



BURY COLLEGE
FURTHER EDUCATION CORPORATION

MINUTES OF THE CURRICULUM & QUALITY COMMITTEE MEETING

HELD ON WEDNESDAY 23rd NOVEMBER 2022 VIA TEAMS

Meeting Commenced: 5.00 p.m.

Meeting Closed: 6.51 p.m.

PRESENT:

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

IN ATTENDANCE:

Ben Fallows	Head of Curriculum: Sport (Item 5)
Michael Fordham	Assistant Principal Academic and Technical Education
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.22/23.01	<u>APOLOGIES FOR ABSENCE (AGENDA ITEM 1)</u>
	Apologies for absence were received from Naomi Sharples. The Chair welcomed Jane Macdonald, Stephanie Nixon, Syed Ali, Michael Fordham and Ben Fallows to their first meeting.
C&Q.22/23.02	<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.22/23.03	<u>MINUTES (AGENDA ITEM 3)</u>
	The Minutes of the meeting held on 15 th June 2022 were approved as a true and correct record.
C&Q.22/23.04	<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.22/23.05	<u>MEETING LOCAL NEEDS: BEN FALLOWS, HEAD OF CURRICULUM: SPORT (AGENDA ITEM 5)</u>
	The Assistant Principal – Adult & Higher Skills, Health and Education confirmed that the presentation to the Corporation in October 2022 had demonstrated how the College met skills needs in higher education, adult provision, construction, and hair & beauty curriculum.
	Building on this initial presentation, it was proposed that at each meeting the C&Q Committee would spotlight on other curriculum areas and how through curriculum design, teaching, learning and assessment and resources, the curriculum area has responded to skills needs.

	<p>The Head of Sport Curriculum made a presentation which included:</p> <ul style="list-style-type: none"> • The sports needs analysis identified gaps in provision in Health, Digital and provision of L4 courses; • The employer survey identified a need for gym instructors; • Changes to the sports curriculum had been made in the following areas: <ul style="list-style-type: none"> • Modification of the curriculum offer including changed units to provide broad insight to all areas of sport on Level 3 - Year 1, the introduction of academy pathways and provision of industry ready qualifications to bridge gap into employment; • Improved teaching and learning with staff teaching to their expertise, passions, background and qualifications, supported by focussed industry specific staff development; • Assessment process including links to industry; • Minimum entitlements were in place for work experience and work-related learning; • Staff had been recruited with expertise in areas of growth; and • Equipment had been upgraded to industry standard. <p>Following questions, the following points were highlighted;</p> <ul style="list-style-type: none"> • Members appreciated the two specific examples of positive learner journeys as this had helped to contextualise the positive changes to the curriculum; • Attendance in sports provision was the highest across the College; • All students were aware of Positive Futures which was built into tutorial and assessment processes; • The curriculum included a business enterprise unit, which would help students moving into self-employment; • Digital technology was used and GPS tracking given as an example. <p>Members thanked Ben for his enthusiastic and informative presentation.</p>																								
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C&Q.22/23.06	OUTCOMES 21/22 AND COLLEGE CURRICULUM TARGETS 2022/23 (AGENDA ITEM 6)																								
	The Deputy Principal Curriculum, Quality and Standards introduced the report and initially highlighted outcomes for 2021/22 including risks and strengths. The Curriculum and Quality targets/KPIs had undergone a full review for 2022/23 to ensure that they provided Members with the relevant intelligence to monitor and challenge the College in year. New performance targets which would be monitored at Curriculum and Quality Committees had been included.																								
	It was Resolved that: i) The report should be received and noted; and ii) The Curriculum targets for 2022/23 be recommended to the Corporation for approval.																								
C&Q.22/23.07	SELF-ASSESSMENT REPORT AND QUALITY IMPROVEMENT PLAN UPDATE (AGENDA ITEM 7)																								
	<p>The Deputy Principal Curriculum, Quality and Standards confirmed that the final validation panel had met on 21st November 2022 and the recommended grades were as follows:</p> <table border="1" data-bbox="341 1563 1139 1980"> <thead> <tr> <th>Key Judgement Areas</th> <th>SAR Judgement 2021/22</th> </tr> </thead> <tbody> <tr> <td>Overall Effectiveness</td> <td>Good</td> </tr> <tr> <td>Quality of Education</td> <td>Good</td> </tr> <tr> <td>Behaviour and Attitudes</td> <td>Good</td> </tr> <tr> <td>Personal Development</td> <td>Good</td> </tr> <tr> <td>Leadership and Management</td> <td>Good</td> </tr> <tr> <td>Safeguarding</td> <td>Effective</td> </tr> <tr> <td>Contribution to meeting Skills Needs</td> <td>Strong Contribution</td> </tr> <tr> <td>Young People</td> <td>Good</td> </tr> <tr> <td>Adult Learning Provision</td> <td>Good</td> </tr> <tr> <td>Apprenticeships</td> <td>Requires Improvement</td> </tr> <tr> <td>Provision for Learners with High Needs</td> <td>Good</td> </tr> </tbody> </table>	Key Judgement Areas	SAR Judgement 2021/22	Overall Effectiveness	Good	Quality of Education	Good	Behaviour and Attitudes	Good	Personal Development	Good	Leadership and Management	Good	Safeguarding	Effective	Contribution to meeting Skills Needs	Strong Contribution	Young People	Good	Adult Learning Provision	Good	Apprenticeships	Requires Improvement	Provision for Learners with High Needs	Good
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	<p>It was also confirmed that</p> <ul style="list-style-type: none"> • Curriculum Team Self-Assessment Panels had concluded and Managers had clear Quality Improvement Plans for 2022/23; • As reported at agenda item 6, whilst the College had seen a decline in overall achievement, largely as a result of a decline in retention rates, the impact of the pandemic nationally in this regard was not yet known; • Other indicators including the impact of personal development, behaviour and attitudes, and the quality of teaching and learning remained strong. The proportion of students progressing to positive destinations had improved by 3% on 2020/21 and at 96% was a reliable indicator of good performance; and • The two-year absence of national benchmark data also made it difficult to rate aspects of performance, specifically achievement outcomes, against that of the sector. With this in mind, the SAR would be revisited following the publication of national data <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • Chris Trees and Stephanie Nixon had attended the final validation panel and as a result of their scrutiny, especially to contextualise the position of English and Maths provision, the SAR would be updated prior to submission to the Corporation, • Attendance and Punctuality remained a challenge and the pilot to stagger start times had not changed the position. A Member highlighted that a peer team management reward scheme had been successful in her organisation.
	<p>It was Resolved that:</p> <p>i) The contents of the report should be noted; and</p> <p>ii) The Updated Self-Assessment Report be recommended to the Corporation for approval.</p>
C&Q.22/23.08	SAFEGUARDING AND PREVENT UPDATE (AGENDA ITEM 8)
	<p>The AP Personal Development introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> • Safeguarding referrals – totalled 419; • Mental Health and wellbeing incidents totalled 211; • The College was promoting White Ribbon - a campaign against domestic violence; • Induction survey results reported that 97.86% students feel safe in College this was an increase of 1% on the previous year; • 1 report had been made to the LADO; and • Action Plans on Sexual harassment, Online safety and Prevent and Protect were appended to the report. <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • In respect of the small percentage of students who indicated that they did not feel safe in College, this had been followed up at course level to reiterate College procedures, processes and support that was available; • The 4 exclusions had been thoroughly investigated prior to them becoming permanent; • Following a question at the last Corporation meeting the report highlighted arrangements for ensuring on-line safety; and • A visit had been made recently to the 16-19 Sub-Contracted provision. Groups of male and female students had been interviewed and they had confirmed that they were aware of safeguarding arrangements and who to contact if they had any issues. Safeguarding Records including any allegations had been reviewed.
	<p>It was Resolved that the report should be received and noted.</p>
C&Q.22/23.09	COLLEGE QUALITY STRATEGY (AGENDA ITEM 9)
	<p>The Director of Quality/ Deputy Principal Curriculum, Quality and Standards confirmed that the 2022/23 Quality Strategy had been updated and was presented for approval. The key principles of the College's approach to quality improvement and assurance were outlined in the strategy as:</p> <ul style="list-style-type: none"> • Robust improvement planning, risk management and intervention based on intelligence, honesty

