



BURY COLLEGE
FURTHER EDUCATION CORPORATION

MINUTES OF THE CURRICULUM & QUALITY COMMITTEE MEETING

HELD ON WEDNESDAY 10th MARCH 2021 VIA ZOOM

Meeting Commenced: 4.30 p.m.
Meeting Closed: 6.10 p.m.

PRESENT:

Chris Trees	Independent Member - Chair
Jamie Brown	Student Member
Emily Cowburn	Independent Member
Angela Davies	Independent Member
Charlie Deane	Principal
Jeannie Frodsham	Staff Member (Academic)
Jade Glazer	Student 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.20/21.25	<u>APOLOGIES FOR ABSENCE (AGENDA ITEM 1)</u>
	Apologies for absence were received from Lynne Vernon and Paul Smith. The Chair also confirmed that Helen Hubert had resigned as a Corporation Member and Members recorded their thanks to Helen for her contribution to the work of the Committee.
C&Q.20/21.26	<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.20/21.27	<u>MINUTES (AGENDA ITEM 3)</u>
	The Minutes of the meeting held on 14 th January 2021 were approved as a true and correct record.
C&Q.20/21.28	<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.20/21.29	<u>COVID UPDATE (AGENDA ITEM 5)</u>
	<p>a) Covid Update</p> <p>The Deputy Principal Curriculum, Quality and Standards confirmed that the weekly Covid report continued to be issued to Governors and that the College had fully implemented the new guidance for the return to Education from the 8th March 2021. It was confirmed that:</p> <ul style="list-style-type: none"> • There had been a total number of 314 confirmed Covid cases, of which 52 were staff; • Over 2,500 tests had been implemented over the past 3 and a half days; • The College had been able to access vaccinations for some staff that work with the most vulnerable learners through Bury CCG. 75 staff had been offered the vaccine and 45 had taken this up to date. Some already had vaccines through their GP. Access to early vaccinations had been very much appreciated by staff; • Clinically Extremely Vulnerable staff were still required to shield until 31st March, though they could, if the role allowed, work from home. This affected 17 staff; • The College wide risk assessment would be reviewed and updated to capture the changes in the statutory guidance;

	<ul style="list-style-type: none"> The staff mental health and well-being group were meeting to ensure that staff wellbeing was always in focus and that resources were made available to support staff. A staff mental health and well-being plan has been developed and the College had also signed up to the AOC Mental Health and Wellbeing Charter; <p>The Staff Member confirmed that learners in the business area were well prepared and happy to return to College. It had been a very good team effort by College staff.</p>
	It was Resolved that the contents of the report should be received and noted.
C&Q.20/21.30	<u>SAFEGUARDING/PREVENT UPDATE (AGENDA ITEM 6)</u>
	<p>The Director of Personal Development introduced the report as follows:</p> <ul style="list-style-type: none"> Lockdown - Following the government guidance on a staggered return to education. All students categorised as vulnerable had been invited to attend college to continue with their education. All of the students in this category had received weekly welfare calls. If the team were unable to contact the student a home visit would be made. There was safeguarding support on site at all times. Referrals – From September there had been 351 safeguarding referrals and 474 vulnerable students had been identified for weekly phone calls; Missing in Education Data - 6 Home visits had taken place since January 2021. Staff and Student Training - A schedule of termly safeguarding induction training would be delivered by the Safeguarding and Prevent Manager to new starts throughout the academic year. Student teachers also receive specialist safeguarding training on 8th March 2021. In addition, training had been provided to all staff to ensure they were aware of the process around managing allegations against staff. Informal training, newsletters and e- bulletins - A Safeguarding Newsletter had been circulated to staff to raise awareness. 'How extremists are using COVID-19 to promote disinformation, misinformation, and conspiracy theories'. This was aligned with a themed tutorial topic around disinformation. A safeguarding update was delivered in Directorate meetings to all staff. Prevent - The prevent steering group met on 25 February 2021 to prioritise actions for 2021. The main focus was around online safety and radicalisation. Information has been sent to all college staff, students, parents and carers to support in identifying how misinformation and disinformation is being used to radicalise people on line. <p>Following questions, it was confirmed that the College had signed up to the Bury Encompass Protocol and letters would now be issued to parents.</p>
	It was Resolved that the report should be received and noted.
C&Q.20/21.31	<u>QUALITY IMPROVEMENT PLAN (AGENDA ITEM 7)</u>
	<p>The Deputy Principal Curriculum, Quality and Standards introduced the report and confirmed that the headline Quality Improvement Plan tracked progress against 37 key Areas for Improvement. In addition, Directorate level and then Team level QIPs monitored progress closely. The report detailed progress against key areas for improvement identified in the SAR 2019/20.</p> <p>The Clerk confirmed that Governors had been invited to attend the mid-year SAR and other curriculum and Quality meetings where more detail of the QIP would be discussed. The Principal reinforced the importance of learners building resilience as part of the implementation of the Positive Futures model.</p> <p>Members asked for details of the keys risk to the plan, which were highlighted as follows:</p> <ul style="list-style-type: none"> The continuing impact of Covid-19 on Apprenticeship provision; The future impact of end of year assessment arrangements; and Concerns regarding performance of Construction Team.
	It was Resolved that the report should be received and noted.
C&Q.20/21.32	<u>PERFORMANCE (AGENDA ITEM 8)</u>
	<p>a) 16-19 Study Programme</p> <p>The Deputy Principal Curriculum, Quality and Standards confirmed that targets were agreed and in place and attendance retention rates were detailed within the report.</p>

