



Curriculum & Quality Meeting 21 June 2022

Cover Report to the Corporation highlighting any Recommendations for Approval

Minute Number	Recommendations to the Corporation
	To approve:
19/22 i) a)	The Equality, Diversity and Inclusion Policy
19/22 i) b)	The Staff Appraisal Policy
19/22 i) c)	The Positive Behaviour Policy & Student Disciplinary Procedures



Minutes of the Curriculum & Quality Committee

21 June 2022

Present:	Steph Tinsley (Chair) Nav Chohan (Principal) John Egan Ranjit Arora Phil Hunter Jonathan Curtis
Apologies:	Joanne Beaumont Catherine O'Connor Wendy Rowan
In attendance:	Diana Bird (Vice Principal Curriculum) Jeremy Stott (Clerk to the Corporation)
Meeting commenced:	18:00
Meeting closed:	19.30

11/22 Disclosure of financial and/or personal interest

There was no disclosure of financial or personal interest.

12/22 To agree agenda and order of business as circulated

The agenda and order of business were agreed with the addition of three items of 'any other business'.

13/22 To approve the minutes of the meeting held on 1 Mar 22

The minutes were approved as a true record.

14/22 Matters arising

i) 04/22ii) To receive an update on the 'Listening Board' Project

The Principal thanked Governors for their contribution to the Listening Board Project at the May training event. He explained that a report is being prepared to present to the July Corporation meeting. A number of outcomes from the project will be added to the relevant 2022/23 action plan.

ii) 06/22 5) Learning Walks and 06/22 6) Deep Dives

Discussed at minute 15/22.

15/22 To consider a Teaching, Learning and Assessment Report, including any feedback from Members on Learning Walk Observations

The Vice Principal Curriculum (VPC) explained the purpose of the report is to

provide governors with a summary and overview of key points that have happened over the year to do with Teaching, Learning and Assessment (TLA). She highlighted the following key points:

- **Key Performance Indicator Data by learner type:**

- Retention for both 16-19 and 19+ are now both 1% below the national average.
- Attendance continues to be impacted by Covid absence and is consistently below target for all learner types.
- Achievement - best case scenario is currently showing at above National Average

- **Observation of Teaching, Learning and Assessment (OTLA)**

- 86% of observations were undertaken on face to face classes compared with 20/21 when 98% of observations were conducted on online sessions.
- In respect of Learning Walks, the Chair reported that of the classes she observed, the sessions were fine in the vast majority of cases with students engaged and making good progress. In particular, an Art Class was a delight to observe. The VPC reported that it can be a struggle to get students ready to progress to the next level and asked if governors had observed this. The Chair commented that level 3 year 1 students seemed clear what their next steps were but level 2 students seemed less clear.

- **Deep Dive type activity**

- In February 2022, managers undertook 38 mini Deep Dives into the student experience. The VPC explained the purpose of the activity was to mimic an Ofsted visit to make staff and students aware of what to expect and to check that what should be happening is consistent across the College.
- Another element of the 'Deep Dive' was to ask representatives from Full Time groups about the non-qualification elements of their Study Programme including PSHE, Work Experience, enrichment and projects. PT/Apprenticeship groups were asked for their feedback on IAG, Student Services, Prevent and British Values and enrichment.
- An Action Plan has been put in place by the Director of Teaching, Learning and Assessment Quality to highlight some inconsistencies. The Plan is/will be linked to Course Assessment Reports, Sector Plans and College Plans through which progress will be monitored

- **Student Feedback surveys (QDP)**

- The meeting was informed that the final QDP reports are usually shared with governors in the autumn. It was felt this was too late and the

timing for the reports has been brought forward to make them available at the end of the academic year.

- In general members were pleased to see positive feedback from the vast majority of students.
- **Continuous Professional Development (CPD) for Teaching Staff**
 - The VPC reported on the training undertaken at the April QI day and the training planned for the July sessions.
 - A cross-college Wellbeing day was arranged for all staff by the Wellbeing Team in May 2022 including the Shipley College Bake Off, litter picking, walks, runs, pottery baking and cooking. The event was well received by the Staff.
 - The VPC reported that Mandatory Training is at 97% or above for staff.
- **Personal Development - Enrichment Activities**
 - The VPC reported on a highly successful 'Adventure Week' in May which involved activities for the students including climbing, archery, walking, mountain biking and kayaking. The feedback from the students was very positive.

The report was received and the Chair commented on the excellent work taking place on professional and personal development.

