Bradford College

**MINUTES OF THE MEETING OF THE QUALITY & STANDARDS COMMITTEE
HELD: on Thursday 28 November 2024 at 16:00 in 4F07- DHB Boardroom**

Present	In Attendance
Billy Khokhar (Chair)	Sarah Applewhite (VP Quality, Teaching & Learning)
Fiona Thompson (Vice Chair)	Sarah Towan (VP Recruitment & Communications)
Chris Webb (CEO)	Jess Leech (Designated Safeguarding Lead)
Tiffany Lythgow	
Lynette Leith	Allison Booth (Clerk)
Shahnaz Anwar-Bleem	Rachel Henry (Assistant Clerk)
Adam Faisal	
Maqadas Bashir	
Apologies	
Alina Khan	
Umar Rafique	
Richard Woods	

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	The Chair welcomed everyone to the meeting.	
1.2	Apologies were noted for Alina Khan, Richard Woods and Umar Rafique.	
1.3	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 14 October 2024**	
3.1	**RESOLVED:** The Minutes of the meeting held on 14 October 2024 were approved as an accurate record and would be signed by the Chair.	
4.	**Matters Arising**	
4.1	It was noted that all Matters Arising were complete.	
5.	**Executive Summary**	

5.1	The VPQT&L presented a report which highlighted key areas of focus on the agenda. The finalised Ofsted Report had been received earlier in the month and had been circulated to Governors. The VPQT&L advised members that the areas of improvement had been added to the Quality Improvement Plan and actions were already being rolled out. The Clerk advised the Ofsted Report was an item on the next Corporation meeting agenda, to allow for further discussion by the Board.		
6.	**Data Dashboard**		
6.1	The VPQT&L provided an overview of the Data Dashboard. Members requested the prior year's outturn to be added to the Data Dashboard to act as a comparator to the data being presented. The VPQT&L confirmed that this would be made available going forward.		
6.2	**Q. Would it be possible to include more in-year metrics against targets within the dashboard?** A. We are currently looking into our formative and summative assessment processes and exploring how we measure intended progression and destination outcomes. We will look at how to better demonstrate in-year progression against the KPIs in the dashboard going forward.		
6.3	**ACTION:** The VPQT&L to add the previous year's outturn to the Data Dashboard.	**VPQT&L**	
7.	**Curriculum plan update**		
7.1	The VPQT&L presented the Curriculum Plan Update to members, which characterises the college's curriculum offer for 2024/25 by learner volume and demographic interactions. The dataset was recognised as crucial in enabling Governors and the college's Senior Leadership Team to make decisions about the curriculum offer and to explore opportunities and risk, as it sets priorities for the years ahead. The plan supports the College in ensuring resources for student support are appropriately allocated.		
7.2	**Q. What work is the College doing to attract more female students in areas such as construction and engineering?** A. Solutions are highlighted within SO6 and include providing role models and positive representation in underrepresented areas,		

	working with alumni and employers, taking student ambassadors into schools, being intentional in the imaging and videography used in College advertising and providing curriculum content with inclusive pedagogy.	
7.3	**Q. Since the College has increased its focus in this area, have improvements been seen?** A. Numbers have not risen substantially in underrepresented areas. However, the College has begun many positive initiatives and, as with anything new, these can be expected to take several years to embed.	
7.4	Members acknowledged that female underrepresentation in certain subjects was an issue across the sector. The VPR&C advised that work continued on engagement with stakeholders across the city including work in schools, with parents and developing early Information, Advice and Guidance (IAG) to support students in making informed choices about learning and work.	
8.	**External examiner verification reports**	
8.1	The VPQT&L provided an analysis of the External Examiner (EE) Verification reports for 2023-24 academic year. Overall, the College continued to receive positive feedback from its EEs, and programme teams were invested in ensuring productive and positive working relationships.	
8.2	There were no serious issues or concerns highlighted in any of the EE reports. In general, most programme teams had ongoing 'good' to 'very good' working relationships with their EEs and were in regular communication with them.	
9.	**ITE Partnership Report**	
9.1	Following intensive contract negotiations, the College had entered a partnership arrangement with Leeds Trinity University (LTU) in June 2024 to deliver initial teacher training (QTS) and further education teacher training (PSET). The VPQT&L outlined the current progress of this partnership, including the existing strengths and areas for improvement. The Committee noted that forming this partnership was essential to retaining teacher training at the College following the loss of Bradford College's own accreditation in 2023. The first enrolment of trainees in September 2024 had seen strong numbers for the PGCE Primary and Secondary cohorts, with 88 active students on programme.	

