



Minutes of the Curriculum & Quality Committee

(Via Video Conference)

1 March 2022

Present:	Steph Tinsley (Chair) Nav Chohan (Principal) John Egan Joanne Beaumont Catherine O'Connor Phil Hunter Wendy Rowan Jonathan Curtis Ranjit Arora
In attendance:	Jeremy Stott (Clerk) Diana Bird (Vice Principal Curriculum) Jennifer Birtwistle (HR Manager)
Observer	-
Apologies:	Kerry Robinson James Parker (temporary approved absence)
Meeting commenced:	18:00
Meeting closed:	19.26

The Chair welcomed Ranjit Arora to her first meeting.

01/22 Disclosure of financial and/or personal interest

There was no disclosure of financial or personal interest.

02/22 To agree agenda and order of business as circulated

The agenda and order of business were agreed.

03/22 To approve the minutes of the meeting held on 30 Nov 2021

The minutes were approved as a true record.

04/22 Matters arising

i) 29/21: Action Point on Internal Staff progression

To be considered under the HR Report (05/22)

ii) 36/21: To receive an update on the Listening Board Project

The Principal informed the meeting that we are working with Ron Hill on research into how we work with internal and external Stakeholders. He

reported two meetings had taken place and that we can demonstrate quite well our work with the 'Student Voice' and to some extent the 'Staff Voice' but more work is needed with External Stakeholders. A further report will be brought to the next meeting.

05/22 To consider a Human Resources Report, including Gender Pay Gap report for 2021

The HR Manager provided an update reporting on the key messages:

- **Staff Turnover:** Since September 2021 a number of new staff have been employed including 4 new Trainee Teachers and an increase in the Learning support staff to support our students with SEND.
- **Internal Progression:** So far this academic year one member of staff has been promoted and also we have been successful in supporting three support staff into trainee teacher roles.
- **Leavers:** A member noted that we have nearly as many leavers to date as the whole of 2020/21. The HR Manager explained that Variable Hours staff who have not worked for some time, were consulted and confirmed they wished to leave their variable hours posts and some have considered their employment since the pandemic and decided to leave. Five resigned due to a change in personal circumstances and four employees who resigned had other separate ongoing matters within College, however the employees resigned prior to these matters being resolved. A member commented that the pandemic has required changes to working practices and not all people have dealt well with the changes. Another added that this is not unique to Shipley and to look for opportunities to talk to staff who may be unhappy.
- **Sickness Absence:** There has been an increase in the amount of sickness days taken for the first half of the 2021/22 academic year. This is a common trend and often settles down within the spring and summer terms.
- **Gender:** In line with the General FE Sector more women (67%) than men (33%) are employed at College. Within College 48% of female employees are in part time roles compared to 17% of males. Again this is typical within the FE Sector.
- **Age:** The age band in which most of the FE workforce fall remains the 50-59 year-old band and this is mirrored at Shipley College. However, it was noted that there was an increase in the number of 20-29 year olds employed.
- **Gender Pay Gap Report 2021:** The HR Manager presented the report which needs to be approved and signed by the Chair of the Corporation. She reported that Shipley College has a high proportion (67%) of female staff. 56% of all roles are part-time which traditionally have been more popular with females than males. Of the 55.6% of part time roles, 40% are held by females and 16% by males. Of the 44% of roles which are full time, 18% are held by males and 26% by females.

Part-time roles exist across the organisation and at a variety of levels, including management posts above spine point 37.

40% of posts fall within the lower end of the payscale (Scales 1-4). The largest proportion of part time staff fall within the lower quartile, where 75% of staff in

this quartile are part time. Of that quartile 61% are female.

7% of the positions in college fall within the management spine (point 37 upwards) with a female to male gender split of 75% female and 25% male. The Senior Management Team is a small group of higher paid individuals (3). As at March 2021, the gender split was 33% male; 67% female.

Members approved the Gender Pay Gap report and agreed for it to be signed by the Chair of the Corporation.

06/22 **To consider a Teaching, Learning and Assessment Report**

The VPC explained the purpose of the report is to provide Governors with an overview of matters relating to Teaching, Learning and Assessment, highlighting the following:

1) **Key Performance Indicators:**

She referred to the 'pie charts':

- 16-18: Retention currently 94% compared to the end of 20/21 of 93%. Attendance for vocational classes (85.1%) is better than last year (84.7%) but below the target of 89%. Attendance for GCSE is 78.9% which is an increase on the previous year (75.4%) but below the target of 84%. Attendance at Functional Skills classes by a small number of students is the highest at 87.7% and over 11% increase from 20/21. Achievement (best case) is 93.7% compared to 20/21 of 88.8%
- 19+: Retention currently 94% but could improve as we recruit more 19+ learners. Attendance at 87.1% is currently below the target of 90% and slightly below last year (88.4%).
- Apprentices: Attendance at 91.9% (vocational) and 87.5% (functional skills) is currently below the target of 93% and 91% respectively.

In answer to a member's request it was agreed to add the targets for recruitment and retention.

A member suggested changing the contrast of colours on the 'pie charts' to make it more visually accessible.