16/22 To review the 'Theme for the year' – Equality, Diversity and Inclusion

The VPC presented to the meeting on the 3 strands:

- The LSIP Project by the Black Leadership Group who presented to the December Corporation Meeting and resulted in an action plan covering:
 - ~ trying to increase speakers from diverse background to student groups
 - ~ developing an EDI Group Statement
 - ~ updating the observation process to monitor the implementation of the EDI curriculum
 - ~ encouraging Black, Minority, Asian and Ethnic Staff to sign up for an Aspiring Leaders Course.
- Ofsted Review of Sexual Violence in Schools and Colleges. Training has been provided to Staff and Students on this and will be incorporated into the annual plan for 22/23.
- The VPC reported on the work of the EDI Group, including:
 - ~ developing an EDI Charter and a competition for students to design a logo
 - ~ updating the 'Cultural Calendar' to celebrate diversity through catering and the LRC with support from marketing
 - ~ an EDI Summit involving Bradford and Craven Colleges which is planned to become an annual event.

The EDI Group is well established with plans for 2022/23, including:

- ~ looking to increase the participation of students
- ~ increase focus on protected characteristics within the PSHE curriculum
- ~ introduce a user friendly glossary of EDI language

Members referred back to the positive student feedback on EDI from the QDP survey.

17/22 To agree a 'Theme' to review in 2022/23

The VPC explained that Ofsted have announced that all Colleges will receive a full inspection visit between 2022 and 2025. With a change in Principal and VPC we are likely to receive a visit sooner rather than later. Ofsted have also introduced a new element and will be providing a greater emphasis on skills development. They will spend time looking at how well the College works to develop skills and how well we work with employers.

Members agreed the 'Theme' in 2022/23 will be 'Skills'

18/22 To consider:

i) An in-year retention report & enrolment report, including Apprenticeships

The Principal presented the report and the tables on pages 2 and 3. He referred members to the highlighted issues, in particular:

- ~ Poor retention on 19+ Diplomas is particularly caused by Rail Engineering where retention is currently 73% for 103 learners (versus 86% for 76 learners last year). Without Engineering, retention would be at 91%.
- ~ Poor retention for 16-18 Diplomas is spread across provision but lower rates for some Level 3 courses. The main reason for the low retention rate is caused by drop out in the first year of their 2 year course during lockdown. He reported that our KPIs didn't pick this up and a change will be made to also record retention in year 1 of a 2 year diploma course. A member commented that poor retention will have an impact on funding further down the line and needs to be addressed. Governors were told this is a key area for management monitoring.

ii) A progress report on the Risk Register related to the Curriculum

The Principal introduced the report and members noted that most of the risks are 'green'. He commented that 6g is still 'amber' due to covid but management will review if this should become 'green' for the next round of meetings. 11g on 'key staff' is still 'green' but with 4 key new appointments it will be closely monitored.

iii) A Report on Delivery Agreements

The Principal explained that the paperwork around the Delivery Agreements with the WYCA had been very onerous and it was decided to try and develop a 'partnership agreement'. However, the WYCA were uncomfortable with aspects of the 'asks' from College so it is back to the drawing board to develop some new form of collective agreement.

iv) A HE Update Report

The VPC presented the report and explained the College HE provision is teacher training qualifications from level 5 to level 7. Members commented that the report shows very good retention and achievement.

19/22 Any other business

i) To consider:

- a) a review of the Equality, Diversity and Inclusion Policy

The Equality, Diversity and Inclusion Policy was recommended to the Corporation for approval

- b) the Staff Appraisal Policy

The Staff Appraisal Policy was recommended to the Corporation for approval

- c) the Positive Behaviour Policy & Student Disciplinary Procedures

A member asked if a centralised record is kept of student disciplinaries. The Principal said a record is kept but not reported to governors. The member asked if the Committee could receive a report so that they can monitor action taken in various categories e.g. disciplinary by level of provision, ethnicity, disability etc.

The Positive Behaviour Policy & Student Disciplinary Procedures was recommended to the Corporation for approval

A member asked for a Cover Report to be added to each Policy/Procedure summarising the changes between versions and change 'Link' to 'Related Policies' to be consistent within the Policy/Procedures.

It was agreed to implement the proposal.

ii) Date of proposed meetings to December 2022

- 29 November 2022

iii) Individual Member meetings with the Chair of the Corporation

The Chair of the Corporation explained that there will be some changes in roles and responsibilities on the Board and has contacted members to meet with him to discuss their aspirations as a member of Shipley College Corporation.

iv) Chair of C&Q

Steph Tinsley informed the meeting that she will be stepping down as Chair of the C&Q Committee. The Vice Chair, Phil Hunter, agreed to step

up to become Chair of the Committee and Ranjit Arora agreed to become Vice Chair.

v) SEND Provision in Bradford Council

The Principal made the Committee aware that the SEND provision in Bradford Council is likely to be given an unsatisfactory grade by Ofsted but to note that Ofsted did not visit Shipley College as part of their Inspection.

vi) Retirements

The Chair and members thanked the Principal and the Clerk for their work and to wish them well in their retirements.