



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

**PRESENT:**

Catherine Hill OBE	Chair
Mark Allanson*	Member
Dr Fazal Dad	Principal and Chief Executive
Ram Gupta	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	Executive Director: Business Development and Employer Engagement
Liam Doherty	Director of Quality Innovation
Matthew Robinson	Executive Director of Student Support and Experience
Dail Maudsley-Noble	Director of Marketing and Communications (for Item 1 only)
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.

**1. PRESENTATION: MARKETING – THE COLLEGE OF CHOICE**

The Committee had expressed an interest to hear more about marketing at the College. The Director of Marketing and Communications presented slides and videos to showcase the marketing activities and demonstrate the impact, plus explain the strategy and approach.

The Chair thanked the Director of Marketing and Communications for the comprehensive presentation and invited questions from the Committee.

Members commented that Marketing of the College had never been better and thanked the Director and the Marketing Team.

**2. APOLOGIES FOR ABSENCE**

Apologies were received from Committee members, Andrea Machell, and Nathan Rogan.

**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 THURSDAY 28  
NOVEMBER 2024**

The minutes of the Learning and Quality Committee meeting held on Thursday 28 November 2024 were accepted as a true and accurate record.

## **5. MATTERS ARISING**

The Committee noted progress made on the actions from the previous meeting. In response to an action from the last meeting, the SSA Tier 2 Areas Impact Report had been supplied with the meeting papers and the Chair said that this would be included in the discussion of performance later on the Agenda.

All other actions had been completed, and the Director of Quality Innovation added that, following a meeting with Lancaster University the annual HE Self-Evaluation Document (SED) would not be required in the future.

Before moving onto the main Agenda, the Chair invited the Principal and Chief Executive to provide an update on the Ofsted Report. The Principal and Chief Executive informed the Committee that the publication of the final Report was imminent. The outcomes of the Ofsted visit in November 2024 had been shared with staff and Governors and would inform future marketing activities. Members were encouraged to read the Report.

On behalf of the Governors, the Principal had thanked all staff and there would be a celebration to mark the end of academic year and Ofsted outcomes in July 2025.

The Chair commented that the Report read well and clearly demonstrated that the student was front and centre in everything that the College did. It was a great testament to the hard work and passion of staff to ensure that the students received high quality learning and the best student experience.

## **6. PROGRESS ON KEY PERFORMANCE INDICATORS (KPIs) FOR 2024/25:**

The Vice-Principal: Curriculum and Quality explained to members that following the discussions at the last meeting and at the December Board, several of the KPI targets had been amended to reflect the actuals achieved in 2023/24 as opposed to the targets set out in the Strategic Plan.

The Committee thanked the Vice-Principal for updating the targets, for the update, and **AGREED** to recommend the revised KPIs to the Board for approval.

## **7. FE STUDENT – IN YEAR PERFORMANCE 2024/25 INC. RETENTION, STUDENT PROGRESS AND ACHIEVEMENT**

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

The Vice-Principal: Curriculum and Quality thanked the Director of Quality Innovation for pulling together the Committee Reports in her absence, before handing over to the Director to present.

## **8. HE STUDENT – IN YEAR PERFORMANCE 2024/25 INC. RETENTION, STUDENT PROGRESS AND ACHIEVEMENT**

The Director of Quality Innovation informed members that this Report had been written using OfS language and terms, referring to continuation and completion rather than achievement.

The Chair was keen to see the trajectory and pleased to hear of the changes. A member enquired about the Foundation courses and the Director replied that these were being replaced by Access as these were more suitable for students.

## **9. OfS B3 ACTION PLAN UPDATE**

The Vice-Principal: Curriculum and Quality confirmed that all actions within the OfS B3 Action Plan were making progress and were on track. The activities and latest position on the actions were detailed in the OfS Action Plan supplied.

The Chair congratulated the College on the good work so far and thanked the Vice-Principal for the update.

