



**BURY COLLEGE
FURTHER EDUCATION CORPORATION**

MINUTES OF THE CURRICULUM & QUALITY COMMITTEE MEETING

HELD ON WEDNESDAY 20th NOVEMBER 2024 VIA TEAMS

Meeting Commenced: 4.30 p.m.

Meeting Closed: 6.18 p.m.

PRESENT:

Syed Ali	Academic Staff Member
Charlie Deane	Principal
Rooman Fayyaz	Student Member
Mark Granby	Independent Member
Jane Macdonald	Independent Member
Isaac Mesike	Student Member
Timur Rahman	Independent Member
Chris Trees	Independent Member - Chair

IN ATTENDANCE:

Victoria Fell	Faculty Director and Strategic Lead for English and Maths
Micael Fordham	Assistant Principal Academic and Technical Education
William Mcgillivray	Clerk to the Corporation Designate
Lisa Matthews	Assistant Principal Adult Provision & Higher Education
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.24/25.01	<u>APOLOGIES FOR ABSENCE (AGENDA ITEM 1)</u>
	Apologies for absence were received from Naomi Sharples and Chris Trees agreed to chair the meeting.
C&Q.24/25.02	<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.24/25.03	<u>MINUTES (AGENDA ITEM 3)</u>
	The Minutes of the meeting held on 19 th June 2024 were approved as a true and correct record.
C&Q.24/25.04	<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.24/25.05	<u>SPOTLIGHT ON MATHS (AGENDA ITEM 5)</u>
	Victoria Fell, Faculty Director and Strategic Lead for English and Maths made a presentation which included: <ul style="list-style-type: none"> • Overall attendance in English (844 entries) was 96.53% for the GCSE resit exam and overall attendance in Maths (664 entries) was 97.26% for the GCSE resit exam; • Maths attendance in timetabled classes was 82.6%; • Maths for Jobs attendance was 87.1%; • Actions and Progress for Maths Attendance at Timetabled Classes included: <ul style="list-style-type: none"> • MfJs reduced expected time with the central team by 1 hour per week for each student. Students would be engaged in Maths through a curriculum focus with the curriculum teacher;

	<ul style="list-style-type: none"> • 1-hour lessons would be structured and purposeful; • BRTL training had been delivered for staff with walkthroughs planned throughout the year with expectations clear; • Maths weekly 'At Risk' meetings would be held for the maths team and any other relevant personnel as appropriate; • Communication with MfJs delivery staff would be enhanced; • Central monitoring at all levels would be communicated to teams to maximise early intervention; • All English and Maths teachers would have at least weekly contact with each Group Tutor in their caseload and • Key information would be shared to allow TLA plans to be adapted and registers correct. <ul style="list-style-type: none"> • Actions and Progress for Maths for Jobs (MfJ) included: <ul style="list-style-type: none"> • All sessions had suggested resources on Canvas that were suitable for use with L1/L2 students with Grade 4/5 extension work also provided; • Mathswatch subscription accounts for all delivery staff, MfJ students and tailored set work. • Specific TRC LIL Support would be provided; • Direct support from the maths team would be available. • The staff CPD day in November would provide specific training opportunities and activities; • English and Maths Thursday Takeaway slots had high attendance and engagement at first meeting in November; • Team Leader Maths delivered 3 MfJ sessions in Construction; and • A buddying system to support delivery staff was in place. • Actions and Progress for Maths for Teaching Learning and Assessment included: <ul style="list-style-type: none"> • Curriculum design ensured that students entering with no GCSE grade complete EL3 unless agreed benchmark was met; • There had been a complete re-writing of L Pathway Maths (Grade 2s). Based on 'Essential 8' and Mastery Principals; • Rewriting of Initial Assessment and introduction of standard Assessment Feedback sheet; • Mathswatch had been relaunched and tracking was in place; • A full team was in place including newer staff engaging and working well with LIL's; and • The Maths curriculum Health Check had noted many improvements already made. <p>Following questions, it was confirmed that the priority areas for development included:</p> <ul style="list-style-type: none"> • Although Maths performance was within the top 41% nationally, improvements were still required; • Responsibility for improvement was recognised as a whole College issue and would need to be sustainable; • Complete revision of Initial Assessment and tracking process; • Planning in place for the next exam (L1 number and measure) on 7th January - 304 students; • Implementation of exam attendance strategy and Xmas break; • L1 MfJ teachers supplied with Number and Measure past papers; and • MfJ teachers will be specifically targeted to receive key information. <p>Members thanked Victoria for her informative and professional presentation.</p>
	It was Resolved that the contents of the report should be received and noted.
C&Q.24/25.06	SELF-ASSESSMENT REPORT (AGENDA ITEM 6)
	<p>The Deputy Principal introduced the report and confirmed that the SAR had been scrutinised at Curriculum validation panels which had been attended by a number of Governors and had been reviewed at the final validation panel held on 8th November 2024 which had been attended by Chris Trees and Naomi Sharples.</p> <p>The College would self-assess as Good across all key judgements with the exception of Personal Development which would be graded Outstanding. Apprenticeship provision had retained its 'good' assessment for a second year. Once approved by the Corporation in December the SAR would be submitted to Ofsted before the January 2025 deadline.</p>

	<p>The report highlighted key strengths in the following areas:</p> <ul style="list-style-type: none"> • Emerging Outcomes 2023/24; • Stakeholder feedback; • Positive Destinations • Key areas for Improvement included: <ul style="list-style-type: none"> • Attendance and Punctuality; • Maths for Young People; • Quality of Education in underperforming vocational teams, specifically, Science and Construction; and • A Level achievement, specifically grades A*-C. <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • Members were satisfied with the progress made to improve the quality of education and the report provided assurance that the Strategic Plan Aims were being achieved; • The C&Q curriculum spotlights would focus on the 4 key areas of improvement; • The table on page 7 referred to the Provider Group which related to Colleges similar to Bury College and achievement and leavers data for 2022/23 would not be available until April 2025; • Actions in the areas for improvement would be detailed within the QIP; • The SAR judgments related to the current Ofsted framework. Safeguarding could either be effective or ineffective and the Colleges was considered to be effective in this area; and • The diversity of staff would be reported to the Committee via the EDI report in the spring term.
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> The report should be received and noted; and The SAR 2023/24 is recommended to the Corporation for approval.
C&Q.24/25.07	<u>SAFEGUARDING/PREVENT UPDATE (AGENDA ITEM 7)</u>
	<p>The AP Personal Development introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> • Members had confirmed that they had read KCSIE 2024 and noted the changes; • The College Safeguarding and Prevent Policy had been revised to reflect best current practice and KCSIE 2024; • Annual refresher training had taken place. This was recorded for staff who were unable to attend. To date 80% of staff had completed the training and action was being taken to ensure that the remaining 79 staff were trained; • Safeguarding referrals – totalled 1025 in 2023/24 and 310 to date; • There had been 4 referrals to the LADO; • 88 Counselling referrals; and • A recent QA visit had been made to the Shalshelles School and no issues of concern were identified. <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • As part of the first half term survey, 98% of students said that they felt safe in College. This compared to 62% in the recently published National Youth Voice Census 2024; • There were no specific themes/trends in respect to referrals to the LADO and the College investigated all such referrals and implemented additional training or implemented College procedures; • ESafety guidance, including reference to government websites was provided to parents; and • Mark Granby confirmed that, as the lead Governor for safeguarding, he had attended the College Safeguarding Committee on 29th October 2024. He confirmed that safeguarding place the student at the centre of support and was recognised as everybody’s responsibility. The Committee went into a lot of detail, was very effective and reflected a very good culture.
	<p>It was Resolved that the report should be received and noted.</p>
C&Q.24/25.08	<u>EQUALITY OBJECTIVES 2024 TO 2028 (AGENDA ITEM 8)</u>
	<p>The AP Personal Development introduced the report and confirmed that each year public bodies, subject to section 149 of the Equality Act 2010 and the specific equality duties, were required to</p>

	<p>publish equality information. Every 4 years, public bodies subject to these duties are also required to publish equality objectives.</p> <p>The proposed Objectives were:</p> <ul style="list-style-type: none"> • Maintain a College Culture that Actively Promotes Equality, Diversity, and Inclusion; • Ensure a Positive Inclusive Student Experience through Equality of Opportunity; and • Ensure an Inclusive Approach to the Staff Experience that Promotes Equality and Diversity to Provide a Positive Working Environment. <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • The EDI annual report to the Committee would detail progress made towards achieving the objectives. This would include staff equality data which was also reported to the Resources Committee; and • The College highlighted and participated in many awareness arising events. As an example, the White Ribbon Day on 25th November which aimed to prevent violence against women.
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> The contents of the report should be noted; and The Equality Objectives 2024/2028 are approved.
C&Q.24/25.09	TEACHING LEARNING AND ASSESSMENT AND THE COLLEGE QUALITY PLAN (AGENDA ITEM 9)
	<p>The Director of Quality introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> • Health Checks for 2023/24 were underway with priority given to higher-risk areas. To date completed health checks included Maths & English, Initial Teacher Education and Hair & Beauty; • Maths & English: Significant improvements had been noted, particularly in Be Ready to Learn (BRTL) practices, the implementation of hard starts, and the clarity of lesson outcomes; • The half-termly AI Working Group had resumed, with a key focus on integrating AI tools to enhance teaching practices. The group emphasises sharing top tips, exploring new and improved AI generators, and providing feedback to support colleagues; • Initial Teacher Education - 2023/24 achievement was 81.8% overall. (PT 71.4% and FT 89.4%). This provision was self-assessed as Good; and • The Quality Strategy 2024/25 had been updated to reflect current priorities. <p>Following questions, it was confirmed that</p> <ul style="list-style-type: none"> • Following a review of Governor meeting evaluation feedback forms an update on the implementation of AI would be the subject of a Governor Development session in the Spring term; and • The use of AI was a key strategy to address staff wellbeing and workloads and increased staff participation would be driven via the line management process.
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> The contents of the report should be noted; and The Quality Strategy 2024/25 is approved.
C&Q.24/25.10	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 2023/24, areas for improvement and current performance and actions in 2024/25 in the following areas:</p> <ul style="list-style-type: none"> • 16–18 Study Programmes – strong performance and attendance was significantly better than at the same point the previous year. Mock exams in Higher Graded A Level showed promising signs; • English and Maths (16-19)- already highlighted; • Adult Provision – the focus would be on GCSE Maths and English; achievement of learners with SEND and resources had been reviewed to ensure that students were appropriately supported; and • SEND and High Needs Provision – There had been an increase in learners with ECHP’s.

b) Higher Education

The AP Adult Provision and Higher Education introduced the report and highlighted the following:

- Performance 2023/24 and current performance 2024/25;
- Initial Teacher Education (ITE);
- Taking Teaching Further (Round 7);
- Office for Students Access and Participation Plan;
- Local Skills Improvement Fund;
- Greater Manchester Institute of Technology;
- Centre for Digital Innovation;
- HE Development Plan 2024/24; and
- Letter from the Rt Hon Bridget Phillipson MP Secretary of State for Education.

Following questions, it was confirmed that:

- There were no compliance issues to bring to the attention of the Committee;
- A full validation process of ITE provision had been implemented by the validating body, the University of Huddersfield. There were several commendations and a couple of conditions which would be actioned;
- HE enrolment 2024/25 was slightly down against target and retention of new and continuing students was currently 100% with an average attendance at 88%;
- ITE provision had been self-assessed as Good. There had been a positive start to 2024/25 in terms of swiftly integrating trainees in line with Safer Recruitment practices, robust Mentoring in place and mandatory training underway with trainees;
- There was a requirement for all HE providers to detail how they would improve equality of opportunity in higher education. The College return had been submitted to Office for Students in July 2024 for the academic years 2025/26 to 2028/29; and
- The letter from the Rt Hon Bridget Phillipson MP Secretary of State for Education, sets out five priorities for the reform of the higher education system. The Government intended to set out its plan for higher education reform by Summer 2025, to ensure the system delivered against these priorities.

c) Sub-Contracted Provision

The Deputy Principal highlighted the following:

- The small amount of activity which was subcontracted by the College was very well considered to ensure strategic relevance and a congruence with the College Mission. Learners who attend the Shalsheles School accessed a bespoke and well sequenced curriculum which met their individual needs and aspirations and they achieved well.
- 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;
- Ensuring that learners studying on subcontracted provision were safeguarded remained a priority. Significant attention and oversight of this was in place. Visits and regular communications were undertaken and a full audit of safeguarding arrangements takes place regularly including the single central record;
- Half termly contract management meetings were held with the relevant staff attending from Shalsheles. The last such visit was made on 6th November and no concerns had been raised;
- Shalsheles staff were also invited to College CPD days to attend staff training and the College regularly shared relevant resources, materials and updates; and
- The report highlighted the 2023/24 destination data, showing that most leavers had secured employment in schools. 95% progressed to positive destinations.

d) Apprenticeship Provision

The AP Adult and Higher Skills introduced the report and confirmed that as highlighted within the 2023/24 SAR, Apprenticeship provision had been judged as Good. Progress against the following areas for improvement were highlighted within the report:

- Achievement rates 2023/24;
- 2024/25 Targets and QIP – summary and progress
- Dental Provision;
- Functional Skills;
- Teaching, Learning and Assessment;

- Accountability Framework;
- Apprentice Progress Reviews; and
- Local Skills Needs and Growth.

Following discussion, it was confirmed that:

- The 2024/25 College target was 67%, mirroring the national target. The College best case was currently 83.9% compared to 75.1% at the same point the previous year; and
- ESafety training had been extended to employers.

e) Personal Development and Careers Strategy

The AP Personal Development introduced the report and highlighted the following:

- Behaviour and Attitudes
 - There had been no student disciplinary cases relating to sexual harassment in the current year;
 - Learners behave consistently well, demonstrating high levels of self-control and consistently positive attitudes to their education.;
 - After every break, students receive 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
 - Personal Development Mapping Document - Each course had a personal development mapping document that detailed further how all aspects of Personal Development were embedded within the course
 - Tutorial Skills for life (SFL) - All resources for skills for life are now available for all staff on CANVAS. This covers topics relating to national and current themes that impact young people;
 - In order to meet the Gatsby Benchmarks, the College Careers Strategy for 2024/25 had been reviewed and was presented for approval and would be published on the College web site;
 - The first Student representatives meeting had been held on 4th November. 4 Meetings had been planned for the academic year with the following key focus at each meeting:
 - General college values;
 - Safeguarding;
 - Behaviour; and
 - Mental Health and Wellbeing.

f) Learner Destinations

The Deputy Principal introduced the report and highlighted the destination data in the following areas:

- Destinations for Young people
 - As of 1st October 2024, there were 76 (3%) overall unknown destinations for Young People. This compared very favourably with 268 (10%) for the same period in 2023 and 22% in 2022. This was indicative of a more robust approach to collecting this information; and
 - The College, progression rates (actual destinations) into higher-level study, further training and employment continued to be high. The significant majority of full-time students who complete their course left College to positive destinations.
- Destinations for Adult learners
 - Whilst some improvements had been made, there remained work to be done to ensure the timely and accurate collection of destinations data for adult learners. This would be a focus for 2024/25.
- Destinations for Apprentices
 - 97.5% of Apprentices (for whom destinations were captured) progressed positively and of these, 96% remained in employment, 2% continued in other education at Bury College and 2% went on to seek employment.

As a result of questions, the following points were highlighted:

- The volume of positive destinations evidenced the improvements in teaching and learning; and
- Additional work was underway to identify sustained destinations and the College would run a

	destinations project in relation to T Level students in the spring term.
	It was Resolved that: i. The performance reports should be received and noted; and ii. The College Careers Strategy for 2024/25, is approved.
C&Q.24/25.11	STAKEHOLDER/LEARNER FEEDBACK/COMPLAINTS AGAINST THE COLLEGE (AGENDA ITEM 11)
	The Deputy Principal confirmed that the summary from 1 st August 2024 up to and including 18 th October 2024, was as follows: <ul style="list-style-type: none"> • 7 formal complaints had been received to date this academic year; • 10 concerns had been received to date this academic year, with no escalations to complaints; • The Learner survey for FE learners <ul style="list-style-type: none"> • 95% of 2754 respondents agreed that their course was meeting their expectations; • 97% of learners are satisfied with their overall experience at the College; • 98% of learners who responded said that they felt safe in College; • 95% of apprentices who responded, were satisfied with their overall experience at the College; and • 100% of apprentices felt safe in College and in the workplace. <p>As a result of questions, the following points were highlighted:</p> <ul style="list-style-type: none"> • The survey response rate of 66% was good and work was ongoing to increase participation in all surveys • All complaints were investigated and there were no particular themes; • A number of complaints related to factors out of the control of the College such as the award of ECHP's; and • The Committee would welcome examples of positive experiences. This could include staff Star Awards and examples of positive staff feedback;
	It was Resolved that the contents of the report should be received and noted.
C&Q.24/25.12	MEETING EVALUATION FORM (AGENDA ITEM 12)
	The Clerk presented the feedback from the Curriculum & Quality Committee Meeting held on 19 th June 2024 and the responses were noted.
	It was Resolved that the contents of the report should be received and noted.
C&Q.24/25.13	DATE AND TIME OF NEXT MEETINGS (AGENDA ITEM 13)
	4.30pm Wednesday, 22 nd January 2025 4.30pm Wednesday, 5 th March 2025 4.30pm Wednesday, 25 th June 2025

There being no further business the meeting closed at 6.18 p.m.

Signed and approved as an accurate record of the meeting

Signature: **Date:**

Summary of Actions - Curriculum & Quality Committee 20th November 2024			
Item	Action	Person Responsible	Timescale
C&Q 24/25.06 SAR	The SAR 2023/24 is recommended to the Corporation for approval.	Deputy Principal	10 th December 2024