



**Minutes from the meeting of the Curriculum and Quality Committee
on the 7th March 2023**

<p>Present: P Hunter (PH) - Chair S Tinsley(ST) J Egan (JE) D Bird (DB)</p> <p>In Attendance: D Carter - Clerk (DC) G O'Shea - Vice Principal Curriculum (GOS) - left at 6.54pm J Birtwistle - HR Manager (JBi)</p>	<p>Apologies: J Beaumont (JBe) C O'Connor (CO) W Rowan (WR) - <i>Joined at 7.13pm</i></p> <p>No Apologies: J Curtis (JC) R Arora (RA)</p>
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		Action
Meeting commenced at 6.07pm		
1	<p>Welcome, Apologies for absence and disclosure of financial and/or personal interest PH welcomed everyone to the meeting. Apologies were received and accepted from JBe, CO and WR. No apologies were received from JC and RA. There were no financial or personal interests to declare. The meeting was not quorate, therefore WR will join for item 10 to ensure compliance.</p>	
2	<p>To agree agenda and order of business as circulated It was agreed the order would be changed to present items 6 and 8 prior to 5 to allow GOS to leave the meeting after presenting.</p>	
3	<p>To approve the minutes of the meeting held on 29 November 2022 The minutes were approved as a true and accurate record of the meeting by those in attendance, and via email circulation.</p>	
4	<p>Matters arising: i) To agree a Vice Chair of the Committee: RA nominated herself as Vice Chair via email prior to the meeting. Proposed by JE and seconded by ST. Members unanimously approved the appointment.</p>	
6	<p>To consider a Teaching, Learning and Assessment Report including: <ul style="list-style-type: none"> a) OTLA Interim Summary Report 22/23 b) 22/23 QDP FT Induction Learner Survey Report c) 22/23 QDP PT (Interim) Learner Survey Report </p> <p>GOS explained the report and how it is aligned with the Local Skills Improvement Plans (LSIPs) and skills gap in the area. It was reported that the Curriculum team structure will change slightly. There will be a new layer of management under Heads of Department, each area will have a curriculum manager. These will be internal appointments, recognised through remission from teaching. The change will have minimal cost implications and will allow visible succession planning and support retention.</p>	

A question was asked if Heads of Department teach, it was explained they do not but the curriculum managers will teach.

A Member asked if all curriculum managers will have the same remission. DB explained there are some small differences due to sector and size etc. but most will have one day a week, and each director will have an additional curriculum manager for a half a day. Whilst helping teachers step into management, the support will help Heads of Departments to work more strategically.

Following a rigorous external and internal recruitment process, an internal candidate has been appointed to the Head of Business Development. They replace the previous Director who has retired.

Retention was at 93% for 16 - 19 year olds. This is 1% higher than the national average and 1% lower than this time last year. RO7 data reflected higher retention however due to an incident there have been some exclusions and these have been included in the data for transparency. The work that has been undertaken to improve retention has had a positive impact but the data has been impacted by these exclusions.

A question was asked around if the exclusions have impacted one curriculum area, DBi stated 5 of the 6 were off of the same course.

Progress Check Points (PCP) are being completed every 6 weeks for full time students and provide a more rigorous set of progress data. ,if courses are pass/fail, the College has set a notional target of merit/credit to raise ambition.

A discussion took place around adult attendance and benchmarking and it was explained there is no external data to benchmark against. Informal feedback from the sector suggests that attendance rates are positive in comparison with others.

A member noted it should be celebrated if you are doing better than those in other FE provisions, even if it is not above the College's personal target.

Student Voice;

- 16 - 18 had a lower response rate than in the previous year. Further work will be undertaken to encourage those students who do not complete the survey to make their voice heard.
- 99% of students believe staff are friendly and treat them with respect
- students were most positive about the effectiveness of digital learning
- students are confident about how to stay safe online and how to access support and advice from student services
- 84% of students understood when tutorials were which raised a concern about the language used on reports. SMT are confident these are happening but the data does not reflect this as strongly as we would expect.
- There was a 7% increase in participation of Student Voice on 19+.

The OTLA process presents a positive picture about the quality of teaching, learning and assessment with 43/45 (or 96%) staff delivering

	<p>sessions where students were deemed to be making positive progress. 2 making limited progress, which is an 8% reduction on the previous year. Students' positive behaviours for learning are constant throughout.</p> <p>A member not in attendance sent a question on how the college disseminated great practice. This is detailed more at the bottom of the report: colleagues delivered sessions at the February QI day on inspirational teaching and learning and were very positively received by the staff. We intend to do more of these sessions.</p> <p>We hosted the Ofsted T level review team in early February. This was conducted like an Ofsted inspection and gave the staff involved a very good understanding of what an Ofsted inspection may look and feel like.</p> <p>A member asked if College has had feedback from the T Level review. DB explained we won't get one as this is a research project. The findings will contribute to a national report and the College will not be identified. The purpose was to review the roll out of T Levels.</p> <p>A discussion around this took place, it was noted Ofsted published an interim report last Autumn and there will be a final report following the latest reviews.</p> <p>A question was asked about the process for supporting staff who have more than one OTLA where students are making limited progress and this was explained.</p> <p>Members recommend the report to the Corporation.</p>	
8	<p>To review the 'Theme for the Year' - Meeting the Skills needs of the district</p> <p>GOS explained the actions taken since the last meeting:</p> <ul style="list-style-type: none"> • Securing employers to endorse curriculum. We have secured our first few employer sponsors. • Future Leaders Programme is the rebranded work experience and employability programme undertaken by all full time students. This has been developed in line with Bradford Essential Skills. • Continuing to support colleagues to return to industry to upskill. • Plan is now in place with the Business Development team working with the Heads of Sector to carry out mid-placement reviews, to offer additional support from the College's wide offer. • All Course Assessment Reports (CARs) are to be amended to include a section on the employer who is working with the curriculum team to endorse the curriculum. <p>Members thanked GOS for the update. <i>GOS left the meeting at 6.54pm</i></p>	
5	<p>To consider a Human Resources Report including Gender Pay Gap report for 2022</p> <p>Key points presented: The College had a low turnover of staff in 20/21, however this has increased in 21/22 and continues to be higher at this point in 22/23. This academic year sees the College losing people to other educational establishments such as HE and Schools. Page 4 states resignations and the breakdown of these.</p> <p>DB explained that staff retention and recruitment also appear in the risk register and are a concern of all principals.</p> <p>A discussion took place around the salary differences in FE compared to Schools and HE. Members noted this goes back to the general level of</p>	

funding for FE against HE and schools. It is a structural issue rather than an organisational issue. It is a positive choice for those leaving but negative to the College.

A discussion took place around some staff leaving for more money rather than higher level progression and how benefits such as pension are not considered priority in the current climate.

It was noted that College has not cancelled any classes in the event of staff absence but this impacts on staff wellbeing and can have knock on effect stress related absences and JBi reported that stress related absence has gone up.

HR has also been understaffed and this has impacted on the department's ability to manage sickness.

Twelve employees have been on 'long term' sick as of the end of February 23. 'Long term' is classed as any period over 4 weeks. It was discussed that fit notes appear to be issued for a longer period due to doctors appointments being harder to get.

College has always employed more women than men and we have noticed a decrease in women in full time posts and an increase in proportional posts being taken up by women. 71% of staff are over 40. 10/18 staff who are Heads of Sector or Heads of Service are over 50. A member states the gender of staff is indicative of FE.

The Gender Pay Gap Report was discussed. There has been a drop in the median pay gap figure which shows that more women are paid higher salaries than men. This is because we have more women in senior posts.

WR joined the meeting at 7.13pm and the meeting was now quorate.

DB requested approval for an International Women's Day marketing post to include a reference to the lack of a gender pay gap prior to full approval at the Corporation.

Members agreed for this to be shared as it will be in the published report.

7 **To consider the 21/22 Equality, Diversity and Inclusion annual report and progress on Action Plans**

DB explained the report and the information included.

A discussion took place around recruitment which has seen a 40% decrease in applications in 21/22 compared with 20/21. Since 21/22 we have had a focus on increasing applications from ethnic minorities. Within 22/23 we have noted a considerable increase in applications from minority groups.

We have also noticed candidates are demonstrating a preference to submit a CV over an application form.

A question was asked about the need for an application over CV. DB explained this is a requirement of KCSIE. College is now accepting CVs in the first instance for some posts but shortlisted candidates are still required to complete an application form before interview.

	<p>A member felt that as an inclusive employer this could create barriers, and asked if College was looking at ways to be more inclusive.</p> <p>DB and JBi are speaking to marketing about looking at a mobile friendly application form on the new website. This will also address digital poverty. A member stated this can be done without much cost.</p> <p>Action: A member noted an error on page 2 as it states career assessed grade. DB to change to Centre Assessed Grade.</p> <p>Members agreed the report.</p>	DB
9	To consider Principal's report on the following items:	
9i	<p>To consider an in-year retention and enrolment report - including Apprentices</p> <p>Retention overall is good.</p> <ul style="list-style-type: none"> Retention on diploma qualifications for all ages has increased in 22/23. For 19+ students, diploma retention has increased by 2% compared with this time last year, but is still below the last national average from 18/19. This is mainly due to the Rail Engineering programme. SMT have had conversations around the future of Rail programmes but acknowledge it is a sector where there is a skills gap and students who achieve secure good job outcomes so we have decided to work on retention rather than cancel the programmes. Enrolments to Access courses have declined in 22/23. Since Covid we have delivered this programme online which had proved popular but we will undertake a review of the delivery model to consider if this has impacted on numbers. The best case achievement for apprenticeships is 3% above where we were this time last year. There are a small number of lower performing apprenticeships where job roles do not naturally provide sufficient opportunities to address all of the skills covered by the standard. We are working with apprentices and employers to create additional opportunities. <p>Members received the report and note they recognise the challenges in the current economic climate for students to prioritise their learning over additional paid opportunities.</p>	
9ii	<p>To consider a progress report on the Risk Register related to the Curriculum</p> <p>The sections of the risk register relating to Curriculum are generally green. DB highlighted the following:</p> <p>4a. We have had a number of changes in senior posts in the last year. We have recently recruited a new Head of Business Development. One of the Heads of Sector is retiring in Summer.</p> <p>6h. Lockdown practice will take place this month.</p> <p>8c. A list of Level 3 qualifications are due to be defunded from 24/25 where they have been replaced by a T level. DB referenced the lobbying from principals and AoC where the general view is that this position is untenable.</p> <p>Members stated awarding bodies will also be unhappy about this.</p>	

	<p>A discussion took place around the merits of BTECs and T-Levels and the combined offer. There is concern that T levels do not meet the needs of all Level 3 students and could leave some students without a viable Level 3 offer.</p> <p>A question was asked around what the plan for those students is. DB referenced the lobbying which is ongoing and outlined the College's options if alternative Level 3 qualifications are defunded. This is very high profile at the moment.</p> <p>11a. Recruitment challenges are linked to a national campaign for better funding for FE.</p> <p>11c. DB confirmed the pay award that was made in January 2023.</p>	
10	<p>To consider the:</p> <p>a) Maternity, Paternity, Adoption, Parental & Shared Parental Leave Policy</p> <p>JBi explained there was one additional amendment under contractual pay to state 'not including a substantial period of sick leave'. Governors approve the addition.</p> <p>b) Quality Policy & Strategy and Quality Cycle</p> <p>c) Safeguarding Policy and Procedure</p> <p>d) Online Learning Policy and Procedure</p> <p>A discussion took place around whether this still needed to come to C&Q for approval and it was decided it no longer does as it is an established policy now without substantial changes.</p> <p>e) Admissions Policy & Admissions Procedure</p> <p>f) Compliments & Complaints Procedure</p> <p><i>Post meeting note: A line was added to the policy to explain the process if a complaint was against the Principal. The Chair approved this and the line will be highlighted in the Corporation meeting.</i></p> <p>All policies were unanimously recommended to the Corporation for approval.</p>	
11	<p>Any other business</p> <p>A discussion took place around the committee meeting being in person or virtual. It was agreed one meeting per year would be in person. Therefore the next meeting would be via Google Meet and the Summer meeting would be in person as of next academic year and all others virtual.</p>	
	<p>Dates of proposed meetings to Dec 2022</p> <ul style="list-style-type: none"> • 20 June 2023 - via Google Meet. • 28 November 2023 - via Google Meet <p><i>Agreed</i></p>	

Meeting closed at 8pm

Decision and Action Tracker

Date /Item	Decision/Action	Person responsible
070323 item 3	The minutes were approved as a true and accurate record of the meeting by those in attendance, and via email circulation.	

070323 item 4	Members unanimously approved the appointment of RA as Vice Chair.	
070323 item 6	Members recommend the Human Resources Report including Gender Pay Gap report for 2022 to the Corporation.	
070323 item 5	Members agreed for this to be shared as it will be in the published report.	
070323 item 7	<i>A member noted an error on page 2 as it states career assessed grade. DB to change</i>	Resolved
070323 item 10	All policies were unanimously recommended to the Corporation for approval. <i>Post meeting note:</i> <i>A line was added to the Compliments and Complaints policy to explain the process if a complaint was against the Principal. The Chair approved this and the line will be highlighted in the Corporation meeting.</i>	