



BURY COLLEGE
FURTHER EDUCATION CORPORATION

MINUTES OF THE CURRICULUM & QUALITY COMMITTEE MEETING

HELD ON WEDNESDAY 6th MARCH 2024 VIA TEAMS

Meeting Commenced: 4.30 p.m.
Meeting Closed: 6.23 p.m.

PRESENT:

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| Chris Trees | Independent Member |
| Syed Ali | Academic Staff Member |
| Charlie Deane | Principal |
| Christopher Lam | Student Member |
| Jane Macdonald | Independent Member |
| Timur Rahman | Independent Member (from item 9) |
| Naomi Sharples | Independent Member - Chair |

IN ATTENDANCE:

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| Mike Chaloner | Head of English and Maths (Item 5) |
| Victoria Fell | Faculty Director (Item 5) |
| Michael Fordham | Assistant Principal Academic and Technical Education |
| Lisa Matthews | Assistant Principal Adult & Higher Skills |
| Peter Ryan | Clerk to the Corporation |
| Amanda Siddall | Director of Quality |
| Becky Tootell | Deputy Principal Curriculum and Quality |
| Sarah Walton | Assistant Principal Personal Development |

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| C&Q.23/24.26 | APOLOGIES FOR ABSENCE (AGENDA ITEM 1) |
| | Apologies for absence were received from Angela Davies and Lynne Vernon and Muhammad Shafay. |
| C&Q.23/24.27 | DECLARATIONS OF INTEREST (AGENDA ITEM 2) |
| | There were no declarations of interest in relation to any of the items on the Agenda. |
| C&Q.23/24.28 | MINUTES (AGENDA ITEM 3) |
| | The Minutes of the meeting held on 17 th January 2024 were approved as a true and correct record. |
| C&Q.23/24.29 | MATTERS ARISING (AGENDA ITEM 4) |
| | The Clerk presented the Matters Arising Report and updated Members on the implementation of agreed actions. Sarah Walton offered to assist Governors in respect of access to the Safeguarding and Prevent Training. |
| | It was Resolved that the contents of the report should be received and noted. |
| C&Q.23/24.30 | MEETING LOCAL NEEDS: MATHS PROVISION (AGENDA ITEM 5) |
| | Victoria Fell, Faculty Director and Mike Chaloner Head of English and Maths made a presentation which focussed on improvements in Maths provision which included: <ul style="list-style-type: none"> • Maths progress from grade 3 was 69th out of 228 colleges and nationally was in the top 30%, however improvements had to be made; • Whilst attendance at the November resits exam was strong, results in maths were disappointing; • The leadership and management of the area had been strengthened via a number of new staff appointments; and • Key Improvement actions were: <ul style="list-style-type: none"> • Develop exam revision resources focusing on 14 'risk' topics; • Additional resources to address gaps in knowledge; |

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| | <ul style="list-style-type: none"> • Improve the quality of teaching and learning through peer observation; • Maths staff had been scheduled to observe examples of good practice across the college; • Significantly increased use of the 'How2' software; • Be Ready To Learn and effective classroom management strategies sessions being delivered by the Pastoral Team; and • Targeted Parents' Evening for English and Maths this academic year would focus on the November 'near-misses'. <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • 146 students had been within 20 marks of a pass grade; • Exam techniques were being taught at the end of some lessons and during specific revision sessions; • Time constraint practice was built into lessons and revision sessions; and • 8 mock exams were implemented over the academic year with extra time facilitated for those students with an identified need. <p>Members thanked Victoria and Mike for their informative and professional presentation.</p> |
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| | It was Resolved that the contents of the report should be received and noted. |
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| | <i>Victoria Fell and Mike Chaloner withdrew from the meeting at 5.05 p.m.</i> |
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| C&Q.23/24.31 | 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 marginally up and reasonable progress had been made; • GCSE Maths – November resit results down on previous year and actions in place to address this with progress monitored via the Leadership Team; • Attendance and Punctuality – Remained below target and significant interventions were in place to support students; • Apprenticeship Timely Achievement Rates – Good progress against target with dental apprentices making up majority of those out of time – intervention was in place and additional resource appointed; • New Horizons – Good progress had been made with all actions completed. This would be reviewed by an external consultant; and • Staff recruitment and retention – Good progress with impactful intervention. <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • The key attendance challenges related to student mental health and wellbeing and the longer-term impact of Covid especially relating to the disruption of studies whilst at school; and • Work was ongoing to encourage more positive parental support where necessary. |
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| | It was Resolved that the report should be received and noted. |
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| C&Q.23/24.32 | SAFEGUARDING/PREVENT UPDATE (AGENDA ITEM 7) |
| | <p>The AP Personal Development introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> • Safeguarding referrals – totalled 650; • There had been 3 reports to the LADO; • There had been 3 Prevent referrals; • There continued to be quality assurance visits to Shalsheles with positive outcomes; • Online Safety – Filtering and monitoring - Twice daily checks of the Impero monitoring system were carried out by staff and any concerns reported into the safeguarding team; • A hate crime awareness week had taken place week beginning 5th February and throughout March the College was working in partnership with Bury BID and Bury Council regarding the Knife Angel which would be in Kay Gardens; and • 1779 students had been supported financially during the academic year. |

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| | Following questions, it was confirmed that there had been several referrals to the MHST worker at the College since November. Due to the boundaries and restrictions, they have in relation to this threshold, they had been unable to work with any of the students identified. This had been raised with the regional AOC leads in the hope that the support MHST offered to the College could better meet the needs of students. |
| | It was Resolved that the report should be received and noted. |
| C&Q.23/24.33 | EQUALITY OBJECTIVES UPDATE (AGENDA ITEM 8) |
| | The AP Personal Development introduced the report and highlighted the following: <ul style="list-style-type: none"> • Key Developments, multifaith facilities, increased activity in the PLC; • Specialist Curriculum; • Mental Health and Wellbeing support; and • Specialist support. <p>Following questions, it was confirmed that as part of the Ofsted inspection of the LA, Ofsted had been very impressed by the support given by the College to students. Any student who declared a disability had a needs assessment in order that appropriate support could be provided. The difficulty for some students to declare a disability was recognised.</p> |
| | It was Resolved that the report should be received and noted. |
| | <i>Timur Rahman joined the meeting at 5.43 p.m.</i> |
| C&Q.23/24.34 | TEACHING LEARNING AND ASSESSMENT UPDATE (AGENDA ITEM 9) |
| | The Director of Quality introduced the report and highlighted the following: <ul style="list-style-type: none"> • Health Checks completed to date for 2023/24 included: Maths, Engineering, A Levels, Vocational Science, English, Adult Provision including Teacher Education (ITE), English, Construction, Building Services, Apprenticeships, Health, Digital, New Horizons, Sport, Business, Travel and Public Services. • 'Be Ready To Learn' walkthroughs continued to ensure compliance and consistency with College standards; • The Quality of Teaching, Learning and Assessment was good with pockets of excellence. Emerging key strengths and key areas for improvement identified to date were outlined within the report; • Roll out continued with the How2 platform; • New staff inductions had taken place in August, September, November and February with further inductions scheduled in March and April; • Artificial Intelligence (AI) Teachermatic had been launched after the February half term. Developing AI skills would include staff and students and include compliance with Awarding Organisations; and • ITE – retention was currently 86% across all programmes with attendance at 80%. Robust annual mentoring training had taken place including general mentoring, observations and coaching. A health check audit was ongoing in order to review various aspects including the quality of the mentoring trainees received. A mentor survey had been launched to review if there was any further support required and suggestions for improving training/support for future mentors. |
| | It was Resolved that the contents of the report should be noted. |
| C&Q.23/24.35 | PERFORMANCE (AGENDA ITEM 10) |
| | a) 16-19 Study Programmes (including English and Maths) Adult Provision and High Needs Provision 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: <ul style="list-style-type: none"> • 16–18 Study Programmes; • English and Maths (16-19); • Adult Provision; and • High Needs/SEND Provision. |

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| | <p>At the January Corporation a question had been asked regarding the targets agreed for A Level performance, this has been reviewed and the following factors were highlighted:</p> <ul style="list-style-type: none"> • Review of targets in relation to previous performance including the impact of changes to grade boundaries; • The impact of Covid on GCSE and A Level grades - Using prior attainment to set meaningful targets for students (and the cohort) continued to be challenging due to the ongoing impact of Covid. This was particularly the case for current year two A level students who sat their GCSE exams in 2022; and • Target setting using Onegrade - The college had introduced Onegrade and it was now the main tool for target setting based on National Target Grades (NTGs). The software allowed students, staff and managers to monitor progress at key points in year and at the end of the programme. <p>Following questions, it was confirmed that any students who were required to resit GCSE Maths or English had an initial base line assessment to identify what level of support was required.</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 - An ITE Position Statement had been updated 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)/Access and Participation Plan – Letter from OfS included details about rollover of Access and Participation Plan for 2024/25 plus details on submitting a new plan for 2025/26 to 2028; • Higher Technical Education projects were progressing well; • Greater Manchester Institute of Technology – The College had met enrolment targets for Year 1 of programme, plus sub-targets of female starts and under-represented groups; and • HE Developments – Were summarised at Appendix 3 of the report. <p>Following questions, it was confirmed that there were no compliance issues to bring to the attention of the Committee and the Health Check of HE provision was currently being implemented.</p> |
| | <p>c) Sub-Contracted Provision</p> <p>The Deputy Principal highlighted the following:</p> <ul style="list-style-type: none"> • The College continued to work with just one subcontractor – Shalshelles 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; • Quality assurance and safeguarding visits carried out this academic year have raised no concerns. • A ½ termly contract management meeting takes place at the College with the relevant staff attending from Shalshelles; • Whilst the JTL contract was due to come to an end last academic year 2022/23, there remained 1 apprentice to complete. The End Point Assessment (EPA) was scheduled for 25th March with a workplace visit booked for 4th March. |
| | <p>d) Apprenticeship Provision</p> <p>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. |

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| | <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • The College had a target that at any one time there was a maximum of 10% of apprentices who were out of time and the current position was 9.7%; and • The apprenticeship funding rules now required that, as part of the Initial Assessment, the College must undertake a screening exercise for learning support/barriers with all apprentices and the College was fully compliant. |
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| | <p>e) Personal Development 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 continued to relate to behaviours outside of college. • Personal Development <ul style="list-style-type: none"> • A new Student Representative structure was being developed; • The new Careers Advisor was now embedded within the college; • A new enrichment calendar was being implemented. <p>Following questions, it was confirmed that the appeal process following exclusion or withdrawal had been reviewed and students could no longer appeal because they did not agree with the decision. There must be reasonable grounds that the process had not been followed.</p> |
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| | It was Resolved that the performance reports should be received and noted. |
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| C&Q.23/24.36 | 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"> • 14 formal complaints had been received to date this academic year; • 26 concerns received to date this academic year (no escalations to formal complaints); • 100% of apprentices who responded said that they felt safe in College; • 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; • 82% of apprentices indicated that they receive the minimum 20% off the job training; • The Complaints Policy had recently been approved by the leadership team to include an update to the appeals process; and • The Mid-Year survey for full time students was currently underway. <p>A Member commented that he had recently had a tour of the College and had been very impressed by the excellent level of student behaviour and College facilities.</p> |
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| | It was Resolved that the contents of the report should be received and noted. |
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| C&Q.23/24.37 | MEETING EVALUATION FORM (AGENDA ITEM 12) |
| | The Clerk presented the feedback from the Curriculum & Quality Committee Meeting held on 17 th January 2024 and the responses were noted. |
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| | It was Resolved that the contents of the report should be received and noted. |
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| C&Q.23/24.38 | DATE AND TIME OF NEXT MEETINGS (AGENDA ITEM 13) |
| | 4.30pm Wednesday, 19th June 2024 |

There being no further business the meeting closed at 6.23 p.m.

Signed and approved as an accurate record of the meeting

Signature: **Date:**

Summary of Actions - Curriculum & Quality Committee
6th March 2024

| Item | Action | Person Responsible | Timescale |
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| | There were no actions arising from this meeting | | |