	<p>The College continued to prepare for the launch of T Level qualifications in September 2021. The planned launch of 'Onsite Construction' had been postponed to September 2022. The T Level Capital Grant would enable the redevelopment of the facilities in Childcare, Health and Digital and will support a high-quality learning experience for students. All work experience placements including extended (CDF/T level) placements had been suspended during Lockdown 3.</p>
	<p>b) Adult Provision</p> <p>The Curriculum Director - Adult Provision & Higher Education introduced the report and confirmed that enrolment was good, retention was 98% and average attendance 86.7%. Government was currently reviewing the end of year reconciliation position for 2020/21. Any changes to the published arrangements would be communicated in due course.</p> <p>In collaboration with business support, Apprenticeship and Employer Engagement team's implementation of a marketing plan was underway that efficiently combined several crucial strands of adult Spring/Summer delivery with appropriate targeting, communication and progression/engagement opportunities. Building upon the recently published White Paper for FE – Skills for Jobs, activity centred upon the following three key themes:</p> <ul style="list-style-type: none"> • Level 3 Lifetime Skills Guarantee; • Unemployed young people and adults; and • Remote Learning. <p>It was noted that the College had very recently implemented an internal restructure in order to maximise adult funding.</p>
	<p>c) High Needs Provision</p> <p>The Director of Personal Development confirmed all students with an Education Health and Care Plan had been allocated a member of the ALS team to oversee their learner journey. Multi agency reviews were held annually to ensure appropriate support was in place and that students were making progress towards the outcomes stated in their plan in line with their aspirations.</p> <p>55 members of the Additional Learning Support Team had been working on site to support students. As previously reported during the current lockdown the vulnerable category had been extended. The number of students approved to attend onsite provision has increased each week to 400. 105 students with an EHCP were attending College.</p> <p>Following questions, it was confirmed that staff had access to PPE including visors as their duties included close contact e.g. personal care. Vaccinations had been made available via the Clinical Commissioning Group; priority was given to staff supporting the most vulnerable students who could not maintain/follow social distancing guidelines.</p>
	<p>d) Higher Education</p> <p>The Curriculum Director - Adult Provision & Higher Education introduced the report and confirmed that in-year enrolment was 254 (including recruitment in January of 17 part-time learners to teacher training) against a target of 247. Retention was 99.2%. and average attendance had been maintained at 92%. Applications for 2021/22 had increased by 66% compared to the previous year. The report also highlighted validation activity.</p> <p>In a letter dated 14th January 2021, the Office for Students had asked Colleges to undertake a review during the first half of the spring term of its compliance with consumer law and provide assurance to the governing body of ongoing compliance with the ongoing condition C1 – Guidance on Consumer Protection Law. A final draft of the College's response to the review of regulation during the current phase of the Coronavirus was include within the report.</p> <p>Members considered that the response provided by College management gave Governors assurance that the College remained compliant with OfS Condition C1 – Guidance on Consumer Protection Law.</p>

