



BURY COLLEGE
FURTHER EDUCATION CORPORATION

MINUTES OF THE CURRICULUM & QUALITY COMMITTEE MEETING

HELD ON WEDNESDAY, 17th JUNE 2020 VIA ZOOM

Meeting Commenced: 4.30 p.m.
Meeting Closed: 5.37 p.m.

PRESENT:

Chris Trees	Independent Member - Chair
Jamie Brown	Student Member
Charlie Deane	Principal
Angela Davies	Independent Member
Jeannie Frodsham	Academic Staff Member
Jade Glazer	Student Member
Mark Granby	Independent Member
Matthew Melia	Student Member
Paul Smith	Independent 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.19/20.34	<u>APOLOGIES FOR ABSENCE (AGENDA ITEM 1)</u>
	Apologies for absence were received from Helen Hubert. The Chair welcomed Sarah Walton and Lisa Matthews to their first meeting of the Committee.
C&Q.19/20.35	<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.19/20.36	<u>MINUTES (AGENDA ITEM 3)</u>
	The Minutes of the meeting held on 11 th March 2020 were approved as a true and correct record.
C&Q.19/20.37	<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.19/20.38	<u>SAFEGUARDING/PREVENT POLICY AND UPDATE (AGENDA ITEM 5)</u>
	<p>a) Update The Director of Personal Development introduced the report and confirmed that the following arrangements were in place to ensure the safeguarding of learners:</p> <p>Weekly Contact - Students with an Education Health and Care Plan (EHCP), those who are classed as 'vulnerable' (including care leavers, children looked after, children in need, child protection plans, social care interventions) and those who have previously received support from the Safeguarding team, continued to be contacted weekly by the safeguarding, support and pastoral team. This was to identify risks and further wellbeing and support needs. A central overview of this was held by the Director of PD whose regular team meetings identify risks and actions.</p> <p>Further to this, those students who had been uncontactable (by their tutor/teacher) in the last week, were contacted by the Safeguarding team. Where contact was not achieved, a home visit was arranged for the following week. Robust risk assessments were in place for this activity. These visits had proven to</p>

	<p>be effective in re-establishing contact.</p> <p>Ongoing multiagency work - The Safeguarding and Prevent Manager continued to attend multi-agency meetings to ensure continuation of support for students and to promote academic progress to support progression opportunities.</p> <p>Safeguarding referrals - Staff continued to make Safeguarding referrals via the already established reporting process. Since the College closure on 22nd March, 46 Safeguarding referrals had been received. This related to 41 distinct students.</p> <p>Online Safety - Government guidance has been sent to all parents to enable them to support their children with regards to online safety and associated risks. Parents are also aware of how to contact the College if they have concerns. All students have been provided with online tutorial resources to support them to stay safe during this period. These resources were delivered online and provided by the Education Training Foundation.</p> <p>Counselling and Wellbeing - The Counselling and Wellbeing team continued to support students via telephone appointments. The Mental Health Co-ordinator was currently working with 72 students and the Counselling Team were working with 48. The current themes which the team were supporting students with include: low mood, anxiety and lack of sleep and routine. Students and parents had also been signposted to mental health and wellbeing resources.</p> <p>Following questions, it was confirmed that since lockdown 5,000 telephone calls had been made to learners and robust plans would be implemented over the summer period and for September 2020.</p> <p>b) Policy Director of Personal Development confirmed that on 10th March 2020, the Audit Committee considered the Internal Audit Report on Staff and Student Support Arrangements – Mental Health and Wellbeing. One of the agreed recommendations was:</p> <p><i>“In line with the good practice we have observed at other similar organisations, the following information will be included within the Safeguarding and Prevent Policy:</i></p> <ul style="list-style-type: none"> • <i>Specific reference to each of the centres covered within the College (Woodbury, Millennium, Sports Centre, Beacon, Venture, etc) and the support available in each centre;</i> • <i>A definition of mental health, making staff and students aware of the areas associated with mental health;</i> • <i>How awareness of mental health is raised across the College for staff and students; and</i> • <i>Roles and responsibilities of staff and students in relation to mental wellbeing.”</i> <p>A revised and updated Safeguarding and Prevent Policy, which addressed the above recommendations was scrutinised and reviewed, in detail, by Members and as a result the following issues were highlighted:</p> <ul style="list-style-type: none"> • The DfE Keeping Children Safe in Education September 2020 Guidance had been issued and the College Policy would be further reviewed in September 2020, to ensure compliance; • The section on Governance should be amended to reinforce that all Governors must wear their ID badges when visiting the College; • The current COVID-19 Safeguarding arrangements should be an addendum to the Policy; • Members welcomed the section on frequently used acronyms; and • A Mental Health and Wellbeing Strategy was in the final stages of development.
	<p>It was Resolved that:</p> <p>a) The report should be received and noted; and</p> <p>b) The Safeguarding/Prevent Policy should be recommended to the Corporation for approval subject to the amendments highlighted.</p>
C&Q.19/20.39	COVID-19 TEACHING AND LEARNING UPDATE (AGENDA ITEM 6)
	<p>The Deputy Principal Curriculum, Quality and Standards confirmed that further to the implementation of the Covid-19 Teaching and Learning Continuity plan, the College was now prepared for re-opening for identified cohorts of year 12 students (1st year A Level, 1st year level 3 and apprentices) on 15th June.</p>

This reopening aimed to supplement remote learning with valuable face-to-face lessons ahead of important assessments next academic year. Students will attend for between 4 and 6 hours a week. In order to facilitate learning the end of term had been extended by one week.

This report outlined the measures in place to ensure the safe reopening of the College, which included detailed risk assessments and staff/student induction materials. Preparations for the reopening of the College had been ongoing for a number of weeks and in addition to daily Leadership Team meetings, consultations and communications with the unions, staff forum, full staff cohort, students and their parents had informed and ensured comprehensive and robust plans. Further to this, members of the Leadership Team had kept abreast of Government guidance and had exchanged plans with other Colleges to identify gaps and alternate ways of working.

Members asked for details of the key controls that were in place to minimise the risk of infection and ensure safe opening and the following were highlighted:

a) Students

- Students and their parents had received several communications from the College ahead of reopening and had received induction guidelines;
- Any students displaying symptoms are reminded not to attend College and must report via a dedicated telephone number as stated in their induction letter. Students who are self-isolating due to symptoms in their household must not attend;
- Access to the College will be controlled by campus ambassadors and duty managers to ensure strict social distancing measures are adhered to by students and staff;
- To ensure that social distancing measures can be applied, timetables had been managed to minimise the number of staff and students in any one place at the same time. Classes had been timetabled across different buildings and with staggered start and end times. The maximum number of students in College at any one time was approximately 150;
- Signage across all buildings and the use of plasma screens, supplements the presence of campus ambassadors to ensure safety measures are adhered to and to support in directing students to various buildings via one-way systems where implemented;
- All classrooms had been organised with tables and chairs and a 'teacher safe zone' positioned to comply with the social distance requirements. All rooms will be cleaned at the start and end of every session. Classroom doors and windows will be open to ensure adequate ventilation. Students will be told not to share pens or other items. Teachers must not provide stationary for students;
- Hand sanitiser and tissues are provided in each classroom for the teacher. Hand sanitiser will be provided for each student on each individual desk before the start of the lesson;
- Students failing to comply with the expected behaviours would be managed in accordance with the College disciplinary process;
- Toilets would only be used during the designated toilet break, one at a time as directed by the teacher and/or the staff ambassador. Staff and students will use separate toilet facilities and these will be clearly indicated. Students/staff asked to open doors to the toilet facility using paper towel provided and then dispose of the towel in a dedicated waste bin (signs displayed to remind of this). Frequent cleaning of these facilities would take place;
- Social areas including student canteens, smoking areas, libraries etc were closed until further notice. Students would attend either a morning or an afternoon session and then leave for the day. A light snack was provided for students to take with them on their way out of College;
- Risk assessments are in place for the printing of resources;
- In the event a student displaying symptom they are to leave the classroom to an outside first aid area. The students' parents will be asked to collect them and government guidelines will be followed regarding testing; and
- At the end of the lesson, the teacher will control the egress of students one at a time into the supervision of the staff ambassadors.

b) Staff

- Staff are reminded that their return to work is 'voluntary'. Any staff with concerns should raise these with their line manager and they are under no obligation to return at this stage. Staff with underlying conditions or who fall into any of the Government defined risk groups should not return to college at this stage. Staff who have no alternative other than to travel by public

	<p>transport are advised not to return at this stage;</p> <ul style="list-style-type: none"> • Any staff displaying symptoms of Covid-19 must not attend college and must report their absence using the usual absence reporting system. Staff who are self-isolating due to symptoms in their household must not attend; • All classes are timetabled to be delivered by subject specialists. A second scheme of learning with progression related activity (non-subject specific) is ready to be implemented in the event of any staffing shortages; • Staff had been briefed daily since the College closed on 22nd March. They had been involved in the preparations for re-opening on 15th June. All staff had received details of a staff induction to prepare them for return to work and an offer for them to visit the College prior to 15th June had been extended; • A team of campus ambassadors was in place to support the effective implementation of safety measures. These staff had been inducted prior to the 15th June and twice daily briefings take place; and • Each of the College buildings had an identified duty manager to ensure the effective implementation of the safety measures and deal with any concerns. <p>The Principal confirmed that as part of the plan to reopen, positive consultation on risk assessments had been held with local and regional representatives from Unison, local representatives from UCU and members of the Staff Association. The College would not have extended opening unless it was safe to do so.</p> <p>Since extended opening very positive comments had been received from staff and students. This was reinforced by the Staff and Student Governors present at the meeting. The environment of the College was described as being calm and professional.</p> <p>A Student Governor asked if appeals could be made against teacher calculated grades. It was confirmed that any appeals process would be external to the College.</p> <p>Members considered the College response to a situation that was beyond everyone's experience to be of high quality. They specifically recorded thanks to the premises and cleaning staff for their excellent work in preparing for extended opening.</p>
	It was Resolved that the report should be received and noted.
C&Q.19/20.40	<u>PERFORMANCE (AGENDA ITEM 7)</u>
	<p>Curriculum Director, Adult Provision and Higher Education introduced the report and confirmed that the Teaching, Learning and Assessment Quality Improvement Strategy Health Check for HE provision had been implemented from 2nd to 13th March 2020, in the following areas:</p> <ul style="list-style-type: none"> • Be Ready To Learn / Personal Development, Behaviour, Welfare; • Teaching Learning and Assessment (Walk Throughs); • Curriculum Assessment; • Assessment Planning, Markbook, Canvas, University Quality Portals; • Student Engagement (Learner Voice and Learner Survey); and • Staff Focus Groups. <p>The current position and future actions were outlined in each area. The report also highlighted: the arrangements for the standardisation and quality improvements of Higher Nationals, applications for 2020/21 provision and future planned provision.</p> <p>In response to questions, the following points were highlighted:</p> <ul style="list-style-type: none"> • The College had an ambition to achieve the Teaching Excellence Framework Gold Standard; • A set of very practical guiding principles was being developed for September 2020, to assist in the transition from face to face learning to blended learning. This would be supported by staff CPD and a revised student induction process; • It was recognised that, in accordance with OfS expectations, this could lead to new and creative approaches to teaching, which could assist in the development of staff CPD portfolios;

	<ul style="list-style-type: none"> It was intended that a pre-semester delivery period would be in place in September 2020; It was confirmed that the move of the completion date of the new Health Innovation STEM Centre by one term, would not adversely impact on students; It was recognised that the move to blended learning may require additional resources, including safe access to IT equipment and infrastructure.
	It was Resolved that the contents of the reports should be received and noted.
C&Q.19/20.41	STAKEHOLDER/LEARNER FEEDBACK/COMPLAINTS AGAINST THE COLLEGE (AGENDA ITEM 8)
	The Deputy Principal Curriculum, Quality and Standards introduced the report and highlighted the following: Satisfaction Surveys <ul style="list-style-type: none"> Due to Covid-19, the DfE external student satisfaction survey (FE) would not take place in 2019/20. Heads of Department had action plans in place to address areas for improvement noted in the internally administered survey; and The 2020 NSS (HE) was due to be published on the OfS website on 1st July 2020. Complaints against the College. <ul style="list-style-type: none"> A total of 44 formal complaints and 4 concerns had so far been received in 2019/20. This was an increase of 10 complaints since the last meeting, with 2 of these being received since 'lockdown'; 90% of complaints were satisfactorily resolved following the initial investigation. 4 appeals were received. After further investigation, the original findings were upheld; 40 complaints (90%) were linked to a type of provision and 4 to general services provided by the College; 5 complaints had been received from apprenticeship provision, compared to 21 at the same time the previous year; and There had been no complaints from Employers.
	It was Resolved that the contents of the report should be received and noted.
C&Q.19/20.42	MEETING EVALUATION FORM (AGENDA ITEM 9)
	The Clerk presented the feedback from the Curriculum & Quality Committee Meeting held on 11 th March 2020 and the responses were noted.
	It was Resolved that the contents of the report should be received and noted.
C&Q.19/20.43	DATE AND TIME OF NEXT MEETINGS (AGENDA ITEM 10)
	To be agreed at the Corporation meeting on 7 th July 2020.

There being no further business the meeting closed at 5.37 p.m.

Signed and approved as an accurate record of the meeting

Signature: Date:

Summary of Actions - Curriculum & Quality Committee 17 th June 2020			
Item	Action	Person Responsible	Timescale
C&Q.19/20.38 SAFEGUARDING/PREVENT POLICY	The Safeguarding/Prevent Policy should be recommended to the Corporation for approval subject to the amendments highlighted.	Deputy Principal Curriculum, Quality and Standards	Corporation 7 th July 2020