Minutes of the meeting of the Quality Committee held on **24 February 2020.**

Present:	Colin Forrest (Chair), Chloe Rendall, Professor Tim Thornton (up to and including Q20/20), Catharyn Lawrence, Sarah Tyler (up to and including Q20/20) and Yultan Mellor (Principal).
In attendance:	The Assistant Principal – Student Experience (Diane Lawson), the Assistant Principal – Curriculum, Quality, Business Development (Emma Beal), the Head of MIS (Steven Howarth) (up to and including Q20/12) and the Clerk to the Governors (Sarah Johnson).
Apologies:	Professor Mike Bramhall.

Q20/1   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. 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.

Q20/2   MINUTES
The minutes of the meeting held on 11 November 2019 were approved as an accurate record (a copy is filed in the minute book).

Q20/3   MATTERS ARISING
None.

Q20/4   COLLEGE/SECTOR REPORT
The committee received a verbal update which included:
- information regarding the on-going DfE review of funding for residential colleges;
- information regarding the re-inclusion of providers with an outstanding grade into the Ofsted inspection cycle;
- an update regarding devolution, both nationally and specifically in the Sheffield City Region (SCR), and details of the AoC Towns and Cities Policy Group;
- an outline of the College's input into the SCR strategic economic plan;
- information regarding links to local MPs.

Q20/5   The committee particularly explored:
- the details and potential implications of the DfE review, particularly noting that the College had no concerns regarding the legitimacy of its use of funding which was in line with the rules as they were currently outlined and had been audited annually by the financial statement auditors;
- explored opportunities and risks in relation to devolution and in particular the approach being taken in areas outside of the SCR where College attracts learners from and how opportunities across boundaries, particularly in West Yorkshire and Manchester, could be maximised.

Resolved: i   That the report be noted.

Q20/6   PERFORMANCE DASHBOARD – 2019/20 to 31 DECEMBER 2019 (Document 3i)
The committee considered the performance dashboard for 2019/20 to 31 December 2019 particularly noting that:
- enrolments were behind target but close monitoring had ensured that issues had been identified early, ensuring that there was time for the position to be recovered, and a plan was in place and being implemented;
- it was too early in the year to draw any conclusions form student success data other than retention and all areas were rated green;

- data regarding attendance would be available for the next meeting.

Q20/7   The committee considered the performance reported and particularly explored:
- the impact of teaching staff absence and how this could be managed and mitigated;
- destinations data including what constituted a positive destination which supported curriculum intent, whether a definition/narrative should be included in future reports and how the data could most effectively be used to inform curriculum planning;
- BAME engagement data, noting that the College had already committed to including a stretch target for this area in future;
- how data was being used, noting that primarily it was being used to inform curriculum planning and design, identifying improvements and informing future strategy;
- RARPA, agreeing that reference to this should be included in the notes section of the report;
- the balance between accredited and non-accredited provision and how this was being evaluated and developed;
- developments in IAG.

Resolved: i   That a more detailed report regarding the College's planned approach to destinations and outcomes be provided at the next meeting.

ii   That reference to RARPA be included in the notes section of future dashboard reports.

Q20/8   PERFORMANCE REVIEWS REPORT (Document 3ii)
The committee considered the report from the recent curriculum and business services performance reviews (CPR/BPR). The report was supported by a demonstration of the College's new Staff Net data hub which provided live access to the data which underpinned the report and demonstrated how staff were able to access and use live data in the delivery and management of curriculum and business services.

Q20/9   The committee noted that:
- the aim of the process was to engage all areas of the College in structured and regular reviews of performance in order to recognise achievements, identify areas for further work and agree actions which would bring about timely improvements;
- the current focus was the efficient and effective delivery of the College business plan, the quality of education (intent, implementation and impact) and timely preparation for the devolution of the adult education budget;
- this was a new approach which would continue to develop and be embedded.

Q20/10   The committee considered the performance reported in detail, in particular:
- staff absences and actions taken to mitigate impact;
- recruitment, conversion and no-shows.

