

**MINUTES OF THE LEARNING AND QUALITY COMMITTEE HELD ON
THURSDAY 7 NOVEMBER 2024**

PRESENT:

Catherine Hill OBE	Chair
Mark Allanson*	Member
Dr Fazal Dad	Principal and Chief Executive
Ram Gupta*	Member
Andrea Machell	Member
Chelston Philip	HE Student Governor
Darren Ratcliffe	Member
Clare Shaw	Staff Governor (Academic)

IN ATTENDANCE:

Nathan Rogan	Associate member
Rachel Tarplee	Vice-Principal: Curriculum & Quality
Nicola Clayton	Director: Business Development and Employer Engagement
Liam Doherty	Director of Quality Innovation
Matthew Robinson	Director of Student Support and Experience
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 the HE Student Governor, Chelston Philip, as this was his first meeting. They followed round-table introductions.

1. APOLOGIES FOR ABSENCE

There were no apologies received.

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 13 JUNE 2024

The minutes of the Learning and Quality Committee meeting held on Thursday 13 June 2024 were accepted as a true and accurate record.

4. MATTERS ARISING

The Committee agreed that the matters arising from previous meetings had either been completed or would be covered by Items on the Agenda. The Director of Quality Innovation added that he would be bringing the Transforming Teaching Report to the next meeting.

5. PRESENTATION: OFSTED CHANGES, READINESS AND PREPARATION

The Chair introduced this Item and explained that it was her intention to have a presentation at each meeting, something with a Learning and Quality theme or association, before handing over to Andrea Machell, a member and Ofsted Inspector, to talk through the slides.

The slides covered:

- Enhanced Inspection
- Skills sub-judgements
- Evaluation
- Evidence

The Committee thanked Andrea Machell for the useful presentation.

17.48pm, Dr Fazal Dad left the meeting by prior arrangement.

6. COLLEGE KEY PERFORMANCE INDICATORS:

- (i) 2023/24 Finalised position

The Vice-Principal: Curriculum and Quality informed members that this Report had been considered at the Corporation Board meeting on 18 October 2024. No further comments were made, and the Committee moved on to the next Item to discuss the proposed KPI targets for 2024/25.

- (ii) Proposed Targets 2024/25

The Vice-Principal: Curriculum and Quality introduced this Report and explained that an additional column had been added to the attached table to explain the origin of the targets and there followed some discussion of the Strategic Plan targets, aspirational targets, and RAG ratings.

7. KEY CHANGES TO THE CURRICULUM – ANNUAL REPORT

- (i) FE inc. WBL, T levels

The Vice-Principal: Curriculum and Quality talked through this Report that provided the members with an overview of the curriculum changes in Further Education, Work-based Learning and T levels for 2024/25.

Changes had been made to the curriculum to respond to the local skills need and student demand. The new Government had paused the defunding of BTECs whilst undertaking a review of potential reforms.

The Director of Business Development and External Engagement highlighted the Apprenticeships opportunities available in Cyber and Digital linking to the future business need in the cyber corridor.

- (ii) HE

The Vice-Principal: Curriculum and Quality introduced this Report which provided the Committee with an overview of business planning with the University partners and included amendments to, and closures of, courses in HE in 2024/25.

18.15pm Ram Gupta left the meeting by prior arrangement.

8. FE STUDENT – END OF YEAR PERFORMANCE 2023/24 INC. RETENTION, ACHIEVEMENT AND STUDENT PROGRESS:

- (i) FE Academic & Vocational

The Vice-Principal: Curriculum and Quality informed members that FE retention for 2023/24 was 96.6% and achievement 91.8% overall, both an improvement on the previous year.

The Committee acknowledged that the improvements in retention and achievement took a lot of hard work to support the students and praised College staff on their approach and commitment.

(ii) Apprenticeship Performance update

The Director of Business Development and External Engagement confirmed that the Apprenticeship achievement for 2023/24 was expected to be 67.6% which was in line with the Government target of 67% by 2025. Overall retention was 78%

The Report included a breakdown of the achievement by standard.

Mark Allanson left the meeting at 18.30pm.

(iii) Subcontracting Performance update

The Director of Business Development and External Engagement continued, moving onto the Subcontracting Performance update. Significant work had been undertaken and support put in place to ensure that the subcontracting arrangements worked, and the students progressed and achieved.

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

The Vice-Principal explained the forensic handling of HE performance with Accountability Summits for each course held every 6 weeks reviewing every learner.

The Vice-Principal confirmed that the College was working very hard on HE.

The Committee noted the content of this Report.

