the current circumstances;
- the appropriateness of the stated outcome for actions 4, 10 and 13;
- agreeing that the Gatsby benchmarks should be referred to in action 13;
- recruitment to address underrepresented groups – noting that this had also been impacted by the pandemic;
- implementation of a student progress tracking and online attendance systems – noting that these were both linked to the delayed roll out of Advantage;
- Advanced Teacher Status (ATS) bursary opportunities through the ETF.

**Q20/41** It was noted that all other areas were on track, but in some circumstances were being achieved in a different way to that originally envisaged as a result of the current situation.

**Q20/42** The committee agreed that appropriate progress was being made, particularly under the current circumstances.

**Resolved: i That reference to the Gatsby Benchmarks be included in action 13.**

**Q20/43 COMPLAINTS AND COMMENDATIONS (Document 3v)**

The committee considered the complaints and commendations report noting that:

- future reports would include commendations but this had not been possible for this report as a result of current remote working;
- twelve complaints had been received in 2019/20 to date;
- none of them related to equality, diversity and inclusion;
- all were made by students;
- 41% related to food or bar provision;
- a nil return had been received from the Office of the Independent Adjudicator.

**Q20/44** The committee noted the issues raised and actions taken, agreed that no key outstanding issues/trends had been identified and requested that future reports indicate the type of programme the student was undertaking e.g. FE, HE.

**Resolved: i That future complaints and commendation reports include the type of programme the student was undertaking.**

**Q20/45 CURRICULUM INTENT – 2020/21 – 2022/23 (Document 4i)**

The committee considered a report which set out the College's curriculum intent for 2020 to 2023. It was noted that:

- the report was a pre-cursor to the development of a curriculum strategy, and included an overview of the College's skills and attitudes focus, underpinning design principles and planned curriculum offer;
- appropriate consultation had taken place, particularly in relation to the new skills framework;
- the underpinning design principles intended to capture what makes the College's offer unique.

**Q20/46** The committee:

- welcomed the future plans and growth areas outline;
- encouraged the College to be less modest regarding its responsiveness and emphasise its commitment to inclusion.

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

**Q20/47 RISK LOG – RISKS OVERSEEN BY THE COMMITTEE (Document 4ii)**

The committee considered the actions allocated to it for oversight in the interim risk log which highlighted key risks related to the pandemic situation.

**Q20/48** The committee considered 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.

**Q20/49** It was agreed that the risks were appropriate and the controls in place provided assurance. It was noted that a number of the key risks had been explored throughout the meeting.

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

**Q20/50 POLICIES (Document 5i)**

The committee considered the Admissions Policy, noting that it had been significantly rewritten to ensure it was robust, up to date and adhered to ESFA and other funding body guidance. The committee agreed that:

- para 2.3 should be strengthened in relation to empowering students to find new pathways;
- it should be made clearer that it related to FE students and not HE;
- the policy (along with the student disciplinary and additional support policies) should be reviewed annually in the first instance.

- Q20/51** The committee considered the student policy framework which was part of the College's overall new policy framework, noting that:
- the policy framework had been reviewed in order to ensure that there was a coherent, robust and consistent set of policies policies, with a clear rationale and approval process;
  - there would be a transition period to move the College from its current set of policies to the new framework;
  - the College would like to have the new suite of student policies refreshed/developed and in place for the start of the 2020/21 academic year;
  - in order to achieve this, it would be proposed to the Board that the policies are approved by chairs' action to enable them to be effective from the start of term, with committee scrutiny taking place in the Autumn term and any changes subsequently implemented.

**Q20/52** The committee supported the approach to the approval of the new suite of student policies.

- Resolved:**
- i **That subject to the above amendments the admissions policy be recommended to the Board of Governors for approval.**
  - ii **That the proposed approach to the approval of the new suite of student policies be supported.**

**Q20/53** **TERMS OF REFERENCE** (Document 6i)

The committee considered revised terms of reference for the Quality Committee and agreed that:

- para 4.1 should refer to national, local and regional context and policy;
- para 4.4 should include reference to student success, outcomes, progression and destinations;
- the committee should be renamed curriculum, quality and student experience.

**Resolved:** i **That with the inclusion of the above amendments/additions the terms of reference be recommended to the Board of Governors for approval.**

**Q20/54** **DATE OF THE NEXT MEETING**

The next meeting of the Quality Committee will take place on **30 November 2020 – 1.30pm.**

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