Bradford College

MINUTES OF THE MEETING OF THE QUALITY AND STANDARDS COMMITTEE
HELD: at 16.00 on Thursday 27 June 2024 in 4F07- DHB Boardroom

Present	In attendance
Billy Khokhar (Chair) (Via MS Teams)	Marc Gillham (CIO)
Fiona Thompson (Vice Chair)	Sarah Applewhite (VPQT&L)
Tiffany Lythgow	Asa Gordon (VPC)
Richard Woods	Alina Khan (VPEDI&SE)
Lynette Leith	Allison Booth (Clerk)
Adam Faisal	Rachel Henry (Assistant Clerk)
Umar Rafique	
Apologies	
Chris Webb (CEO)	

The quorum was 4 committee members

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

Item		Action
Housekeeping		
1.	**Welcome, Apologies for Absence and Disclosures of Interest**	
1.1	The Chair welcomed everyone to the meeting.	
1.2	Apologies were noted for Chris Webb.	
1.3	It had previously been agreed that the Vice Chair would take over the meeting at 6 p.m. as the Chair would be leaving due to a prior commitment.	
1.4	There were no disclosures of interest.	
2.	**Chairs action**	
2.1	There had been no use of Chair's actions since the last meeting.	
3.	**Minutes of the meeting on 7 March 2024**	
3.1	**RESOLVED**: The Minutes of the meeting held on 7 March 2024 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 that all items were complete.	

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5.	**Executive Summary** The VPC presented a report drawing members attention to the 3 Strategics Objectives which were being presented under agenda item 6. Advising that members were responsible for agreeing and recommending the objectives to Corporation for approval.	
6. 6.1	**Strategic Plan & Master Targets 2024-2028:** **a) Objective 2 – To deliver a curriculum that meets the needs of students, employers and our community** The VPC advised that strategic objective 2 had been developed to ensure the curriculum continued to meet/exceed the needs of learners, employers and the community and was a mixture of existing targets. Performance was being measured over a period of years and new targets that reflect the requests of governors as well as external stakeholders. The strategic objective would form the basis of the 3-year curriculum planning process and influence the College offer.	
6.2	**Q. Could you provide further detail on the Academy models being developed?** A. The College is working with local employers and community partners to look at branding its curriculum offer within Professional Services. Plans include a sports, police, and catering academy.	
6.3	It was suggested that the VPC included the Academy models data in the Strategic Briefing paper (Skills Update - agenda item 8).	
6.4	The College sought to provide a strong work experience offer which would improve employment outcomes for students. Members acknowledged the difficulty in measuring impact through KPIs and requested that case studies of student success would accompany any figures provided to demonstrate cause and effect of work done.	
6.5	**Q. How do you plan to demonstrate that 75% of learners are able to demonstrate non-perishable skills?** A. Skills scans are completed for every unit using a new platform 'Navigate' and non-perishable skills are measured via self-assessments and progress reviews.	
6.6	Members queried the wording on *80% Community partners report that they have been involved in the design of the curriculum* and requested it be changed to *the annual survey of*	

	Tier 1 & Tier 2 employers reports that 80% of Tier 1 & Tier 2 employers feels they have been actively engaged in the design of the curriculum. To ensure that the data was factually correct.	
6.7	**ACTION:** The VPC to make the suggested changes to the wording on the community partner engagement.	**VPC**
6.8	**b) Objective 3- To deliver an outstanding student experience** The VPQT&L advised that SO3 had been revised based on governor and staff feedback and was designed to characterise and promote the key elements of an outstanding student experience. While broad in scope – it focuses on the four key principles required to improve and embed this student experience for all. It is cognisant of elements of the OFSTED framework and OfS expectations but extends beyond this to meet the needs of the student body. The 4 key elements are: • Supporting students • The nature of teaching and learning • The learning environment • Ambition	
6.9	**Q. What is the current rate of employer engagement in assessing students' skills and how this would be quality assured?** A. This will be measured for the first time in 2024-25, employers will mark alongside our academic staff rather than assessment being outsourced.	
6.10	The Committee stressed the importance of setting suitably challenging attendance targets, whilst ensuring these were realistic.	
6.11	**Q. How are we measuring the value of Student Champions?** A. All students have a personal tutor and quality assurance is provided through student progress reviews, the QER and student voice.	
6.12	**c) Objective 7 – Empowering education through Digital Transformation** The CIO presented the new Strategic Objective for 2024/25 which outlined the College's approach to its Digital Estate over the next 3 years. The strategy will focus on an infrastructure that is sustainable and fit for purpose, enabling an outstanding student	

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	experience, staff engagement and data informed decision making. The strategy was built on 4 key deliverables: • Ensuring the Digital Estate is fit for purpose and sustainable. • Ensuring a Digital Estate that supports an Outstanding student experience. • Staff are developed and trained to ensure maximum impact of the Digital Estate. • Provide systems and a reporting structure that allows for informed data driven decision making. Members were assured that whilst SO7 outlined the digital transformation framework, actions relating to improving digital provision in the classroom and the upskilling of staff were incorporated in the other strategic objectives and owned by the CIO. It was acknowledged that SO7 would not be isolated as it would connect with, and was woven throughout, the other Strategic Objectives. Members were mindful of the financial commitment required for SO7 and agreed that it was essential that the objective was supported and closely monitored by the F&GP Committee. It was also noted that a clear plan for delivery was required, with flexibility to reflect the fast-changing nature of the digital landscape. The CIO advised that he would bring an update on the launch of SO7 and any available indications of starting points relating to the expected outputs to the next Q&S meeting. Members commended the Executive on the quality of the Strategic Objective data that had been provided.	
6.13	**RECOMMENDATION:** That subject to a proof-read of all 3 of the Strategic Objective documents, the 3 strategic objectives are recommended to the Corporation for approval.	
7.	**Data Dashboard**	
7.1	The VPC advised that the dashboard incorporated both SO2 and SO3.	
7.2	**Q. Can you provide any further explanation on the lower-than-expected progression between levels on 16-19 study programmes?**	

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	A. This reflects a common trend seen across the Bradford District; student intake has not been impacted. The College is looking at how to further engage learners with destinations. The study programmes provided are endorsed by employers and will continue to be developed.	
7.3	**Q. How do you monitor in-year retention figures?** A. These are reported through the quarterly reviews and although achievement is reflected in the data dashboard, we should be also providing the quarterly figures on retention, which we will be providing in the dashboard going forward.	
8. 8.1	**Skills Update** The VPC advised the Skills Update paper was to provide Governors with an overview of the College's response to the Skills Judgement from an education, civic, community and employer perspective. The draft Strategic Briefing paper was also presented, which would be shared with Ofsted prior to an inspection. The VPC advised that the briefing paper was a work in progress and any changes or updates made would be shared with the committee. Members agreed that the briefing paper was useful and informative but required proof-reading before it was shared any wider.	
9. 9.1	**Funding Update** The funding update had been presented at the May F&GP Committee meeting where it had been agreed that it would also be shared with the Q&S Committee as it required cross committee monitoring. The CIO presented a report on changes to funding rules which had since been provided from the West Yorkshire Combined Authority (WYCA).	
9.2	**Q. Where does the College sit within the funding tolerance?** A. Last year the College was 6.5% over the funding tolerance; this was subject to clawback. We are in a similar position this year but are working hard with the DfE to raise awareness of the challenges faced.	
9.3	**Q. Do you have any indication of the level of increase in costs for Maths and English staff?**	

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	A. The increase in cost will be significant, with an increase expected of close to £1 million. The bigger issue is the sourcing and recruitment of more staff rather than just the cost implications.	
9.4	Members recognised that the increased expectation on Maths and English delivery hours, which was defined as 'classroom learning', was likely to affect attendance figures. It was noted that a proportionate response was necessary; taking into consideration different students' learning styles and focusing on outcomes rather than attendance only. The VPC advised that attendance data from schools would be received for the first time in the coming academic year, which would provide a useful starting point for attendance and enable more effective comparison going forward.	

FE Programmes

10.	**10.1 FE Student destinations**	
10.1	The VPC presented a paper which provided a summary of FE (16-19 & Adults) learners destinations for the 22/23 academic year, alongside a comparison for 21/22. There was an increased data sample provided to J2 Research for the 22/23 cohort, with an additional 1,270 people responding to the survey. The findings of both the 16-19 and Adult surveys showed a generally declining picture against the 21/22 cohort. Although more learners completed surveys, positive destinations around progression to higher/further education and employment/apprenticeships were lower, with significant increases in both streams for those with negative destinations.	
10.2	**Q. What are the College's plans for improving the positive destination numbers?** A. The barriers seem to be centred on Maths and English progress. In light of this, there will be an enhanced Maths and English strategy next year which will include provision of Maths and English on the same day, increased involvement of Intervention Officers and an additional Maths and English mentor available in each class, with provision for students at risk of being withdrawn. We will revise the entry criteria for courses and ensure it provides clearly defined curriculum offers and will be introducing 2-year L2 programmes for Science and Computing.	

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10.3	**10.2 Complaints**	
	The report provided an overview of all Further Education complaints received to date in the 2023/24 academic year.	
	There were 71 FE complaints received to date this academic year. This saw a 33.9% increase on the same point last year (Q3 2022/23). In 2022/23, all complaints received were evenly distributed across categories, with tutor support and achievement being the key themes. In 2023/24, the key theme had remained tutor support, but the major focus had shifted to the conduct of tutors. The VPQT&L advised that the number of upheld complaints hadn't increased in proportion and that of the complaints relating to staff conduct, one had been upheld and one partially upheld.	
	The increase in complaints was deemed to be due to students asserting their rights and using the appropriate reporting procedure to voice their complaints. The Students Union had been a stable presence for students throughout the year and had supported students to find their voice. Each student would receive a decision in writing, which would include reasons behind the decision made. Where necessary, they would be referred to personal tutors, the Students Union or, if ever required, the Safeguarding team.	
	Members were pleased to note that the complaints made had not been vexatious in nature, nor had there been an increase in complaints upheld and that the report provided was useful to observe trends in complaints. The VPQT&L advised that a meeting was held with departments at the quarterly reviews to discuss any complaints made and then triangulated within departmental quality improvement plans.	
10.4	**10.3 Learning, Teaching and Assessment**	
	This report provided detailed the roll-out of the RAISE programme for all curriculum staff; it identified areas of strength and areas for improvement in LTA practices. In addition, there were updates on the staff response to the new programme of activity and confirmed additional activity taking place to address areas for improvement.	
	The VPQT&L advised that it had been a busy and productive year across LTA activity. The overall response to RAISE and QER had been positive and provided the College with rich data and useful feedback to inform future planning. Staff had welcomed and	

	enjoyed the new process, which encouraged them to be reflective practitioners. The programme was felt to be enabling and enhancing rather than being solely about monitoring.	
FE Apprenticeships		
11. 11.1	**11.1 Apps Student destinations** The VPC advised that the survey responses had been analysed and that consultation had begun with the Apprenticeships Head of Department to gain a clearer picture of destinations on how retention of younger apprentices and employer links could be improved.	
11.2	**11.2 Complaints** There were 2 Apprenticeship complaints received to date this academic year. This compared to 4 in 2022/23. Of the 2 complaints received in 2023/24 – there was no commonality in age, gender or ethnicity. In 2022/23 75% (3) of apprenticeship complaints were upheld and 25% (1) not upheld. This rose to 100% (2) upheld in 2023/24.	
11.3	**11.3 Learning, Teaching and Assessment** The paper provided a summary of Learning, Teaching and Assessment (LTA) activity across the College's apprenticeship provision in the 23/24 academic year. The summary highlighted key areas for development and the impact of the College's approach to supporting practitioners to improve the quality of LTA.	
HE		
12. 12.1	**12.1 OFS Assurance** OfS Investigation – Computing 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 the College would continue to work with its validating body, the University of Bolton, on improvements in this area. The OfS had published its report into the College's computing provision, which had identified concerns relating to condition B1 and B4 (specifically the level of educational challenge and academic standards). Further communication from the OfS relating to any sanction as a result of the investigation was expected.	

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	However, the College had moved quickly to fulfil the action plan it constructed as part of its response to the OfS.	
12.2	Access and Participation Plan 2025/6 The OfS had written to confirm the deadline for the submission of the Access and Participation Plan (APP) 2025/26 of 1 October 2024. The VPQT&L advised that good progress had been made on the first draft and a copy of the final APP draft would be submitted to Governors for comment and approval in August, 6 weeks prior to submission.	
12.3	NSS Survey The NSS survey had closed with a response rate of 85.9% (in comparison to a 78.2% response rate in 22/23). The College target of 85% had been met. Members acknowledged that the result had gone beyond target and praised the efforts of the Quality Team.	
12.4	**12.2 Complaints** There had been 18 HE complaints received to date this academic year. This was a 38.4% increase on 2022/23. The majority of higher education complaints were regarding fees (33.3%). These were due to outstanding fees and students not agreeing with increased fees for top-up degree provision. The complaints were all received from the same cohort and had since been resolved. The absolute rise in complaints being upheld was small (4) when compared with 22/23 (3).	
12.5	**12.3 Learning, Teaching and Assessment** A summary of Learning, Teaching and Assessment (LTA) activity across the College's higher education provision in the 23/24 academic year was presented. The summary highlighted 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 there was a clear expectation that learning, teaching and assessment should be outstanding across the curriculum. While the College continued to utilise peer observations to assess quality of LTA, this had been supplemented for 23/24 with quality of education reviews and specific activity to respond to identified areas for improvement.	

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	Moving forward into 24/25, the College's Academic Board had agreed that all HE staff will participate in the RAISE process. This had received a positive response from staff.	
Student Voice & Experience		
13.	**Supporting Students**	
13.1	The VPEDI&SE presented a report providing an update on the support provided to students throughout the year, including: • Students with disabilities and Education Health and Care (EHC) Plans • Library Services • Personal Development • Careers and Work Experience • Student Funding and Bursary Support • Student Behaviour • Enrichment and Enhancement • Employer Engagement • The College's Duty of Care Members commended the excellent work done to support students across a variety of platforms which provided valuable enrichment opportunities.	
14.	**Report from the Student's Union**	
14.1	The HE Student Governor provided an update on all of the recent Student Union activity: • SU Officer Election results from March 24-25 • HE Joint Student Council Meeting • General Election 2024 • Personal Development and Enrichment Highlights • Trips and Visits • Student Surveys The Chair thanked the Student Governor for his paper, acknowledged that the report was informative and commended the good work done by the Student Union. A new Student Union President had been elected and would be starting on 1 July and would be introduced at the next Corporation meeting on 11 July.	

