



**BURY COLLEGE**  
**FURTHER EDUCATION CORPORATION**

**MINUTES OF THE CURRICULUM & QUALITY COMMITTEE MEETING**

**HELD ON WEDNESDAY 16<sup>th</sup> JUNE 2021 VIA ZOOM**

**Meeting Commenced: 4.30 p.m.**

**Meeting Closed: 6.31 p.m.**

**PRESENT:**

Chris Trees	Independent Member - Chair
Charlie Deane	Principal
Jeannie Frodsham	Staff Member (Academic)
Paul Smith	Independent Member
Naomi Sharples	Independent Member
Lynne Vernon	Co-opted 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

<b>C&amp;Q.20/21.37</b>	<b><u>APOLOGIES FOR ABSENCE (AGENDA ITEM 1)</u></b>
	Apologies for absence were received from Angela Davies and Emily Cowburn and the Chair welcomed Naomi Sharples to her first meeting.
<b>C&amp;Q.20/21.38</b>	<b><u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u></b>
	There were no declarations of interest in relation to any of the items on the Agenda.
<b>C&amp;Q.20/21.39</b>	<b><u>MINUTES (AGENDA ITEM 3)</u></b>
	The Minutes of the meeting held on 10 <sup>th</sup> March 2021 were approved as a true and correct record.
<b>C&amp;Q.20/21.40</b>	<b><u>MATTERS ARISING (AGENDA ITEM 4)</u></b>
	The Clerk presented the Matters Arising Report and updated Members on the implementation of agreed actions.
	It was <b>Resolved</b> that the contents of the report should be received and noted.
<b>C&amp;Q.20/21.41</b>	<b><u>COVID UPDATE (AGENDA ITEM 5)</u></b>
	The Deputy Principal Curriculum, Quality and Standards confirmed that in line with the increase in cases in Bury and the surrounding areas, there were 398 Covid cases of which 63 were staff. In addition, the College required staff and students to continue to wear face masks in classrooms and indoor communal areas. The College had discussed the control measures that were in place with the HSE and no issues had been raised.
	The College continued to be committed to encouraging the uptake of home testing and a smaller scale test centre remained onsite for staff and students. Students and staff received regular reminders regarding testing, and following the return to College after the May half term break, additional resource was put in place to support a larger number of onsite tests.
	It was <b>Resolved</b> that the contents of the report should be received and noted.
<b>C&amp;Q.20/21.42</b>	<b><u>SAFEGUARDING/PREVENT UPDATE (AGENDA ITEM 6)</u></b>
	The Director of Personal Development introduced the report as follows:

	<p><b>Safeguarding Referrals</b> – Safeguarding referrals from 20<sup>th</sup> September to 21<sup>st</sup> June and the three-year trend of Level 2 Pastoral referrals and Level 3 Safeguarding referrals demonstrated that referrals had increased year on year. The key categories of students that require additional support were also highlighted.</p> <p><b>Missing in Education Data</b> - 25 Home visits had taken place since January.</p> <p><b>Staff and Student Training</b> - Updated safeguarding training had been delivered to all but 13 members of staff and a schedule of termly safeguarding induction training was now in place. Student teachers also received specialist safeguarding training and training had been provided to all staff to ensure they were aware of the process around managing allegations against staff.</p> <p><b>Informal training, newsletters and e-bulletins</b> - The safeguarding newsletter was sent to all staff following the launch of the everyone’s invited campaign. This was followed up with a special tutorial to all students to discuss the impact of sexual harassment and street harassment and what to do if they witness or had been a victim of such abuse.</p> <p><b>Mental health support</b> - The Safeguarding Team have now categorised the mental health support being provided to students to ensure that appropriate resources are in place.</p> <p><b>Prevent</b> - There had been good progress with the prevent action plan and the final review of the plan would take place on 17<sup>th</sup> June 2021. Staff and Students had been reminded of the lockdown procedure and the government run, hide, tell guidance following a recent lockdown situation at an FE college.</p> <p><b>IT monitoring</b> - An update to the IT monitoring system had ensured that the monitoring of alerts was much more useful and a rota was in place to facilitate daily monitoring.</p> <p>Following scrutiny of the report and discussion regarding sexual harassment and the recent DfE publication, it was confirmed that the Safeguarding Team had met and the following arrangements were in place:</p> <ul style="list-style-type: none"> <li>• All staff training had been delivered to raise awareness of Sexual Harassment;</li> <li>• Specific tutorial sessions had been delivered to students;</li> <li>• Support was available from the Pastoral and Safeguarding Teams;</li> <li>• Information had been sent to parents;</li> <li>• In 2021/20 a further publicity campaign would be launched which would confirm zero tolerance. This would be supported by student focus groups, a rolling staff training programme and the establishment of a dedicated email address;</li> <li>• Progress would be included in Safeguarding reports to the C&amp;Q Committee.</li> </ul>
	<p>It was <b>Resolved</b> that the report should be received and noted.</p>
<b>C&amp;Q.20/21.43</b>	<p><b>QUALITY IMPROVEMENT PLAN (AGENDA ITEM 7)</b></p> <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>Apprenticeship provision underwent a comprehensive external Health Check throughout the week commencing 17<sup>th</sup> May 2021, which reaffirmed the College Self-assessment of the area as grade 2 – Good.</p> <p>Members challenged the progress made and following questions, it was confirmed that</p> <ul style="list-style-type: none"> <li>• In respect of key Area 3, Health and Social Care had sustained good progress. In order to deliver improvements, the Construction area was now managed by the Quality Director and the Animal Care provision would be removed from the College offer;</li> <li>• All staff were working closely with HoCs to prepare the TAGs as outlined in the College Policy. Final key assessments were completed on 14<sup>th</sup> May to ensure sufficient time for internal standardisation and quality control. All A Level subjects provided TAGs for all students by 9<sup>th</sup> June;</li> </ul>

