



## Northern College

### CURRICULUM, QUALITY AND STUDENT EXPERIENCE COMMITTEE

Minutes of the meeting of the Curriculum, Quality and Student Experience Committee held on **5 December 2022**.

**Present:** Colin Forrest (Chair), Tim Thornton, Sue Horner, Yultan Mellor (Principal), Maria Bowie.

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

**Apologies:** Bob Craig.

### DECLARATIONS OF INTEREST

Q22/67 Each governor present declared any potential interests/conflicts of loyalty related to items to be considered at the meeting. With respect to his roles as Deputy Vice Chancellor at the University of Huddersfield and HE advisory member of the West Yorkshire Employment and Skills Committee Prof Tim Thornton declared a potential conflict of loyalty in items relating to the College's higher education provision. It was agreed that no decisions to be taken at the meeting would be affected and it was not considered necessary for the member to withdraw.

Q22/68 The committee welcomed Maria Bowie as a new member, noted the resignation since the last meeting of Henry Otulakowski and Sarah Tyley, and noted that the meeting was Colin Forrest's first as chair.

### MINUTES AND MATTERS ARISING

Q22/69 The minutes of the meeting held on 16 June 2022 were approved as an accurate record

### ENVIRONMENT/SECTOR UPDATE

Q22/70 The committee received a verbal update on sector developments and changes in the external environment that could have an impact on quality, curriculum and student experience, including:

- the Government's Autumn Statement;
- Ofsted;
- ONS reclassification.

Q22/71 The committee particularly explored:

- the impact of rising costs on quality and student experience;
- the activity of Ofsted in the region, agreeing that the likelihood of an imminent inspection was very high, and the College's preparation and readiness;
- the likely implications of the reclassification of colleges by ONS.

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

**PERFORMANCE REPORT (Document 3i)**

- Q22/72 The committee considered the College's performance in relation to curriculum quality and student experience.
- Q22/73 The committee considered the College's **KPI dashboard to 24 October 2022** in relation to curriculum, quality and student experience matters, particularly noting that:
- residential participation was up, but student numbers were lower than target;
  - AEB enrolments were below target;
  - West Yorkshire participation was higher than anticipated;
  - some specific groups were recruiting well;
  - attendance was above target at 91%;
- Q22/74 The committee particularly explored:
- conversion data and actions being taken, noting that the improvements required were not being achieved;
  - keep warm activities;
  - long course progression, particularly areas of under-performance;
  - curriculum effectiveness;
  - employer requirements;
  - on-line and hybrid provision;
  - residential GCSE;
  - the impact of funding decisions on curriculum planning.
- Q22/75 The committee considered student recruitment data to 25 November 2022 in detail, particularly areas of under-performance and actions being to taken to improve the position in-year.
- Q22/76 The committee considered the **student voice report**, particularly:
- effectiveness of the various channels of feedback including surveys and forums;
  - negative feedback received and actions taken in response;
  - how the College encouraged participation in feedback and actions being taken to further increase response rates;
  - the impact of residence reported and the evidence for this;
  - student representation on College bodies and committees.
- Q22/77 The committee noted that no formal complaints or compliments had been received since the last meeting, and that further action would be undertaken to actively encourage both.
- Q22/78 The committee considered a **student destinations report**, and particularly explored:
- the actions being undertaken to further improve response rates and data completeness;
  - the collection and use of longitudinal data and how this could be further optimised;
  - what the data was telling the College and how this could be used effectively;
  - intended destination and distance travelled data and how this could be utilised.
- Q22/79 The committee explored whether the performance data considered was sufficient and provided appropriate assurance, agreeing that it was but further actions and areas for improvement had been identified.

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

## SELF ASSESSMENT REPORT AND QUALITY IMPROVEMENT PLAN (Document 3ii)

Q22/80 The committee considered the College draft self-assessment report for 2021/22, noting that:

- overall effectiveness had been graded as good;
- the report had been developed to reflect the new skills aspect of the Ofsted framework;
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Q22/81 The committee explored the report in detail, particularly:

- the skills element;
- external validation activities and feedback;
- a need to include more evidence of quality processes;
- a need to better reflect the broader South and West Yorkshire focus of the College;
- the robustness and the validity of the proposed grades;
- the further work planned in relation to skills and ensuring that this reflected the College's broad context which did not just relate to employers;
- attendance data in relation to grading;

Q22/82 The committee considered and supported an outline quality improvement plan arising from the self-assessment report.

- Resolved:**
- i That the Behaviour and Attitudes grade in the 2021/22 self-assessment report be amended to good.**
  - ii That the 2021/22 self-assessment report narrative be broadened to better reflect the College's South and West Yorkshire focus.**
  - iii That with the inclusion of the amendments agreed by the CQSE committee the 2021/22 self-assessment report be recommended to the Board for approval.**
  - iv That the Quality Improvement Plan outline be recommended to the Board.**

## HE REPORT (Document 3iii)

Q22/83 The committee considered the Higher Education self-evaluation and quality improvement plan, particularly noting:

- improved destination data;
- increased student mental health issues;
- retention and achievement data;
- CPD;
- the validation of new provision and other curriculum developments;
- lower than target recruitment;
- FE teacher reform;
- a decrease in pre-service trainees.

Q22/84 The committee:

- welcomed the report;
- agreed that a section on student satisfaction should be added to future reports;
- explored and supported the actions identified in the quality improvement plan;
- considered an external validation process.

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

### **CURRICULUM PLAN 2022/23 (Document 3ii, Appendix 1)**

Q22/85 The committee explored and supported the curriculum plan for 2022/23 as included in the self-assessment report.

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

### **MARKETING UPDATE (Document 4ii)**

Q22/86 The committee considered a marketing update, including:

- positioning;
- student voice;
- specific campaigns;
- website development;
- upselling;
- work with partners;
- geographical targeting.

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

### **RISK OVERSEEN BY THE COMMITTEE (Document 4iii)**

Q22/87 The committee considered the risk register noting that the areas allocated to the committee for oversight had been explored in detail during the meeting.

Q22/88 The committee agreed that the risks were suitably reflected in the register and the controls and mitigation were appropriate.

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

### **SAFEGUARDING ANNUAL REPORT (Document 5i)**

Q22/89 The committee considered the Safeguarding and Prevent Annual Report for 2021/22 in detail, particularly:

- referrals, noting the increase and agreeing that whilst these were likely a consequence of better training and understanding, it could also be increased need;
- the impact of the Safeguarding learning walk;
- action plan for 2022/23;
- training;

Q22/90 The committee agreed that:

- explicit reference should be made in the report to British values;
- the Prevent content of the report should be further developed.

**Resolved: i That the Safeguarding and prevent Annual Report for 2021/22 be strengthened to include specific reference to British values and further developed in relation to Prevent.**

**ii That with the inclusion of the developments agreed by the CQSE committee the Safeguarding and Prevent Annual Report be presented to the Board of Governors for consideration.**

**EQUALITY, DIVERSITY AND INCLUSION ANNUAL REPORT (Document 5ii)**

Q22/91 The committee considered the Equality, Diversity and Inclusion Annual Report for 2021/22, particularly:

- the review of the College's Equality Objectives and performance against them;
- the diversity profile of the Board of Governors and how this was being developed.

**Resolved: i That the Equality, Diversity and Inclusion Annual Report for 2021/22 be presented to the Board for consideration.**

**GOVERNANCE (Document 6)**

Q22/92 The committee:

- considered its own performance in relation to its key performance indicators, and noted that all indicators had been met;
- considered and agreed proposed indicators for 2022/23;
- considered its terms of reference and agreed no changes be proposed;
- noted that membership of the committee would be consider by the Search Committee.

**Resolved: i That the Terms of Reference and KPI's be recommended to the Board of Governors for approval.**

**DATES OF THE NEXT MEETINGS**

Q22/93 20 February 2023 – 1.30pm  
12 June 2023 – 1.30pm