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Policies & Statements		
15. 15.1	**(a) Prevent Policy and Action Plan** The Prevent Policy had been checked and validated by the Local Authority Prevent Co-ordinator as part of the annual review and was aligned with the Action Plan.	
15.2	**RECOMMENDATION:** That the Prevent Policy & Action Plan be recommended to the Corporation for approval.	
15.3	**(b) HE Fees policy 25/26** The HE Fees Policy 25/26 had been updated to reflect an Updated Fee for Undergraduate Degrees and PGD ITT/ Cert Ed ITT. It was noted that the Fees policy had been agreed by the F&GP Committee before being presented to the Q&S Committee.	
15.4	**RECOMMENDATION:** That the HE Fees Policy 2024-25 be recommended to the Corporation for approval.	
15.5	**(c) Academic Misconduct Policy** The Academic Misconduct Policy had been updated in September 2023 to reflect changes to job titles and ownership, details on AI had also been added to the commissioning section. As part of a recent annual review, no substantive changes had been made.	
15.6	**RESOLVED:** That the Academic Misconduct Policy & Procedure is approved.	
15.7	**(d) FE Work Experience & Industry Placement Policy** The FE Work Experience & Industry Placement Policy had been recently been reviewed by the SLT and no changes had been made.	
15.8	**RESOLVED:** That the Work Experience Policy is approved.	
15.9	**(e) Sexual Harassment and Sexual Misconduct Policy & Procedure** The Sexual Harassment and Sexual Misconduct Policy & Procedure had been updated with additions relating to SEND and the DSL's role and responsibilities.	

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15.10	**RESOLVED:** The Committee approved both the Policy and Procedure. *L/BK*	
Governance & Risk		
16. 16.1	**Risk Monitoring** The Committee reviewed the strategic risks for which it has oversight. It was noted that the changes previously requested by the committee and approved at Corporation had all been made and that there had been no further updates.	
17. 17.1 17.2	**Committee self-assessment and Terms of Reference** The Committee reviewed the Self-assessment against its Terms of Reference and it was agreed that the Committee had covered the breadth of its Terms of Reference and performed well. Suggested changes to the TOR were: • Highlight that the Committee would be monitoring the strategic objectives overall. • Addition of both the Annual Accountability Statement and the Skills judgement was proposed. • Add Access and Participation Plan to 5.4. **RECOMMENDATION:** That subject to the suggested changes, the Terms of Reference be recommended to the Corporation for approval.	
18. 18.1 18.2	**Schedule of business 2024-25** The Committee reviewed the Schedule of Business which covered each meeting for the coming academic year. The Clerk advised that a thorough review of the Q&S meeting schedule had taken place with the Clerk, CEO, VPQT&L and VPC to ensure it aligned with agendas and timings for 24-25. **RESOLVED:** That the schedule of business for 2024-25 is agreed.	
19. 19.1	**Academic Board – Terms of Reference/effectiveness** The VPQT&L presented the Academic Board – Terms of Reference and advised that there had been no changes.	

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19.2	**RECOMMENDATION:** That the Academic Board Terms of Reference are recommended to the Corporation for approval.	
20.	**Academic Board Minutes***	
20.1	The Academic Board minutes for 12.3.2024 were provided for information.	
Any other business		
21.	**Items for report to the Corporation**	
21.1	• Draft Minutes of meeting - 27.06.24 • Strategic Objective 2 - To deliver a curriculum that meets the needs of students, employers and our community • Strategic Objective 3- To deliver an outstanding student experience • Strategic Objective 7 – Empowering education through Digital Transformation • Prevent Policy and Action Plan • HE Fees policy 25/26 • Committee self-assessment and Terms of Reference • Academic Board – Terms of Reference	
22.	**Any other business**	
22.1	There was no other business.	
22.2	The Chair closed the meeting at 18:18.	
23.	**Meeting evaluation form**	
23.1	Meeting evaluation form to be circulated via email.	**Clerk**

Approved by the Committee:

B. Khokhar   14.10.2024

Signed by the Chair   Date

Agreed actions

No	Minute	Action	Who?
1	6.7	The VPC to make the suggested changes to the wording on the community partner engagement.	VPC
2	23.1	Meeting evaluation form to be circulated via email	Assistant Clerk

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