



BURY COLLEGE
FURTHER EDUCATION CORPORATION

MINUTES OF THE CURRICULUM & QUALITY COMMITTEE MEETING

HELD ON WEDNESDAY 14th JUNE 2023 VIA TEAMS

Meeting Commenced: 4.30 p.m.

Meeting Closed: 6.11 p.m.

PRESENT:

Chris Trees	Independent Member - Chair
Syed Ali	Academic Staff Member
Callum Beckwith	Student Member
Charlie Deane	Principal
Jane Macdonald	Independent Member
Stephanie Nixon	Independent Member
Naomi Sharples	Independent Member
Lynne Vernon	Co-opted Member

IN ATTENDANCE:

Michael Fordham	Assistant Principal Academic and Technical Education
Lisa Matthews	Assistant Principal Adult Provision & Higher Education
Andrea Plimmer	Assistant Director
Peter Ryan	Clerk to the Corporation
Becky Tootell	Deputy Principal Curriculum and Quality
Sarah Walton	Assistant Principal Personal Development

C&Q.22/23.41	<u>APOLOGIES FOR ABSENCE (AGENDA ITEM 1)</u>
	Apologies for absence were received from Angela Davies, Robin Puri and Amanda Siddall.
C&Q.22/23.42	<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.22/23.43	<u>MINUTES (AGENDA ITEM 3)</u>
	The Minutes of the meeting held on 8 th March 2023 were approved as a true and correct record.
C&Q.22/23.44	<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.22/23.45	<u>MEETING LOCAL NEEDS: ANDREA PLIMMER ASSISTANT DIRECTOR – HEALTH AND SOCIAL CARE (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 has responded to skills need.
	Andrea Plimmer, Assistant Director made a presentation which included:
	Employer Survey concluded that:
	<ul style="list-style-type: none"> • The Health and Social Care curriculum was well designed including skills needed for the sector; • Emerging issues regarding skills improvement areas included: <ul style="list-style-type: none"> • Awareness of skills development for caring for people with dementia and end of life care;

	<ul style="list-style-type: none"> To develop a further understanding of development from birth to 5 years; and Communication skills – differences in interacting with manager, team members, patients and their families. <p>In response to liaison with employers examples of the following were highlighted within the report:</p> <ul style="list-style-type: none"> Wider employer engagement activity. What had we changed within the curriculum footprint. What had changed programme design. How the team had developed dispositions for jobs including Commitment, Confidence, Collaboration & Resilience; and Planning the next steps for skills improvement. <p>Following questions, the following points were highlighted:</p> <ul style="list-style-type: none"> The College had a good work experience reputation in North Manchester and the revised work experience process was value by the majority of students and employer placements. This greatly assisted the to move into employment; and The inclusion of digital and AI within the health curriculum accelerated the move to technical enhanced learning. <p>Members thanked Andrea for her enthusiastic and informative presentation.</p>
	It was Resolved that the contents of the report should be received and noted.
C&Q.22/23.46	SAFEGUARDING AND PREVENT UPDATE (AGENDA ITEM 6)
	<p>The AP Personal Development introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> Safeguarding referrals – totalled 948; Mental Health and wellbeing incidents totalled 823 and the 3-year trend would be included within the next report; A third visit to Shalsheles and a second Visit to Mesivta took place 22nd May 2023; The Prevent and Protect action plan was on track. <p>Following questions, it was confirmed that the summer period was a long break for students and a summer support rota would be implemented to provide students with continuing support during this period.</p>
	It was Resolved that the report should be received and noted.
C&Q.22/23.47	OFSTED 28TH MARCH TO 31ST MARCH 2023 (AGENDA ITEM 7)
	<p>The Principal confirmed that the final version of the Ofsted report had now been published. This included two amendments to the draft report suggested by the College. The Ofsted judgement mirrored the College Self-Assessment report that the College was overall “Good”. The Ofsted report confirmed that the 2021/22 Self-Assessment accurately identified the key strengths and areas for improvement and the specific areas for improvement highlighted within the report would continue to be addressed via the SAR and Quality Improvement Plan.</p> <p>Following discussion, it was confirmed that the QIP would specifically highlight the actions being taken to address the 4 items identified as areas for improvement by Ofsted.</p>
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> The report should be received and noted; and The QIP would specifically highlight the actions being taken to address the 4 items identified as areas for improvement by Ofsted.
C&Q.22/23.48	QUALITY IMPROVEMENT PLAN UPDATE (AGENDA ITEM 8)
	<p>The Deputy Principal Curriculum, Quality and Standards confirmed that the recent Ofsted inspection confirmed that the 2021/22 Self-Assessment accurately identified the key strengths and areas for improvement and that:</p> <p>“Leaders have a clear oversight of the quality of their provision. They know their key strengths and</p>

