



**MINUTES OF THE LEARNING AND QUALITY COMMITTEE HELD ON THURSDAY 6 NOVEMBER 2025**

**PRESENT:**

Catherine Hill OBE	Chair
Cheryl Dunn	Member
Ram Gupta	Member
Darren Ratcliffe	Member
Nathan Rogan	Member
Clare Shaw	Member

**IN ATTENDANCE:**

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 17.00pm and was quorate.

The Chair welcomed everyone to this the first Learning and Quality Committee meeting of the Academic year.

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Dr Fazal Dad CBE, Rachel Tarplee and the new HE Student Governor, Joshua Waghorn.

**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 26 JUNE 2025**

The Minutes of the Learning and Quality Committee meeting held on Thursday 26 June 2025 were accepted as a true and accurate record. The Chair referred to the Item on the College Strategy within the Minutes and asked that the following extract be noted as an action to revisit with the Corporation Board

*Referring to the final page [of the Strategy] there was a preference for measures rather than targets and, a suggestion that it would be great to demonstrate the impact of the College and its exceptional work if we were able to show, for example :*

*% in local job priority areas or xxx more people into I.T./Digital*

*% upskilled*

*% in a good job*

*The Principal said that maybe this would be a measurable output to report annually to the Board, and that he would feed these helpful comments back to the Vice-Principal: Finance and Corporate Services who was leading on the Strategic Plan.*

**4. MATTERS ARISING**

The Committee noted progress made on the actions from the previous meeting .

## **5. PRESENTATION: UPDATE ON IMPACT ON OFS DASHBOARD SINCE OFS HE ILR DATA AUDIT COMPLETED**

The Director of Quality Innovation talked the Committee through some slides and data that demonstrated the position.

The Quality Team would continue to use the dashboard to monitor progress and use the information to inform Reporting to the Committee and Board. The Chair remarked that this was a good piece of work, well done, and the Committee noted that HE was on an upward trajectory.

The Chair thanked the Director of Quality Innovation.

## **6. PRIMARY AND SECONDARY QTS PROPOSAL**

This proposal had originally come to the June meeting. The Report detailed Recruitment Targets, Labour Market Information and Resources.

The Committee endorsed the proposal as presented.

## **7. PROGRESS ON KEY PERFORMANCE INDICATORS FOR 2024/25**

- (i) 2024/25 Finalised position
- (ii) Update on new Targets 2025/26

- (i) 2024/25 Finalised position

The Director of Quality Innovation talked members through the Report and Appendix.

- (ii) Update on new Targets 2025/26

Following on, the Director of Innovation provided an update on the 2025/26 KPI targets agreed by the Corporation Board on 17 October 2025.

The Committee noted the progress made so far on the new KPIs for 2025/26.

## **8. KEY CHANGES TO THE CURRICULUM – ANNUAL REPORT**

- i) FE and WBL
- ii) HE

- i) FE and WBL

A detailed Report had been shared to support this Item listing all of the changes to the Curriculum the rationale, intent and impact.

The Committee thanked the Director of Quality Innovation and the Executive Director of Business Development and External Engagement for the updates.

- ii) HE

This Report provided an overview of business planning with the partner universities regarding their expectations and what the College was required to report on regarding validations, revalidations, amendments to programmes and programme closures for 2025-2026, and expected validations and revalidations for the next five years.

## **9. FE STUDENT – END OF YEAR PERFORMANCE 2024/25 INC. RETENTION, STUDENT PROGRESS AND ACHIEVEMENT**

- (i) FE Academic & Vocational
- (ii) Apprenticeships
- (iii) Subcontracting Performance update

### (i) FE Academic & Vocational

The Report provided detailed data and analysis, and the Director of Quality Innovation reported.

The Chair and Committee members asked that their thanks be shared with all staff for the overall achievement. The Committee was proud of everyone at every level who played a part in supporting students to achieve and encouraged all to keep up the good work.

### (ii) Apprenticeships

The Executive Director Business Development and External Engagement provided a verbal summary of this Report.

The College was proud to announce that it had an Apprentice finalist in the World Skills Electrical UK competition taking place week commencing 24 November 2025 at Bridgend College in Wales.

The Committee thanked the Executive Director and wished the Apprentice finalist well in the World Skills competition.

### (iii) Subcontracting and Performance Update

The Executive Director: Business Development and External Engagement updated the Committee. The College was in the fourth year of subcontracting out 16-18 funding for delivery of 16-18 BTEC Sports provision with Blackburn Rovers Community Trust (BRCT).

The Committee thanked the Executive Director: Business Development and External Engagement for the update.