10. COURSES REQUIRING SUPPORT AND DEVELOPMENT (CRSD) -UPDATE

This Report provided an update on Courses Requiring Support and Development for FE, WBL and HE in 2023/24. There were 10 FE courses, 1 WBL and 10 HE courses in the CRSD process as deemed as underperforming. The detail was included in the Report.

The Director of Quality Innovation explained that this concluded the CRSD process for 2023/24. Some HE courses had made improvements and would no longer be CRSD, whilst others would carry forward to 2024/25 and these were listed on pages 6&7 of the Report.

The Committee noted the content of the Report.

11. FE & HE STUDENT COMPLAINTS AND COMPLIMENTS ANNUAL REPORT 2023/24

The Director of Quality Innovation introduced the Annual Report on Student Complaints and Compliments. A breakdown of the data could be found on page 2 of the Report. The Committee noted that only one complaint had been upheld and remarked that the College had done well to manage complaints quickly and effectively.

Members were pleased to read the compliments.

12. ORGANISATIONAL DEVELOPMENT IMPACT REPORT 2023/24

The Director of Quality Innovation talked the Committee through the Report and informed members that the date for completion of the Annual Appraisal process had been extended to

Christmas now due to problems with accessing the system. The new Appraisal process was an improvement and more focussed than the previous system. Staff satisfaction of organisational development was good.

The Committee thanked the Director of Quality Innovation for the Report.

13. (i) GATSBY BENCHMARKS PROGRESS UPDATE

The Director of Student Support and Experience provided members with the highlights of the Report including:

- The College was recognised for achieving 100% of the Gatsby Benchmarks from Inspira and the Lancashire Careers Hub.
- HE retention and achievement continued to increase which highlighted excellent CEIAG from enrolment to point of progression, exit, employment or further training/HE.
- Tutorial takeovers of 167 sessions were delivered by the professional Careers Team with sessions on UCAS and employability skills.
- Expansion of the College Careers Fair with local schools invited, over 100 employers and universities.

The Director added that the College was working with the Turin project, to develop students' employment skills and behaviours through support of international projects.

The Committee noted the content of the Report.

(ii) CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE STRATEGY 2024-27

The first draft of this Report was supplied, and comments invited. The Chair committed to read of the next few days and provide feedback.

The Committee asked that their praise and gratitude be shared with the Careers Team for the impressive progress and improvements made in delivery of Careers support at the College.

14. SINGLE EQUALITIES ACTION PLAN – UPDATE INC. ACCESS & PARTICIPATION PLAN

This Report provided a comprehensive overview of activities within the College with progress against EDIMS in Appendices 1 & 3. The Committee was pleased to note that following successful interventions introduced in 2023/24 the achievement gaps previously identified in some underperforming groups had significantly reduced or in some cases, overtaken the comparative group.

The Chair commented that this provided assurance, was an inspiring read and that it was good to have this as a main agenda item rather than for information.

15. SAFEGUARDING ASSURANCE REPORT 2023/24

The Director of Student Support and Experience confirmed that the College takes Safeguarding very seriously. The Board had received KCSIE 2024 Training at their Seminar 18 October 2024, 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.

16. ACADEMIC BOARD

- (i) Annual Report 2023/24

The Committee noted the content of the Report and that the Academic Board had discharged its duties as set out in its Terms of Reference.

- (ii) Review of changes to Terms of Reference

The Committee noted that the Research and Scholarship Committee had been removed from the revised Terms of Reference and that there were no other changes.

17. CHAIR APPROVED MINUTES OF ACADEMIC BOARD FOR 16 OCTOBER 2024

The Minutes of the Academic Board meeting on 16 October 2024 were supplied for information.

18. 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.

19. STUDENTS' UNION ANNUAL REPORT 2023/24 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. The Director of Student Support and Engagement added that there was a new social space in the Beacon Centre, Student Central, and the students had bought a new television for Film Club. Student led enrichment was proving a success as reported in the Student Voice Committee meeting 6 November 2024.

20. ANY OTHER BUSINESS

A member wished to thank the College for supporting the Teaching Fellowships adding that two were successful last year and one underway this year.

21. REVIEW OF MEETING

The Chair summarised the meeting and thanked members for their contributions. It was thought that a presentation was worthwhile, and ideas invited for future presentations.

Finally, the Chair and Committee thanked College colleagues for hard work in pulling the Reports together in testing circumstances.

22. DATE AND TIME OF NEXT MEETING

The next meeting of the Learning and Quality Committee would take place on Thursday 28 November 2024 at 5.00pm in the Exchange Boardroom / via Microsoft Teams.

Signed:

Date: