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**Minutes from the meeting of the Curriculum and Quality Committee**

**on the 28th November 2023 via Google Meet**

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| **Present:**  J Egan (JE) R Hoyland (RH)  R Arora (RA)  D Bird (DB)  S Tinsley (ST)  P Hunter (PH)  **In Attendance:**  D Carter - Clerk (DC)  G O’Shea - Vice Principal Curriculum (GOS)  J Birtwistle - HR Manager (JBi) | **Apologies**:  C O’Connor (CO)  W Rowan (WR)  J Beaumont (JBe) |

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|  |  | **Action** |
| 1 | **Welcome, Apologies for absence and disclosure of financial and/or personal interest**  PH welcomed everyone to the meeting, apologies were received and accepted from WR, CO and JBe. RH has sent apologies but will try to join late.  There were no personal or financial declarations of interest. |  |
| 2 | **To agree agenda and order of business as circulated**  The order of business was agreed |  |
| 3 | **To approve the minutes of the meeting held on 20 June 2023**  The minutes were approved as a true and accurate record of the meeting by those in attendance. |  |
| 4 | **Matters arising:**  *DC to circulate the committees internal review via email for recommendation to the Corporation - complete* |  |
| 5 | **To consider a Human Resources Report including approval of the Gender Pay Gap Report.**  JBi explained the headlines of the report including an update on Employment Law and the Harper V Brazel case in relation to holiday pay and the impact on term time only and variable hours staff.  *RH joined the meeting at 6.07pm*  Staff turnover in the College is reflective of the country as a whole, according to CIPD figures. We report on the reasons why people leave and note a number of staff leaving college to go to jobs outside of education, or moving to schools or universities.  Recruitment is buoyant with a 74.2% increase in applications on the previous year.  Report reviewed sickness rates, long term absence and considered trends in absence rates.  Feedback from staff provided via the wellbeing survey continues to be very positive. HR manager provided an overview of wellbeing support and activities that run across the year.  The gender pay gap was reported on with key data explained to members.  A member asked is there anything else in terms of pro-active wellbeing work the college can do. JBi informed governors the college has an action plan for the wellbeing, there is also a wellbeing team who are being utilised. Last year we had a wellbeing day with free activities and many staff members shared their talents and interests and this annual event is always popular. JBi set out plans for the future.  This year the college is hosting a staff winter party at the end of term, this is a free event, with staff being asked to bring a giftable donation. Governors are welcome to join the party, a link was shared in the Star to sign up.  DB explained the donations will be given to a charity that supports teenagers at Christmas. |  |
| 6. | **Ofsted Action Plan Update**  DB updated members on the draft report and next steps.  DB explained the post Ofsted action plan and shared details of actions, timelines, resources and costings. |  |
| 7 | **To review the ‘Theme for the Year’ - Employers: Curriculum Collaboration and Co-Design including the Annual Skills Review 23/34**  GOS shared the Annual Skills Review and explained the collaboration with employers to deliver work experience opportunities and live employer briefs.  A member stated it would be good to understand more about the impact of employer briefs and masterclasses and asked if the college has any means of measuring this to inform future work?  GOS explained that we use a system called Navigate for students to record and reflect on activities and also to measure their progress across the year in terms of work readiness. Processes such as OTLA and SOW capture activity from the tutor / College point of view.  RH shared a personal account of a visit to an employer that she had arranged that day and explained how students had benefited from this. |  |
| 8 | **To consider final progress on 22/23 Plans:**   1. **Quality Improvement Plan (QIP)**   GOS provided the final update to the 22/23 QIP - main updates since the summer related to final achievement rates across each provision type.   1. **Development Plan**   GOS provided the final update to the 22/23 Development Plan. |  |
| 9 | **To consider the Curriculum Planning Report**  DB reminded governors about the government's intention to begin to defund a number of Level 3 qualifications where these overlap with T levels from 24/25 and set out the College’s response to these plans, including the piloting of two Foundation T levels this year. Other new additions for the 16-18 offer include two Core Skills groups to respond to the ongoing impact of the pandemic on a small cohort of students.  The Local Skills Improvement Fund (LSIF ) has been successful. Shipley College will lead on Medtech. The Fund will bring in additional revenue and capital funding to support resourcing of new programmes in the Health sector. |  |
