

**MINUTES OF THE LEARNING AND QUALITY COMMITTEE HELD ON
THURSDAY 21 OCTOBER 2021**

PRESENT:

Mark Allanson	Chair
Lillian Croston	Chair of the Corporation Board
Dr Fazal Dad	Principal and Chief Executive
Ram Gupta	Member
Catherine Hill OBE	Member
Mark Moren	Academic Staff Governor

IN ATTENDANCE:

Jade Wellings	HE Student Governor Elect
Rachel Birleson	Personal Development, Employability and Welfare Manager
Caroline Bracewell	Assistant Principal: Higher Education
Nicola Clayton	Director: Business Development and External Engagement
Nicola Cunningham	Head of Operations (Apprenticeships)
Andrew Gadsdon	Head of Quality of Education
Becky Skarratts	Head of Student Support
Damian Stewart	Assistant Principal: Teaching and Learning (Technical Centre)
Rachel Tarplee	Assistant Principal: Teaching and Learning (Academic Centre)
Jean Tracy	Clerk to the Corporation

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

The Chair welcomed Jade Wellings to her first meeting of the Learning and Quality Committee as HE Student Governor Elect and introductions were made by all present.

The Chair also noted that whilst the agenda was short, important items were included therein.

1. APOLOGIES FOR ABSENCE

Apologies were received from Glenys Pashley-Crawford.

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 17 JUNE 2021

The minutes of the Learning and Quality Committee meeting held on Thursday 17 June 2021 were accepted as a true and accurate record and were signed by the Chair.

4. MATTERS ARISING

The Committee noted the updates against previous actions points. The Chair requested a long-term view of HE be provided to the Committee. The Committee was informed that going forward, the Assistant Principal: Higher Education would be working on the HE strategy and that a report would be presented to the Committee at its next meeting.

Action: Assistant Principal: Higher Education

5. COLLEGE FURTHER EDUCATION SELF-ASSESSMENT REPORT (SAR) 2020/21

The Head of Quality of Education introduced the SAR and those present, it being noted that each would speak to their sections in the SAR. The Committee received an explanation on the external validation process which had been undertaken and was informed that as a result, some changes to the draft document would be made. The final SAR would be presented to the Board for approval at its meeting on 15 December 2021.

The Committee then looked at each of the sections within the SAR.

The History and Context section was agreed to have been well written. Reference to 'a multi-cultural community' had been included but it was noted that there was no data within the SAR to support this. The Head of Quality of Education confirmed that this had been identified and would be included in the updated document.

Action: Head of Quality of Education

The College was also asked that there should be consistency in terminology – vocational/technical and learners/students, for example. Further comments for consideration were noted and would be taken into account in the revised SAR.

Action: Head of Quality of Education

The Committee noted that the SAR wording in the Overall Effectiveness section could be strengthened in relation to the student experience/Covid and adult provision. A member of the Committee commented that the SAR was a very strong document and that comments made should not be seen to undermine this.

Within the Quality of Education section, the Committee noted the amendments to be made covering resequencing of the curriculum during lockdown, virtual learning walks, etc. The College was asked to review the wording covering progression and to provide an explanation of the College 'blueprint'. A discussion took place on how the College had addressed the lost learning and it was agreed that this should be included in the Quality Improvement Plan.

Action: Head of Quality of Education

The Effectiveness of Leadership and Management section was agreed to evidence commitment to continuing improvement and clarification on what was meant by 'ambitious curriculum' would be included in the revised document. The Principal and Chief Executive commented that in terms of governance, the Board was now rich in terms of expertise and challenge, and was able to evidence that the improvements were secure and validated. The Chair of the Committee stated that the reports presented to the Board and its Committees were now much richer, evidence based and underpinned the work being done; the College welcomed the Board's engagement and both were working together to bring about the improvements required.

The Committee noted that the outcomes and achievement supported the proposed grade for Education Programme for Young People. Information on the proposed amendments to the SAR was provided to the Committee. These included more focus on destinations and progression and the inclusion of knowledge, skills and behaviour.

Action: Assistant Principal: Teaching and Learning (Technical Centre)

A member of the Committee commented that the personal development section was very good and it was confirmed that this related to activity outside the curriculum.

The Committee discussed the proposed grade and content in detail and requested that the College look at the wording to further evidence the outstanding features within the Apprenticeships provision. The Committee noted the improvements made in this area since the May pilot Ofsted inspection in order to improve the slightly weaker performance in a small number of areas.

