



BURY COLLEGE
FURTHER EDUCATION CORPORATION

MINUTES OF THE CURRICULUM & QUALITY COMMITTEE MEETING

HELD ON WEDNESDAY 12th JANUARY 2022 VIA ZOOM

Meeting Commenced: 4.30 p.m.

Meeting Closed: 6.14 p.m.

PRESENT:

Chris Trees	Independent Member - Chair
Callum Beckwith	Student Member
Angela Davies	Independent Member
Charlie Deane	Principal
Robin Puri	Student Member
Paul Smith	Independent Member
Naomi Sharples	Independent Member
Lynne Vernon	Co-opted Member

IN ATTENDANCE:

Lisa Matthews	Curriculum Director - Adult Provision & Higher Education
Peter Ryan	Clerk to the Corporation
Becky Tootell	Deputy Principal Curriculum, Quality and Standards
Sarah Walton	Director of Personal Development

C&Q.21/22.13	<u>APOLOGIES FOR ABSENCE (AGENDA ITEM 1)</u>
	Apologies for absence were received from Jeannie Frodsham and the Chair welcomed Robin Puri to his first meeting. The Clerk confirmed that Emily Cowburn had resigned from the Corporation and Members expressed their thanks and appreciation to Emily for her contribution to the work of the Committee and Corporation.
C&Q.21/22.14	<u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u>
	There were no declarations of interest in relation to any of the items on the Agenda.
C&Q.21/22.15	<u>MINUTES (AGENDA ITEM 3)</u>
	The Minutes of the meeting held on 24 th November 2021 were approved as a true and correct record.
C&Q.20/21.16	<u>MATTERS ARISING (AGENDA ITEM 4)</u>
	The Clerk presented the Matters Arising Report and updated Members on the implementation of agreed actions.
	It was Resolved that the contents of the report should be received and noted.
C&Q.21/22.17	<u>COVID UPDATE (AGENDA ITEM 5)</u>
	The Deputy Principal Curriculum, Quality and Standards shared the latest position with Members and confirmed that: <ul style="list-style-type: none"> • There was a significant increase in reported cases following the Christmas break including 263 positive cases, 61 staff and 202 students; • Risk assessments continued to be sufficient, and the control measures were reviewed regularly and updated in line with Government guidance; and • Regular communications to students and their parents continued to be sent with updates and reminders regarding testing and masks. <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • 32 classes had been cancelled and remote learning had been implemented where possible;

	<ul style="list-style-type: none"> • The cases were spread across all age ranges; • The College Test Centre had been reopened; and • Learners were responding well to the wearing of face masks.
	It was Resolved that the contents of the report should be received and noted.
C&Q.21/22.18	<u>SAFEGUARDING/PREVENT UPDATE (AGENDA ITEM 6)</u>
	<p>The Director of Personal Development introduced the report as follows:</p> <ul style="list-style-type: none"> • Referrals – The number and category of referrals, including criminal convictions, was highlighted within the report; • The Colleges response to national Issues - The college continues to focus on national issues; The current national issue in relation to supporting keeping women safe, was being driven through the zero-tolerance approach to sexual harassment; • Apprentice and Employer Training – The training plan was highlighted within the report; • Mental health support – The Director of Personal Development would complete the MH and Wellbeing Senior Lead training in February 2022; • Prevent – A copy of the College Prevent Action Plan 2021/22 was appended to the report. One referral had been made; • Online Safety and Sexual Harassment - A robust action plan was in place, monitored and updated through a sexual harassment steering group; • LADO - No referrals have been made to the LADO.; • Subcontracting - A face to face meeting had been held with one subcontractor on 11th January 2022.; and • Christmas Break – 20 Students had been identified who would benefit from financial and food support of over the Christmas Break. A schedule of wellbeing information was shared over the Christmas break. <p>Following questions, the following points were made:</p> <ul style="list-style-type: none"> • Safeguarding Compliance with one subcontractor would be highlighted at agenda item 8e; and • The Prevent action plan was continually update by the Director of Personal Development and formally reviewed termly and actions were on track for completion within timescales.
	It was Resolved that the report should be received and noted.
C&Q.21/22.19	<u>SELF-ASSESSMENT REPORT AND QUALITY IMPROVEMENT PLAN (AGENDA ITEM 7)</u>
	<p>The Deputy Principal Curriculum, Quality and Standards introduced the report and confirmed that the report summarised progress made against the following 9 identified headline areas for improvement:</p> <ul style="list-style-type: none"> • Apprenticeships. • Implications of Covid-19: Lost Learning. • A Level programmes. • Teams/Individuals requiring improvement. • Positive Futures. • Attendance and Punctuality. • Assessment. • Recruitment and Retention of Staff. • Behaviour and Attitudes. <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • The College SAR had been submitted to Ofsted; • A number of behaviour issues, mainly outside the classroom, had been identified and managed prior to the Xmas break; • Good progress had been made implementing catch up sessions, partly funded by the 16-19 tuition fund; • Key risks relating to A Level provision had been identified and were being managed; • Members expressed their thanks to all staff involved in the successful Institute of Technology bid.
	It was Resolved that the report should be received and noted.

C&Q.21/22.20	<p>PERFORMANCE (AGENDA ITEM 8)</p> <p>a) 16-19 Study Programmes The Deputy Principal Curriculum, Quality and Standards confirmed that targets were agreed and outlined within the report. In addition:</p> <p>A level Provision – There were risks to retention, and therefore achievement and a number of actions, included within the QIP, had been implemented to mitigate the risks.</p> <p>GCSE maths and English re-sits - 712 students sat English and 614 sat maths GCSE. 287 grade 4+ and 422 grade 3 had been achieved.</p> <p>T Levels – There was good enrolment against all three of the routes offered. This provision had been subject to an early internal ‘health check’ which reported mostly positive findings, with some areas for improvement which were being addressed. In addition, Ofsted recently wrote to the College to provide details of their T Level Thematic Survey. The Bury College had not been selected to participate in the survey.</p> <p>Work Experience - 100% of T Level Health and Childcare students have secured placements. 9 of the 15 T Level Digital students had secured placements. Placement for this group of students was not due to commence until June 2022.</p>
	<p>b) Adult Provision The Curriculum Director - Adult Provision & Higher Education introduced the report and highlighted the impact measures being implemented to improve the following two areas:</p> <ul style="list-style-type: none"> • Achievement rates on level 2 adult programmes fell 4.3% below the national rate; and • Achievement for Adults with SEND - Whilst significant improvements had been made, into 2021/22, continued focus was required to ensure that adult learners with additional support needs, particularly those studying part time, were identified swiftly and that support interventions were effective and expected progress was being made. <p>Following questions, it was confirmed that in level 2 adult provision, specific management actions had been implemented in the 4 courses categorised as underperforming. The focus of the January Health Check would be to ensure that TLA practice was robust.</p>
	<p>c) High Needs Provision The Director of Personal Development confirmed that the report highlighted the number of High Needs Learners compared to the previous year.</p> <ul style="list-style-type: none"> • Consultations - The College was starting to receive EHCPs from Local Authorities. The ALS team worked as a panel to assess the plans and identify if the College could meet the needs of each student; • Send Advisory tutors were working with students outside of Foundations to ensure that each student with an EHCP had a learner journey that supported progression to their career aspirations and aspirations under the preparation for adulthood agenda; and • Targets - A health check was in place from 13th December 2021 to look at targets across the College. This would include targets towards EHCP outcomes. <p>Following questions, it was confirmed that support was based upon need rather than previous diagnosis prior to joining the College, which in some cases was lacking.</p>
	<p>d) Higher Education The Curriculum Director - Adult Provision & Higher Education introduced the report and confirmed that the College currently held an Access and Participation Plan covering the period 2020/21 to 2024/25, approved by the office for Students (OfS). The Plan sets out how the College intends to improve equality of opportunity for disadvantaged/ under-represented groups across measures for access to HE programmes, success on programmes and progression from HE.</p> <p>Following receipt of a letter from the Minister of State for Higher and Further Education on 24th November 2021 outlining a forthcoming renewed focus within the Plans on genuine social mobility, the College was proposing the following:</p>

