

**MINUTES OF THE LEARNING AND QUALITY COMMITTEE HELD ON  
THURSDAY 13 JUNE 2024**

**PRESENT:**

Mark Allanson	Chair
Dr Fazal Dad*	Principal and Chief Executive
Catherine Hill OBE	Member
Andrea Machell	Member
Rohan Quinn	HE Student Governor
Darren Ratcliffe*	Member

**IN ATTENDANCE:**

Nathan Rogan	Associate member
Nicola Clayton	Director: Business Development and Employer Engagement
Liam Doherty	Director of Quality Innovation
Matthew Robinson	Director of Student Support and Experience
Sarah Horeesorun	Director of Governance

\*denotes joined via MS Teams

It was noted that the meeting commenced at 17.00pm and was quorate.

The Chair welcomed everyone to the meeting and extended a special welcome to Nathan Rogan as this was his first meeting. In the absence of the Vice-Principal: Curriculum and Quality, Rachel Tarplee, the Director of Quality Innovation, Liam Doherty, presented these items.

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Ram Gupta, Clare Shaw, and Rachel Tarplee.

**2. DECLARATION OF CONFLICTS OF INTEREST**

The Chair advised those in attendance that should members of the Learning and Quality Committee become aware of any potential conflicts of interest they should be disclosed at the earliest opportunity during the meeting.

**3. MINUTES OF THE LEARNING AND QUALITY COMMITTEE HELD ON THURSDAY 8 FEBRUARY 2024**

The minutes of the Learning and Quality Committee meeting held on Thursday 8 February 2024 were accepted as a true and accurate record and would be signed by the Chair.

**4. MATTERS ARISING**

The Committee agreed that the matters arising from previous meetings had either been completed or would be covered by Items on the Agenda.

**5. PROGRESS ON KEY PERFORMANCE INDICATORS (KPIs) FOR 2023/24**

The Director of Quality Innovation talked the Committee through progress made and the position on the KPIs.

## **6. FE STUDENT IN YEAR PERFORMANCE 2023/24 INC. RETENTION, STUDENT PROGRESS AND ACHIEVEMENT**

### **(i) FE Academic and Vocational**

This Report focused on Snapshot 4 data (March 2024).

On attendance, the Director of Quality Innovation said that termly data would be provided in the future Reports, and the Director of Student Support and Experience confirmed that attendance monitoring staff would continue to support and encourage students to improve attendance in the next academic year.

The Committee noted the content of the Report, and a member added an anecdotal comment that the Marketing of the College achievements, particularly those around the High Needs Students and using LinkedIn were really positive and increasing the positive profile of the College.

### **(ii) Foundation/maths and English/High Needs**

The Director of Student Support and Experience informed members that attendance in English and maths remained a challenge but was improving. Over 150 students a week were accessing support from the Maths and English Success Centre and there would be a Report on this, including data, at the November Learning and Quality Committee.

#### **Action: Director of Student Support and Experience**

The GCSE exam results, over 1800, had completed, exceeding 90% attendance in all five papers, and supported by a whole college approach to delivering on exam days. Revision classes had helped students prepare for the exams.

The Committee were pleased to hear of student participation, achievements, and recognition at local, regional, and national competitions and though these were celebrated and marketed, it was thought that more could be done to promote these successes.

Foundation Learning, and the Director shared that Asda had agreed to participate in the Supported Internships programme, and along with ELHT, this was a great opportunity for students and the College to work in partnership, though the challenge remained that the internships translated into jobs for the students.

In discussion of the position on High Needs Students (HNS) and High Grades, it was thought useful to provide information on how many HNS received support to achieve High Grades to the Quality Summits and this Committee.

The Committee noted the content of the Report and thanked the Director of Student Support and Experience.

### **(iii) Apprenticeships**

The Director of Business Development and Employer Engagement informed members that of the 309 leavers in year, 108 had achieved and 121 continued.

11 Apprentices had completed their End Point Assessments (EPAs) in 2023/24 with 100% achievement.

The Apprenticeship Accountability Framework showed that all areas were RAG rated green and on track. Attendance was 90.9% and retention 75.7%.

The Committee commended the Director of Business Development and External Engagement and her Team for the continuing success of Apprenticeships at the College.

## **7. FE AND WBL QIP – PROGRESS UPDATE**

The Director of Quality Innovation talked the Committee through progress made on areas within the QIP Report including Access to HE, Bricklaying and Applied Science.

In discussion it was thought useful to provide data on progression and destinations to the Committee in a future Report.

The Committee recommended this Report to the Corporation Board for discussion and comment.

## **8. HE STUDENT IN YEAR PERFORMANCE 2023/24 INC. RETENTION, STUDENT PROGRESS AND ACHIEVEMENT**

The Director of Quality Innovation provided a commentary on the detail within the Report

It was noted that those students who were attending were achieving, and the Director confirmed that there would be an increased focus on attendance of HE students in the next academic year.

The Committee noted the content of this Report.

## **9. HE QIP – PROGRESS UPDATE**

The Director of Quality Innovation talked members through the HE QIP.

Oversight of the PGCE had moved to the Quality Team, and the programme appeared stronger and the students happier since the move with 100% retention.

There was discussion of Careers guidance, and the Director of Quality Innovation talked members through the new Changemaker Programme being introduced to run in parallel to degree courses. The Chair was keen that this commences at the start of the degree course and continue throughout, working on personal attributes such as teamwork, analysis, communications. Discussion of student experience and what makes a Blackburn Student/ Blackburn Graduate followed and it was acknowledged that the Changemaker Programme would benefit HE students.

The Committee recommended this Report to the Corporation Board for discussion and comment.

