

Minutes of the Learning & Quality Committee Meeting held at 2pm 20 June 2023

Present: Prue Amner (chair), Liz Byrne, Mark Cooper (left at 4.15pm), Tim Jackson, Shirley Nellthorpe & Mike Stoneman (left at 4pm)

Apologies: Lyndsey Mason (staff) & Noodles Bainbridge (student)

In attendance:

Daisy Agathine-Louise	Interim Director of Quality
Adrian Ash	HE Consultant (Mins)
Chris Caddemy	VP Information Services
Tess Cole	VP Foundation & Adult Learning
Matt Phelps	Deputy Principal/Deputy CEO
Emily Pountney	YP Academic & Vocational Learning
Jo Shankland	VP Student Experience
Paola Schweitzer	Director of Governance
Sarah Warren	VP Vocational Learning

Minutes

73 Attendance and Participation

Prue welcomed Liz to her first meeting. Lyndsey Mason (staff governor) and Noodles Bainbridge (student governor) sent their apologies.

73 Declarations of Interest

There were no declarations of interest.

74 Minutes

The Minutes of the Meeting on 21 February 2023 were **Agreed** as a correct record.

75 Matters Arising

Governors **Noted** that the matters arising had been completed.

76 Ofsted Monitoring Visit Feedback

The monitoring visit had not yet taken place. Guidance had changed with visits now taking place after a '*reasonable time*' with full inspection up to four years after merger. Governors were invited to review the [slides](#) from the Ofsted spotlight session.

77 Skills Plan and Accountability Statement (paper 391/23/L&Q)

The skills plan and accountability statement outlined the current and planned alignment of the College's curriculum to local skills needs, in line with the Skills Act (2021). Matt thanked governors for their feedback which had been considered prior to the draft statement's submission. The skills plan aligned with the strategic plan so progress

would be monitored through the dashboard and reviewed annually. Next year's statement would be aligned with Corporation's business cycle.

Governors **Recommended** the accountability statement to Corporation.

78 Corporate Dashboard – Strategic Goals 2 & 3 Update (paper 373/23/L&Q)

This report provided an update on progress against strategic goals: a responsive and relevant curriculum offer; high quality teaching, learning and assessment; and trusted partner for the communities we serve. Governors discussed the best-case apprenticeship numbers and the increasing number of high need students and asked that in future the spreadsheets be made available.

Governors **Noted** the update on strategic goals 2 and 3 from the corporate dashboard.

79 Learning & Quality Dashboard – Template for 2023/24 (paper 374/23/L&Q)

The updated the 2023/24 learning and quality (L&Q) dashboard template. The balanced scorecard was now split between the corporate and L&Q dashboards. The latter was owned by curriculum departments with data (including destinations) aligned to produce a cross College dashboard.

The dashboard reported on education and training (retention and achievement), apprenticeships, apprenticeship accountability and attendance. Attendance seemed stable, and retention and achievement were likely to be slightly higher than the previous year. Attendance, retention and achievement were higher than previously for EHCP (Education Health and Care Plans) students. Governors asked that the dashboard include more detailed apprenticeships data/narrative, level 3 retention and the delivery in curriculum areas/SAR and QIP process. Governors also asked that national averages be included where possible. Daisy agreed this was useful, but it was more important to understand the reasons behind the data.

Governors **Noted** the proposed L&Q dashboard template and the education and training, apprenticeships, apprenticeship accountability and attendance data.

80 Quality Improvement Plan (QIP) – Term 2 Update (paper 376/23/L&Q)

The top level QIP term 2 update reported that actions were starting to be effective but the impact on students' learning experience was still variable. Department position statements had strengthened QIP actions and increased leaders/managers' confidence to showcase strengths and articulate what was being done to address areas for improvement whilst focusing on the impact of students' learning experience. There were green shoots, but it was mostly in terms of being able to identify what was causing issues and what improvements were working, as opposed to impact.

