Bradford College

MINUTES OF THE MEETING OF THE QUALITY & STANDARDS COMMITTEE
HELD: on Thursday 7 March 2024 at 16:00 in 4F07- DHB Boardroom

Present	In Attendance
Fiona Thompson (Chair)	Sarah Applewhite (Vice Principal Quality, Teaching & Learning)
Chris Webb (CEO)	Asa Gordon (Vice Principal Curriculum)
Tiffany Lythgow	Marc Gillham (Chief Information Officer)
Adam Faisal	Sarah Towan (Vice Principal Recruitment & Communications)
Taqi Ali	Allison Booth (Clerk)
Richard Woods	Rachel Henry (Assistant Clerk)
Observing	
Wendy Stanger (External Board Reviewer) via MS Teams	
Apologies	
Lynette Leith	
Billy Khokhar	
Umar Rafique	
Alina Khan	

The quorum was four committee members

L/J   Denotes the time any individual left/ re-joined the meeting.

Item		Action / Report Item
1.	**Introductions, Apologies for Absence and Disclosures of Interest**	
1.1	Fiona Thompson had previously agreed to Chair the meeting when the Chair had given his apologies.	
1.2	The Chair welcomed Wendy Stanger who was observing the meeting as part of the external board review.	
1.3	Apologies were noted for Billy Khokhar, Lynette Leith, Umar Rafique and Alina Khan.	
1.4	There were no disclosures of interest.	
2.	**Chair's action**	
2.1	There had been no use of Chair's actions since the last meeting.	
3.	**Minutes of the meeting held on 30 November 2023**	

3.1	**RESOLVED:** The Minutes of the meeting held on 30 November 2023 were approved as an accurate record and would be signed by the Chair.	
4.	**Matters Arising**	
4.1	The Matters Arising Report was reviewed and it was noted all items were complete.	
4.2	**Q. What were the attendance outcomes of the November exam series and how does this compare to previous years?** A. Attendance was higher and some improvement was seen in achievement against last year.	
5.	**Executive Summary**	
5.1	The VPC presented a report which highlighted key areas of focus on the agenda, drawing members attention specifically to the following reports: • Bradford LMI • Draft Accountability Statement • Bradford College Curriculum	
6.	**Data Dashboard**	
6.1	The Chief Information Officer (CIO) provided an overview of the Data Dashboard highlighting:	
6.2	**Progression data** The post-qualification destination data was collated by an external company and the findings were expected to be delivered by Q2. However, a lower-than-expected turnout of learners had led to an extension of the date for the collation period. This had now been completed and the College had just received the first set of data. This would now be analysed, along with internal progression data, ahead of Q3.	
6.3	**Attendance** Members had an in-depth discussion about the multi -faceted issue of attendance; its causes, implications and how this could be mitigated. It was acknowledged that this was a complex issue. The VPQT&L advised members that attendance had been scrutinised during the Q2 PR sessions and that it was essential that there was intervention, support and active engagement on attendance across all departments.	

	It was acknowledged that poor attendance was both a regional and national issue; members noted the improvement compared to last years' attendance figures.	
7.	**Bradford Labour Market Information (LMI)**	
7.1	The VPC presented a report on Bradford LMI which provided an overview of the local context in Bradford and ultimately how Bradford College was developing its offer to meet the challenges presented. The data shared was taken from the Business Employment and Skills Board Annual Statement of Need (November 2023) and the Outcomes for Individuals presented at the Bradford Employment and Skills Board (December 2023). Members acknowledged that it was a fascinating paper and noted the importance of utilising the data presented to steer the College offer to prospective students.	
7.2	It was agreed that the Bradford LMI Report paper should be shared with the wider Corporation for information.	
8.	**Draft Accountability Statement**	
8.1	The VPC presented a draft of the Annual Accountability Statement, advising that there had been no significant change in the data due to the national, regional and local picture remaining the same as last year.	
8.2	Members agreed the draft statement, subject to required proof-reading changes.	
8.3	**RECOMMENDATION:** That subject to the proof-reading changes, the draft Accountability Statement be recommended to the Corporation for approval prior to submission to DfE.	
9.	**Employer Engagement**	
9.1	The VPC provided Governors with an overview of current employer engagement activities as part of the wider approval of the curriculum strategy and how the engagement of employers was meeting the specific requirements of the Skills Judgement which is a sub section of the Ofsted Inspection. With regards to the identification of 60 key employers who had actively engaged in design and delivery, and were able to promote their relationship with the College as being positive on them as an employer and to their sector, which was one of the in-year actions to	

	address the Skills Judgement, 77 employers had been identified to date. A sifting process would take place in March to identify Tier 1 and Tier 2 employers. In 2022/23, a Self-Assessment Review (SAR) of the College's progress against the Skills Judgement was completed. This was completed through the individual SARs by department against the 4 criteria identified. 3 criteria were identified as strong and 1, relating to clearly articulating how to contribute to skills needs, was identified as reasonable. The VPC advised there was a need to designate a Link Governor or Governors for Employer Engagement. The Link Governor for Employer Engagement would take on an ambassadorial role and be an external influencer. They would be the lead for the Skills Judgment during the Inspection, being able to take the Inspectors through the curriculum's strategy, how the College have implemented an employer endorsed curriculum and how it is ensuring that the curriculum is meeting the needs of learners, employers and the community.	
9.2	**Q. In Skills Sub-judgement criteria where we have assessed ourselves as strong, how confident are we that Ofsted would come to the same conclusion and how do we demonstrate it effectively?** A. The Link Governor(s) for Employer Engagement would be key in this; linking both internal and external stakeholders to be able to demonstrate that we are engaged in the Accountability Statement and that we are looking at the LMI to steer the College offer to prospective students.	
9.3	**Q. What are we doing to address the areas where we have graded ourselves as reasonable in the Skills Sub-judgement criteria?** A. Not every member of staff is able to express the link with employers in their curriculum area. The question of how staff will demonstrate skills judgement in the classroom will be included in the upcoming staff development day. Areas of strength will be shared and there will be encouragement of peer support across departments. Work will be done with staff to ensure that they not only support students to achieve, but also support them to develop skills that will prepare them for the workplace.	
9.4	Members were cognisant that there needed to be a change in the staff culture and perception of the learner journey and that the journey doesn't end when a student receives a qualification, that destinations were vital.	

9.5	**ACTION:** The Clerk to liaise with the VPC to determine the specification requirement for an Employer Engagement Link Governor.	**Clerk**	
9.6	**ACTION:** The Clerk to ensure the request to designate one or more Link Governors for Employer Engagement be taken to Corporation.	**Clerk**	
10.	**<u>Bradford College Curriculum</u>**	
10.1	In November, curriculum Heads of Department presented their revised plans to the Vice Principal Curriculum, Vice Principal Quality and Vice Principal Recruitment & Communications. Heads of Department were asked to review LMI tools available through the College, take on learner, employer and community feedback and work with their whole department in setting their departmental curriculum plans. The key messages were provided to the Heads of Department at the Curriculum Heads Away Day; with Heads being asked to pay particular attention to the following in the proposal of their curriculum: • That all curriculum proposed links to a lower and higher qualification to support progression • That flexible delivery methods have been explored and that the delivery plan meets the Curriculum Blueprint for 24/25 • That an analysis of the local labour market using EMSI and Vector data has taken place to ensure there is a demand for the curriculum offered and that competitor analysis has taken place • That an employer sponsor has been secured who endorses the curriculum proposed and has been actively involved in the sequencing of the curriculum	
10.2	**Government changes to Maths & English** In October 2023, the government announced an investment of £600 million across the next 2 years in preparation for the Advanced British Standard (ABS) with a priority to enhance the quality of post-16 English and Maths education, that would see every young person study some form of English and Maths to age 18 as part of the new ABS. This would include a substantial investment of £300 million across 2024 to 2026, which aims to build the capacity in teaching these subjects. To meet the condition of funding from the academic year 2025 to 2026, students must study eligible qualifications for a minimum number of hours per week. This would necessitate additional hours of Maths and English stand-alone, whole-class, in-person teaching and	

