



**Minutes from the online meeting of the Curriculum and Quality Committee
on the 26th November 2024**

<p>Present: P Hunter (PH)- Chair D Bird (DB) - Principal C O'Connor (CO) S Tinsley (ST) R Hoyland (RH) In Attendance: D Carter - Director of Governance (DC) G O'Shea - Vice Principal Curriculum (GO)</p>	<p>Apologies: R Arora (RA) - Vice Chair J Beaumont (JB) S Cowling (SC)</p>
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Meeting commenced: 6.00pm		
1	<p>Welcome, Apologies for absence and disclosure of financial and/or personal interests PH Welcomed everyone to the meeting. Apologies were received from JB, SC and RA. There were no personal or financial interests to disclose.</p>	
2	<p>To agree agenda and order of business as circulated Agreed. ST to add a verbal update to item 6 as link Governor.</p>	
3	<p>To approve the minutes of the meeting held on 18 June 23 <i>The minutes were approved as a true and accurate record of the meeting by those in attendance.</i></p>	
4	<p>Matters arising: Two actions were noted and have both been completed.</p>	
5	<p>To consider a Human Resources Report including approval of the Gender Pay Gap Report. Members discussed the report and a question was asked around student experience and the cross sector issue with recruitment of specialist staff. It was noted staff recruitment was a national issue and the SAR shows a wide and varied approach to educating the young people to complement the program on offer and allowing relationships to be built with not only the core tutor but other staff and employers.</p> <p>A Governor asked if the pay gap between schools and Further Education (FE) was impacting the destinations of these staff leavers, it was discussed there are colleagues moving into other education provisions as well as moving away from education due to pay.</p> <p>Members noted the sickness level has reduced. DBi stated this is down to the work of AH and his team on some long term absences.</p> <p>It was reported there is not a gender pay gap. Governors commended the college on this as there are not many establishments that could report no gap.</p>	

	<i>AH left the meeting at 6.14pm</i>	
6	<p>Ofsted Update Members were updated at the recent training session with the draft report, however the college has now received the final report which will be shared on the website in the next few weeks. DBi gave the key updates, confirming there will have a single graded judgement when Ofsted return within the next 7 months but it will then move to a scorecard the following inspection.</p> <p>ST congratulated staff on the report and as a link governor stated it has been a pleasure working with leaders and managers. She updated colleagues that the next steps have been accompanying the assistant principal on learning walks. ST explained the results of these learning walks, and the proceeding actions taken.</p> <p>DBi thanked ST for her support and time given to this role. A discussion took place around the task and finish group and if the relationship was still needed, it was agreed ST would continue to engage in her capacity of link governor.</p>	
7	<p>To review the 'Theme for the Year' - It's my time. GO provided a brief as to what the theme means, in terms of raising student ambition and pride in place, linked to Bradford 2025. A timeline was shared with milestones.</p> <p>Members discussed ambition, next steps and destinations including progression pathways to university.</p> <p>A member commented on matters surrounding accessibility of the recording process by High Needs students. GO explained the importance of integrating these with EHCP outcomes which teachers monitor progress towards effectively.</p> <p>There was a discussion about the challenges of monitoring progress against this theme that goes beyond skills scans and surveys.</p>	
8	<p>To consider final progress on 23/24 Plans:</p> <ul style="list-style-type: none"> a) Quality Improvement Plan b) Development Plan <p>Members noted it is clear the amount of work the college is doing and how well each of the documents interconnect and address the key themes. A discussion took place around key themes, what has improved and any actions to be carried into the next academic year.</p> <p>Action: A Governor suggested a summary statement on the QIP explaining what was seen as achieved and what would be carried on into the next year's plans.</p> <p>Members discussed the links throughout the plans and how they can see the threads going through the documents, they felt they were very detailed and comprehensive.</p>	DBi
9	<p>To consider the Curriculum Planning Report DBi explained the key areas of the planning report, highlighting changes in policy and practice and the impact on the curriculum offer. Governors agreed the curriculum plan meets the requirements of the LSIP. A question was asked around organisational changes and any differences between departments in terms of size and income. DBi explained one is smaller but a new Head of department has been appointed and tasked to grow the department. It was agreed there is great potential for growth.</p>	
10	<p>To consider the draft College Self Assessment Report, including relevant evidence sources which are available as electronic links to reports and data in the SAR GO reported the gradings included in the SAR.</p>	

	<p>A Governor noted that the SAR is clearly laid out with supporting evidence throughout. Governors agreed the document is very useful and clearly represents the work and impact of the College.</p> <p>GO stated Shipley College is the highest achieving college in West Yorkshire for young people and apprentices. He reported a continued commitment to extending our partnerships with employers.</p> <p>Governors recommend the SAR to the Corporation</p>	
11	<p>To consider the 2024/25 Plans:</p> <p>a) Quality Improvement Plan</p> <p>Members stated the QIP is consistent with the SAR, succinct, concise and focused on the main areas for improvement</p> <p>b) Development Plan</p> <p>GO reiterated these are opportunities to enhance, not areas of improvement, these are all linked to the strategic plan so members can see synergy between these documents.</p> <p>Governors noted the links across the documents, and recommended the QIP and Development Plan to the Corporation.</p>	
12	<p>To consider a progress report on the Risk Register related to the Curriculum including the Residual Risk Grid</p> <p>DBi stated the improvements to the layout discussed at the July training session have been implemented by John Flaherty - Vice Principal Finance and Planning.</p> <p>Key Risks were noted and discussed.</p> <p>Governors agreed that the new format and the residual risk grid were an improvement.</p>	
13	<p>To consider the 2023/24 Annual Report on Complaints:</p> <p>a) Cover Report</p> <p>b) Summary Report</p> <p>The summary was shared and discussed. DBi stated it is reflective of previous years.</p> <p>Thanks were noted to Susanna Butler who oversees and manages the communications around these.</p>	
14	<p>To consider the outcome from the 2023/24 C&Q Committee Performance Review Questionnaire</p> <p>DC explained the comments and the actions from these. Members receive the report.</p>	
15	<p>To consider any changes to the Terms of Reference</p> <p>No changes, members approve.</p>	
16	<p>To consider the:</p> <p>Additional Learning Support Policy</p> <p>Assessment and Verification Policy</p> <p>Members recommend the policies to the corporation for approval.</p>	
17	<p>Any other business</p> <p>None raised.</p>	
	<p>Dates of proposed meetings to Dec 2024</p> <ul style="list-style-type: none"> ● 18 March 2025 - online ● 17 June 2025 - in college ● 25 November 2025- online 	

Meeting closed 7.17pm

Decision and Action Tracker

Date /Item	Decision/Action	Person responsible
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261124 item 3	The minutes were approved as a true and accurate record of the meeting by those in attendance.	
261124 item 8	<i>A Governor suggested a summary statement on the QIP explaining what was seen as achieved and what would be carried on into the next year's plans.</i>	DBi
261124 item 10/11	Governors recommend the SAR and associate plans to the Corporation	
261124 item 15	Members approve the Terms of Reference	
261124 item 16	Members recommend the Additional Learning Support Policy and Assessment and Verification Policy to the corporation for approval.	