



BURY COLLEGE
FURTHER EDUCATION CORPORATION

MINUTES OF THE CURRICULUM & QUALITY COMMITTEE MEETING

HELD ON WEDNESDAY, 25th NOVEMBER 2020 VIA ZOOM

Meeting Commenced: 4.30 p.m.
Meeting Closed: 6.19 p.m.

PRESENT:

Chris Trees	Independent Member - Chair
Jamie Brown	Student Member
Emily Cowburn	Independent Member
Angela Davies	Independent Member
Charlie Deane	Principal
Jade Glazer	Student Member
Helen Hubert	Independent Member
Paul Smith	Independent 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.20/21.01	<u>APOLOGIES FOR ABSENCE (AGENDA ITEM 1)</u>
	Apologies for absence were received from Jeannie Frodsham and Mark Granby. The Chair welcomed Emily Cowburn to her first meeting of the Committee.
C&Q.20/21.02	<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.20/21.03	<u>MINUTES (AGENDA ITEM 3)</u>
	The Minutes of the meeting held on 17 th June 2020 were approved as a true and correct record.
C&Q.20/21.04	<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.20/21.05	<u>COVID UPDATE (AGENDA ITEM 5)</u>
	The Deputy Principal Curriculum, Quality and Standards confirmed that as agreed, Governors now received a weekly update regarding Covid cases at the College. Due to the control measures in place, the number of close contacts had remained relatively low, therefore minimising the wider health risks and impact on learning.
	The proportion of face to face teaching being delivered at the College was currently 78%, with 22% delivered online. This was an average for all courses, with some courses lower (lowest 72%) and some higher (highest 100%). This was monitored regularly and reviewed in line with current guidance. Recent guidance introduced on 5th November 2020 had resulted in the College moving a small amount of Adult provision to online. This was only implemented for programmes where online learning could still enable students to achieve their educational objectives.
	On Wednesday 7th October 2020, OfSTED had visited the College for a 2-day interim visit. The purpose of the visit was "to help learners, parents, employers and government understand how providers are meeting the needs of students and apprentices in this period, including learners with high needs and

	<p>those with special educational needs and disabilities. This was a very positive visit and the report had been distributed to all Governors.</p> <p>Following questions regarding the management of Covid, it was confirmed that risk assessments were continually reviewed, including feedback from stakeholders and controls were adapted accordingly. Discussions had been held with Public Health England who were satisfied with the arrangements that the College had implemented.</p>
	It was Resolved that the contents of the report should be received and noted.
C&Q.20/21.06	SAFEGUARDING/PREVENT POLICY AND UPDATE (AGENDA ITEM 6)
	<p>Director of Personal Development introduced the report as follows:</p> <p>Policy Update - The safeguarding policy had been updated to reflect Keeping Children Safe in Education (KCSIE) 2020. Key updates were highlighted within the revised policy and Appendix 2 detailed how the Corporation fulfilled its obligations in relation to this policy. Lynne Vernon (Link Governor) had reviewed the policy and provided feedback regarding terminology.</p> <p>Further Governor training was planned at the Corporation meeting on 26th January 2021 and this could include how Governors could provide more challenge to safeguarding/Prevent arrangements.</p> <p>Mental Health - The number of mental health referrals had increased year on year. The College had established a Mental Health and Wellbeing group to agree a mental health strategy. The College intends to sign up to the AoC Mental Health Charter which provides a useful framework and support network.</p> <p>Members reinforced that the mental health of all staff levels, including managerial staff, was equally important and that this should be reinforced with the College Mental Health and Wellbeing Strategy Group.</p> <p>Lockdown safeguarding comparisons - The figures demonstrated an increased number of referrals throughout the lockdown that were effectively managed by the team.</p> <p>Welfare of students self-isolating - Students welfare and engagement with remote learning was monitored through at-risk meetings. Students who were already monitored by safeguarding were allocated a lead who would make regular contact to monitor welfare.</p> <p>Prevent - Following the UK national threat level being increased from Substantial to Severe, the leadership team immediately reviewed security measures at the College including the entry points to the College premises and increased the security presence. Hostile intruder measures were to be reviewed by the leadership team.</p> <p>Online Safety - Online safety continued to be a priority to ensure that students were aware of the online risks and how to keep themselves safe. This was reviewed by OfSTED at the recent visit.</p> <p>Counselling and Wellbeing - The counselling team had adapted the service to enable them to continue to meet the students demand during the present situation. They now offered telephone as well as face to face support. A major development had been the introduction of the C&WB online support page on the College VLE which had received 48,226 hits.</p> <p>Training - A new training matrix had been developed to ensure that there was opportunity to go beyond statutory responsibilities to ensure all staff are equipped to deal with safeguarding issues.</p> <p>Subcontracting – Details of visits were outlined within the report.</p>
	It was Resolved that:
	<p>a) The report should be received and noted; and</p> <p>b) The Safeguarding/Prevent Policy should be recommended to the Corporation for approval.</p>