	<ul style="list-style-type: none"> <li>It was planned that an element of the 16-19 Tuition Fund could facilitate support for students who had no recent experience of taking exams. This would be built into tutorial and curriculum sessions.</li> </ul> <p>The Clerk confirmed that 3 Governors had attended some of the mid-year SAR and other curriculum and quality meetings where the QIP had been discussed in more detail.</p>
	It was <b>Resolved</b> that the report should be received and noted.
<b>C&amp;Q.20/21.44</b>	<b>PERFORMANCE (AGENDA ITEM 8)</b>
	<p><b>a) 16-19 Study Programme</b></p> <p>The Deputy Principal Curriculum, Quality and Standards confirmed that targets were agreed and in place and attendance and 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 target for T Level enrolments was 76 across three pathways. As at 25<sup>th</sup> May, there were 120 applications, with 49 places accepted. Work was now underway to support further acceptances and conversation to enrolment. Four more T Levels would be launched in September 2022.</p> <p>Following a detailed review of the report and questions, it was confirmed that:</p> <ul style="list-style-type: none"> <li>It was intended that, as in the previous year English and Math resits would be facilitated in the Autumn term;</li> <li>The College would make best use of the 16-19 Tuition Fund to provide catch up support;</li> <li>In 2021/22 a new personal development and pastoral care model would be implemented;</li> <li>A new target setting model, built around positive futures, would be implemented and this would include the implementation of high-quality progress reviews;</li> <li>As part of the Capacity Development Fund the College had established a work experience hub, however establishing the required number of work placements remained a challenge. It was hoped that DfE would remain flexible on this.</li> </ul>
	<p><b>b) Adult Provision</b></p> <p>The Curriculum Director - Adult Provision &amp; Higher Education introduced the report and confirmed that enrolment was good, retention was 95.5% compared to 94.8% the previous year and average attendance 86.4% a 0.3% reduction from the previous report.</p> <p>In the current year staff continue to work together to deploy targeted efforts to:</p> <ul style="list-style-type: none"> <li>Continue to enrol learners onto new Skills Building courses (English (+ ESOL) and Maths), with learners engaged up to the end of the academic year;</li> <li>Similarly, enrolments onto Employability / very short courses continued;</li> <li>Ensure Additional Learning Support (ALS) work continued to identify and maximise opportunities for ALS claims to achieve the increased target;</li> <li>Fully allocate the Discretionary Learner Funds (bursary) allocation.</li> </ul> <p>Significant efforts continued around adjusted planning and marketing efforts to enrol against a revised plan of delivery. These efforts extend to include Lifetime Guarantee Level 3 courses and Kickstart. Cross college teams were working together to meet an internal deadline of 7th June for the production of the new Adult Course Guide. The course guide would confirm details of planned/timetabled courses for the new academic year with promotional initiatives/distribution over the Summer months.</p> <p>The College had attended an initial meeting with Bury MBC's Assistant Director for Public Reform/Lead for Adult Learning in view of an emerging GMCA project focussing on repurposing the Neighbourhood Community Hubs borne out of the pandemic.</p>
	<p><b>c) High Needs Provision</b></p> <p>The Director of Personal Development confirmed that the personalised learning centre was a central point for students who required support to access it. All students had an assessment of support to identify barriers to learning, a learning support plan and a key contact. The centre was open daily and was used to support students as part of a planned support package or as an intervention following disciplinary. The centre was staffed by specialist staff who had expertise in Autism, ADHD, Mental health, Dyslexia and experience in working with students with a wide range of disabilities or barriers to learning.</p>