	Late contract delivery had caused some delay in going to market as well as ensuring adequate placements were in place. The VPQT&L advised that, while areas for improvement were clear, the College was wholly committed to delivering an outstanding student experience for trainees, and that good relationships and effective synergies were evolving with LTU.	
9.2	**Q. Is the College considering reapplying for its own accreditation?** A. The DfE are now open to expressions of interest for teacher training delivery in 2026-27. The College has submitted an expression of interest.	
10.1	**10.1 FE Self-assessment & Quality Improvement Plan** Five governors had been involved in the validation process for the FE self-assessment and it was noted that the process had been robust, the documents had been well written and the data presented had been debated and closely scrutinised by members. The FE self-assessment proposed an overall effectiveness judgement of 'Outstanding'. This judgement was reached by a validation panel that met in September 2024, prior to the Ofsted Inspection. Members requested further discussion at Corporation on how the staff had received the SAR and Ofsted judgements collectively, given the difference between the two ratings. **RECOMMENDATION:** That the FE Self- assessment 2023-24 & Quality Improvement Plan 2024-25 is recommended to Corporation for approval.	
10.2	**10.2 HE Self-assessment & Quality Improvement Plan** The HE self-assessment proposed an overall judgement of Silver, with Silver for Student Experience and Bronze for Student Outcomes with outstanding features. It was noted that the College was already making strides towards Gold for some key judgements. Members requested further detail on student outcomes to include a breakdown of achievement, including levels of attainment and failure rates. **RECOMMENDATION:** That the HE Self- assessment 2023-24 & Quality Improvement Plan 2024-25 is recommended to the Corporation for approval.	

10.3	**10.3 ITE Self-assessment & Quality Improvement Plan** The ITE self-assessment proposed an overall judgement of Good across all phases.	
10.4	**Q. What are the reasons for the postgraduate QTS award rate of 49% and what can be done to improve this?** A. This mirrors the national picture but is expected to increase as data on QTS achievement and refer/defer students is received. Further analysis into reasons for a refer/defer will be completed and action taken to put the necessary support in place to improve in-year completion rates.	
10.5	**RECOMMENDATION:** That the Initial Teacher Education Self- 2023-24 and Quality Improvement Plan 2024-25 be recommended to the Corporation for approval.	
11.	**24/25 Recruitment**	
11.1	The VPR&C provided an update on Student Recruitment & External Relations – November 2024, highlighting: • 16-18 – recruitment at day 42 (RO4) was below target, currently at 4,114 (against target of 4,395). This was mostly due to the removal of learners pre-42-day audit point with no or little attendance. Work was ongoing to re-engage with these learners and 800+ NEETs, currently being supported by Bradford Council's Skills House. The CEO advised that the target for 16 -18 recruitment had been strategically set high and that recruitment was higher this year compared to last year. • Apprenticeships were appearing steady, with the College set to achieve Q1 starts (except one new course that had been delayed and would have a Feb start of 12 learners). Provision had been reviewed, and apprenticeship standards with consistent low-quality metrics would be discontinued. • Adult FE recruitment infill was on target; English, Maths & ESOL were slightly behind profile but enrolment continued and Community Learning had begun. • Higher Education was extremely challenged. The College was currently 175 down against target starts. A deep dive panel with cross-committee membership had been assembled to look into the College's HE provision. It was agreed that the Clerk would consider a Terms of Reference for the deep dive	

	panel, consideration would be given to its parameters and the SLT would make arrangements for its deployment.	
11.2	**ACTION:** The Clerk to consider a Terms of Reference for the deep dive panel and SLT to make arrangements for its deployment.	**Clerk/SLT**
12.	**FE Attendance Update**	
12.1	The VPR&C presented the Attendance Report which detailed attendance by trend over the first quarter of the 24/25 academic year against the revised target profile agreed by Governors. Attendance was above target for the main vocational programme of study, but English and Maths attendance was below target. The ongoing and significant risk that poor attendance presented for the Further Education students' experience and outcomes was acknowledged. In view of this, poor attendance had been recorded as a high risk and strategic priority. Over the last two years, improvements in attendance had been noted, following the considerable work put into re-engaging learners. The College was pleased that attendance was no longer an area for improvement identified through inspection, with behaviours and attitudes being recognised as outstanding by Ofsted in its recent inspection. Maintaining the momentum behind strong attendance improvements remained an in-year priority for the department leaders. Members acknowledged that poor attendance was an issue across the sector and expressed an interest in exploring the difference between attendance and engagement rates. Data on student engagement rates as a comparator to attendance rates would be provided at the next Quality and Standards meeting.	
12.2	**ACTION:** The VPQT&L to provide attendance and achievement rates at the next meeting.	**VPQT&L**
FE Programmes		
13.	**Learning, Teaching & Assessment**	
13.1	The VPQT&L presented a summary of Learning, Teaching and Assessment (LTA) activity across the FE curriculum in the first quarter of 24/25. This summary highlighted key areas of development and reported on the impact of the college's approach to supporting practitioners to improve the quality of LTA. It detailed the roll-out of the RAISE programme for all curriculum staff to date this academic year and also highlighted the pre-inspection process that was introduced for the first weeks of the academic year.	

