

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

**PRESENT:**

Mark Allanson	Chair
Lillian Croston	Chair of the Corporation Board
Dr Fazal Dad	Principal and Chief Executive
Catherine Hill OBE	Member
Andrea Machell*	Member
Rohan Quinn	HE Student Governor
Clare Shaw	Member

**IN ATTENDANCE:**

Nicola Clayton	Director: Business Development and Employer Engagement
Liam Doherty	Director of Quality Innovation
Matthew Robinson	Director of Student Support and Experience
Rachel Tarplee	Vice-Principal: Curriculum and Quality
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 Clare Shaw as this was her first meeting as the new Academic Staff Governor. There followed round-table introductions.

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Ram Gupta.

**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 30 NOVEMBER 2023**

The minutes of the Learning and Quality Committee meeting held on Thursday 30 November 2023 were accepted as a true and accurate record and would be signed by the Chair.

**4. MATTERS ARISING**

The Committee agreed that all of the matters arising would be covered by Items on the Agenda.

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

The Vice-Principal: Curriculum and Quality reminded members that the Committee monitored a set of 19 KPIs. Of these, 2 were RAG rated as red and 3 as amber.

These featured in more detail in an Item later on the Agenda.

Having canvassed the Committee, no comment was made, and members noted the content of the Report.

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

(i) FE Academic and Vocational

Attendance in maths and English was improving.

(ii) Foundation/maths and English/High Needs

The Director of Student Support and Experience informed members that a new Success Centre for maths and English had been introduced and the number of students using this dedicated space increased week on week. There was a new Head of maths and English to provide a strategic focus to the role and areas in need.

Retention in Foundation Learning was 100% and the support teams were looking at improving transition from entry to level one. Students were working on improving their softer skills and had opened a sweetshop and were taking part in supported internships.

A member said that this was a good and positive Report and asked if the Director had any areas of concern to which he replied that maths and English was a key area of focus and that they had a clear plan.

A member commented that the College was good with supporting High-Needs students and the Vice-Principal confirmed that many of these students benefited from being integrated into the mainstream curriculum.

The Committee thanked the Director of Student Support and Experience for the honest and ambitious report and remarked that members took a lot of confidence from this.

(iii) Apprenticeships

The Director of Business Development and Employer Engagement informed members that of the 302 leavers in year, 51 had achieved, 2 transferred, 65 withdrawn and 184 continued.

62 Apprentices had completed their End Point Assessments (EPAs) in 2023/24 with 100% achievement. The Colleges overall achievement to date was 77.8% which was 25.5 percentage points above the National Rate.

The Apprenticeship Accountability Framework showed that all areas were RAG rated green and on track. Attendance was 90.2% and retention 79.4%.

The Committee thanked the Director of Business Development and External Engagement for her Report.

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

The Vice-Principal: Curriculum and Quality provided a commentary on the detail within the Report.

**8. HE SELF-EVALUATION DOCUMENT (SED) 2022/23**

The Director of Quality Innovation talked members through the draft SED document explaining that it had been written in-line with OfS and QAA guidance. The SED focused improvements made in improving quality in HE, the student experience, and outcomes in 2022/23.

The SED was informed by the NSS, Annual Programme Review process and TEF submission and would be shared with Partners. The Director emphasised that improved methods of data reporting had been used to improve student experience and outcomes, and this was evidenced in the SED.

## **9. HE STRATEGIC PLAN**

The Vice-Principal: Curriculum and Quality said that a lot of the actions and discussion on HE had been covered in previous Agenda Items.

A RAG rated timeline supported the Report and the College was already working on activities planned for 2024. All applicants for 2024/25 were being interviewed, offered advice and guidance, and registered promptly.

The Committee thanked the Vice-Principal for the update.

## **10. QUALITY IMPROVEMENT PLANS (QIPs) 2023/24**

The Director of Quality Innovation presented these Reports and reminded the Committee that the QIPs had been updated after the Learning and Quality Committee meeting on 30 November and approved by the Corporation Board at its standalone meeting on 15 January 2024.

*Nicola Clayton left the meeting at 7pm.*

- (i) HE –  
The Chair commented that there was a lot of detail in the Report and attachment and invited comments by exception.

## **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 confirmed that for courses on CRSD, expectations were set high.

## **12. ORGANISATIONAL DEVELOPMENT – MID YEAR POINT UPDATE**

This Report provided a summary of Organisational Activity (training and CPD) for the period September 2023 – January 2024. Of note was staff satisfaction of staff development at 99% and mandatory training completed at 96%.

## **13. SINGLE EQUALITY ACTION PLAN 2022/23 – FINAL UPDATE INC. SINGLE EQUALITY COMMITTEE ANNUAL REPORT 2022/23**

The Chair commented that this was a good and positive Report. The Director of Student Support and Experience added that of the 4 learner objectives, 3 had been achieved and all 3 of the workforce diversity objectives had been met. Positive progress was made on all measures.

The Committee thanked the Director for his Report and noted the content of the EDI Annual Report 2022/23 at Appendix 2.

## **14. STUDENT VOICE COMMITTEE FEEDBACK FROM MEETING 31 JANUARY 2024**

The Director of Student Support and Experience provided a brief verbal update highlighting that the meeting was extremely well attended. The students articulated well and there was good discussion on areas for improvement including laptops, social spaces, feedback from Tutors, stretching and aspirational targets, careers information, vaping and catering.

Several Governors and the Principal and Chief Executive who had also attended the Student Voice Committee remarked that it was the best meeting yet.

**15. ACADEMIC BOARD TERMS OF REFERENCE CHANGES**

The Vice-Principal: Curriculum and Quality presented this Report. The Academic Board had reviewed its Terms of Reference and proposed one amendment highlighted on page 5 of the attachment.

The Learning and Quality Committee **APPROVED** the proposed change.

**16. ACADEMIC BOARD**

- (i) Chair Approved Minutes of 23 January 2024
- (ii) Academic Board Governance Structure

Both were supplied for information and the Chair requested that any comments be addressed to the Director of Governance.

**17. SAFEGUARDING COMMITTEE ASSURANCE REPORT**

The Committee noted the content of this Report in relation to the safeguarding and well-being of students at the College in Term 1.

**18. ANY OTHER BUSINESS**

There were no Items of any other business.

**19. REVIEW OF MEETING**

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

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

The next meeting of the Learning and Quality Committee would take place on Thursday 13 June 2024 at 5.00pm in the Exchange Boardroom / via Microsoft Teams.

*19:25pm: The meeting ended.*

Signed: .....

Date: .....