

**MINUTES OF THE LEARNING AND QUALITY COMMITTEE HELD ON
THURSDAY 1 DECEMBER 2022**

PRESENT:

Lillian Croston	Member and Chair of this meeting
Dr Fazal Dad	Principal and Chief Executive
Ram Gupta	Member
Catherine Hill OBE	Member

IN ATTENDANCE:

Caroline Bracewell	Assistant Principal: Higher Education
Nicola Clayton	Director: Business Development and External Engagement
Rachel Tarplee	Vice Principal: Curriculum and Quality
Sarah Horeesorun	Director of Governance

It was noted that the meeting commenced at 17.00pm and was quorate (3).

Lillian Croston welcomed everyone to the meeting and explained that she would Chair the meeting in the absence of Mark Allanson (Chair of the Committee). Mark Allanson had sent apologies in advance as he had an unavoidable diary clash, and had also, helpfully, shared his comments on the draft papers to be discussed in the meeting. These comments were made available to all attendees.

1. APOLOGIES FOR ABSENCE

There were apologies received in advance from Mark Allanson, Imaan Ijazr, Andrew Gadson, Emma Goodlet, Andrea Machell, Mark Moren and Damian Stewart.

2. DECLARATION OF CONFLICTS OF INTEREST

The Chair advised those in attendance that should members of the Learning and Quality Committee become aware of any potential conflicts of interest, they should be disclosed at the earliest opportunity during the meeting.

3. MINUTES OF THE LEARNING AND QUALITY COMMITTEE HELD ON THURSDAY 10 NOVEMBER 2022

The minutes of the Learning and Quality Committee meeting held on Thursday 10 November 2022 were accepted as a true and accurate record and were signed by the Chair.

4. MATTERS ARISING

An action from the last meeting was for a list of those courses in the 'Urgent Care' process to be shared with the Committee. This was supplied, updated in the relevant Committee folder and a paper copy shared at the meeting. A member noted that Apprenticeships was missing from this list and that this should be updated.

Action: Vice-Principal: Curriculum and Quality

It was accepted that many of the actions from the last meeting would be covered in discussions at this meeting and those that remained outstanding, would be carried forward to the next meeting.

5. COLLEGE QUALITY IMPROVEMENT: FE AND WBL

(i) Self-Assessment Report (SAR) 2021/22

The Committee reviewed the draft College Further Education Self-Assessment Report 2021/22. The Vice-Principal: Curriculum and Quality informed members that this Report was reflective, capturing performance of courses in hindsight, and had been written using Ofsted's report and recommendations following the January 2022 inspection.

Recognising the improvements and progress made since the Ofsted inspection, and further work to do in certain curriculum areas, the College self-assessed judgment was as a Grade 2, 'Good' which was in line with Ofsted's findings in January.

The Chair shared a comment from Mark Allanson that suggested broadening a sentence in the opening paragraph to be more inclusive by adding Governors, stakeholders and community. The Committee agreed to the additional text.

In discussing the SAR, the Committee made comments for inclusion in this SAR and useful considerations to be included in next year's document. These included:

Value added and progress: Identifying areas where good progress has been made and where more progress is needed. This followed a discussion on Social Justice and external factors that impact on the baseline at which the students start from, for example they come from a deprived area, the expectations of the grades they may achieve and the actual grades they accomplish.

Co-created curriculum: There was some of this already in the SAR, industrial learning walks and employer endorsed courses, for example, but this will need to be made far more explicit in next year's document with the increased emphasis on Skills, and a curriculum co-designed with employers to fill the local skills gaps. There should also be mention of Ram Gupta as the Skills link Governor in next year's SAR

CPD should be embedded within each section rather than a standalone section.

Better use of valuable data: Increased use of data and using the data to explain the narrative and dictate interventions. For example, the achievement gap, under achieving white males and gender differences, unusually boys are performing better than girls. The College has the data and can identify trends in certain groups so could target the interventions at those groups to prevent students leaving as working was the more affordable option. Or, use the data to identify areas that are excelling and seek to replicate this elsewhere.

Student Voice should be seamed throughout the SAR and how listening to the students' feedback has pro-actively influenced or changed courses and College life. Conversely, how students have responded to feedback from Tutors and used this to encourage improvement.

The Principal and Chief Executive thanked members for their valuable steer on content that would also be useful in preparing the SAR for next year.

(ii) Quality Improvement Plan (QIP) 2022/23

The Committee talked through Mark Allanson's comments and discussed the individual areas for improvement within the QIP. The Vice-Principal: Curriculum and Quality made detailed notes on the specific areas that needed strengthening or changing and would make speedy amends

to the documents to enable them to be shared with the Corporation Board at their meeting the following week. The specifics included, again, mention of progress, Student Voice and Skills.

There were a few editorial points made regarding the spelling out of acronyms, adding page numbers and repeating the headings on each page.

Action: Vice-Principal: Curriculum and Quality

The Principal and Chief Executive added that this was an internal document and it was critical that it reflected a transparent landscape which was driving change and improvement.

6. QUALITY IMPROVEMENT PLAN: HE 2022/23

The Report outlined the approach to this year's HE QIP which is broader than previous QIPs, focused at an operational level and includes actual performance for 2021/22 in parallel to targets for 2022/23.

Redacted content.

The Committee discussed some of the issues around why these courses were underperforming and there was a suggestion to involve additional Careers advice at the outset – to manage aspirations, and also inclusion of interventions along the way to maintain focus and direction, support progress and prevent students leaving.

It was thought useful to make clear what course had a B3 metric or different and to include continuing measurement against the B3 metric so that any given point, the College knows the position. Again, it was agreed to make clear the impact of Student Voice and to include mention and status of the courses that fall under the 'Urgent Care' process.

There were a few editorial points made regarding the spelling out of acronyms and repeating the headings on each page.

Action: Vice-Principal: Curriculum and Quality

The Vice-Principal: Curriculum and Quality agreed to make the necessary amendments and updates to the Reports in time for these to be shared ahead of the Corporation Board on 9 December 2022.

7. ANY OTHER BUSINESS

There was no any other business.

8. REVIEW OF MEETING

The Chair thanked all attendees for their contributions to the meeting, the questions and the good debate, remarking that members now had an increased understanding of the HE QIP in particular, and thanked staff for their efforts.

9. DATE AND TIME OF NEXT MEETING

The next meeting of the Learning and Quality Committee would take place on Thursday 9 February 2023 at 5.00pm in the Exchange Boardroom / via Microsoft Teams.

18:30pm: The meeting ended.

Signed: Date: