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

**on the 18th March 2025**

| **Present:**P Hunter (PH)- ChairD Bird (DB) - PrincipalC O’Connor (CO)J Beaumont (JB)**In Attendance:** D Carter - Director of Governance (DC)G O’Shea - Vice Principal Curriculum (GO)S Desai - Head of Student Experience (SD)A Haris - People and Culture Manager (AH) | **Apologies**: S Cowling (SC)S Tinsley (ST)R Hoyland (RH)R Arora (RA) - Vice Chair |
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|  |  | **Action** |
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| 1 | **Welcome, Apologies for absence and disclosure of financial and/or personal interest**PH welcomed everyone to the meeting. Apologies were noted from ST, SC and RH. Apologies were received from RA via email post meeting.There were no declarations of interest.  |  |
| 2 | **To agree agenda and order of business as circulated** It was agreed to take item 7 after item 4 to allow SD to leave the meeting. *SD joined the meeting at 6.05pm* |  |
| 3 | **To approve the minutes of the meeting held on 26th November 2024**The minutes were approved as a true and accurate record of the meeting.  |  |
| 4 | **Matters arising:**None |  |
| 7 | **To consider the 23/24 Equality, Diversity and Inclusion annual report and progress on Action Plans**SD presented the report. DB thanked SD for the inclusion of the student stories and the work of the curriculum team in supplying these was noted. The report adopts an intersectionality approach as discussed previously with governors. Governors were positive about the report. College data was discussed and a question was asked about how the college compares to national benchmarks.Members discussed where this report is published and how the ‘real life’ stories that illustrate the data could be used more widely.*SD left the meeting at 6.18pm* |  |
| 5 | **HR Report**AH presented the report.A discussion took place around staff recruitment, and retention. The number of internal promotions were noted - staff development and coaching has been successful in supporting career progression with internal candidates performing strongly against external candidates in open and fair competition. A question was asked around the age range of staff and comparisons to the wider sector. A discussion took place around flexible working. A draft workload agreement has gone out for staff consultation. A question was asked around the reduction in sickness rates.A discussion took place around staff attendance. The outcomes of the wellbeing survey and the actions from this were discussed. Governors thanked AH for the report. *AH left the meeting at 6.40pm* |  |
| 6. | **To consider a Teaching, Learning and Assessment Report including:**1. **OTLA Interim Summary Report 24/25**

GO presented the new style report. A question was asked around support for teachers. Members discussed the development opportunities available to staff including team teaching and advanced practitioner support. DB explained how outstanding practice is celebrated through the award of gold stars. A member asked about advanced practitioners and the level of resource available. It was explained that APs are recruited from our teaching staff through a formal recruitment process - APs continue to teach alongside their AP role. 1. **24/25 QDP FT Induction Learner Survey Report**

A discussion took place around the positives from the report and areas of focus moving forward. 1. **24/25 QDP PT (Interim) Learner Survey Report**

GO presented an increased response rate and set out targets moving forward.  |  |
| 8 | **To review the ‘Theme for the Year’ - ‘It’s my time’**GO provided an update. There was a discussion around significant events hosted by the college, including Apprenticeships Unlocked and Bradford Businesses Unlocked. A member asked about the college’s relationship with local schools and SLT confirmed that schools welcome the college to speak about vocational courses. Members noted that myth busting around careers and opportunities is really important, and can still be a challenge in university and beyond. A member asked about our relationships with local and national employers. GO presented data about the quantity and breadth of employer engagement per student. A discussion took place around placement hours and barriers and approaches to achieve this. DB and GO explained the risk to student achievement that exists for students unable to complete planned hours within the academic year, and the need for additional block placements to support some students to achieve.An in depth discussion took place around the college’s engagement with Bradford 2025. It was noted the college is working with Bradford 2025 to deliver volunteer training to the staff at the upcoming wellbeing day.  |  |
| 9 | **To consider Principal’s report including;**1. **To consider an in-year retention and enrolment report - including Apprentices**

DB reported that enrolment numbers and retention are key indicators of achievement at this point in the year. Retention is strong at this stage. The challenges of meeting adult contracts and apprenticeship targets were discussed. 1. **To consider a progress report on the Risk Register**

Key identified risks were discussed, and an update to the risk paper was provided by DB. A question was asked about the West Yorkshire growth plan. Local and national strategies to improve staff recruitment and retention in the FE sector were discussed. |  |
| 10 | **To consider the policies:**DB explained the consultation process that takes place around policy updates and shared comments and amends to policies.1. **Maternity, Paternity, Adoption, Parental & Shared Parental Leave Policy**
2. **Staff Code of Conduct**
3. **Flexible Working Policy and Procedure**
4. **Quality Policy & Strategy**
5. **Safeguarding Policy and Procedure**
6. **Staff and Student Mental Health and Wellbeing Policy**
7. **Admissions Policy and Procedure**
8. **Sickness Absence and Attendance Management Policy**
9. **Compliments and Complaints Policy**

**Members unanimously approve the above policies and recommend to Corporation.**  |  |
| **11** | **Any other business*****Action:*** *The Appraisal Policy to be shared via email to approve ahead of Corporation.*  | Govs |
|  | **Dates of proposed meetings to Dec 2025*** 17 June 2025 - in college
* 25 November 2025- online
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Meeting closed 8.00pm

**Decision and Action Tracker**

| Date /Item | **Decision**/*Action* | Person responsible  |
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| 180325 item 3 | **The minutes were approved as a true and accurate record of the meeting by those in attendance.**  |  |
| 180325 item 10 | **-Maternity, Paternity, Adoption, Parental & -Shared Parental Leave Policy****-Staff Code of Conduct****-Flexible Working Policy and Procedure****-Quality Policy & Strategy** **-Safeguarding Policy and Procedure****-Staff and Student Mental Health and Wellbeing Policy****-Admissions Policy and Procedure****-Sickness Absence and Attendance Management Policy** **-Compliments and Complaints Policy** **Members recommend the above policies to the corporation for approval.**  |  |
| 180325 item 11 | *The Appraisal Policy to be shared via email to approve ahead of Corporation.* | Governors |