	therefore significantly increase the need for Maths & English teachers in 2025/26. The CIO informed members that the College would not be audited against the planned hours in 2024/25 and as such, would not deviate from its current plan for Maths & English in 2024/25. Piloting additional hours in a small number of curriculum areas was currently being explored to understand how this would fit around the vocational timetable. Conversations had begun with the Maths & English department and Human Resources to look at the implication of the reforms, which would demand a growing workforce within Maths and English provision. Members recognised that this would be a national issue that would require sustained oversight.	
10.3	**Q. Will the required additional hours required for Maths and English impact the number of hours available for students to complete their chosen study programme?** A. We will trial new approaches before the new conditions for funding are implemented in 2025-26.	
10.4	It was acknowledged that conditions of funding would require a cross-Committee focus, requiring both an F&GP and a Q&S Committee perspective as there was a need to ensure that the student experience on English and Maths and other qualifications is maintained.	
11.	**Student Demographics**	
11.1	The CIO gave a presentation on Student Demographics, which provided statistics for the following categories within the Bradford College Community: • Full Time FE Students • Part Time FE Students • Apprentices • Higher Education Students • Distance Learners • High Needs Learners • Male/Female learner ratio • Areas of Deprivation • Ethnicity • Studying Levels The CIO drew members attention to the following areas:	

	- Distance to learning - The breadth of course offerings and breakdown of what the College community is studying - Bursary spend - Income per learner It was agreed that the presentation should be shared with the wider Corporation for information.	
FE Programmes		
12.	**12.1 & 12.2 Learning, Teaching and Assessment and Quality Improvement Plan (QIP) updates**	
12.1	Members were updated on key areas of development and the impact of the college's approach to supporting practitioners to improve the quality of LTA. The VPQT&L advised members that following pilot activity and consultation, the College had introduced the RAISE programme for all academic staff in the 23/24 academic year and presented the initial findings of this programme in relation to areas of strength and areas for improvement.	
12.2	**Q. How are staff engaging with RAISE?** A. To date, RAISE has been well-received by staff. When asked to rate the RAISE programme so far, 90% of staff rated satisfaction as 4/5 or 5/5 and indicated that they liked the supportive, collaborative and developmental nature of the programme.	
12.3	Members noted that this was a very positive start to the RAISE programme and acknowledged the importance of monitoring its impact on LTA.	
FE Apprenticeships		
13.	**13.1 In year apps achievements**	
13.1	The paper gave an overview of apprenticeship outcomes to date for the 2023/24 academic year. It detailed achievement rates against the end-of-year target. The VPQ&TL advised members that the College was on track against the 70% target for apprenticeship achievement.	
13.2	**13.2 Learning, Teaching and Assessment** The VPQT&L provided an overview of LTA activity across Apprenticeship provision to date in the 23/24 academic year.	

	Members were informed that the apprenticeship department had been active in their participation with the Quality of Education Reviews (QER) pilots and reviews, and were on target for completion in year.	
13.3	**13.3 QIP updates** The VPQ&TL provided a brief overview of the QIP.	
13.4	**Q. What is being done to improve areas of personal development that are requiring improvement?** A. A full personal development programme has been created and work now needs to be done in Q3 and Q4 to ensure that there is engagement with the programme.	

