



Minutes of the Curriculum & Quality Committee (Via Video Conference)

23 June 2020

Present: John Egan (Chair)
Phil Hunter (Vice Chair)
Joanne Beaumont
Nav Chohan
James Parker
Colin Forrest
Catherine O'Connor
Kerry Robinson
Shoeb Desai

In attendance: Jeremy Stott (Clerk)
Julie Kitcheman (Vice Principal Curriculum)
Susanna Butler (Minutes Secretary)

Meeting commenced: 18:00

Meeting closed: 18:47

[In advance of the meeting, members put forward a number of comments and questions which were responded to and are set out at the end of these minutes on **Page 7.**]

13/20 Disclosure of financial and/or personal interest

18:00

There was no disclosure of financial or personal interest.

14/20 To agree the agenda and order of business as circulated

18:00

The agenda and order of business were agreed.

15/20 To approve the minutes of the meeting held on 3 March 2020

18:01

The minutes were approved as a true record.

16/20 Matters arising

18:02

a) 08/20i – Action Point: Bradford University Community Police Officer

The Head of Student Services reported that we are unable to share the resource of a Community Police Officer with Bradford University. However, he has spoken to Inspector Kev Taylor, Partnership Inspector for the Bradford District. There is a paid service we can have access to but Inspector Taylor is also available for support and we have used him in the past, particularly around Prevent and Safeguarding matters which has worked for us.

17/20i) **To review the 'Theme /for the year' – Work Experience and Industry Placements**
18:03

The Vice Principal Curriculum (VPC) presented her report and invited comments.

Of most interest are the implications of COVID-19 on next year's placements. It was accepted that there is a challenge and employers are not readily responding with so many businesses being closed. The Care sectors continue to be very busy, but will not be taking any young people on placements until it is safe to do so. We may see some flexibility at the end of June and the team will work hard to secure placements for the new academic year.

17/20ii) **To agree the Theme for 20/21**
18:05

In light of remote learning being forced upon us, the VPC suggested 'Blending Learning' as the new theme, looking at lessons learned and new developments. Members agreed this is an ideal topic for next year, to include looking at measures on how to cope with the challenges from COVID-19 and adapting to the new norm.

The Principal added that this is also about making the most of new opportunities. We have already proved that we can adapt and deliver online, which means we might not need as many classrooms as we had anticipated, so there could be scope to expand our current delivery.

18/20i) **To consider a draft Observation of Teaching, Learning and Assessment Report**
18:07

The VPC presented her report, highlighting that observations had been cut short due to the lockdown, for only a few staff, but that the new process had been a good initiative. Work continues developmentally for those that need it and we have dipped into remote observations in a supportive capacity, as staff have been getting used to this new way of working. Support is available in the use of technologies.

18/20ii) **To receive a report on feedback from members on Learning Walk Observations**
18:09

The VPC confirmed there was no recent feedback to report. The last learning walk was cancelled due to lockdown.

19/20 **To consider an in year retention report, including Apprenticeships**
18:09

The Principal stated that the figures mean less than normal given the current environment, but a positive is that retention rates for 16-18 year olds has been maintained despite lockdown.

One issue to note, as set out in the report, is the poor performance of a cohort of 25 Business Management apprentices held with a single company. However, Access to HE retention has improved considerably compared to last year.

20/20
18:10

To consider a report on Delivery Agreements

The Principal reported that, as an institution, we have Delivery Agreements with the Leeds City Region. The Local Enterprise Partnership will be the front face of the devolved government. Monies from central government will now devolve to the Leeds City Region. Currently we are free to deliver as we see fit, but in future we may have to justify our provision to local politicians and civil servants. It is important we maintain our relationship with the LEP. There is a consultation on the Adult Education Budget and we are responding to that, along with other colleges.

It was queried if the College could thrive without apprenticeships. The Principal replied that it would be difficult with the current financial makeup, but as long as we recruit good FT student numbers, we would be okay. Apprenticeships are taking a big hit next year by maybe one third, but government are aware of the problems and things could pick up again soon. We continue to maintain a good relationship with the Council and schools who are still recruiting apprentices.