	<p>and transparency;</p> <ul style="list-style-type: none"> • Develop, support and empower our staff; and • Listen and respond to the feedback from our Stakeholders. <p>Underpinning the strategy, the College's Quality Framework outlined details of key quality assurance and improvement processes and their purpose.</p> <p>Following discussions, the Chair confirmed that at the SAR review panel meeting the positive staff attitude to training and working collaboratively within and across teams had become apparent.</p>
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> The contents of the report should be noted; and The College Quality Strategy is approved.
C&Q.22/23.10	TEACHING AND 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"> • The health check model remained and had commenced for the academic year, currently completed areas were Digital, Maths & English, Hair & Beauty and Health & Social Care. Construction, Engineering and Catering had commenced on 7th November for 2 weeks; • Teaching, Learning and Assessment was currently good and most observations had resulted in positive outcomes as outlined within the report; • There was a high volume of new starters this academic year who were in their probationary period, again with positive outcomes; • Various training had taken place as outlined within the report; and • The quality strategy had been updated and a new Teaching & Learning Strategy was being finalised.
	<p>It was Resolved that the report should be received and noted.</p>
C&Q.22/23.11	PERFORMANCE (AGENDA ITEM 11)
	<p>a) 16-19 Study Programmes</p> <p>The Assistant Principal Academic and Technical Education introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> • Achievement - 16-19 Study Programme achievement rate was below Pre-Covid and actions agreed in the college QIP would support learners to make better progress in 2022/23; • Overall Attendance was similar to 2021/22, but lower for Maths and English; • A Level Year 1 retention was currently 100%. Year 2 retention was significantly higher than for 2021/2022; • Level 1 retention was identified as a risk and actions to support progress have focussed on IAG and initial assessment; • Attendance at the Maths and English November Exams was good and was similar to that for 2021/22 resits; • A significant amount of activity was already planned to support students through the Tuition Fund; • The College remained committed to the T level programme and had made good progress in recruitment for 2022; and • Currently the College was implementing a framework which supported learners' awareness of environmental sustainability and climate change. <p>Following questions, it was confirmed that, as already had been highlighted, attendance and punctuality remained a challenge and supportive interventions continued to be implemented.</p>
	<p>b) Adult Provision</p> <p>The AP Adult Provision & Higher Education introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> • Performance 2021/22 <ul style="list-style-type: none"> • Overall 19+ achievement across the College has experienced a small dip compared to last year;

