MINUTES OF THE LEARNING AND QUALITY COMMITTEE HELD ON WEDNESDAY 25 FEBRUARY 2026

PRESENT:

Catherine Hill OBE	Chair
Dr Fazal Dad CBE	Member
Cheryl Dunn	Member
Ram Gupta	Member
Darren Ratcliffe	Member

IN ATTENDANCE:

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

It was noted that the meeting commenced at 5pm and was quorate.

The Chair welcomed everyone to this Learning and Quality Committee meeting. No members joined via MS Teams.

1. PRESENTATION: STUDENT ATTENDANCE

The Executive Director: Student Support and Experience talked the Committee through slides on Attendance Monitoring and At-Risk Management.

The presentation covered the importance of attendance on achievement, and:
- Local Context and College Culture (whole College approach)
- At Risk Indicators and Targeted Intervention
- Reporting and Transparency
- Data by School

There followed discussion of new Ofsted Framework, 'Leadership and Governance', and the ability to articulate what is actually happening in the College. The importance of timely interventions to encourage/demonstrate improvement was discussed, and the Committee endorsed the need for increased focus on getting the basics right and ensuring that registers were marked.

The Committee thanked the Executive Director: Student Support and Experience for the presentation.

2. APOLOGIES FOR ABSENCE

Apologies were received and accepted from members Claire Shaw, Nathan Rogan, and Joshua Waghorn.

3. 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.

4. MINUTES OF THE LEARNING AND QUALITY COMMITTEE HELD ON WEDNESDAY 26 NOVEMBER 2025

The Minutes of the Learning and Quality Committee meeting held on Wednesday 26 November 2025 were accepted as a true and accurate record.

5. MATTERS ARISING

Updates were provided on the actions arising from previous meetings.

The Chair thanked attendees for the updates.

6. PROGRESS ON KEY PERFORMANCE INDICATORS FOR 2025/26

The Vice-Principal: Curriculum and Quality provided an update as at January 2026 and reported that attendance and achievement remained a key focus for FE & HE and was monitored closely through Quality Summits and Accountability Summits.

The Chair thanked the Vice-Principal for the update.

7. FE STUDENT – IN YEAR PERFORMANCE FOR 2025/26 INC. RETENTION, STUDENT PROGRESS AND ACHIEVEMENT

(i) FE Academic & Vocational
(ii) Foundation/Maths and English/High Needs
(iii) Apprenticeships

(i) FE Academic and Vocational

The Vice-Principal: Curriculum and Quality talked through the Report with figures from Snapshot 3. There followed some discussion of Launchpad students, starting points and destinations, and members thought that as a key and critical development, it would be useful to have a Report at a future Committee.

(ii) Foundation Maths and English

The Executive Director: Student Support and Experience presented this Report which included an update for Term 1 on GCSE resits, Foundation Learning/Launchpad and High-needs-students (HNS). The number of GCSE resits in November had increased.

Data was supplied on exam attendance, passes, trends, national benchmarks, and progress from starting points.

The English and Maths Success Centre was supporting over 170 students each week and had revision sessions planned over the Easter break and at weekends leading up to the summer exams.

The Future Focus programme had enrolled 249 students since September and 52 had progressed to College. The number of HNS had increased, and additional funding awarded would deliver tailored support.

(iii) Apprenticeship Performance update

The Executive Director: Business Support and External Engagement talked members through this report and provided an update.

Funding and destinations information was also supplied.

The Chair enquired about the recent National Apprenticeships week, and the Executive Director said that the Apprenticeships week was good, the Principal had done some media around this and one of our Apprentices had won an Award.

The Chair thanked the Executive Director: Business Support and External Engagement.

8. HE STUDENT – IN-YEAR PERFORMANCE 2025/26 INC. RETENTION/ATTENDANCE/CONTINUATION/PROGRESSION AND COMPLETION

The Report contained everything level 4 and above (as previously requested). Members commented that the data was very positive and the upward trajectory was continuing. There was some discussion of HE IAG and steps to ensure that students were enrolled on the right course bearing in mind work/family/health commitments and the demands and study requirements of the course. The HE Strategy was being refreshed to reflect the College Strategy 2025-28 and would be presented to the next Committee.

9. OfS B3 ACTION PLAN 2025/26

Members noted the progress made and a member requested to be invited to a HE Accountability Summit.

10. COURSES IN SUPPORT

Members noted the correlation between courses in support for attendance and for achievement. It was noted that the courses listed under the Quality Assurance heading should be elsewhere in the Report.

11. ORGANISATIONAL DEVELOPMENT (OD) – MID YEAR POINT UPDATE

The Report highlighted that:

-Appraisal completion rate 98%

-Staff satisfaction 100%

-Mandatory training 97.6% complete.

The Chair commended the OD offer and said staff well-being was not to be undervalued, and it was clear that a lot of work had been done to create a variety of activities and inclusive offer for staff.

12. ACCESS AND PARTICIPATION PLAN UPDATE

A verbal update from the Executive Director: Student Support and Experience confirmed the widening participation offer to all students. The College was working with local schools inviting them into College and visiting them too, increasing the careers advice in schools and more IAG for HE, in particular, increased pastoral and wraparound support helping students to continue and complete. College messaging was making more explicit what the College does to respond to student needs and requests, and that Financial support was available through bursaries, for example.

13. STUDENT VOICE COMMITTEE FEEDBACK

The Executive Director: Student Support and Experience provided verbal feedback from the second Committee of the Academic Year. The meeting was well attended by passionate and vocal student ambassadors who shared issues and concerns, and suggested solutions. There was also the opportunity to share good news and celebrates successes. The 'You said, We did' Board was on display to demonstrate that the College listens and responds to suggestions. Issues shared were around menu choices, work experience, and mental health. Responding to these an overhaul of the food choices is planned to increase variety and introduce healthy options, plus, there would be more promotion of the Lancashire Mind visits in College, accessible twice a week. The Chair added that Student Voice was a useful forum, attended by Governors, and as well as the useful discussions, exposed the students to Governance and the formality of how meetings are run, honing listening and debating skills.

14. UPDATE ON INITIAL TEACHER TRAINING

The Director of Quality Innovation shared a verbal update saying that the ITE Ofsted visit was imminent. The inspection under the new Framework would involve two HMIs over a four-day visit and it was good practice for a Governor to be included in the process. The Chair offered to come into College.
The College was prepared should a visit be announced, and internal training had been completed. The College was in a confident position, though it was noted that the window of opportunity to visit was narrowing.

15. ACADEMIC BOARD MINUTES 29 JANUARY 2026

The Minutes of the Academic Board 29 January 2026 were received for information.

16. SAFEGUARDING REVIEW TERM ONE AND ASSURANCE REPORT

Members noted the content of the Safeguarding Report.

17. ANY OTHER BUSINESS

There were no items of any other business.

18. REVIEW OF MEETING

The Chair canvassed members to ensure that all had the opportunity to contribute, and all members felt that they had. The Chair thanked members for their contributions.

19. DATE AND TIME OF NEXT MEETING

The next meeting of the Learning and Quality Committee would take place on Thursday 25 June at 5.00pm.

The meeting ended at 7pm