*6.30pm Ram Gupta left the meeting.*

## **10. HE STUDENT – IN YEAR PERFORMANCE 2024/25 INC. RETENTION, ATTENDANCE, CONTINUATION, PROGRESSION AND COMPLETION**

The Director of Quality Innovation had shared the latest figures in the earlier presentation.

The Committee thanked all staff who had worked hard to bring about better outcomes and the Staff Governor added that HE Staff were proud of the positive achievements.

## **11. COURSES IN SUPPORT (CIS) UPDATE**

This Report provided an update on Courses Requiring Support and Development for FE, WBL and HE in 2025/26.

The Committee noted the content of the Report.

## **12. FE & HE STUDENT COMPLIMENTS AND COMPLAINTS**

- (i) Review of procedure

The Committee had reviewed the annual update to the Compliments and Complaints procedure and **Approved** the highlighted changes and inclusion of Subcontractors.

- (ii) Annual Report 2024/25

The Committee noted the content of the Report.

### **13. ORGANISATIONAL DEVELOPMENT IMPACT REPORT 2024/25**

The Committee noted the content of the Report and lots of positive activities.

### **14. CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE STRATEGY 2025-27 inc. GATSBY BENCHMARKS PROGRESS**

This report provided the Committee with an overview of the progress made against the Careers and Employability Strategy (2025–2027) for the academic year 2024/2025, alongside key highlights from the Careers Impact Report 2024/2025.

The Executive Director: Student Support and Experience highlighted:

- The College continued to be fully compliant with all eight Gatsby Benchmarks, validated by Inspira and the Careers & Enterprise Company.
- A total of 1,668 1:1 guidance interviews had been delivered +298 on last year.
- The new Careers and Personal Development Centre had driven significant student engagement across both FE and HE:
  - 538 walk-in engagements
  - 27 employer takeover events, with partners including PMM Accountancy, TUI, Connective Law, Morgan Sindall, EG Group, Lancashire Constabulary, and Napthens Solicitors.
  - 25 University visits including Manchester, UCLan, Bradford, Cumbria, Huddersfield, and Salford.

The Chair remarked that this was extremely positive and a good read. The Committee noted the progress update of the 2025-2027 Careers Strategy and Gatsby Benchmarks and thanked the Executive Director: Student Support and Experience for the Report.

### **15. STUDENT SURVEY (NSS) AND ACTION PLAN**

The 2024–2025 National Student Survey (NSS) results showed that the College continued to achieve high levels of student satisfaction and a strong learning experience. The College scored above national averages across all key themes, with particularly strong results in Learning Opportunities, Academic Support, and Student Voice.

The Committee remarked upon the positive data and overall performance and said well-done.

*19.02pm Matthew Robinson left the meeting*

### **16. ACADEMIC BOARD**

#### **(i) Annual Report 2024/25**

The Committee noted the content of the Report and that the Academic Board had discharged its duties in 2024/25.

#### **(ii) Review of changes to Terms of Reference**

The Committee **APPROVED** the changes to the Terms of Reference as set out in the Report.

### **17. LANCASTER UNIVERSITY PARTNERSHIP REVIEW – UPDATE ON PROCESS**

This Report was supplied for information and additional information was provided in the Governors 'One Drive' folder.

### **18. SINGLE EQUALITIES ACTION PLAN**

This Report was supplied for information.

**19. SAFEGUARDING ASSURANCE REPORT 2024/25**

The Chair confirmed that the College takes Safeguarding very seriously. The Board had received KCSIE 2025 Training at their Seminar 17 October 2025, and the Report provided data on referrals, agencies, mental health support, staffing and team structure. The recently reviewed and signed Safeguarding Policy was included with the Report for information.

**20. ACADEMIC BOARD**

- (i) The Chair approved minutes of the Academic Board meeting 16 September 2025 were supplied for information.
- (ii) HE Governance Structure Update – this was discussed under Item 16(ii) above.

**21. UCBC ACADEMIC STAFF APPROVALS REPORT FOR LANCASTER UNIVERSITY**

This Report was supplied for information and summarised the process and outcomes of Lancaster University's staffing approval process.

**22. STUDENTS' UNION ANNUAL REPORT 2024/25 INCLUDING DRAFT ANNUAL ACCOUNTS**

This Report provided an overview on Students' Union activities, with details, challenges, ambitions and priorities. The Student Union Accounts were also included. This Report was supplied for information.

**23. ANY OTHER BUSINESS**

There were no items of any other business.

**24. REVIEW OF MEETING**

The Chair thanked members for their contributions.

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

The next meeting of the Learning and Quality Committee would take place on Wednesday 26 November 2025 at 5.00pm via Microsoft Teams.

*The meeting ended at 19.22pm*