	<ul style="list-style-type: none"> • Keep the current Plan as it was and continue to review existing targets re Access, Success & Progression; • Conduct our own destination survey in January 2022, to establish a positive progression benchmark for Summer 2021 leavers; • Propose (when required) a new target to improve positive progressions by x% from our baseline; • Establish a baseline of % of Bury College HE students studying higher/ degree apprenticeships; • Propose (when required) a new target to increase % of HE students studying higher level apprenticeships; and • Propose (when required) increasing the number of students on Level 4 & 5 HE qualifications. <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • A positive start had been made to the current year with enrolments at 278 against a target of 265 and the retention of new and continuing students was currently 96%; and • The College Access and Participation Plan was published on the College web site and the HE Information Exchange.
	<p>e) Sub-Contracted Provision</p> <p>The Deputy Principal Curriculum, Quality and Standards confirmed that the College currently had a small amount of Subcontracted provision with 3 providers, all of which was located in close proximity to the College. The provision was all managed as ‘high risk’ and robust quality assurance processes were in place. The safeguarding of learners studying via subcontracted provision was paramount, and assurance of this via college procedures was in place. Visits have recently been undertaken with 2 subcontractors to conduct a full audit of their subcontracting arrangements.</p> <p>As previously reported, it was expected that following directives from the ESFA, 2021/22 may be the last year for one subcontractor and the College was supporting the subcontractor to secure a direct contract for future provision.</p> <p>Members discussed Safeguarding arrangement at one subcontractor and it was confirmed that:</p> <ul style="list-style-type: none"> • All students were enrolled to the College and therefore had full entitlement to College Safeguarding and Prevent arrangements; • The Governor Safeguarding Lead confirmed that she had expressed concerns previously and had sought and received assurance that satisfactory arrangements were in place; • It was acknowledged that culturally the subcontractor had difficulty with some of the terminology; • At the next visit the Director of Personal Development intended to meet with students to ensure that College Safeguarding and Prevent arrangements were understood and were being implemented.
	<p>f) Apprenticeship Provision</p> <p>The Curriculum Director - Adult Provision & Higher Education confirmed that the headline QIP action for Apprenticeships was clear as <i>‘Whilst there are significant improvements in the quality of the apprenticeship provision and the experience for learners and their employers, too few apprentices achieve their qualification on time’</i>.</p> <p>Operational areas of improvement were comprehensive and progress towards the measurable actions within the 9 areas were outlined within the report. As previously reported, a three-day external review/health check had been commissioned and would take place from 7th to 9th February 2022. The review would focus on distance travelled and progress made since the initial review in May 2021.</p> <p>The Chair confirmed that he had attended a student induction event the previous week and was impressed that the process had improved and that students were fully engaged, especially around the issues of Prevent.</p>
	<p>g) Personal Development</p> <p>The Director of Personal Development introduced the report and highlighted the following:</p> <p>Behaviour and Attitudes - Due to a rise in a lack of compliance from some students in regards to College expectations, a review of the behaviour approach had taken place. A key concern related to the response of students when challenged about their behaviour. The management team met to discuss and agreed an approach to addressing this.</p>