Governors noted the huge amount of work being carried out, particularly on apprenticeships (now RAG rated amber). From 01 August responsibility for apprenticeships would lie across four areas: sales, compliance, delivery and quality. Whilst there were risks, it was believed this was a more effective delivery model. A revised organisational and accountability structure would be available shortly. Prue asked that the vacancies page be made more accessible when searching the College website. The QIP would be updated and recirculated to governors. Daisy confirmed that feedback from Quality Review Meetings (QRMs) was used to drive improvement.

Governors **Noted** progress made against the QIP in term 2.

81 Quality of Education Position Statement (paper 426/23/L&Q)

The quality of education position statement summarised the College's intent, implementation and impact and QIP priorities. The statement was informed by faculty position statements, QIP actions, teaching, learning and assessment feedback, QRM outcomes and aspects of the construction curriculum review.

Governors welcomed the statement, noting the rigour of the process, and suggested it was circulated to governors to support the Ofsted spotlight session and that faculty statements were shared at link visits. It was agreed that the statements would reference safeguarding and wellbeing and that QIP priorities were mapped to the statement.

Governors **Noted** the quality of education position statement.

82 Student Wellbeing & Safeguarding Report (paper 378/23/L&Q)

This report reviewed safeguarding disclosures/referrals from September 2022 to date and provided an update on compliance with statutory and refresher safeguarding training, the internal safeguarding audit, e-safety, Prevent and the introduction of the new safeguarding referral and monitoring system.

There had been an increase in reporting but this was due to better understanding of safeguarding and reporting and was not disproportionate to the size of the organisation. Shirley, in her role as safeguarding lead governor, had met with Jo four times in the last month to review safeguarding and confirmed that huge improvements were being made. Work was continuing to ensure students at all campuses understood safeguarding and how to access support. Tim was encouraged that on his recent Sixth Form Campus visit students were aware of the issue. Jo continued to work with HR to ensure staff completed training and was working with Paola on governors' training. Work was underway to ensure compliance with the latest KCSIE update concerning filtering and monitoring electronic information. Shirley and Prue asked to join the staff safeguarding training in September.

Governors **Noted** the student wellbeing and safeguarding report.

82 Stakeholder Voice Update (paper 377/23/L&Q)

This report provided an update on stakeholder voice activities since February 2023.

Highlights included most students felt safe learning at home and knew how to keep themselves safe online; many students did not take part in enrichment activities and those that did, did not think there was a good programme of activities or that activities supported skills development; and students felt more prepared for their next steps compared to 2021/22. Jo confirmed future meetings would be themed, as well as organised by curriculum area and campus. Views were reported to curriculum areas who were charged with addressing the issue and reporting back on progress. Whilst there was evidence of change, it was inconsistent. Shirley suggested student governors encourage the uptake of enrichment activities.

Governors **Noted** the stakeholder voice update.

83 Equality, Diversity & Inclusion Update (paper 379/23/L&Q)

This report reviewed equality, diversity and inclusion (EDI) activity across the College from September 2022 to date. It included the updated EDI policy, monitoring data for students, staff and governors and areas for focus in 2023/24.

Jo noted that staff were close to reflecting the student cohort, but Corporation did not represent either students or staff (partly due to inconsistencies in data which were being addressed). Governors welcomed the report and evidence, in particular the succinct EDI policy and its reference to inclusion. Governors also welcomed the focus of activity in 2023/24, based on the College's Equality, Diversity and Inclusion Policy, and the fact that the Committee would monitor EDI targets (targets had not been set for some time and therefore it had not been possible to monitor progress). Liz suggested the policy reference gender identity and equity. Governors **Recommended** the EDI policy to Corporation and **Noted** the EDI strategy, priorities and website statement.

84 Curriculum Plan 2023/24 (paper 375/23/L&Q)

This report provided an overview of the 2023/24 curriculum planning process and decisions by management including devolved apprenticeship delivery. The College was at the end of the process. Curriculum planning was discussed at the previous meeting.