	<p>e) Sub-Contracted Provision The Deputy Principal Curriculum, Quality and Standards 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 was all managed as 'high risk' and robust quality assurance processes were in place.</p> <p>It was confirmed that contracts with two providers were due to end in 2022.</p> <p>Following discussions, members were aware of the associated risks and benefits of working with sub-contracting partners. It was essential that such partnerships were in line with the College Mission and were backed up by robust due diligence, quality assurance and clear reporting processes. The key focus was to ensure that learners receive at least the same quality of experience as those in attendance at the College.</p>
	<p>f) Apprenticeship Provision The Deputy Principal Curriculum, Quality and Standards confirmed that in year performance highlighted the direction of travel regards to achievement rates and provided some evidence of improved quality. The in-year data continued to highlight the impact of expired provision on overall achievement rates.</p> <p>As previously reported, Covid was impacting significantly on apprenticeship provision with issues including redundancy, breaks in learning and visits denied. Reductions in apprenticeship starts and future uncertainty had reduced the number of apprentices in learning significantly. This placed greater risk on achievement rates.</p> <p>The line management of apprenticeship provision along with the business development team had recently moved to the Curriculum Director - Adult Provision & Higher Education and the Apprenticeship Health Check would be replaced by an externally commissioned health check by the Education & Skills Improvement Service, w/c 17th May 2021.</p>
	<p>g) Career Information Advice and Guidance The Deputy Principal Curriculum, Quality and Standards confirmed that the 2020/21 careers programme calendar was placed on the College website. This identified all key events, activities and IAG opportunities across the academic year. The careers programme required annual approval by Governors.</p> <p>A Compass assessment of progress towards the Gatsby Benchmarks would take place before the end of term 2, however, this year the 2020/21 Careers Programme had to be revised and updated more than in previous years, due to the pandemic and there was more uncertainty than usual about what would take place by the end of the year. Therefore, comparison with previous assessments would have less validity.</p>
	<p>h) Learner Destinations 2019/20 The Deputy Principal Curriculum, Quality and Standards highlighted the following:</p> <ul style="list-style-type: none"> • The majority of students left College to positive destinations; • The 2019/20 destinations data showed that the largest number of students progressed to an FE course at Bury College (44%), 26% to HE, 9% into Employment, 6% were seeking employment; • As of 3rd March 2021, there were 239 overall unknown returns (9%); • For whom destinations were captured: <ul style="list-style-type: none"> • 96% of high needs students progressed positively; • 96% of students with SEND progressed positively; • 94% of Looked After students progressed positively; • 95% of Apprentices progressed positively; and • 94% of Apprentices with SEND) progressed positively. <p>Following questions, Members asked that actions be implemented to reduce the number of unknown destinations.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the reports should be received and noted;</p>

	<p>b) Members considered that the response provided by College management gave Governors assurance that the College remained compliant with OfS condition C1 – Guidance on Consumer Protection Law; and</p> <p>c) The 2020/21 Careers Programme is approved.</p>
C&Q.20/21.33	<u>TEACHING AND LEARNING AND ASSESSMENT (AGENDA ITEM 9)</u>
	<p>The Deputy Principal Curriculum, Quality and Standards highlighted the following key issues:</p> <ul style="list-style-type: none"> • Due to the current lockdown, internal quality assurance health checks had been put on hold, although extensive Teaching Learning and Assessment activity was underway; • Learning Improvement Leaders and Digital Learning Coaches were working extensively to support both teaching and support staff with digital Teaching, Learning and Assessment and ‘ways of working’. In addition to supporting staff development, a robust quality assurance cycle had been implemented to identify areas of good practice and those requiring improvement. The focus at this stage remained on supporting staff to improve their capabilities. • The LILs had conducted remote learning walks, supporting probationary staff and working with staff to experiment with different digital TLA strategies. Priority had been given to probationary and underperforming staff; and • The Apprenticeship Health Check would be replaced by an externally commissioned health check by the Education & Skills Improvement Service, w/c 17th May. <p>Following discussions, the Student Governors gave differing perspectives on the use of remote learning and it was recognised that in some cases a form of remote or blended learning model may be the preferred option for some learners.</p>
	It was Resolved that the report should be received and noted.
C&Q.20/21.34	<u>STAKEHOLDER/LEARNER FEEDBACK/COMPLAINTS AGAINST THE COLLEGE (AGENDA ITEM 10)</u>
	<p>The Deputy Principal Curriculum, Quality and Standards introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> • 18 formal complaints received and investigated to date this academic year, with 2 appeals; • 9 compliments had been received; • The Distance and Remote Learning Survey February 2021 included 1396 learner responses. 96% and 93% of respondents agreed that they knew how to access each of their study programme courses and Teams lesson using Canvas respectively. 91% were satisfied with the help and support they had received from tutors in relation to Canvas and 91% of learners had been assessed through the Canvas and Teams engagement tools; and • The HE National Student Survey (NSS) commenced 6th February until 30th April 2021.
	It was Resolved that the contents of the report should be received and noted.
C&Q.20/21.35	<u>MEETING EVALUATION FORM (AGENDA ITEM 11)</u>
	The Clerk presented the feedback from the Curriculum & Quality Committee Meeting held on 14 th January 2021 and the responses were noted.
	It was Resolved that the contents of the report should be received and noted.
C&Q.20/21.36	<u>DATE AND TIME OF NEXT MEETINGS (AGENDA ITEM 12)</u>
	<ul style="list-style-type: none"> • 4.30pm Wednesday, 16th June 2021

There being no further business the meeting closed at 6.10 p.m.

Signed and approved as an accurate record of the meeting

Signature: _____ Date: _____

Summary of Actions - Curriculum & Quality Committee 10 th March 2021			
Item	Action	Person Responsible	Timescale
C&Q.20/21.32 Performance d) Higher Education	Members considered that the response provided by College management gave Governors assurance that the College remained compliant with OfS condition C1 – Guidance on Consumer Protection Law.	Clerk	To be noted by the Corporation on 23 rd March 2021
g) Career Information Advice and Guidance	The 2020/21 Careers Programme is approved.	Clerk	