C&Q.20/21.07	SELF-ASSESSMENT REPORT (AGENDA ITEM 7)
	<p>The Deputy Principal Curriculum, Quality and Standards introduced the report.</p> <p>Members questioned and reviewed the report and the following issues were highlighted;</p> <ul style="list-style-type: none"> • The Overall Effectiveness of the College is Good; • In order to achieve Outstanding, the following key areas for improvement would be addressed via the Quality Action Plan: <ul style="list-style-type: none"> • Too few apprentices achieved their qualification on time or make the progress of which they are capable; • Whilst there was firm evidence of significant improvement, given the disruption to examinations caused by Covid, A Level provision requires further monitoring into 2020/21; • A small minority of College programmes were not yet good; • Achievement in maths and English qualifications delivered to Foundation Studies learners required improvement; • Whilst above sector norms, attendance and punctuality were too low across the College, particularly in English and maths; • Assessment planning required focus to ensure that learners benefit from a variety of assessment methods and are given the opportunity to develop a range of skills to prepare them for their next steps; and • The quality of Digital Learning required further development to ensure effective continuation of learning. <p>Members agreed that progress on the key areas for improvement should be reported to future meetings and that, once it is safe to do so, all Governors should be encouraged again to engage with the College via initiatives including visits with staff and learners, walkthroughs and curriculum health checks.</p>
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> a) The report should be received and noted; and b) The Self-Assessment Report 2019/20 should be recommended to the Corporation for approval.
C&Q.20/21.08	PERFORMANCE (AGENDA ITEM 8)
	<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 rates were broadly in line and withdrawals lower than the same point last year. 522 learners had taken both Maths and English resits and attendance was 88% in English and 83% in Maths.</p> <p>Following a question in respect of withdrawals, it was confirmed that the College facilitated transfer onto other courses, provided that this was in the best interests of the learner.</p> <p>The Behaviour and Disciplinary Policy had been reviewed to provide a person-centred approach and had proved effective given the significant reduction in disciplinary cases and exclusions.</p>
	<p>b) Adult Provision</p> <p>The Curriculum Director - Adult Provision & Higher Education introduced the report and confirmed that enrolment was good with 1,361 starts and attendance for adults was 88.4%, marginally down (-1.4%) against 16-18 attendance of 89.8%. The vast majority of learning was face to face.</p> <p>Part-time English, including ESOL and Maths provision received a significant AEB allocation as legal entitlement subjects; a range of accessible English, ESOL and Maths classes were on offer from pre-entry to GCSE. Digital skills, a new addition to legal entitlement provision, was reflected in planning with entry and progression courses on offer. In addition, the College had increased the proportion of AEB for online distance learning courses to ensure that adult learners could continue to access learning within growth sectors.</p>
	<p>c) High Needs Provision</p> <p>The Director of Personal Development confirmed that in addition to learners classified as having 'High Needs', it was important to note the full range of learners with additional support needs. Accordingly,</p>