	<ul style="list-style-type: none"> • Discrete adult learning provision had performed strongly, with an achievement rate of +0.4% on previous year (this now represented a three-year trend in achievement increase); and • Learners with identified difficulties/disabilities received excellent support and actually achieve better than their peers without support. <p>Current Performance 2022/23</p> <ul style="list-style-type: none"> • To date, a total of 2027 starts were recorded across college, +297 on the same point the previous year; • In part, the increase was attributed to English (ESOL), maths and digital enrolments; and • Retention was high and at the same point as the previous year. <p>Following questions, it was confirmed that attendance and punctuality also remained a challenge for adult provision and supportive interventions continued to be implemented.</p>
	<p>c) 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 - 1857 students had declared a learning difficulty or disability, 260 have an EHCP and 175 are High Needs; • 731 students across all types of provision have had assessments and where required, support plans were in place; and • 327 students had exam access arrangements. • Key priorities were: <ul style="list-style-type: none"> • Assessment of all students who had made a declaration; • Funding negotiations with local authorities; and • Continual improvement of actions. <p>Following questions, it was confirmed that areas for improvement included:</p> <ul style="list-style-type: none"> • Training for all staff to ensure that they were aware of their responsibilities under the SEND Code of Practice and the Equality Act; • Training for ESWs and tutors on working together to meet the needs of students; • Improve the setting and monitoring of targets; • All students with an EHCP to have a learner journey that clearly showed progress towards aspirations; and • Improve the achievement rates for English and Maths for students with an EHCP to ensure they were achieving in line with their peers.
	<p>d) Higher Education</p> <p>The AP Adult Provision & Higher Education introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> • Performance 2021/22 <ul style="list-style-type: none"> • Aspects of Bury College's higher education provision continued to improve. • There was an improvement in overall achievement rate of courses with an expected end date in 2021/22 and an improved continuation rate has contributed to this; and • Whilst pass rates were strong and continued to exceed expected national standards, there had been a dip from the previous year; • The HE SAR would be presented to the C&Q Committee in January 2023; • As detailed within the report the College did not intend to participate in TEF Teaching Excellence Framework at this time; and • Updates were provided on the current Access and Participation Plan 2023/24, future Access and Participation Plan 2024/25 to 2027-28, Annual Fee Information 2023/24 and Summary Transparency Information 2020/21. • Current Performance 2022/23 <ul style="list-style-type: none"> • Enrolment was slightly below target; • Viable groups had been secured in a number of HNCs - Science, Digital, Engineering, Health, Creative Media and Sport (important because of the very high unmet demand for skills at level 4 across Greater Manchester);

	<ul style="list-style-type: none"> • There would be a January cohort of trainee teachers – externally approved, with a marketing campaign underway; and • Retention of new and continuing students was currently 100% with an average attendance at 87%. <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • All HE provision was currently delivered face to face; • The College had recruited 17 teaching staff from the previous year PGCE cohort; • Members supported the decision not to participate in the HE national student survey and noted the arrangements in place to secure student representative feedback.
	<p>e) Sub-Contracted Provision</p> <p>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 continues to be well managed as ‘high quality’ and ‘low risk’, and robust quality assurance processes were in place.</p> <p>Following discussion, it was noted that the outcome of a recent safeguarding visit to the 16-19 Sub-Contracted provider had been highlighted at item 8.</p>
	<p>f) Apprenticeship Provision</p> <p>The AP Adult Provision & Higher Education introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> • Performance 2021/22 <ul style="list-style-type: none"> • There was a requirement to improve achievement rates. Covid and the associated economic downturn had significantly impacted apprenticeships in terms of recruitment and achievement and six clear areas of improvement were identified within the report; • The achievement rate for 2021/22 was detailed and it was noted that national rates had not yet been published; • Internal and external scrutiny of the quality of the provision reported significant improvements across all aspects of the apprentice journey; and • A recent employer survey reported that all respondents felt the college worked well with their organisation and would therefore recommend them. The significant and sustained reduction in complaints from employers was another indicator of an improvement in the quality of service. • Recruitment 2022/23 <ul style="list-style-type: none"> • Currently operating at around 96% against starts target (August to October); • Secured two contracts with Bury MBC to deliver higher-level apprenticeships, specifically Level 5 Coaching and L4 Adult Care; and • An internal Health Check was planned in for February 2023 and the Head of Apprenticeships and wider team were currently working with an external consultant to review the quality of practice and processes. <p>Following questions, it was confirmed that the external consultant had concurred with the College self-assessment of apprenticeship provision.</p>
	<p>g) Personal Development</p> <p>The AP Personal Development introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> • Learners behave consistently well, demonstrating high levels of self-control and consistently positive attitudes to their education; • If learners struggled with behaviour, the College took action to support them to succeed in their programme of learning. • The Positive Futures: Skills for Jobs and Skills for Life programme was being implemented via the tutorial programme; • Work related learning would be captured and recorded to ensure that learners reflect to demonstrate impact; • 425 learners had taken part in work experience;