Q20/11   The committee considered the process including:
- the frequency of reviews and the envisaged impact on performance;
- how any performance improvement requirements would be followed up.

Q20/12   The committee:
- welcomed the performance reviews process and the scrutiny and accountability it would support;
- looked forward to the planned introduction of a traffic light system and mapping to the College KPIs;
- welcomed the introduction of the data hub and the ease of access to live data this would provide for staff, giving them with the tools to effectively manage their provision;
- agreed that student voice was currently missing from the process/report;
- agreed that there should be a clear HE section of the report in future;
- noted the clear links to the revised College structure.

Resolved: **i**   **That student voice and a clear HE section be included in the CPR/BPR process and future reports.**

Q20/13   **QUALITY IMPROVEMENT PLAN** (Document 3iii)

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 was slightly behind schedule due to the need for a new in-house system being identified, but it was expected that a detailed plan would be in place by April 2020;
- implementation of a student progress tracking system for short courses - again it was noted that a new system was required due to the College's revised approach to MIS and it was anticipated that this would be implemented by September 2020;
- implementation of an electronic attendance and punctuality system – it was noted that a temporary in-year solution had been agreed which was a significant improvement on the previous position;
- implementation of a new skills for progression framework – it was noted that this had been delayed for one month to allow for a joined up approach with Sheffield Hallam University and Barnsley Metropolitan Borough Council to be developed.

Q20/14   The committee agreed that appropriate progress was being made.

Resolved: **i**   **That progress be noted.**

Q20/15   **SAFEGUARDING UPDATE** (Document 3iv)

The committee considered a safeguarding update report which outlined key developments and key issues for Spring/Summer 2020. It was noted that:

- the College was meeting all its statutory obligations and was working well with partners;
- the Children's Centre would be working with the Early Years Lead Professional for Safeguarding and Ofsted on 'being Ofsted ready';
- refresher training for governors would be issued for completion in March 2020.

Q20/16   The committee explored:

- how information about local issues was being delivered to students and how the College could ensure that its students understood what the local risks were, noting that learning walks would be used to further develop this area;
- progress in relation to the development of chaplaincy support, including non-Christian based, noting the expressions of interest work being undertaken and receiving assurance that an appropriate reference/due diligence approach would be implemented;
- the wrap-around support provided for students, particularly where referrals are made to external agencies in relation to incidents, the committee was assured that appropriate support was being offered.

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

Q20/17   **CURRICULUM PLANNING**

The committee received a verbal report regarding the curriculum planning process for 2020/21. It was reported that:

- in order to create one overall coherent curriculum offer a new approach had been adopted which focussed on partnership across the College;
- the offer was being developed using data analysis with a focus on:
  - intent, outcomes and destinations;
  - pathways and clear progression;
  - revised methodologies e.g. a broader community development offer with a focus on community upskilling;
  - new access to HE routes e.g. policing, social work;
  - a review of the short course offer and model of delivery.

Q20/18   The committee:
- explored opportunities in relation to Access to HE and HE provision;
- reiterated the need for the College to plan for learner progression, focus on achieving quality outcomes and destinations, and ensure tutors were focussed on curriculum goals;
- explored how opportunities could be maximised in relation to seven day per week delivery, the use of child care vouchers and extending the College's parenting skills offer.

Resolved: i   That the report be noted.

Q20/19   <u>**RISKS OVERSEEN BY THE COMMITTEE**</u> (Document 4ii)
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.

Q20/20   The committee particularly explored A1 - failure to make effective use of digital resources that employ the strategic use of residence – noting that this had now been raised to a red risk in response to the requirement to develop the College's digital infrastructure.

Q20/21   It was agreed that the current risks remained 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.

Q20/22   <u>**DATE OF THE NEXT MEETING**</u>
The next meeting of the Quality Committee will take place on **18 June 2020** – **12.30pm** – Queen Anne 3.

Signed	
Position	Chair of Quality Committee
Date	