21/20
18:15

To consider

a) a Curriculum Planning Report

The Principal presented the report compiled by the Heads of Sector showing the mixture of courses for next year; some long standing courses, and others brought on us by COVID-19. As things stand, most delivery will have a blended aspect, but we do not know how many will sign up to each course where there will be a need to come into college, which is difficult to plan for. We may find it difficult to spend all of the adult education budget or there could be more unemployed demand than ever. There should be enough leeway to change provision as appropriate during the course of the year. A member highlighted courses for those starting their own business, and that if we can facilitate people's business, this could create long term contacts for the future. We will have to see what demand will be like, but it will be interesting.

ACTION: It was queried if we see any benefit of partnership with the Princes' Trust for Young Entrepreneurs as they seem to have flexibility on what they are delivering. The Principal said he would explore this.

b) a Higher Education update report

The Principal stated that the HE provision is quite niche and we only offer PGCE/Cert Ed. The report sets out how we develop courses and of note is that we are the most successful college in the Huddersfield Consortium.

22/20
18:21

To receive an update on the Risk Register related to the Curriculum

The Principal highlighted the key updates in red. It was queried if the risk from the possible impact of New College Bradford on numbers remains the same or if COVID-19 has changed that. In response the Principal said we are a little short on numbers, but that could be down to schools not having their usual face to face options talks with students. All colleges are in a similar situation and we are doing a marketing push over the summer. Some students may feel safer in schools but, because we are small, we might also attract them. Reassuring messages will be sent out to students over the summer. The Head

of Student Services added that, for internally progressing students, we will be enrolling them earlier this year to reassure them they have their place and give them that security over the summer. The amount of contact with students has been really good overall. We have maintained our vulnerable list, progression list, and list of leavers, and are keeping in contact with students; some activity taking place via Zoom or Google Meet, giving students the opportunity to speak to their tutors.

The update was received.

23/20
18:28

To consider and recommend to the Corporation:

i) a review of the Equality & Diversity Policy

The Head of Student Services presented the annual review, highlighting that the purpose of the policy is to ensure we offer equality of opportunity and look at our practices. Amendments are highlighted within the document, but there were no significant changes to report. It was queried, in response to the Black Lives Matter movement, if we will be looking at the policy to see if we can introduce some more themes into the student experience. It was confirmed yes, from when we return to the buildings in September. This work has significance to us - it is about education and equality & diversity and black lives will play an important part within that.

A member informed the committee that, just before lockdown, the 1st meeting of the Inclusive Employer Network had taken place led by Bradford for Everyone and Shipley College was represented at that meeting. 23 businesses are signed up and there is a new tool kit re equality and inclusion which is being trialled and fed back. This is something we could use in the future, but things are on hold for now due to COVID-19. Further workshops are planned for later in the year - the College has been attending.

It was agreed to recommend to the Corporation the E&D Policy

ii) Positive Behaviour Policy & Student Disciplinary Procedure

The Head of Student Services referred members to the Q&A sheet submitted in advance of the meeting and that a few minor amends had been made to the policy. With a review on the standardisation of the document overall, members accepted the updates to the policy.

It was agreed to recommend to the Corporation the Student Disciplinary Procedure

iii) Staff Development Policy

It was agreed to recommend to the Corporation the Staff Development Policy

iv) Staff Development Procedure

It was agreed to recommend to the Corporation the Staff Development Procedure

v) Staff Appraisal Policy

It was agreed to recommend to the Corporation the Staff Appraisal Policy

vi) Staff Appraisal Procedure

It was agreed to recommend to the Corporation the Staff Appraisal Procedure

24/20
18:35

Any other business

i) Digital Learning

A discussion took place on whether the College is aware of any digital inequalities or living circumstances that might have an impact. The Principal confirmed there will be more demand than we can support, but we are buying some more high end laptops and mobile devices, some with internet connectivity, but it is all very expensive. We are hoping the government will be able to assist. We are asking everyone who enrolls whether they have a laptop and internet at home and it appears many do and have been studying successfully. We are spending about £70-80k on laptops over the summer. In terms of monitoring attendance going forward, it was agreed there will be a shift in culture and it will be about measuring progress rather than attendance i.e. more task orientated than time orientated, though we will expect punctuality and attendance when required to be on site. The Principal highlighted that we have had to hire out many laptops to staff, which is a big issue having to support both staff and students with devices.

