



BURY COLLEGE
FURTHER EDUCATION CORPORATION

MINUTES OF THE CURRICULUM & QUALITY COMMITTEE MEETING

HELD ON WEDNESDAY 17th JANUARY 2024 VIA TEAMS

Meeting Commenced: 4.30 p.m.
Meeting Closed: 6.25 p.m.

PRESENT:

Chris Trees	Independent Member
Syed Ali	Academic Staff Member
Angela Davies	Independent Member
Charlie Deane	Principal
Christopher Lam	Student Member
Jane Macdonald	Independent Member
Timur Rahman	Independent Member
Naomi Sharples	Independent Member - Chair
Lynne Vernon	Co-opted Member

IN ATTENDANCE:

Michael Fordham	Assistant Principal Academic and Technical Education
Dr Ron Hill	Stone King – External Review of Governance
Sarah Johnson	Stone King – External Review of Governance
Lisa Matthews	Assistant Principal Adult & Higher Skills
Sarah Partington	Head of Curriculum – Public Services (Item 5)
Peter Ryan	Clerk to the Corporation
Amanda Siddall	Director of Quality
Becky Tootell	Deputy Principal Curriculum and Quality
Sarah Walton	Assistant Principal Personal Development

C&Q.23/24.13	<u>APOLOGIES FOR ABSENCE (AGENDA ITEM 1)</u> Apologies for absence were received from Muhammad Shafay. The Chair welcomed Timur Rahman to his first meeting and Dr Ron Hill and Sarah Johnson who were undertaking the External Review of Governance.
C&Q.23/24.14	<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.23/24.15	<u>MINUTES (AGENDA ITEM 3)</u> The Minutes of the meeting held on 22 nd November 2023 were approved as a true and correct record.
C&Q.23/24.16	<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.23/24.17	<u>MEETING LOCAL NEEDS: SARAH PARTINGTON, HEAD OF CURRICULUM PUBLIC SERVICES (AGENDA ITEM 5)</u> As part of the strategy to ensure that the College curriculum met local skills needs it had been agreed that at each meeting the C&Q Committee would spotlight on a curriculum area and how through curriculum design, teaching, learning and assessment and resources, the curriculum area had responded to skills need. Sarah Partington, Head of Curriculum Public Services made a presentation which included:

	<ul style="list-style-type: none"> • Public Services was a strong provision with all courses performing above national rates; • Curriculum team knowledge included the Army, Legal, Sport, Fire and Police; • The needs analysis identified that in Bury the majority of jobs were in the public sector and nationally 20,000 additional police officers would be recruited. There were digital skills shortages and an increasing emphasis on soft skills. The priority business growth sector was in Cybersecurity and Intelligence analysis; • Engagement with employers had emphasised the following skills: <ul style="list-style-type: none"> • Royal Navy – Presentation and behaviour; • Armed Forces – Leadership and team building; • Marines – Physical Fitness; • Police – Attention to detail, analysis of real-life situations, competence abilities, preparation for written and verbal assessments; • Fire Training Centre – Emergency planning and response – realistic scenarios in training environment; and • Royal British Legion – Reliable, enthusiastic volunteers with customer service skills and effective communication and confidence with people. • The following changes had been implemented in response to the employer needs: <ul style="list-style-type: none"> • Introduction of ICT in 2023 to support growth in cybersecurity; • Outdoor expedition, telecommunications unit semester 2 – introduced UK and overseas residential, focus on practical skills; • Teaching and learning – tutor competencies – Police; • Assessment – variety of assessments – Legal systems; • Resources – Cross college utilisation (immersive and flat). <p>Following questions, areas for development included:</p> <ul style="list-style-type: none"> • Pass rates were good and retention strong at 94.5% against the national rate of 90%; • IT was embedded within the curriculum with data science a future development; • In order to meet skills needs the College provided a broad Public Service curriculum; • There was a good link with GMP and students had recently visited the GMP training centre to participate in public order training; • Previous students who had become police trainees often participated with College staff in the Friday Bury town centre community patrols. <p>Members thanked Sarah for her informative and professional presentation.</p>
	It was Resolved that the contents of the report should be received and noted.
	Sarah Partington withdrew from the meeting at 4.59 p.m.
C&Q.23/24.18	QUALITY IMPROVEMENT PLAN UPDATE (AGENDA ITEM 6)
	<p>The Deputy Principal introduced the report and confirmed that as agreed the report highlighted the RAG rated position of the following 6 key areas for development:</p> <ul style="list-style-type: none"> • A level Achievement, especially at higher levels – Retention was good and an Assistant Director had been appointed with responsibility for Study Programmes and Curriculum to support raising of standards. • GCSE Maths – Had been subject to an early Quality Health Check and was receiving focussed support; • Attendance and Punctuality – Was viewed as good and improving by Ofsted. Overall attendance was 86/87% against the target of 90%; • Apprenticeship Timely Achievement Rates – The Achievement rate was 65% and 9% of learners were past end date; • New Horizons – Swift action had been taken and progress would be reviewed by an external consultant; • Staff recruitment and retention – Still remained a challenge in some areas and there had been delays in the DBS process.

	<p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • National FE College attendance data was not published; • November resits had resulted in 252 Grades 4+ in English and 76 in maths; • The next C&Q Curriculum spotlight should concentrate on English and Maths.
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> The report should be received and noted; and The next C&Q Curriculum spotlight should concentrate on English and Maths.
C&Q.23/24.19	HE SELF-ASSESSMENT REPORT 2022/23 (AGENDA ITEM 7)
	<p>The Assistant Principal Adult & Higher Skills introduced the report and confirmed that:</p> <ul style="list-style-type: none"> • The HE pass rates remained relatively strong at 86% in relation to the wider HE landscape, although the rate did represent a decrease on the previous year; • The decrease in the pass rate combined with a dip in retention had contributed to a decrease in overall achievement rate; • Discrete level 4 HNC one-year programmes performed relatively well and there had been an increase in enrolments in this provision; • HNC Digital Technologies performed strongly in its first year and HNC Engineering sustained a strong achievement rate. • HNC Healthcare Practice, part-time teacher training, BSc (Hons) International Tourism Management and BA (Hons) Working with Children and Families all produced very strong pass rates, although retention rates of the latter three required improvement. <p>Areas for improvement included:</p> <ul style="list-style-type: none"> • Retention – increased monitoring with a sharper system for identifying ‘at risk students’ to enable swifter deployment of targeted and customised interventions and actions; • Implementation and stricter adherence to the HE Quality Cycle; • Increased quality assurance and monitoring of ITE provision; and • Completeness and accuracy of HE destination data requires improvement. <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • It would be helpful, where data was available, to compare performance against OfS benchmarks; • HNC Healthcare Practice students either continued their work in health or progressed into health-related employment including nursing and working with children and families; and • The negative impact on retention mainly related to external factors.
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> The report should be received and noted; and The HE Self-Assessment Report 2022/23 is approved.
C&Q.23/24.20	SAFEGUARDING/PREVENT UPDATE (AGENDA ITEM 8)
	<p>The AP Personal Development introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> • Safeguarding referrals – totalled 400 which was similar to the previous year; • There had been 3 reports to the LADO; • The Prevent and Protect action plan was on track and there had been 3 Prevent referrals; • A number of quality assurance visits had been made to Shalshelles with positive outcomes; • The College had introduced the use of Ripple tool. If a student typed in something that related to suicide, a notification would come up that tells students to take deep breaths and provided them with emergency numbers for support. Impero would still receive a notification, and this was not a replacement for existing methods only an additional support mechanism; • 1702 students were supported financially to a value circa £820k during the 2022/23 academic year. 2602 applications had been received in the current year of which currently 1740 had been approved. <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • Discussions were ongoing with Pennine Care in order to ensure that added value to already existing College services was secured; • Comprehensive interventions were in place for Looked After Children and Care Leavers. All