HE		
14.	**14.1 OFS Assurance**	
14.1	Members were provided with an update on the OfS Investigation into the quality of the college's computing provision. The college had now received a response to its comments on the draft report and a summary of this response had been provided. The VPQT&L assured members that the concerns raised by the OfS into the college's computing provision remained a key area of focus and that the College would continue to work with its validating body, the University of Bolton, on improvements in this area.	
14.2	**14.2 & 14.3 Learning, Teaching and Assessment & QIP updates** The VPQT&L presented an overview of LTA activity across the HE curriculum and the HE QIP update. The Committee was informed that peer observations sat alongside the QER process to offer staff the opportunity to improve their LTA practice while also offering assurance to leadership of the quality of delivery across higher education provision. Peer observations were now being conducted and a report would be provided at the next Q&S Committee when all returns had been completed. The VPQT&L informed members that HE staff would also be moved from peer observations to the RAISE Programme from September 2025.	
14.3	**Q. Could the decision to move the HE peer observations into RAISE cause some turbulence in staff engagement?**	

	A. It is expected that some staff may express negativity towards the RAISE programme and the cultural change it will bring. We have worked very closely with the Unions on establishing the RAISE programme.	
14.4	It was noted that the potential risk of industrial action as a result of the implementation of the RAISE programme should be reflected on the Risk Register under SR12.	

Student Voice & Experience		
15.	**Report from the Student's Union**	

15.1	The Student Union President and Student Governor provided an update covering:
	
	• A Course Representatives Update
	• The Joint Student Council Meeting
	• A Student Executive Team Update –
	    o Reclaim the Night procession
	    o Clubs and Societies
	    o City Village Bradford
	• Personal Development and Enrichment Highlights –
	    o 'Welcome back' New Year's Activities for Students
	    o Enrichment Activities and Workshops
	    o Winter Collection for Bradford Central Foodbank
	    o Visits and Trips
	    o Fundraising
	
	Members were pleased to see the considerable number of activities that students had been involved in within a short period of time.
	
	The Student Union President invited Governors and Executive to attend the SU Big Iftar Event on Thursday 14th March at 6pm in The Bronte Lecture Theatre.
	
	The Chair thanked the Student Governors for the paper and invitation.	

Policies & Statements		
16.	None	

Governance & Risk		
17.	**Risk Monitoring**	
17.1	The Committee reviewed the strategic risks for which it has oversight and made the following proposals:	

	SR4 – Any existing or new controls around the Skills Judgement to be added alongside any risk associated with not receiving a strong judgement.	
	SR5 – Commentary be added on the Accountability Statement.	
	SR6 – Commentary be added on the potential increase required on recruitment of staff as a result of Government funding changes to Maths & English.	
	SR12 – Commentary be added on the potential risk of industrial action as a result of the implementation of the RAISE programme.	
17.2	**ACTION:** The Clerk to liaise with the Chair of F&GP on the proposed addition to SR6.	**Clerk**
17.3	**ACTION:** That the Risk register is updated with the proposed additions.	**Clerk**
17.4	**RECOMMENDATION:** That the proposed changes be recommended to Corporation for approval.	
18.	**Academic Board Minutes – 23 January 2024***	
18.1	The Academic Board minutes for 23 January 2024 were provided for information.	
Any Other Business		
19.	**Items for report to the Corporation**	
19.1	• Minutes of meeting – 07 March 2024 • Bradford LMI Report • Draft Accountability Statement • Designate a Link Governor - Employer Engagement • Student Demographics - slides • Suggested changes to the Risk Register	
20.	**Any other business**	
20.1	There was no other business.	
20.2	The Chair closed the meeting at 17.52.	
21.	**Meeting evaluation form**	**Assistant Clerk**
21.1	To be circulated by the Assistant Clerk.	

Approved by the Committee:

….…..B. Khokhar……..…..   …27.06.24……
Signed by the Chair   Date

Agreed actions

No	Minute	Action	Who?
1.	**9.5**	The Clerk to liaise with the VPC to determine the specification requirement for an Employer Engagement Link Governor.	**Clerk**
2.	**9.6**	The Clerk to ensure the request to designate one or more Link Governors for Employer Engagement be taken to Corporation.	**Clerk**
3.	**17.2**	The Clerk to liaise with the Chair of F&GP on the proposed addition to SR6.	**Clerk**
4.	**17.3**	That the Risk register is updated with the proposed additions.	**Clerk**
5.	**21.1**	Meeting Evaluation to be circulated by the Assistant Clerk.	**Assistant Clerk**