## **10. HE STRATEGIC PLAN**

This Report provided a comprehensive update on activities supporting the HE Delivery Plan and supporting action plan. The position and developments in HE had been covered in the two proceeding Agenda Items

The Committee were assured that progress was being made on the HE Strategic Delivery Plan and acknowledged that there was more to do.

## **11. COURSES REQUIRING SUPPORT AND DEVELOPMENT (CRSD)**

This Report provided an update on Courses Requiring Support and Development for FE, WBL and HE. There were 20 courses, and the detail included in Appendix A.

The Director of Quality Innovation explained that, in response to comments made at the previous Committee meeting, the Report had been reformatted.

The Committee noted that there had been improvement in most of the courses in the process.

## **12. STUDENT SUCCESS FRAMEWORK**

The Director of Quality Innovation introduced the new Student Success Framework to replace the Quality of Education Strategy. The Student Success Framework was a sort of service level agreement between students, staff, and the college to manage expectations and support delivery of quality education. An example of the leaflet had been produced and was shared with Committee members.

Based on the actions above being taken, the Committee **APPROVED** the Student Success Framework.

## **13. OFFICE FOR STUDENTS (OfS) REPORTABLE EVENTS PANEL**

The Committee reviewed the Report and new approach being proposed.

The Committee **APPROVED** the introduction of the Panel as recommended by the Academic Board.

## **14. LEARNING AND QUALITY COMMITTEE MEETING DATES 2024/25 & 2025/26, PERFORMANCE AGAINST TERMS OF REFERENCE FOR 2023/24, TERMS OF REFERENCE FOR 2024/25 AND CALENDAR OF BUSINESS**

The Director of Governance explained that each Committee undertook these activities annually to agree the meeting dates for the next year and those proposed for the year after, to review the Committee's performance against its Terms of Reference, and make any changes to the Terms of Reference for the next Academic Year, and lastly, to agree the list of agenda items to be taken at its meetings (or calendar of business)

The Committee **AGREED** the list of dates for 2024/25 and 2025/26 in Appendix 1.

The Committee reviewed its performance against its Terms of Reference for 2023/24 and was satisfied that it had exercised its duties and met its responsibilities.

The suggested changes to the Terms of Reference for 2024/25 were highlighted in red text on Appendix 3 and included mention of the newly approved Student Success Framework and revisions to the Accountability Agreement. The changes and Terms of Reference for 2024/25 were **AGREED** by the Committee.

The Committee **AGREED** the Calendar of Business for 2024/25.

The Committee **AGREED** to recommend this Report to the Corporation Board for approval.

## **15. CAREERS AND EMPLOYABILITY ANNUAL REVIEW**

The Director of Student Support and Experience confirmed that the new Careers and Employability Strategy was in draft and would be brought to the next meeting of the Learning and Quality Committee.

Highlights from the Report and commentary included:

- Achieving 100% Gatsby Benchmarks
- Careers Fair a success
- Touring Funding bid submitted
- Tutorial take-over with a Careers focus well received
- Careers drop-in facility introduced in The Exchange, less formal and no appointments needed.

- Launch 'Exchange' online and available 24/7 with access to resources on careers advice and guidance
- Careers Activity information will be included in Quality Summits in the future
- Recognise more to do to improve Careers IAG for HE students

The Committee asked that their praise and gratitude be shared with the Careers Team for the impressive progress and improvements made in delivery of Careers support at the College.

#### **16. STUDENT VOICE COMMITTEE FEEDBACK FROM MEETING 8 MAY 2024**

The Director of Student Support and Experience provided a verbal update on the discussions had at the Student Voice Committee meeting on 8 May 2024. The meeting had also been attended by the Vice-Chair, Principal and Chief Executive, and the Director of Governance.

The Student Voice Committee had been well attended and explored issues around the student experience including canteens, work placements, laptops, increasing awareness and tolerance of LGBTQ, and the availability of both study and social spaces. Many of these points had been addressed and the meeting was a good way for the students to share their concerns and experiences, for management to respond and for the Governors to receive feedback directly from the students, in addition to raising the profile and accessibility of the Governors.

The Chair thanked the Director of Student Support and Experience for the update.

#### **17. UPDATE ON NSS SURVEY**

The Director of Student Support and Experience confirmed that the NSS survey was open (at that time) and 84% of students had completed the survey. This was an improvement on last year when it was 80%. The results would be released on 10 July 2024.

#### **18. ACADEMIC BOARD**

The minutes of the Academic Board meeting on 21 May 2024 were supplied for information.

#### **19. SAFEGUARDING UPDATE**

This Report was supplied for information and its contents noted by the Committee.

#### **20. SINGLE EQUALITY PLAN AND ACCESS AND PARTICIPATION PLAN UPDATE**

This Report was supplied for information and its contents noted by the Committee.

#### **21. OFFICE FOR STUDENTS (OfS) REPORTABLE EVENT**

This Report was supplied for information and recorded that the change in the person holding the position of Chair of the Corporation Board had been reported to the Office for Students.

#### **22. ANY OTHER BUSINESS**

The Chair thanked the Committee for the useful discussion, challenge and debate and acknowledged the contribution from the HE Student Governor, in particular, as this was his last Committee meeting.

The Chair of the Committee, now Chair of the Corporation Board, would be moving aside for Catherine Hill OBE to be the new Chair of the Committee, whilst he remained a member. Mrs Hill had been approached by the Governance Panel to become the new Committee Chair, and in the absence of other expressions of interest, was supported by the Committee to become the new Chair of the Learning and Quality Committee.

**23. REVIEW OF MEETING**

The Chair summarised the meeting and thanked members for their contributions.

**24. DATE AND TIME OF NEXT MEETING**

The next meeting of the Learning and Quality Committee would take place on Thursday 7 November 2024 at 5.00pm in the Exchange Boardroom / via Microsoft Teams.

Signed: .....

Date: .....