| 10 | **To consider the draft College Self Assessment Report (SAR), including relevant evidence sources which are available as electronic links to reports and data in the SAR**.  The SAR was presented to governors and headline strengths and areas of development were discussed.  Members felt it was a very informative document.    A discussion around the SAR and how it links to the Quality Improvement Plan (QIP) and the Development Plan took place. It was noted that draft recommendations from Ofsted were included in the QIP.  A member asked if Ofsted used the SAR to inform their inspection and it was confirmed this is one of the first documents Ofsted ask for when planning an inspection.    A member suggested that clear links are made between the SAR and the Ofsted report once finalised.  *Action:* DB suggested this be actioned in the QIP and this was approved by the committee  The Chair noted the key is we have captured what they are saying and that we are responding. | GOS |
| 11 | **To consider the 2023/24 Plans:**   1. **Quality Improvement Plan**   It was demonstrated how the QIP has picked up areas for development from the SAR.   1. **Development Plan**   This revolves around 5 objectives aligning with the strategic plan:   1. To ensure student achievement and attainment rates in the top 25% for education performance 2. To meet local, regional and national skills priorities through an innovative and highly responsive curriculum offer. 3. Ensure an exceptional learner experience leading to fulfilling lives and high value careers 4. To retain financial stability to invest in inspiring education and learning resources 5. Additional actions from the Accountability Statement which are not already covered under objectives 1-4.   A member stated it was good to see the ambition around employer contacts etc. and asked how will quality and impact of these be assessed and how will college assess big picture impact against individual contribution?  GOS explained with everything there is a full range of auditing, which includes various documents to show how we expect this to be evidenced. through Employer Set Briefs (ESB) or projects students are working on, as well as through student surveys. There will be a triangulation of documentation, observable practice and speaking to students, this will be reported to governors throughout the year. |  |
| 12 | **To consider a progress report on the Risk Register related to the Curriculum**  The changes are shown in red. The majority have been covered during discussion under previous agenda items.  Two key areas were discussed in more detail;   * staff recruitment challenges with regards to rail, accountancy and digital * proposed pay increase   Members receive the update. |  |
| 13 | **To consider the 2022/23 Annual Report on Complaints:**  DB reported on the total of complaints over the last year and the main causes for these. Nothing significant was noted by members. Any complaint received is taken seriously and a procedure is followed. The total amount was not a concern over the course of the year. |  |
| 14 | **To consider the outcome from the 2022/23 C&Q Committee Performance Review Questionnaire**  DC explained the comments were conflicting in regards to the size of the committee, at 10 members it is the largest of the committees. The comments were noted by members with no immediate actions needed. |  |
| 15 | **To consider any changes to the Terms of Reference**  A discussion took place around the remit of the committee. Members approved the Terms of Reference with no changes. |  |
| 16 | **To consider the:**  Additional Learning Support Policy  Assessment and Verification Policy  **Members approve the above policies and recommend to the Corporation.**  Sickness, Absence and Medical Capability Policy and Procedure deferred until March as explained in the HR report. |  |
| 17 | **Any other business**  JBi is leaving the college in December therefore this is her last meeting. Governors thanked JBi for her work and wished her well in her future endeavours. |  |
|  | **Dates of proposed meetings to Dec 2024**   * 05 March 2024 - online * 18 June 2024 - in college * 26 November 2024- online |  |

Meeting closed 7.57pm

**Decision and Action Tracker**

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| Date /Item | **Decision**/*Action* | Person responsible |
| 281123 item 3 | **The minutes have been previously circulated by email and were approved as a true and accurate record of the meeting by those in attendance.** |  |
| 281123 item 10 | GOS to code in Ofsted feedback into the QIP.  **Members agreed to recommend the SAR to the Corporation.** | GOS |
| 281123 item 11 | **Governors agreed to recommend the QIP and Development Plan to the Corporation.** |  |
| 281123 item 15 | **Members agree the Terms of Reference for the committee.** |  |
| 281123 item 16 | **Members recommend the Additional Learning Support Policy and the Assessment and Verification Policy to Corporation.** |  |