

**MINUTES OF THE LEARNING AND QUALITY COMMITTEE HELD ON
THURSDAY 30 NOVEMBER 2023**

PRESENT:

Lillian Croston	Chair of the Corporation Board (Chairing in absence of Mark Allanson)
Dr Fazal Dad	Principal and Chief Executive
Ram Gupta	Member
Catherine Hill OBE	Member
Andrea Machell	Member
Rohan Quinn	HE Student Governor

IN ATTENDANCE:

Nicola Clayton	Director: Business Development and Employer Engagement
Liam Doherty	Director of Quality Innovation
Abdul Hafiz	Head of Higher Education
Matthew Robinson	Director of Student Support and Experience
Rachel Tarplee	Vice-Principal: Curriculum and Quality
Sarah Horeesorun	Director of Governance

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

The Chair welcomed everyone to the meeting and explained that this meeting came soon after the 9 November meeting with the purpose of considering the Self-Assessment Report 2022/23 and Quality Improvement Plans 2023/24. There followed round-table introductions.

1. APOLOGIES FOR ABSENCE

Apologies were received from Mark Allanson, and it was acknowledged that the new Academic Staff Governor, Clare Shaw, would be invited to attend the next meeting of the Committee. Members were made aware that Dr Fazal Dad was travelling and would join the meeting later.

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 9 NOVEMBER 2023

The minutes of the Learning and Quality Committee meeting held on Thursday 9 November 2023 were accepted as a true and accurate record and would be signed by the Chair.

4. MATTERS ARISING

A member checked that the word 'semester' had been changed in a Report and was assured that this had been updated. The Committee noted the updates against previous actions points would be covered off by the Items under discussion on the agenda at this meeting.

5. URGENT CARE COURSES 2022/23 – FINAL UPDATE

This report had been requested by the Committee and provided the end of year performance of those programmes in the Urgent Care (FE/WBL) and Programme Quality Improvement Plan (PQIP) (HE) process in the 2022/23 academic year. The Director of Quality Innovation talked the Committee through the Report and key issues.

In summarising the requests of the Committee, the Chair requested that the Director of Quality Innovation produce a more detailed Report with a list of those courses transferring from Urgent Care to the new procedure in addition to any new courses already on it by the end of Term to share with the Committee.

Action: Director of Quality Innovation

6. COLLEGE SELF-ASSESSMENT REPORT (SAR) 2022/23 AND QUALITY IMPROVEMENT PLAN (QIP) 2023/24 FOR FE &WBL:

(i) SAR 2022/23

The Director of Quality Innovation summarised the key points of the Self-Assessment Report (SAR) 2022/23. The College SAR provided a retrospective analysis of curriculum performance, highlighting significant strengths whilst recognising the areas of further improvement.

Key themes running through the Report were highlighted as being transformative education, employer driven curriculum to meet local skills needs. The Report identified areas of strength in the College, for example, promoting student aspirations, and where students were supported to achieve, in addition to a strong student experience, and quality improvement in all areas of learning.

The Chair thanked the Director of Quality Innovation for the Report and summary and canvassed members for comments.

The Committee agreed that the Report was well written and coherent.

It was thought useful to include information on what happened to the students that left last year and the starting points, progress and the actual of numbers of students (rather than %) that achieved high-grades against those who were predicted to achieve high-grades.

The Director of Quality Innovation was asked to work with the Vice-Principal: Curriculum and Quality to redraft, by the end of Term, the Report, taking into account all of the points made and that this be shared with the Committee in the New Year, to reconsider recommendation for approval to the Board to agree by written resolution (if applicable) or at a dedicated standalone meeting.

Actions: Director of Quality Innovation and Vice-Principal-Curriculum and Quality; Director of Governance

(ii) QIP: FE & WBL 2023/24

The Director of Quality Innovation explained that the Quality Improvement Plan (QIP) for Further Education (FE) and Work Based Learning (WBL) 2023/24 outlined a series of targeted actions to address the specific areas of under-performance and elements of continuous improvement aimed at further enhancing the student experience.

Having just reviewed the SAR, members identified that the actions in the QIP were not cross-referenced to areas of improvement in the SAR and thought it was useful to do so.

Members noted that the QIP was succinct, and that areas had been consolidated.

It was thought helpful to define what the actions were and the intended impact and outcomes of those actions on, or for, the students. The Director of Quality Innovation committed to review Report and

the suggested changes. The Committee would reconsider this at the same time as it considers the SAR early 2024.

Action: Director of Quality Innovation

Dr Fazal Dad arrived at 6.15pm

7. QUALITY IMPROVEMENT PLAN 2023/24 FOR HE

The Higher Education (HE) Quality Improvement Plan (QIP) 2023/24 had been created to reflect the position of the University Centre Blackburn College (UCBC) at the end of the previous academic year and identified targeted actions required to improve student outcomes and experience.

The Director of Quality Innovation would work with the Vice-Principal: Curriculum and Quality on improving the HE QIP 2023/24 and this would be reconsidered alongside the SAR and FE QIP in the New Year.

Action: Director of Quality Innovation and Vice-Principal: Curriculum and Quality

15. ANY OTHER BUSINESS

The Vice-Principal: Curriculum and Quality updated the Committee that the Compliments email facility had been re-instated. This was welcomed by members.

A member shared with the Committee that he had participated in a College Dragon's Den style event. It was remarkable and the students produced ingenious business ideas.

16. REVIEW OF MEETING

The Chair summarised the meeting and the good, open and honest discussion had helped move things forward in a positive direction. This was agreed and the Governors, with the Executive, were working together for the good of the students. In concluding, the Chair thanked members for their contributions and wisdom. The revised Reports would be circulated to Committee members in the New Year and the Director of Governance would make arrangements for the Reports to be considered by the Board ahead of its March meeting.

17. DATE AND TIME OF NEXT MEETING

The next meeting of the Learning and Quality Committee would take place on Thursday 8 February 2024 at 5.00pm in the Exchange Boardroom / via Microsoft Teams.

18:55pm: The meeting ended.