	<p>In addition, the cross College target setting review week had commenced on 29th November 2021. Students had two sessions leading up to the review in order to prepare and reflect on their progress and what they need to do to improve. Week commencing 13th December, a health check took place to evaluate the quality and impact of reviews and target setting. Early indications identified that there had been a high level of compliance in regards to the completion of 1:1 reviews.</p> <p>Following discussions, it was confirmed that:</p> <ul style="list-style-type: none"> • The primary aim of the student disciplinary process was to change and improve behaviours; and • Disciplinary cases were spread across the College, rather being concentrated in specific areas.
	<p>It was Resolved that:</p> <ul style="list-style-type: none"> • The reports should be received and noted; and • Item e Sub contracted Provision - At the next visit to the subcontractor the Director of Personal Development intended to meet with students to ensure that College Safeguarding and Prevent arrangements were understood and were being implemented.
C&Q.21/22.21	<u>TEACHING AND LEARNING AND ASSESSMENT (AGENDA ITEM 9)</u>
	<p>The Deputy Principal Curriculum, Quality and Standards confirmed that Health checks completed to date included T Levels, curriculum areas under review, Construction, Business, Sport, Travel and Public Services. The English & Maths health check had been brought forward to w/c 6th Dec and w/c 13th Dec due to attendance issues and “Be Ready To Learn” compliance. Most staff met expectation (good or better), however there were still some staff that currently did not meet expectation, most were from the areas under review.</p> <p>The Report highlighted strengths and areas for improvement arising from the health checks and specific actions being implemented in those areas under review.</p> <p>The next scheduled health checks were Adult, Childcare & Health and Social Care w/c 10th January 2022 and General Education w/c 31st January 2022. Members of the Curriculum and Quality committee would be invited to attend health check activity by arrangement with the Deputy Principal Curriculum and Quality. The Apprenticeship external health check had been scheduled for 7th to 9th February 2022.</p>
	<p>It was Resolved that the report should be received and noted.</p>
C&Q.21/22.22	<u>STAKEHOLDER/LEARNER FEEDBACK/COMPLAINTS AGAINST THE COLLEGE (AGENDA ITEM 10)</u>
	<p>The Deputy Principal Curriculum, Quality and Standards introduced the report and highlighted the position as at 10th December 2021 as follows:</p> <ul style="list-style-type: none"> • 13 formal complaints received to date this academic year. • 18 concerns received to date this academic year. • Learner survey for FE learners to reflect induction and first 6 weeks of course delivery. 94% of 1819 respondents agreed that they were happy with the teaching on their course. • HE Learner Survey encompassing the induction and first weeks on the programme conducted during November 2021. 95% of 127 respondents agreed that they were happy with the teaching on their course. • Across all learner surveys undertaken to date, satisfaction rates for the majority of questions remain above 90%. • It was unknown at this stage if there will be an external learner survey carried out by the ESFA. This activity has been suspended for the past 2 years due to the pandemic. <p>Both Student Governors confirmed that they had been asked to complete the FE learner survey in class and participation could be enhanced by follow up emails or texts. In addition, a Student Governor asked if the presence of Security staff at the Millennium Centre around 8.00am could be reviewed.</p>
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> a) The contents of the report should be received and noted; and b) The presence of Security staff at the Millennium Centre around 8.00am should be reviewed.

C&Q.21/22.23	MEETING EVALUATION FORM (AGENDA ITEM 11)
	The Clerk presented the feedback from the Curriculum & Quality Committee Meeting held on 24 th November 2021 and the responses were noted.
	It was Resolved that the contents of the report should be received and noted.
C&Q.21/22.24	DATE AND TIME OF NEXT MEETINGS (AGENDA ITEM 13)
	<ul style="list-style-type: none"> • 4.30pm Wednesday, 9th March 2022 • 4.30pm Wednesday, 15th June 2022

There being no further business the meeting closed at 6.14 p.m.

Signed and approved as an accurate record of the meeting

Signature: Date:

Summary of Actions - Curriculum & Quality Committee 12th January 2022			
Item	Action	Person Responsible	Timescale
C&Q.21/22.20 Performance	Item e Sub contracted Provision - At the next visit to the subcontractor the Director of Personal Development intended to meet with students to ensure that College Safeguarding and Prevent arrangements were understood and were being implemented.	Director of Personal Development	TBC
C&Q.21/22.22 Stakeholder/Learner Feedback	The presence of Security staff at the Millennium Centre around 8.00am should be reviewed.	DP Finance and Corporate Services	TBC