	<p>Members noted the very positive feedback from staff and students on the personalised learning centre which was included within the report.</p> <p>Members challenged why Bury College had delivered to 181 students with an Education Health and Care Plan out of the GM total of 272. It was confirmed that the College had a very good reputation in this area and the high volume of students demonstrated the inclusive Mission of the College.</p> <p>Members asked that a visit to the personalised learning centre should be arranged.</p>
	<p><b>d) Higher Education</b></p> <p>The Curriculum Director - Adult Provision &amp; Higher Education introduced the report and confirmed that final retention was expected to be 92% which was an improvement on the previous 2 years. Average attendance had been maintained at 92%. Applications for 2021/22 had increased by 46% compared to the previous year. The report also highlighted validation activity.</p> <p>The College recorded a final NSS Survey response rate of 90.5%, a significant improvement on last year and was currently awaiting the response/feedback report which would be shared with the Committee.</p> <p>An Internal Audit of the Higher Education Framework was carried out during the week of 26<sup>th</sup> to 30<sup>th</sup> April by College Internal Auditors RSM. The scope of the audit focused on the Office for Students, Consumer Market Activity and HESES compliance demands. The final report contained no management actions and identified an area of good practice. The Internal Audit Opinion was that “Taking account of the issues identified, the Board can take substantial assurance that the controls upon which the organisation relies to manage the identified area are suitably designed and are being consistently applied.”</p>
	<p><b>e) Sub-Contracted Provision</b></p> <p>The Deputy Principal Curriculum, Quality and Standards confirmed that the College currently had a small amount of Subcontracted provision with 3 providers, 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>Following a question, it was confirmed that the safeguarding of learners studying via subcontracted provision was paramount, and assurance of this via college procedures was in place. Visits have recently been undertaken with 2 providers to conduct a full audit of their subcontracting arrangements.</p> <p>In addition, ESFA were currently reviewing the funding eligibility of one provider.</p>
	<p><b>f) Apprenticeship Provision</b></p> <p>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>The College’s Apprenticeship provision underwent a comprehensive external Health Check during the week commencing 17<sup>th</sup> May 2021. This was a commissioned piece of work undertaken by a highly experienced work-based learning professional, Governor of training provider and Ofsted Inspector. The initiative was fully embraced by the relevant staff with all aspects of the provision brought into scope.</p> <p>The Health Check reaffirmed the College Self-assessment of the area as grade 2 – Good. The report highlighted areas of good practice and the 7 areas for development had been graded by the College as - 4 Green, 2 Amber and 1 Red. The Red related to the development and implementation of Functional Skills.</p> <p>A further external Health Check would be implemented in January 2022 to provide independent assurance of progress made.</p> <p>Following scrutiny of the report, Members noted the following comments relating to Governance and Management:</p> <ul style="list-style-type: none"> <li>• The programme information provided to Governors at Board meetings is timely and clear;</li> </ul>