	The College was clear on its expectations that learning, teaching and assessment would be outstanding across the curriculum. The modification of processes to support this clear strategic aim had been the focus of 2024/25 to date.	
13.2	**Stakeholder Feedback** The VPQT&L provided Governors with a summary of stakeholder feedback gathered during the first quarter of the 24/25 academic year. This presented the results of the Student Induction Survey 24/25 for Further Education provision, together with an analysis of performance against external benchmark and previous years. The overall return rates had a similar outcome as 2023/24, with a return rate of 88%. The report provided gave detail of areas of strength and areas for improvement highlighted through the survey. It also articulated the way the College would use the data collated as a key component of its quality cycle.	
13.3	**Student destinations and progression** The report detailed FE progression between the 23/24 and 24/25 academic years. The Committee was asked to consider progression data and to note that sustained destinations will be reported in Spring 2025, following the completion of a data capture exercise. Members were advised that progression between levels was a clear focus for the forthcoming year – particularly supporting learners to move from Level 1 to Level 2 study in 2025/26.	
FE Apprenticeships		
14.	**14.1 Learning, Teaching & Assessment**	
14.1	The VPQT&L presented a summary of Learning, Teaching and Assessment (LTA) activity across the Apprenticeship Curriculum in the first quarter of 24/25.	
14.2	**14.2 Stakeholder Feedback** The report provided Governors with a summary of stakeholder feedback gathered during the 24/25 year to date. It presented results of the Induction survey together with an analysis of performance against external benchmark. 43 responses had been submitted for the Induction survey (a response rate of 83%) to date. Apprentices beginning their programme were broadly satisfied and this was recognised as an encouraging start. Further reporting to the Committee would detail mid-point and exit surveys, with the goal of	

	consistently high-quality experiences being recognised across all apprenticeship provision.	
HE		
15.	**15.1 Learning, Teaching & Assessment**	
15.1	The VPQT&L presented a summary of Learning, Teaching and Assessment (LTA) activity across the HE curriculum in the first quarter of 24/25. This summary highlighted key areas of development and reported on the impact of the college's approach to supporting practitioners to improve the quality of LTA. The move to support HE staff through the RAISE process had been agreed by the Committee in 2023-24 and promising progress had been made towards this roll-out. Through RAISE, together with QER, the College has active oversight of the quality of HE LTA and the tools it needs to support staff to improve their practice.	
15.2	**15.2 Stakeholder Feedback** The VPQT&L presented the results of the Student Induction Survey 24-25 for Higher Education provision, together with an analysis of performance against external benchmark and previous years. The overall return rates continued to improve with an overall return rate of 88% which represented an increase of 2% compared to the previous academic year.	
15.3	**15.3 OfS assurance** This report gives confidence that the College remains compliant with OfS data returns and participation in key sector submissions. It also confirmed submission of the Access and Participation Plan and outlined anticipated activity relating to this moving forward. The concerns raised by the OfS into the college's computing provision remained a key area of focus and work would continue with the validating body, the University of Bolton, on improvements in this area.	
15.4	**15.4 Access & Participation Plan** The Committee were asked to review the draft Access and Participation Plan which had been submitted to the Office for Students for ongoing initial assessment. The SLT would work with the OfS to answer any queries raised. Once approved, the Access and Participation Plan would be monitored by Academic Board and	

	regular reports would be given to the Quality and Standards Committee. Members commented on the phenomenal scope of the APP and the VPQT&L advised that demands surrounding this had increased greatly, with more robust scrutiny anticipated in future years. The tables detailing intervention strategies and expected outcomes were recognised as crucial to measure progress against actions set and be a focus of challenge for members.	
15.5	**RESOLVED:** The Access & Participation Plan is approved.	

Student Voice		
16.	**Report from the Student's Union**	
16.1	A report had been provided by the Student Union President on the Students' Union and Personal Development Team activity that had taken place for students and future planned activity: • Course Representatives Update • Student Executive Team 2024-25 • Personal Development and Enrichment 2024-25 • Student Engagement Officers • Advice & Advocacy • Student Central	
16.2	**Q. What feedback have you received from students through the Student Union?** A. There has been a lot of positive feedback received, particularly on the social spaces available in the David Hockney Building.	
16.3	**Q. Have you received any feedback specifically on teaching and learning and the resources available to students?** A. We have received some feedback on timetabling issues however, comments on resources have generally been positive.	
16.4	Members thanked the Student Governors for their brilliant report and commended the impressive amount of engagement that was evident.	

Policies & Reports		
17.	**17.1 HE Admissions Policy & Procedure**	
17.1	There had been no significant changes made to the HE Admissions Policy as part of an annual review. **RESOLVED:** The HE Admissions Policy was approved.	

17.2	**17.2 FE Admissions Policy & Procedure** There had been no significant changes made to the FE Admissions Policy as part of an annual review. **RESOLVED:** The FE Admissions Policy was approved.	
17.3	**17.3 Annual SEND Report** The DSL provided an overview of the Annual SEND report 2023-24 which informed of the key headlines, outcomes and compliance around learners with SEND (Special Educational Needs and Disabilities), including High Needs learners. The DSL advised members that College provision for High Needs learners was strong and that work continued on implementing mechanisms to identify and effectively support learners in the wider SEND community who may or may not have received a diagnosis. Governors received assurance that wider teaching and support practices were aligned to address and increase accessibility for all college learners, with reasonable adjustments being made to ensure any disadvantage was addressed, reduced and eliminated wherever possible. Timely reporting from the previous schools on learners in receipt of exam access arrangements would greatly assist the College in the associated logistics required, however this was often not received.	
17.4	**Q. Is it clear why the information on exam arrangements is not passed on by schools?** A. This is not a statutory duty for schools and therefore it is not an entitlement of the College to receive this information indiscriminately. We are working on building good relationships with feeder schools to improve information sharing and also with the Council on supporting young people at risk of NEET (Not in Education, Employment or Training). It is hoped this collaboration will lead to increased visibility on students' exam access arrangements going forward.	
17.5	**RECOMMENDATION:** That the Annual SEND Report 2023-24 be recommended to the Corporation.	
18.	**Risk Monitoring**	
18.1	The Committee reviewed the strategic risks for which it has oversight. It was noted that there was relatively little change, with the only updates being made to the commentary.	

18.2	Members requested that commentary for SR5 included the upcoming deployment of an HE deep dive.		
18.3	**ACTION:** The VPQT&L to add the deployment of an HE deep dive panel to the commentary for SR5.	**VPQT&L**	
19.	**Academic Board Minutes – 9 May 2024 & 2 July 2024 ***		
19.1	The Academic Board minutes for 9 May 2024 and 2 July 2024 were provided for information.		
Any Other Business			
20.	**Items for report to the Corporation**		
20.1	• Minutes of meeting – 28 November 2024 • Final Ofsted Report • Curriculum Plan • FE Self- assessment & Quality Improvement Plan • HE Self- assessment & Quality Improvement Plan • ITE Self- assessment & Quality Improvement Plan • SEND Annual Report 2023-24		
21.	**Any other business**		
21.1	It was the last Quality and Standards meeting for Tiffany Lythgow, as her term of office was coming to an end. The Chair thanked Tiffany for her contribution as a Quality and Standards Committee member and wished her well for the future.		
21.2	There was no other business.		
21.3	The Chair closed the meeting at 18:17.		
22.	**Meeting evaluation form**	**Assistant Clerk**	
22.1	To be circulated by the Assistant Clerk.		

Approved by the Committee:

……….……B. Khokhar….....…   ………06.03.25…....…
Signed by the Chair   Date

Agreed actions

No	Minute	Action	Who?
1	6.3	The VPQT&L to add the previous year's outturn to the Data Dashboard.	VPQT&L

2	11.2	The Clerk to consider a Terms of Reference for the deep dive panel and SLT to make arrangements for its deployment.	Clerk/SLT
3	12.2	The VPQT&L to provide attendance and achievement rates at the next meeting.	VPQT&L
4	18.3	The VPQT&L to add the deployment of an HE deep dive panel to the commentary for SR5.	VPQT&L
5	22.1	Meeting Evaluation to be circulated by the Assistant Clerk.	Assistant Clerk