ii) Recognition

Members were informed that this is Julie Kitcheman's last C&Q meeting in light of her upcoming retirement and she was thanked for all her excellent work over the last 10 years. The VPC confirmed that she has been meeting remotely with her replacement, Diana Bird, going through every aspect of the job.

iii) Date of proposed meetings to December 2020

- 1 December 2020

iv) To consider which recommendations/proposals are reported to the Corporation in more details

- **Minute 17/20ii)** on the new theme for 20/21 on blended learning
- **Minute 23/20i)** on recommendation to the Corporation the Equality & Diversity Policy

- **Minute 23/20ii)** on recommendation to the Corporation the Positive Behaviour Policy and Student Disciplinary Procedure
 - **Minute 23/20iii)** on recommendation to the Corporation the Staff Development Policy
 - **Minute 23/20 iv)** on recommendation to the Corporation the Staff Development Procedure
 - **Minute 23/20 v)** on recommendation to the Corporation the Staff Appraisal Policy
 - **Minute 23/20 vi)** on recommendation to the Corporation the Staff Appraisal Procedure
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Responses to questions submitted in advance of the meeting

Item	Presented By	Questions/Comments	Response
5i) To review the 'Theme for the year' – Work Experience and Industry Placements	VPC	In terms of employer feedback, learners own feedback and BESTest. Is this combined at any point with tutor feedback to produce a 360 style PDP to support the learner with their journey to employment? (K Robinson)	Worth consideration thanks. Currently all are analysed to inform and agree required next steps.
5i) To review the 'Theme for the year' – Work Experience and Industry Placements	VPC	<p>1. Great to see that the level of progress is still significant but, as the paper suggests, the risks to T level delivery from the lack of response to the substantial industry placement is significant. In my view this is a major issue nationally and several early adopters have already dropped their 2020 T level provision. A major part of the concern seems to be the highly choreographed nature of the placements. Deferral is suggested as an option in other papers, if so what are the risks for learners?</p> <p>2. John's contribution to digital is significant. Is there anything else the governors can do to support the college further here? (C Forrest)1.</p>	<p>1. Both T levels are planned to go ahead in Sept. Hopefully the College will recruit sufficient numbers. The work placement team are and will be working hard to encourage employers to support placements. Employers are not getting back to us very well during this lockdown period. Many will do placement in the second year of the course. We are awaiting amended guidance regarding CDF and TLevels, expected at the end of the month, which is likely to include further flexibilities.</p> <p>2. I have asked the relevant Heads of Sector if there is anything else governors could do to support this area and will add responses - <i>Business & Computing -In September I would like our students to have their work experience sessions remotely. It would be great if Governors would be prepared to get involved in remote small group sessions as well as one to one sessions to coach students in employability skills, CV development, interview skills etc.</i> <i>Essential Skills - If any of the governors, through their networks could raise the profile of Supported Internships, we would then follow up with information sessions. Whenever employment dips it's young people with SEND who are amongst those or are the first to really lose out. (These don't necessarily mean low level posts)</i></p>