- 2) **Tuition Fund:** The Fund has been used to help eligible students prepare for English and maths resit exams in November. Results were good (32%) for English but lower for maths (17%). It was noted that the College saw a significant increase in pass rates for maths in the summer with more students achieving a grade 4 or above than in previous years at this point. Therefore, fewer students achieved a grade 4 or above in maths in November.
- 3) **Ofsted T Level Review:** It was noted we were the first College to go through the process and the VPC has presented at two webinars to the Sector on the subject.
- 4) **OTLA Interim Report:** It was reported that in 21/22 observations have moved back to face to face in most cases compared to 20/21 when these were predominantly on-line.

- 5) **Learning Walks:** Two learning Walks have been held with the first on the theme of Behaviour and Attitudes where 2 governors joined in. Learning Walks demonstrated that students' behaviour and attitudes are very positive and that tutors are successfully supporting the development of these positive behaviours and attitudes.

The second looked at the theme of Developing Students as Active Citizens and 3 governors joined in. Feedback will be reported to the June meeting.

- 6) **Deep Dives:** In February Managers undertook 38 mini Deep Dives into the student experience. The outcome will be reported to the June meeting.
- 7) **Interim QDP Report 21/22:** It was reported that feedback across the board is very positive
- 8) **CPD for Teaching Staff:** Four QI days have been delivered this academic year. To give a flavour the topics have included:
- Safeguarding, including the College's response to the Ofsted review into sexual harassment in schools and colleges
 - Equality, Diversity and Inclusion, including the Bradford LSIP research study into Making the Most of Bradford's Ethnicities, and training on supporting students with a range of learning difficulties and disabilities
 - Promoting student and staff positive mental health and wellbeing including sessions on Belonging and Emotion Coaching funded by the WYCC FE Catalyst Project
 - Marketing courses, including redesigning Open Days
 - Teaching pedagogy including exam preparation, socratic questioning, Knowledge Organisers
- 9) The report concluded with details of Enrichment Activities and some highlights from the Sectors.

The report was received.

07/22 To consider the 2020/21 Annual Equality and Diversity Report and progress on Action Plans

The Principal presented the report which is in a similar format to previous years. A member commented that achievement rates for 16-18 Black, Mixed and Other learners are below provider and national average. The VPC and Principal commented that these are relatively small numbers and a detailed investigation was undertaken as part of the SAR which identified no particular pattern. These small numbers are on different courses but when grouped together can cause a concern. It is important to look at trends over a number of years. A member suggested that the plans should be created with target numbers in mind. The Principal suggested that targets are used more within the SAR and related plans and that the E&D actions were intended to drive activities across College.

He referred the meeting to the Action plans and the progress to date which was noted.

The report was received.

08/22 To review the 'Theme for the year' – Equality, Diversity and Inclusion

The VPC updated the meeting on the theme for the year with a particular focus on the following three areas:

- LSIP Research Report - Making the Most of Bradford's Ethnicities: The Researchers presented to the December QI day attended by 185 staff and to the December Corporation Meeting. The findings of the report are informing the College's EDI Action Plan 2021/22
- EDI Working Party: Membership has increased including one governor with members looking at ways to raise the profile of the Group. A competition to design a badge to promote the Group is to be launched.
- Ofsted Review - Sexual abuse in schools and colleges: The College's response to the Ofsted report has been to promote the College as a safe place where sexual harassment and violence is not tolerated. 183 staff attended training in December and FT students have received training as part of PSHE. The message is to recognise that "It could happen here." Posters around College reinforce these messages and encourage members of the College community to report unwelcome and inappropriate behaviours.

The report was received.

09/22 To consider:

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

The Principal presented the report and took the meeting through the key messages.

1. Significant Enrolment Changes:
 - Big increase (+38%) in adult numbers as we emerge from lockdown
 - Reduction in 16-18 year olds as expected.
2. GCSE retention is very positive, particularly in Maths.
3. Poor retention on 19+ Diplomas is particularly caused by Rail Engineering where retention is currently 73% for 82 learners (versus 86% for 76 learners last year). Without Engineering, retention would be above average.
4. Poor retention for 16-18 Diplomas is spread across provision but lower rates for Level 3 Business, Travel & Tourism, Sport and Level 2 Childcare. He reported, though not shown in the table, retention for year 1s due to finish in 22/23 is remarkably high at just under 100%.

The report was received.

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

The Principal presented the report and informed the meeting that the changes to mitigate the risks are shown in red text. He reported the risk of 6g) is 'Amber' because of Covid.

The report was received.

10/22 Any other business

i) To consider:

- a) a review of the Safeguarding Policy & Procedure

The Safeguarding Policy & Procedure is recommended to the Corporation for approval

- b) the Admissions Policy & Admissions Procedure

The Admissions Policy & Procedure is recommended to the Corporation for approval

- c) the Quality Policy and Quality Cycle

The Quality Policy & Cycle is recommended to the Corporation for approval

- d) Maternity, Paternity, Adoption, Parental & Shared Leave Policy

The Maternity, Paternity Adoption, Parental & Shared Leave Policy is recommended to the Corporation for approval

- e) On-line Learning Policy & Procedure

The Online Learning Policy & Procedure is recommended to the Corporation for approval

ii) Date of proposed meetings to December 2022

- 21 June 2022: Members agreed that this meeting will be held in College
- 29 November 2022