	<ul style="list-style-type: none"> The DfE had recently issued Careers guidance and access for education and training providers and the College position against this guidance will be reported to the next meeting of C&Q in January 2023. Also, the college has a new Career and enterprise co-ordinator for Bury and Greater Manchester; and There had been 2041 attendances on a variety of enrichment activities.
	h) Learner Destinations
	<p>The Deputy Principal Curriculum, Quality and Standards introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> The majority of full-time students left College to positive destinations; There was no gap between the positive progression of male students compared with female, with both groups progressing to positive destinations; For whom destinations were captured, students progressed positively, as follows: <ul style="list-style-type: none"> 91% of high needs students; 94% of students with SEND; 97% of the students without SEND. 89% of Looked After students; and 97% of Apprentices. <p>Following a question, it was confirmed that what was reported was 'actual' destinations, and that these students would be followed up further between January and March to capture 'sustained' destinations, with a report back to the Committee.</p>
	It was Resolved that the contents of the report should be received and noted.
C&Q.22/23.12	STAKEHOLDER/LEARNER FEEDBACK/COMPLAINTS AGAINST THE COLLEGE (AGENDA ITEM 12)
	<p>The Deputy Principal Curriculum, Quality and Standards introduced the report and highlighted the position at 1st November 2022 as follows:</p> <p>Complaints</p> <ul style="list-style-type: none"> 3 formal complaints received to date this academic year and 20 concerns; and No appeals had been received to date. <p>Student Voice: Induction Survey – FE</p> <ul style="list-style-type: none"> 71.4% response rate (2861 learners) compared with 64% in 2021/22; 97% of respondents reported they were happy with their College experience so far; 94% of respondents agreed that they were happy with the teachers and teaching on their course; 97.86% of learners who responded said that they felt safe in college; <ul style="list-style-type: none"> Additional Safeguarding related questions were asked in this year's induction survey: <ul style="list-style-type: none"> I know who to report to if I do not feel safe – 96% I am confident that the College will deal with any safeguarding issues that I report: 96% I understand that the College has a zero-tolerance approach to sexual harassment and I know who to report to if I experience or witness this: 98%. Full reporting of the Induction Survey was carried out at team and course level. The Quality Team supported managers to address concerns with appropriate actions and this is recorded in the Quality Improvement Plan; and The Safeguarding and Pastoral team were addressing gaps/concerns regards Safeguarding responses at course level. <p>Student Voice: Apprenticeships survey (Apprentices and Employers)</p> <ul style="list-style-type: none"> Apprenticeship interim survey – 98% of 235 respondents said that their apprenticeship was meeting their needs; 92% said they were receiving the support they needed; and The apprenticeship employer survey – 100% (24 respondents) of the employers were satisfied with the support, communication and provision for their apprentices.

	It was Resolved that the contents of the report should be received and noted.
C&Q.22/23.13	MEETING EVALUATION FORM (AGENDA ITEM 13)
	The Clerk presented the feedback from the Curriculum & Quality Committee Meeting held on 15 th June 2022 and the responses were noted.
	It was Resolved that the contents of the report should be received and noted.
C&Q.22/23.14	DATE AND TIME OF NEXT MEETINGS (AGENDA ITEM 14)
	<ul style="list-style-type: none"> • 4.30pm Wednesday, 18th January 2023 • 4.30pm Wednesday, 8th March 2023 • 4.30pm Wednesday, 14th June 2023

There being no further business the meeting closed at 6.51 p.m.

Signed and approved as an accurate record of the meeting

Signature: Date:

Summary of Actions - Curriculum & Quality Committee 23 rd November 2022			
Item	Action	Person Responsible	Timescale
C&Q.22/23.06 Curriculum Targets 2022/23	The curriculum targets for 2022/23 be recommended to the Corporation for approval.	DP	Corporation 13 th December 2022
C&Q.22.23.07 SAR	The Updated Self-Assessment Report be recommended to the Corporation for approval.	DP	Corporation 13 th December 2022