The report summarised overall financial contributions by provision type, new courses in 2023/24 and those that would no longer run. Planning considerations included the importance of delivering planned student numbers and related curriculum contributions, monthly monitoring of funding against the plan and allocations, seeking in-year growth as appropriate, monitoring the Adult Education Budget (the College would not be funded for overspend above 110%), applying for in year growth of 16-19 funding to offset the funding lag and to cover costs incurred in year to deliver growth. Mike asked how confident management were with student numbers in September, particularly 16 – 18s. Chris stated that demographic data indicated that the population was there and that the numbers were for the full academic year. It was an ambitious target and would require converting applications to admissions, retaining students, controlling pay costs and ensuring efficient group sizes. Further information would be brought to Corporation in July. Governors welcomed the report and the level of detail, noting that curriculum planning was fundamental to the College's financial health. Tim hoped that in time, the curriculum strategy would develop into a three year vision.

Governors **Noted** the 2023/24 curriculum plan, including new provision and provision that had been removed.

85 2022/23 Self-Assessment Report (SAR) Timeline & Process (paper 383/23/L&Q)

This report set out the revised self-assessment and quality improvement plan process and the timelines for the 2022/23 self-assessment. The self-assessment and QIP completion and validation dates had been brought forward, with position statements forming the basis of SARs. SAR validation panel membership had been reviewed. Tim suggested that Corporation receive an early update on SAR progress at the first autumn meeting or through a spotlight event.

Governors **Noted** the revised self-assessment process for 2022/23 and 2023/24 Quality Improvement Plans as well as the proposed completion and validation dates.

86 Higher Education (HE) Access & Participation Plan

Adrian gave a verbal update on the College's HE Access & Participation Plan (APP) outlining the College's commitment to equality. Colleagues would ensure the College's EDI strategy and APP were consistent. The plan would be submitted to the Office for Students (OfS) following Corporation approval.

87 HE Self-Assessment on Management & Governance (paper 380/23/L&Q)

OfS required that HE providers submit a self-assessment on management and governance. Governors reviewed the self-assessment and asked Adrian to make some amendments including Committee information, safeguarding and health & safety lead governors and independent governors. Mark stated the importance of HE student representation on Corporation and this would be explored by Jo and Paola.

Governors **Recommended** the HE self-assessment on management & governance to Corporation prior to submission to the OfS.

88 HE Self-Assessment on Guidance on Consumer Protection Law (paper 381/23/L&Q)

OfS required that HE providers submitted a self-assessment ensuring staff and students engaged in the delivery of HE were fully aware of consumer protection legislation. Governors **Recommended** the HE self-assessment on guidance on consumer protection law to Corporation prior to submission to the OfS.

89 Terms of Reference Review & Business Plan (paper 384/23/L&Q)

Paola presented the review evaluating performance against the Committee's terms of reference in 2022/23 and ensuring they remained fit for purpose for 2023/24 as well as reviewing the Committee's 2023/24 business plan. In addition to the three amendments proposed, governors suggested that paragraph 1.5 reference progress against the QIP and that a new paragraph capture the Committee's role in receiving policies relevant to the Committee. Governors asked that EDI targets be considered as a standing agenda item. Governors **Agreed** amendments to the Committee's terms of reference and **Noted** performance against its terms of reference in 2022/23 and its 2023/24 business plan.

90 Policies Scheduled for Review (paper 382/23/L&Q)

These operational policies were brought to governors for information. Matt noted the importance of ensuring policies were embedded within the College and implemented consistently. Governors **Noted** the Attendance Strategy and Attendance & Punctuality Policy, Learner Behaviour Policy and Procedure, Student Bursary Policy, Student Engagement Policy, Student Criminal Conviction Declaration & Risk Assessment Policy and Procedure, Fitness to Study Policy & Procedure, Tutorial Policy and Entitlement 2023/24, Visible ID Policy & Procedure, Search & Restrain Policy, Student Code of Conduct and Freedom of Speech and Visiting Speaker Policy.

Tim offered to support the policy review process. Governors asked that policies were available to governors along with the policy tracker. The Committee would consider the digital strategy in the autumn.

The meeting ended at 4.35pm