#### **10. COURSES REQUIRING SUPPORT AND DEVELOPMENT (CRSD) 2024/25**

This Report provided an update on Courses Requiring Support and Development for FE, WBL and HE in 2024/25.

The Committee noted the content of the Report.

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

The Director of Quality Innovation provided an update in addition to the content of the Report. Appraisal completion rates were below target and this was due to the cyber incident impacting at appraisal time, the Ofsted visit delaying appraisals, plus a few minor tweaks needed to the new appraisal recording system. Feedback from staff was that the new Appraisal system was better and more user friendly than the previous system. The Chair and Committee were happy to except this explanation. The end of year Report would come to the June Learning and Quality Committee meeting.

Members were pleased to hear that the Transforming Teaching was going well and that the offer was being widened to all non-teaching staff through 'Supporting the Support'.

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

#### **12. ACCESS AND PARTICIPATION PLAN UPDATE 2023/24**

The Executive Director: Student Support and Experience provided a verbal update to the Committee and shared that the 2025/26-2028/29 Access and Participation Plan (APP) had been approved by the OfS.

Progress on the APP would be reported through the Single Equalities Committee and Learning and Quality Committee.

The Chair congratulated the Executive Director on this achievement, aware that the process to approval involved meetings with staff, students, and stakeholders, and lots of queries toing and froing between the College and the OfS. The Chair asked that the final document be shared with the Committee at its June meeting.

#### **13. STUDENT VOICE COMMITTEE FEEDBACK FROM MEETING 29 JANUARY 2025**

The Executive Director: Student Support and Experience provided feedback from the Student Voice Committee meeting held on 29 January 2025, sharing that:

- The meeting was well attended with 15 students from across the College and at various points in their studies.
- The new Governor, Asif Ali, attended for the first time.
- Student parking, cleanliness of student washrooms, availability of social spaces and funding for resources came up.
- All students confirmed that they had targets and that these were appropriate and monitored, though some felt that they lacked stretch.
- Some students felt that attendance had dropped in a few areas since the cyber incident.

- Students had found previous Careers fairs were really helpful and encouraged others to attend the next one in March. Advice was readily available, and students knew how to access support.
- Enrichment and the student experience was discussed and the benefits of ambassadorial roles in developing confidence and personal skills.
- There was discussion of voting for activities and student trips, especially trips abroad, and vaping and smoking. Students acknowledged that there were risks to health and the environment, but that it was personal choice, and that the smoking shelter should be used. The shelter needed repair and put users at risk of increased passive smoking too. The Executive Director added that the College was working with the local Police to test vapes for harmful substances.
- Students were encouraged to report unhygienic washrooms; complete the student survey; speak to Heads of School about lack of resources (blue roll).

All students present had the opportunity to contribute and confirmed that they had learnt something from attending the meeting.

The Chair confirmed that this was an important and useful meeting for all involved and that issues raised were addressed and reported back at the next meeting.

The Committee thanked the Executive Director for the update.

#### **14. ACADEMIC BOARD – CHAIR APPROVED MINUTES OF 21 JANUARY 2025**

The Committee noted the content of the Minutes of the Academic Board meeting 21 January 2025 provided for information.

#### **15. SAFEGUARDING REVIEW OF TERM ONE AND ASSURANCE REPORT**

This Report was supplied for information and provided the Learning and Quality Committee with a review of Term 1 in relation to safeguarding and wellbeing at the College. The Chair encouraged members to read this Report if they had not already done so as it provided assurance that the College continued to prioritise the safeguarding arrangements for students across all aspects of the provision.

#### **16. ANY OTHER BUSINESS**

There were no items of any other business.

#### **17. REVIEW OF MEETING**

The Chair thanked members for their contributions.

#### **18. DATE AND TIME OF NEXT MEETING**

The next meeting of the Learning and Quality Committee would take place on Thursday 12 June 2025 at 5.00pm in the Exchange Boardroom / via Microsoft Teams.

Signed: .....

Date: .....