<p>6i) To consider a draft Observation of Teaching, Learning and Assessment Report</p>	<p>VPC</p>	<p>1. All very clear and it's good to see the progress made on the areas identified last year. Have observations taken place of remote delivery?</p> <p>2. The plans to develop the breadth of the AP role are imaginative and interesting. Is the national drive for ATS status relevant here – bursaries available but may not add value to the developments proposed?</p> <p>3. Do the ILP developments align with the Gatsby Benchmark implementations previously discussed at C+Q? (C Forrest)</p>	<p>1. Heads of Sector have done a small amount of supportive, informal observation. This will be increased at induction in a developmental capacity with formal observations later in the term.</p> <p>2. ATS has been promoted to the staff.</p> <p>3. Yes ILP developments are part of this and also the Matrix development plan that will be devised following successful reaccreditation</p>
<p>7) To consider an in year retention report, including Apprenticeships</p>	<p>Principal</p>	<p>In my view the 16-18 retention rates being maintained in lockdown is significant and a much more positive picture than reported nationally.</p> <p>We have discussed the variations in the apprenticeship figures previously. Are these likely to be further affected by EPA availability and timing? Implications are drawn out in paper 8. (C Forrest)</p>	<p>Yes - some attempts at online end point assessments have failed because of technology. Likely that most will take place next term, depending on the Covid situation</p>
<p>To consider a report on Delivery Agreements</p>	<p>Principal</p>	<p>Very clear paper. What are the implications of our discussion of item 5i for the delivery agreement?</p> <p>Apprenticeship issues – national concern. How are WYCC, Skills Network etc addressing this? Many suggestions from last week's audit committee and under the following section of this paper, and item 10, of course. Update on AEB consultation?</p>	<p>Shortage of placements will affect every vocational area.</p> <p>Major project on Apprenticeship being developed via West Yorkshire Consortium Colleges. Possibly ~ £60k per year more resource to support potential apprentices</p> <p>Addressing numbers of apprentices beyond the powers of skills groups. Strong representation has been made to the Regional Economic Recovery Board. They are requesting govt. resources to support employment opportunities.</p> <p>Preparing response to AEB devolution plans in tandem with West Yorkshire Consortium of Colleges</p>

9a) Curriculum Planning Report	Principal	<p>Minor point; could/should this paper be titled Curriculum Intent to align with EIF? The previous paper makes the 'intent' in the EIF context clear.</p> <p>Good to see the rationale for online delivery being explained so well. Clearly an emphasis on learning rather than a rush just to shift delivery online.</p> <p>Are any of the national recruitment initiatives relevant to the potential Health and Science shortages highlighted. (Colin Forrest)</p>	<p>Will do next time!</p> <p>No real link with national initiatives but the College is maintaining very close links with Bradford District Council.</p>
9b) HE Annual Review	Principal	<p>Sorry to hear that 2 people did not complete their Cert Ed. Any form of HE is a huge commitment and it really is incumbent on individuals to think hard and plan ahead in order to succeed. I hope that they are okay and safe and well. It will no doubt have been a horrible feeling to have not been able to continue. (K Robinson)</p>	<p>The Team has worked very hard to support all the students. However the course is a major commitment and combining the work with a job is always going to be a challenge for some.</p>
10) Risk Register	Principal	<p>Noted that there is some issue in obtaining specialist staff, and that the gap is being filled by teacher training. Is the training being delivered by current specialist staff? If so is there any risk that the specialists will be lost before the training is complete? (K Robinson)</p>	<p>Specialist staff always an issue. Accountants and Computing staff in particular. The teacher training is done by specialist teacher trainers i.e. the course is independent of vocational area. Thus far, all trainees (about 3 per year) that have completed the course have been appointed in some capacity.</p>
10) Risk Register	Principal	<p>Many risks esp 8C are national issues but it's good to see that the extensive partnership working has potential to reduce these risks. (Coline Forrest)</p>	<p>Agreed</p>
11i) Positive Behaviour Policy	VPC/SD	<p>In terms of College Regulations "f", would it be worth stating Health, Safety and Hygiene, which might allow staff to provide additional guidance on an ongoing basis for example, sneezing into tissues, not leaving tissue and paper or wrappers around in classrooms or any other areas. etc. (K Robinson)</p>	<p>I've added it thanks</p>

11iv) Staff Appraisal Procedure	VPC	What happens if there is an area of disagreement between Line Manager and member of staff, is there a further opportunity for review and discussion in order to resolve it? (K Robinson)	Yes - any issues go to the VPC or to HR Manager, if cannot be resolved between the parties concerned
11v) Staff Appraisal Policy	VPC	Is the opportunity to "keep in touch" with staff on long term sick or maternity etc. covered by other policies? (K Robinson)	Yes - separate Sickness Absence Policy and Maternity, Paternity, Adoption, Parental and Shared Parental Leave Policy