**Minutes from the online meeting of the Curriculum and Quality Committee
on the 18th March 2025**

Present:	**Apologies**:
P Hunter (PH)- Chair	
D Bird (DB) - Principal	R Arora (RA) - Vice Chair
C O'Connor (CO)	J Beaumont (JB)
F Alexander (FA)	
In Attendance:	
D Carter - Director of Governance (DC)	
G O'Shea - Vice Principal Curriculum (GO)	
A Haris - People and Culture Manager (AH)	

		Action
	Meeting commenced 6.07pm	
1	**Welcome, Apologies for absence and disclosure of financial and/or personal interest** PH welcomed everyone to the meeting. FA was introduced as the newest member and has been endorsed by the Corporation via email. Apologies from JB and RA were received. There were no declarations of interest.	
2	**To agree agenda and order of business as circulated** Agreed	
3	**To approve the minutes of the meeting held on 18th March 2025** The minutes were approved as a true and accurate record of the meeting.	
4	**Matters arising** None	
5	**People and Culture Report** AH explained the department name change from HR to People and Culture. The sections of the report were considered by the members. Three issues raised to support successful recruitment of new staff including recruitment and induction activities and increased annual leave for service staff. A member asked if recruitment has been easier overall. DB and AH reported some ongoing challenges but a reduction in posts needing to be advertised more than once. A question was asked regarding bank and rolling staff, and how this works. GO provided information about how the College's demand led engagement process around the use of agency staff. Members discussed activities by WYCA to support FE staff recruitment, including meetings with other sector representatives which is attended by AH. It was noted training whilst working can be an issue for someone coming into the sector from industry to take up a part time role. A Member reported similar challenges in the HE sector and approaches being trialled there.	

	Financial restraints in FE were considered. DB stated that use of agency staffing has ensured that no Study Programme classes have been cancelled. Implications of engaging agency staff, including cost, was discussed. A member noted the new policy is helping in regards to long term sickness. A question was asked in regards to sickness procedure, it was confirmed there is a policy setting out triggers for intervention. DB and GO explained managers are focusing on attendance rates rather than absence with teams with 100% attendance (all year and each month) publicly celebrated each month in the staff newsletter. AH explained attendance data is used to support targeted interventions such as the bereavement and carer groups which will start soon. The consultation about bringing notice periods in line with sector norms was discussed. The Summer Wellbeing survey has gone out to all staff and results will be shared with Governors in the new term. Members thanked AH for the report. *AH left the meeting at 6.38pm.*	
6.	**To consider a Teaching, Learning and Assessment Report including:** 　　**a) OTLA Interim Summary Report 24/25** GO talked through the report and explained the OTLA process and support in place for staff through the Advanced Practitioner Team. DB flagged issues regarding Ofsted and delays in publishing the new framework. A member asked about the time between OTLA and the process was explained by GO. GO clarified that new staff have a developmental observation rather than an OTLA in the first 3 months of starting with the College. GO explained the mitigations SLT have put in place to ensure consistent quality of TLA. A member asked how we are supporting staff, DB explained we have employed 2 interim externals during 24/25 and the positive work they have been doing. A member asked if staff are told in advance of the date re the OTLA and the assessment criteria. GO confirmed this and explained the process in more detail. Feedback on the process from staff is generally positive. A governor asked about the systems used to record and monitor TLA development. GO explained this is done through a number of quality documents. The staff development plan comes to C&Q. 　　**b) 24/25 QDP FT Learner Survey Report** Shipley College is in the top quintile nationally for survey completion. Key strengths and areas for development and the systems for recording and monitoring any actions were discussed. GO explained the new approaches to cover for absent staff that are being rolled out next year. Return rate of one department was lower than expected so this is stated in the plan and will be on the QIP for that department. 　　**c) 24/25 QDP PT Learner Survey Report** Return rate has increased since last year. Key strengths were discussed ie 99% of students feel safe at college and know how to stay safe online, which is 25% higher than national benchmarking. Wellbeing was high and again 20% above national benchmark. Members reviewed the action plan.	
7	**To review the 'Theme for the Year' - 'It's my time'** GO provided an update. A member asked about the impact on progression and how this is measured. GO explained how a stretch target had been applied to and achieved re internal progression.	

	Destinations were discussed and GO explained the process for collecting progression data for students. ***Action:*** GO can provide governors with the intended destinations report and what is captured 3 to 6 months after. A discussion took place around destinations, intentions of the students and progression to HE. DB advised that all options are promoted but students commonly progress to universities within West Yorkshire. There was a discussion around debt and loans and student attitudes towards these. DB noted an increase in work related activities which enables students to gain experience of the world of work and can result in job offers for students.	GO

8	**To consider Principal's report including;**
	   a) To consider an in-year retention and enrolment report – including Apprentices
	DB talked governors through the report.
	Adult funding was discussed and the connection between 19+ performance and increase in 16-18 student numbers. Year on year the numbers have increased and we are at full capacity. Students are coming in with lower attainment, therefore we offer more opportunities at L1 with a view to progressing them on.
	Best case apprenticeship rates were reported and explained. The College aspires to increase its apprenticeship numbers.
	A question was asked about leavers data and if reasons were captured, DB and GO confirmed this.
	
	   b) To consider the Risk Register and Risk Grid
	DB presented the report and provided further detail on each item.
	A member asked about the role of 16-18 funding. DB explained how 16-18 funding works and explained why 19+ provision is also important.
	
	   c) To consider a HE Update Report
	DB explained the status of the current cohorts, the funding per student and costs of delivery.
	A member asked the current position of the course, DB reported an increase in fees introduced by the university and to which the College is bound. The additional challenge this poses to recruitment was discussed. It was confirmed that the provision is high quality.
	A discussion took place around level 3 and level 4 teaching qualifications and funding.	

9	**To consider the:** **a) the Equality, Diversity and Inclusion Policy** **b) Staff Development Policy & Procedure** GO explained the changes to the above policies. ***The policies were agreed and recommended to the Corporation.***	
10	**Any other business** None raised	
	Dates of proposed meetings to Dec 2025 ● 25th November 2025 - 6pm (TBC at the Corporation meeting)	

Meeting closed 7.57pm

Decision and Action Tracker

Date /Item	Decision/*Action*	Person responsible
170625 item 2	**The minutes of the meeting on 18 March 2025 were approved as a true and accurate record of the meeting by those in attendance.**	
170625 item 7	*GO to provide governors with the intended destinations report and what is captured 3 to 6 months after.*	GO
170625 item 9	**The Equality, Diversity and Inclusion Policy** **Staff Development Policy & Procedure** **The policies were agreed and recommended to the Corporation.**	