	<ul style="list-style-type: none"> <li>The governor responsible for Curriculum and Quality (Chris Trees) is highly motivated, extremely supportive and knows the provision well. He contributes to the written summary reports verbally to provide further information where relevant, as well as actively supporting the Apprenticeship Team at all levels, by conducted learning walks and attending training sessions for example; and</li> <li>The Apprentice Team is now well managed and that the improvements made are having a positive impact on the provision. However, it was recognised that there were still some areas to develop and further refine.</li> </ul>
	<p><b>g) Career Information Advice and Guidance</b> The Deputy Principal Curriculum, Quality and Standards introduced the report and highlighted the following:</p> <p><b>Positive Futures Careers Programme 2020/21</b> - The Positive Futures Careers Programme had been adapted in 2020/21 to provide a greater focus on internal progression and positive destinations.</p> <p><b>UCAS Applications</b> -This year 673 applications were submitted by the extended deadline which was exactly the same number as the previous year. Since then a further 71 had been submitted with an additional 46 in progress.</p> <p><b>Careers Networks</b> - A Bury College T Levels update was delivered at a recent network event to promote College offers for 2020/21 and 2021/22.</p> <p><b>Matrix Standard</b> - The annual Matrix Continuous Improvement Check (CIC) was carried out remotely on 19<sup>th</sup> April 2021 and confirmed that the College had ongoing accreditation which was a requirement for ESFA funding. The next CIC in April 2022 relied more heavily on improvements to the IAG service being identified and implemented as a result of College quality improvement activities.</p>
	<p>It was <b>Resolved</b> that:</p> <p><b>a) The contents of the report should be received and noted; and</b> <b>b) A visit to the Personalised Learning Centre should be arranged.</b></p>
<b>C&amp;Q.20/21.45</b>	<b>TEACHING AND LEARNING AND ASSESSMENT (AGENDA ITEM 9)</b>
	<p>The Deputy Principal Curriculum, Quality and Standards confirmed that Health Checks had recommenced in the form of a desktop review, with the key focus on learner progress. This quality assurance activity also supports the Teacher Assessed Grade (TAG) process. The report highlighted current strengths and key areas for improvement arising from the Health Checks.</p> <p>The rolling CPD programme for new staff had included a variety of topics to support improvements in teaching, learning and assessment. Sessions had been well received and were supporting new staff in particular with Bury College's expectations. Curriculum areas were well underway collating Teacher Assessed Grade (TAG) information and completing the internal verification of TAG's. An additional layer of quality assurance had taken place on 7 and 8<sup>th</sup> June with the internal TAG deadline of 9<sup>th</sup> June 2021.</p> <p>The digital team had provided Digital Learning Coach (DLC) support, training and CPD across 19 Curriculum Areas. This has included management support and meetings, Team CPD sessions, 1:1 support and training, responsive support (5 days per week), Surgeries (ad hoc and themed). In addition, there had been significant development of teaching and learning resources (Canvas, Teams, Whiteboard, Forms, OneNote, Planet eStream, OneDrive), email communications, Digital Newsletters, Canvas Modules and documentation, telephone calls and quick visits.</p> <p>Also, the College had recently completed a project with Greater Manchester Colleges Group to support developments in digital learning. A further two projects were currently at the bidding stage, both working in collaboration with other FE Colleges.</p>
	It was <b>Resolved</b> that the report should be received and noted.
<b>C&amp;Q.20/21.46</b>	<b>STAKEHOLDER/LEARNER FEEDBACK/COMPLAINTS AGAINST THE COLLEGE (AGENDA ITEM 10)</b>
	The Deputy Principal Curriculum, Quality and Standards introduced the report and highlighted the following:

	<ul style="list-style-type: none"> <li>• 27 formal complaints received and investigated to date this academic year, 2 of which were still within the investigation period;</li> <li>• 9 compliments had been received;</li> <li>• The Health Check Learner Survey was undertaken in March-May 2021 with 816 responses; and</li> <li>• HE National Student Survey (NSS) closed on the 30th April – response analysis (91% response rate) would be published in July 2021.</li> </ul> <p>Members challenged the relatively low number of formal complaints and it was confirmed that concerns were identified early and managed timely and effectively. Members also noted the positive comments arising from the Apprenticeship Health Check.</p>
	It was <b>Resolved</b> that the contents of the report should be received and noted.
<b>C&amp;Q.20/21.47</b>	<b>MEETING EVALUATION FORM (AGENDA ITEM 11)</b>
	The Clerk presented the feedback from the Curriculum & Quality Committee Meeting held on 10 <sup>th</sup> March 2021 and the responses were noted.
	It was <b>Resolved</b> that the contents of the report should be received and noted.
<b>C&amp;Q.20/21.48</b>	<b>DATE AND TIME OF NEXT MEETINGS (AGENDA ITEM 12)</b>
	To be agreed at the Corporation on 29 <sup>th</sup> June 2021

*There being no further business the meeting closed at 6.31 p.m.*

Signed and approved as an accurate record of the meeting

Signature: ..... Date: .....

Summary of Actions - Curriculum & Quality Committee 16 <sup>th</sup> June 2021			
Item	Action	Person Responsible	Timescale
<b>C&amp;Q.20/21.44</b> <b>c High Needs Provision</b>	Members asked that a visit to the personalised learning centre should be arranged.	Director of Personal Development	TBC