	<p>vulnerable students had a mentor and personal education plans were reviewed termly;</p> <ul style="list-style-type: none"> • The Ripple tool was monitored twice per day and would be further discussed with the Governor safeguarding lead.
	It was Resolved that the report should be received and noted.
C&Q.23/24.21	TEACHING LEARNING AND ASSESSMENT UPDATE (AGENDA ITEM 9)
	<p>The Director of Quality introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> • Health Checks completed in 2023/24 included Maths (now receiving focussed support), Engineering, A Levels, Vocational Science, English, Adult Provision including Teacher Education, English, Construction, Building Services and Apprenticeships; • Heads of Curriculum continued the 'Be Ready To Learn' walkthroughs in their areas to ensure compliance and consistency with College standards; • The Quality of Teaching, Learning and Assessment last year was good with pockets of excellence, this judgement was supported by Ofsted. Emerging key strengths and key areas for improvement identified to date were outlined in the report; • New for 2023/24 is the 'How2 platform', a piece of software which had over 150 teaching and learning strategies for staff to use in their lessons. This would be embedded throughout the year; • New staff inductions had taken place in August, September and November and December. A full schedule of Teaching, Learning & Assessment included the 'Thursday Takeaways' and a rolling programme of training; and • Also new for 2024 was 'Teacheromatic' an intuitive way to use Artificial Intelligence. This platform with over 40 generators and could potentially reduce teacher workload by up to 5 hours per week. <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • The Development session at the Corporation meeting on 30th January 2024 would be on the use and control of AI within the Curriculum; • Curriculum interventions included: managing attendance, teaching and learning strategies, supported 'Be Ready to Learn' walkthroughs and sharing good practice; and • A Governor highlighted an online maths tool that may be of assistance.
	It was Resolved that the contents of the report should be noted.
C&Q.23/24.22	PERFORMANCE (AGENDA ITEM 10)
	<p>a) 16-19 Study Programmes (including English and Maths) Adult Provision and High Needs Provision</p> <p>The Deputy Principal introduced the report and highlighted a summary of performance 2022/23, areas for improvement and current performance and actions in 2023/24 in the following areas:</p> <ul style="list-style-type: none"> • 16–18 Study Programmes; • English and Maths (16-19); • Adult Provision; and • High Needs/SEND Provision. <p>Following questions, it was confirmed that in respect of T Levels 63% of placements were secured for year 1 and 96% for year 2.</p>
	<p>b) Higher Education</p> <p>The AP Adult & Higher Skills introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> • Initial Teacher Education (ITE) Inspection (standing item) - An ITE Position Statement had been prepared to support colleagues leading up to and during inspection of this provision • Current Performance 2023/24 – Current retention and attendance data was highlighted within the report; • Transparency Condition F1 (OfS) – Transparency Information required the College to publish OfS provided information set out in section 9 of the Higher Education and Research Act 2017 and the latest data release was now published on the College website;

	<ul style="list-style-type: none"> • Access and Participation Plan - No action was required at this time. The College's current 5-year plan ends in 2024/25. The OfS had advised that the College was now required submit their 2025/26 plan for assessment by July 2024; • Mental Health Ambassadors - 4 new HE Mental Health Ambassadors (students) were trained in December 2023 resulting in 7 HE Mental Health Ambassadors in place to deliver a set of 5 workshops to support HE learners with subjects that may affect their mental health in 2023/24; and • HE Developments – Were summarised at Appendix 3 of the report. <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • There were no compliance issues to bring to the attention of the Committee; • The College Access and Participation plan was valid to the end of the 2024/25 academic year. The next version of the plan would be submitted to the Committee on 19th June 2024.
	<p>c) Sub-Contracted Provision The Deputy Principal highlighted the following:</p> <ul style="list-style-type: none"> • The College continued to work with just one subcontractor – Shalsheles School with currently 87 students enrolled; • The provision continued to be well managed as 'high quality' and 'low risk', with robust quality assurance processes in place. The key focus of contract monitoring was to ensure that learners received at least the same quality of experience as those in attendance at Bury College; • Recent events have led to Shalsheles increasing their security arrangements which had been supported by the College; • Termly contract management meetings continued to be held and a recent visit in November by the Director of Quality included a positive classroom observation and a focus group with some students. Feedback was wholly positive; • The Director of HR visited the School in November and conducted a review of the single central record and no risks were identified; • The Assistant Principal Personal Development had also visited last term to review safeguarding arrangement and no risks were identified; and • Whilst the JTL contract was due to come to an end last academic year 2022/23, there remained 1 apprentice to complete.
	<p>d) Apprenticeship Provision The AP Adult & Higher Skills introduced the report and confirmed that as highlighted within the 2022/23 SAR, Apprenticeship provision had been judged as Good. Progress against the following areas for improvement were highlighted within the report:</p> <ul style="list-style-type: none"> • Achievement rates; • Dental Provision; • Functional Skills; • Teaching, Learning and Assessment; • Parental/Employer Engagement; and • Apprentice Progress Reviews.
	<p>e) Personal Development including the Careers Strategy 2023/24 The AP Personal Development introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> • Behaviour and Attitudes <ul style="list-style-type: none"> • Learners behaved consistently well, demonstrating high levels of self-control and consistently positive attitudes to their education; • After every break, students received a re-induction to the College thanking them for their continued support and providing key reminders about expectations both in College and the community; and • The vast majority of exclusions related to behaviours outside of college. • Personal Development <ul style="list-style-type: none"> • Key themes included social media fact, fiction and opinion; and • A new enrichment calendar had been implemented • Careers Strategy 2023/24.

	<ul style="list-style-type: none"> The college had been re-evaluated against all 8 Gatsby Benchmarks and was assessed at 100% apart from Benchmark 8 in relation to the proportion of students having had a least one interview with a qualified careers advisor, this work was in progress; and The Careers Strategy for 2023/24 was presented for approval. <p>Following questions, it was confirmed that to date in 2023/24 there had been 114 student disciplinary meetings resulting in 20 exclusions. There had been 11 appeals against exclusion with 10 of the appeals not upheld. The majority of exclusions related to behaviours off site that had an impact in College.</p>
	It was Resolved that: <ul style="list-style-type: none"> i. The performance reports should be received and noted; and ii. The Careers Strategy 2023/24 is approved.
C&Q.23/24.23	STAKEHOLDER/LEARNER FEEDBACK/COMPLAINTS AGAINST THE COLLEGE (AGENDA ITEM 11)
	<p>The Deputy Principal introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> 6 formal complaints had been received to date this academic year; 20 concerns received to date this academic year (no escalations to formal complaints); Learner survey for HE learners - 93% of 117 respondents agreed that their course was meeting their expectations. <ul style="list-style-type: none"> 95% of HE learners were satisfied with their HE experiences and course of study; and 99% of learners who responded said that they felt safe in College. Apprenticeship completion survey: <ul style="list-style-type: none"> 96% of apprentices agreed that their apprenticeship has met their career goals; 97% of apprentices are satisfied with their overall apprenticeship experience at the College; 81% of apprentices indicated that they receive the minimum 20% off the job training; and 100% of employers would recommend Bury College. <p>Following questions, it was confirmed that all apprentices received their 20% off job entitlement and value added by apprentices was discussed with employers and the apprentice as part of the progress review process.</p>
	It was Resolved that the contents of the report should be received and noted.
C&Q.23/24.24	MEETING EVALUATION FORM (AGENDA ITEM 12)
	The Clerk presented the feedback from the Curriculum & Quality Committee Meeting held on 22 nd November 2023 and the responses were noted.
	It was Resolved that the contents of the report should be received and noted.
C&Q.23/24.25	DATE AND TIME OF NEXT MEETINGS (AGENDA ITEM 13)
	4.30pm Wednesday, 6th March 2024 4.30pm Wednesday, 19th June 2024

There being no further business the meeting closed at 6.25 p.m.

Signed and approved as an accurate record of the meeting

Signature: **Date:**

Summary of Actions - Curriculum & Quality Committee 17 th January 2024			
Item	Action	Person Responsible	Timescale
C&Q.23/24.18 Quality Improvement Plan	The next C&Q Curriculum spotlight should concentrate on English and Maths.	Deputy Principal	Curriculum and Quality Committee 6 th March 2024