	<p>Governors would receive reports relating to the full range of students who were identified as having learning difficulties or disabilities (LDD) and those with special education needs and disabilities (SEND).</p> <p>Although lockdown was likely to have a significant impact on students that required additional resource and face to face support, the College had reviewed the processes to support students with SEND to provide further monitoring and support. In addition, a new Learning Support Policy had been introduced to ensure that the College met its duties under the Equality Act 2010 and the SEND Code of Practice 2015.</p>
	<p>d) Higher Education</p> <p>The Curriculum Director - Adult Provision & Higher Education introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> • 2019/20 performance including the Retention rate, Pass rate, Overall achievement and the Continuation rate into 20/21; • The External Quality: NSS Survey Summary; and • Current Performance 2020-21. <p>Following questions, the following points were highlighted:</p> <ul style="list-style-type: none"> • A number of courses were subject to the College critical review process; • The internal HE health check was now complete and the outcome would be reported to the next meeting; • Student data from all ten programmes would be included in the dataset provided by the College for the next NSS survey.
	<p>e) Sub-Contracted Provision</p> <p>The Deputy Principal Curriculum, Quality and Standards highlighted 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. 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>The decision had been made to not renew one contract, as detailed within the report, leaving 3 ongoing contracts. Members reviewed the rationale for the non-renewal of contract and concurred that this subcontract no longer fulfilled the original intent.</p>
	<p>f) Apprenticeship Provision</p> <p>The Deputy Principal Curriculum, Quality and Standards highlighted performance in 2019/20 and the year to date.</p> <p>Members questioned the impact of Covid and it was confirmed that apprentices had been impacted in a variety of ways. A significant number had been placed on a break in learning, a number furloughed, some made redundant and others had the scope of their work changed.</p> <p>The impact of the newly imposed lockdown restrictions from 5th November 2020 would be significant and would vary in each sector. Across all sectors the College anticipated an increase in the number of apprentices either furloughed or working from home, this made skills training difficult or impossible, which significantly impedes progress of apprentices. Learners across some sectors would see increasing demands in their workplace, making off the job training increasingly difficult.</p> <p>The College anticipated a significant impact on timely achievement for 2020/21 and beyond as the progress of learners was affected, in addition the reduction in the pool of leavers in each year from those going on a break in learning resulted in withdrawals having a greater impact on the achievement data.</p>
	<p>g) Information Advice and Guidance</p> <p>The Deputy Principal Curriculum, Quality and Standards confirmed that the induction programme for students had been revised for 2020/21. Robust initial assessments were in place to enable swift identification of gaps in knowledge and understanding and to enable effective strategies to be put in place. Additionally, a wellbeing fact file had been completed by each student to enable effective support in this area.</p>

	During the induction and beyond, extensive information has been given to students in relation to keeping themselves safe, in particular with regards to online safety. Extensive support had also been given to students with regards to adapting to Covid-secure face-to-face learning and adapting to receiving live remote learning with links consistently made to employability. The at-risk process for students had been strengthened alongside a reviewed Behaviour and Disciplinary process. The aim was to apply these as retention tools to support students to change behaviours.
	It was Resolved that the contents of the reports should be received and noted.
C&Q.20/21.09	TEACHING AND LEARNING UPDATE (AGENDA ITEM 9)
	The Deputy Principal Curriculum, Quality and Standards highlighted the following key issues: <ul style="list-style-type: none"> • Excellent progress had been made in relation to digital learning including the appointment of a manager and three staff coaches; • Amendments to the observation policy, including the removal of outcomes, to ensure an increased focus on making progress towards completing actions; • Significant improvements reported in Level 3 Health and Social Care; • The staff development programme was underway; and • Provision which would undergo additional monitoring was identified within the report.
	It was Resolved that the report should be received and noted.
C&Q.20/21.10	STAKEHOLDER/LEARNER FEEDBACK/COMPLAINTS AGAINST THE COLLEGE (AGENDA ITEM 10)
	The Deputy Principal Curriculum, Quality and Standards introduced the report and highlighted the following: <ul style="list-style-type: none"> • A total of 11 formal complaints had been received from 1st September to 1st November 2020; • 92% of these were investigated with a full response sent to the complainant within the 15 working day timescale. 1 required an extension to the response to establish further information; • 100% of complaints were satisfactorily resolved following the initial investigation; • 40 concerns were received relating to learners' centre assessed grades and students wishing to appeal and these had to be classified as complaints. 11 of these escalated to next stage appeal with 1 resulting in a grade change; • The findings of Digital Learning surveys identified areas for further development; and • There had been a significant reduction in apprenticeship complaints.
	It was Resolved that the contents of the report should be received and noted.
C&Q.20/21.11	MEETING EVALUATION FORM (AGENDA ITEM 11)
	The Clerk presented the feedback from the Curriculum & Quality Committee Meeting held on 17 th June 2020 and the responses were noted.
	It was Resolved that the contents of the report should be received and noted.
C&Q.20/21.12	DATE AND TIME OF NEXT MEETINGS (AGENDA ITEM 12)
	<ul style="list-style-type: none"> • 4.30pm Wednesday, 13th January 2021 – It was agreed to change this date. • 4.30pm Wednesday, 10th March 2021 • 4.30pm Wednesday, 16th June 2021

There being no further business the meeting closed at 6.19 p.m.

Signed and approved as an accurate record of the meeting

Signature: Date:

**Summary of Actions - Curriculum & Quality Committee
25th November 2020**

Item	Action	Person Responsible	Timescale
C&Q.20/21.06 Safeguarding/Prevent Policy	The Safeguarding/Prevent Policy should be recommended to the Corporation for approval	Deputy Principal Curriculum, Quality and Standards	Corporation 15 th December 2020
C&Q.20/21.07 Self-Assessment Report 2019/20	The Self-Assessment Report 2019/20 should be recommended to the Corporation for approval.	Deputy Principal Curriculum, Quality and Standards	Corporation 15 th December 2020