	<p>areas for improvement. Leaders use appropriate quality improvement processes. Senior leaders provide suitable information about the quality of education to Governors. This includes subcontractors. Governors routinely hold senior leaders to account. For instance, to ensure that those apprentices who have not completed their apprenticeships on time, swiftly achieve.”</p> <p>Following validation of the Self-Assessment report 2021/22, the Curriculum and Quality Committee agreed that the Committee would focus its attention on progress against 5 key areas, specifically:</p> <ul style="list-style-type: none"> • Apprenticeship Achievement. • Teams/Individuals requiring improvement. • Level 1 Outcomes. • Attendance and Punctuality; and • Meeting the Skills Needs. <p>Following questions, it was confirmed that as had been agreed the QIP would specifically highlight the actions being taken to address the 4 items (2 relating to apprenticeship provision, 1 to attendance and 1 to New Horizons Provision) highlighted as areas for improvement by Ofsted.</p>
	<p>It was Resolved that the contents of the report should be noted.</p>
C&Q.22/23.49	PERFORMANCE (AGENDA ITEM 9)
	<p>a) 16-19 Study Programmes</p> <p>The AP Academic and Technical Education introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> • Retention - Overall retention for 16-18-year-old learners at 91.2% was higher than at the same point last year, in some areas significantly. • Retention on Level 3 at 90% was currently 5% higher than at this stage last year. In part, this was due to a significant improvement in A Level retention. • T Level retention and actions being taken were highlighted within the report. • T Level offers for 2023/24 were significantly up at 252 compared with 150 at this point last year. • Predicted numbers for T Level delivery from 2024 onwards had been submitted to the EFSA in the May return. • The Tuition fund had been fully utilised, and a new allocation received for 2023/24; • Attendance was currently 83.9% overall, down compared with the same point last year; and • Areas identified as at risk in the SAR were being closely monitored and managed. <p>Following questions, it was confirmed that due to Covid, many of the student cohort had no or little experience of taking exams. Significant mental health issues relating to exams had been reported and, in some cases, there had been pressure from parents for students to withdraw from College. Therefore, significant additional support had been implemented, including additional practice papers, support at end of year 1 assessments and reducing anxiety by walking students through the exams process. In addition, there had been circa 800 reasonable adjustments for students during the GCSE mock exams.</p> <p>A Member suggested that it would be helpful if the Committee agenda included a performance report on English and Maths provision including, where possible, benchmark data. This was agreed.</p>
	<p>b) Digital and Computing Provision</p> <p>The AP Academic and Technical Education introduced the report and confirmed that the area was placed as a ‘curriculum under review’ in 2022/23 following concerns about performance in the previous academic year. Whilst the achievement rate in the area was broadly in line with the College rate, concerns regarding the quality of teaching, learning and assessment were highlighted in the internal Health Check process.</p> <p>The report highlighted improvement actions that had been taken and their impact in the following areas:</p> <ul style="list-style-type: none"> • Internal Verification systems: • Quality and consistency of Feedback; • Teaching and Learning. <p>Following questions, it was confirmed that the issue of high staff turnover had now been addressed</p>

	and the implementation of technical/digital learning would be maximised.
	<p>c) Adult Provision</p> <p>The AP Adult Provision & Higher Education introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> • Progress against the following areas for improvement: <ul style="list-style-type: none"> • Achievement rates on some level 2 adult programmes. • Achievement for Adults with SEND. • Current Performance and new activity in 2022/23. • Strategic partnership working, including work with Bury Adult Learning Services
	<p>d) High Needs Provision</p> <p>The AP Personal Development confirmed that the report highlighted the number of High Needs Learners compared to the previous year, in addition, the following was highlighted:</p> <ul style="list-style-type: none"> • Key numbers - 1843 students had declared a learning difficulty or disability, 252 had an EHCP and 170 were High Needs. • 1653 students across all types of provision have had assessments and where required, support plans were in place. • Key priorities remained funding negotiations with local authorities and Consultations for 2023/24; • Increase in place numbers for 2023/24 from 170 to 187; and • Arising from the Ofsted inspection the College would develop a RARPA system to measure the incremental progress of the New Horizons students.
	<p>e) Higher Education</p> <p>The AP Adult Provision & Higher Education introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> • Access and Participation Plan - The College's current 5-year plan ended in 2024-25. The OfS had advised that the majority of institutions would now submit their 2025/26 plan for assessment in the spring or summer of 2024. • Office of the Independent Adjudicator (OIA) – No Completion of Procedures (COP) Letters had been issued to the college and no Complaints logged with OIA; • OfS Regulatory Advice 16: Reportable events – was noted. • Current Performance 2022/23 and planning for 2023/24 - was noted. • Quality Assurance – A summary of key strengths and areas for improvement arising for the HE Health Check was highlighted; and • The HE Development Plan 2023/24 – was noted. <p>Following questions, it was confirmed that the College had received notice from teacher training partner, University of Huddersfield in regard to recent changes in Ofsted Inspection and implications for consortium members. The Ofsted remit extended to provision that was either delivered directly by the HE provider, by a partner college under a franchise arrangement or through validation arrangements as set out in the relevant regulations. Under the new arrangements, programmes delivered by Colleges that are validated by the HEI are inspected separately under the Ofsted ITE framework and would be given an individual grade and not a collective partnership grade. Accordingly, an internal dedicated task group formed to address this issue.</p>
	<p>e) Sub-Contracted Provision</p> <p>The Director of Quality confirmed that the College currently had a small amount of Subcontracted provision all of which was located in close proximity to the college. The provision continues to be well managed as 'high quality' and 'low risk', and robust quality assurance processes and safeguarding arrangements were in place. The recent Ofsted inspection included a thorough review of both subcontract arrangements and key findings were highlighted within the report.</p> <p>Following questions, it was noted that:</p> <ul style="list-style-type: none"> • Apprenticeship activity subcontracted via JTL was for assessment only and 2022/23 would be the final year of this contract. • Arrangements are now being made for the provision at Mesivta to be funded through the Local Authority for the 23/24 Academic Year; and • The College had commenced the Due Diligence process with Shalsheles to continue to provide A level and Vocational education.

	<p>f) Apprenticeship Provision The Deputy Principal Curriculum, Quality and Standards introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> • Progress against the following areas for improvement were highlighted within the report: <ul style="list-style-type: none"> • Apprentice progress: achievement rates. • Target setting. • Functional Skills. • Teaching, Learning and Assessment. • Parental/Employer Engagement; and • Apprentice Progress Reviews; and • New Accountability Framework Published 7th February 2023 – The College plan was on track.
	<p>g) 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 continued to behave consistently well, demonstrating high levels of self-control and consistently positive attitudes to their education; and • After every break, students received a re-induction to the college thanking them for their continued support to the college and providing key reminders about expectations both in College and the community. • Personal Development <ul style="list-style-type: none"> • Tutorial - Implementation of Skills for Jobs and Skills for Life programme. • Careers - Matrix Assessment has been completed and the College was Accredited. • Enrichment – 150 students more than last year had accessed Enrichment. • Student Ambassadors – New student Ambassador programme would be rolled out in September. • Student Governor Elections completed and two appointments would be recommended to the Corporation on 4th July 2023.
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> The performance reports should be received and noted; and The C&Q Committee agenda should include a performance report on English and Maths provision including, where possible, benchmark data.
C&Q.22/23.50	TEACHING, LEARNING AND ASSESSMENT (AGENDA ITEM 10)
	<p>The Director of Quality introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> • All health checks had now been completed and Curriculum teams had relevant actions in place to support improvement. • Curriculum teams with more extensive action plans were being well supported by the Quality Improvement team. • The recent OfSTED inspection confirmed the self-assessment of Quality of Education ‘Good’, and there was agreement about the key strengths and areas for improvement. This provides assurance that the College QA systems and processes are effective; • Staff in their probationary periods received excellent support from the Quality Improvement team and engaged positively in this process; and • Various training programmes had already taken place or are underway. A further new staff induction had also been delivered and scheduled at interim points.
	<p>It was Resolved that the report should be received and noted.</p>
C&Q.22/23.51	STAKEHOLDER/LEARNER FEEDBACK/COMPLAINTS AGAINST THE COLLEGE (AGENDA ITEM 11)
	<p>The Deputy Principal Curriculum, Quality and Standards introduced the report and highlighted the position as of 24th February 2023, as follows:</p> <ul style="list-style-type: none"> • There were 16 formal complaints logged with the Quality department. • All complaints were investigated and actioned timely. • 5 appeals were lodged, none upheld. (1 appeal pending); • There were 72 concerns dealt with to the satisfaction of all parties, none of which escalated to

	<p>formal complaints.</p> <ul style="list-style-type: none"> • FE End of Year survey currently active May/June 2023. • NSS Survey results – overall satisfaction rating for HE provision was 75%; and • Overall satisfaction rate for the apprenticeship interim survey was 95%. <p>Following questions, it was confirmed that the College had implemented section 1.17 of the Complaints Policy, relating to habitual, unreasonably persistent, or vexatious complaints, on one occasion during the academic year.</p>
	It was Resolved that the contents of the report should be received and noted.
C&Q.22/23.52	MEETING EVALUATION FORM (AGENDA ITEM 12)
	The Clerk presented the feedback from the Curriculum & Quality Committee Meeting held on 8 th March 2023 and the responses were noted. The Clerk drew attention to two comments relating to the potential for timed agendas in order to focus discussion on key issues and the frequency of Safeguarding reporting. In respect of timed agendas, it was confirmed that managers had been asked to introduce their reports briefly in order to allow more time for discussion of key issues. Safeguarding updates should continue to be reported to each C&Q Committee and Corporation.
	It was Resolved that the contents of the report should be received and noted.
C&Q.22/23.43	DATE AND TIME OF NEXT MEETINGS (AGENDA ITEM 13)
	To be agreed at the Corporation on 4 th July 2023

There being no further business the meeting closed at 6.11 p.m. and the Chair thanked all Members and staff for their contributions to the Committee during 2022/23.

Signed and approved as an accurate record of the meeting

Signature: Date:

Summary of Actions - Curriculum & Quality Committee 14 th June 2023			
Item	Action	Person Responsible	Timescale
C&Q.22/23.47 Ofsted	The QIP would specifically highlight the actions being taken to address the 4 items highlighted as areas for improvement by Ofsted.	Deputy Principal	Corporation 4 th July 2023
C&Q.22/23.49 16-19 study programmes	The C&Q Committee agenda should include a performance report on English and Maths provision including, where possible, benchmark data.	Clerk	Corporation 4 th July 2023