Action: Head of Operations (Apprenticeships)

The Committee received information on the feedback received during the external validation of Adult Provision. The managers and the team within the area had the confidence, the evidence and were able to determine the impact on the learners and the wider community to support the proposed outstanding grade. To support this the inclusion of more examples and numbers was requested and the College was asked to enrich the reference to partnerships. The Committee was informed that the proposed grading would be reviewed once the amendments to the current document had been made.

Action:: Assistant Principal: Teaching and Learning (Academic Centre)

The Personal Development, Employability and Welfare Manager informed the Committee that the section on Provision for Students with High Needs was intended to show what made the area so different from provision offered elsewhere. This included robust tracking and monitoring which enabled the College to identify where support was needed, courses which were unique to the College, and the Supported Internship. All were intended to help with skills. development, etc. and in moving to needing less support.

The Committee made a number of suggestions regarding wording which would be followed up by the College.

Action: Personal Development, Employability and Welfare Manager

In answer to a question, the Personal Development, Employability and Welfare Manager provided information on the actions the College would take where a student needed support but did not want to take it up.

The Personal Development, Employability and Welfare Manager provided information on the events, staff training, and the central enrichment offer in relation to Personal Development. Whilst some suggestions for amendments were made and would be taken forward, the wording was generally considered to be good.

Action: Personal Development, Employability and Welfare Manager

The Personal Development, Employability and Welfare Manager covered the evidence of good practice, etc. to support the proposed grade for Behaviour and Attitudes. A member of the Committee asked how the College promoted stretch and challenge for its high achievers. The Committee noted the importance placed in the Ofsted Inspection Handbook on non-attendance and the attitude of learners. The section would also be reviewed to ensure proper coverage of the 'offer' to students and its take up.

Action: Personal Development, Employability and Welfare Manager

The Assistant Principal: Teaching and Learning (Academic Centre), as the Interim Safeguarding Designated Lead, provided the Committee with the background to the content of the Safeguarding section of the SAR. The College was asked if the detail on how students were safeguarded during lockdown should be included in the final SAR. This information would be provided to the Assistant Principal, it being noted that she was not in that role at the time.

Action: Personal Development, Employability and Welfare Manager

The Committee requested that the Head of Quality of Education, working with the other report contributors, consider the points made by the Committee and take the necessary action.

Action: Head of Quality of Education

6. FE AND HE QUALITY IMPROVEMENT PLANS: 2021/22 DRAFT PRIOR TO VALIDATION

The Head of Quality of Education went through the draft FE Quality Improvement Plan, it being noted that this would be amended to reflect the feedback received on the SAR.

The Chair commented that he would wish to take assurance that actions were in place and that a further review of the Quality Improvement Plan (QIP) would be undertaken once the SAR had been finalised.

The Assistant Principal: Higher Education presented the draft HE QIP. In answer to a comment from a member of the Committee as to whether assurance could be gained from the QIP, she explained that the HE Self-Evaluation Document would be produced and that this would be a far more detailed document. The Head of Quality of Education also stated that the HE QIP was intended to be relevant, to cover the main points and to be succinct and manageable.

The Committee noted the current situation in terms of HE performance and requested that the HE QIP should include more information in order that the Committee could gain assurance that all areas requiring improvement had been included.

It was **AGREED** that a report on the 19 quality codes which reflect the Quality Assurance Agency (QAA) Quality Standards would be presented to the Committee at its next meeting.

Action: Assistant Principal: Higher Education

7. PERFORMANCE AGAINST COLLEGE KEY PERFORMANCE INDICATORS FOR **(i) 2020/21 PRE-FINALISATION**

The Committee considered the report, noting that the report had also been considered by the Board at its meeting on 15 October 2021. The Report which provided information on the 24 KPIs which were monitored by Learning and Quality Committee, including those three which were currently under target.

(ii) 2021/22 PROPOSED TARGETS

The Principal and Chief Executive confirmed that the proposed targets had taken account of the performance in the previous year. He also informed the Committee that although the student progress KPI had been removed, internal monitoring would still take place. Having considered the Report, and noting that this had also been considered by the Board at its meeting on 15 October 2021, Learning and Quality Committee approved the proposed 2021/22 Key Performance Indicator targets.

8. ANY OTHER BUSINESS

There were no items of Any Other Business.

9. REVIEW OF MEETING

The Chair thanked members for their attendance and contribution at the meeting in both supporting and challenging the College.

10. DATE AND TIME OF NEXT MEETING

The next meeting of the Learning and Quality Committee would take place on Thursday 2 December 2021 at 5.00pm via Microsoft Teams/Board room (HC-0-12).

19:05pm: The meeting ended.

Signed:

Date: