



**Minutes from the meeting of the Curriculum and Quality Committee  
on the 5th March 2024 via Google Meet**

<p><b>Present:</b>  P Hunter (PH)  R Arora (RA)  D Bird (DB)  C O'Connor (CO)  J Beaumont (JBe)  <b>In Attendance:</b>  D Carter - Clerk (DC)  G O'Shea - Vice Principal Curriculum (GOS)</p>	<p><b>Apologies:</b>  S Tinsley (ST)  R Hoyland (RH)  <b>Observing:</b>  Mark Silverman (MS)</p>
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	Meeting commence 6.00pm	
1	<p><b>Welcome, Apologies for absence and disclosure of financial and/or personal interest</b>  PH welcomed everyone to the meeting. Apologies were received from RH and ST. There were no disclosures of financial or personal interest. MS was introduced for those that had not yet met him.</p>	
2	<p><b>To agree agenda and order of business as circulated</b>  Agreed</p>	
3	<p><b>To approve the minutes of the meeting held on 28th November 2023</b>  <i>The minutes were approved as a true and accurate record of the meeting.</i></p>	
4	<p><b>Matters arising:</b>  GOS to code in Ofsted feedback into the QIP - completed for December Corporation</p>	
5	<p><b>HR Report</b>  DB explained due to the change of HR manager this was compiled by DB and Lorraine Swift - former Vice Principal Finance and Planning. Azz Harris (AH) is now in post as HR manager as of the 1st of February and will attend C&amp;Q going forward.  Items to note were a change in employment law regarding flexible working. This is reflected in the policy in item 10. The sickness policy has also had a re-write and rationale behind the change is in this report.  The changes in flexible working requests were explained.  The sickness policy now reflects the changes discussed at the previous series of governor meetings and the rationale for this change is provided in Appendix 1 as requested.  A member stated it is a sensible change and asked for more information about the evidence that led to the change. DB explained that staff shortages and recruitment practices had been contributory factors. Changes to practice were discussed.</p>	

	<p>A question was asked on when the changes to the sickness policy would come into force and DB clarified this was from 1st April 2024.</p> <p><b>Members approve the appendix and the rationale behind the changes.</b></p> <p><b>Action:</b> A member noted that the staff profile covers ethnicity and disability but not gender. DB stated she will look into this.</p> <p>A discussion took place around intersectionality and the different ways in which data can be interrogated. DB reiterated there is a desire to do this but capacity is an issue at the moment.</p> <p>DB continued to explain the feedback from the staff wellbeing survey and set out the actions that have been taken to promote positive mental health and wellbeing amongst colleagues.</p> <p>A member noted the return rate and asked how often staff are surveyed. DB stated this is completed three times a year, it is currently not externally benchmarked, however York College runs a survey annually and Shipley College have indicated they want to join this going forward to allow benchmarking data.</p> <p>DB explained there are exciting things on the horizon such as AI workshops, advanced equipment to simulate real experiences within learning and the introduction of TeachMatic for all staff.</p>	DB
6.	<p><b>To consider a Teaching, Learning and Assessment Report including:</b></p> <p><b>a) OTLA Interim Summary Report 23/34</b></p> <p>GO explained the progress made in TLA approaches and how this has been rolled out.</p> <p>A member asked about OTLA outcomes and SLT explained the role of APs.</p> <p>A member asked how the data around strengths and AFIs in OTLAs are being followed up. In response GOS explained that some Governors will be aware that the college has introduced a set of 'Shipley standards' which has been developed through a collaborative process to have a standardised teaching and learning structure in the college and has been rolled out across the College.</p> <p>A question was asked regarding what is being implemented to develop observational practice. DB explained that piece of work was completed at the end of December term which endorsed the current observer practice.</p> <p><b>b) 23/24 QDP FT Induction Learner Survey Report</b></p> <p><b>c) 23/24 QDP PT (Interim) Learner Survey Report</b></p> <p>GOS explained there was a lower return rate on both Full Time and Part Time surveys and the process that has since followed to ensure a higher return rate on the next round.</p> <p>A member stated it was heartening to see the points above benchmark and congratulate the team on this. They noted it is reassuring to hear how precise SLT are being on the actions needed to take.</p> <p>There was some discussion about the wording of questioning and how this is required to enable the College to benchmark student satisfaction against other providers.</p> <p><i>JB left the meeting at 6.58pm due to technical issues.</i></p>	
7	<p><b>To consider the 22/23 Equality, Diversity and Inclusion annual report and progress on Action Plans</b></p>	

	<p>DB highlighted the additional information which had been added into the report to explain the data previously provided-at the December Corporation meeting.</p> <p><i>JB rejoined the meeting at 6.59pm</i></p> <p>A member noted the LGBTQIA+ resources are good and asked if these can be shared. It was discussed linking up the societies at other establishments to support one another.</p> <p>Members congratulate staff on a comprehensive report.</p>	
8	<p><b>To review the 'Theme for the Year' - Employers: Curriculum Collaboration and Co-Design</b></p> <p>GOS reported the college held an 'out and about week' where staff and students went out to businesses for work based learning - 75 foundation students and 366 technical and vocational students 'out and about' (excludes T Level and mandatory placed students.)</p> <p>Workplaces included Manchester City Football Club, Amazon, the BRI, Liverpool Airlines and BCB radio. The majority of teachers go out to these places again in the 'return to industry' sessions and will work with employers on sequencing of curriculum. We have co-designed the curriculum with employers and will now order them so more students are ready to go out in the workplace sooner in the year.</p> <p>40 employers attended the Apprenticeship Unlocked event and 6 will support and sponsor the courses.</p> <p>The refurbished boardroom upstairs in the Exhibition Building will be used as a space for students to work with employers to help them prepare for the work environment.</p> <p>A member advised they really like the fact that staff are going out with students and asked how SLT are maintaining the focus and energy on this area of work. GOS explained the resource allocated to enable this activity. Governors congratulate the staff on the initiative.</p> <p>A discussion took place around opportunities for governors to get involved in this activity next year and it was agreed dates for Out and About activities will be shared with governors going forward.</p> <p><i>RA left meeting at 7.20pm due to technical issues</i></p>	
9	<p><b>To consider Principal's report including;</b></p> <p><b>a) Ofsted Update</b></p> <p>DB provided an update on the College's formal responses to the Ofsted inspection. DB has also met with the MP who is supportive.</p> <p>A member asked what the external processes are and DB responded.</p> <p><i>RA re-joined the meeting at 7.24pm</i></p> <p>DB explained the processes that are being used to respond to the Ofsted report and explained how colleagues are involved. A separate working group of governors are overseeing the progress and will report to C&amp;Q.</p> <p>Information was shared with governors about our LSIF project work including the appointment of AI champions, purchase of capital equipment to support teaching and learning and the AI conference on the 21st March in which the other local colleges in the WYCC will be participating.</p>	

	<p><b>b) To consider an in-year retention and enrolment report - including Apprentices</b></p> <p>DB explained the data and the impact of curriculum decisions taken in year.</p> <p>There was a question from a member about retention across different departments and data was provided. Members felt this was really positive progress and acknowledged the challenges shared.</p> <p><b>c) To consider a progress report on the Risk Register related to the Curriculum</b></p> <p>DB reported to the key items:</p> <p>4a. Key changes in staff were noted and the period of change the college is going through.</p> <p>8c. Explanation about the potential impact of defunding of L2 and L3 qualifications. This has been discussed previously. There are also new conditions of funding in place for English and Maths meaning we need to increase our Maths hours.</p> <p>A member asked if the Maths tutoring project in schools that has been offered out to colleges has been of any use. DB confirmed the college are involved with that and the offer is online, taking up the Bradford University offer and also approached Leeds University as they do a similar one.</p> <p>9a. DB discussed the debate around this item however the college knows Ofsted will return to measure progress since the October inspection. DB explained other resources available to the College.:</p> <p>11a. Staff recruitment - some very positive appointments made but ongoing challenge of recruitment in key curriculum areas.</p> <p>11b. New HR Manager in post as of 1st of February.</p> <p>DB noted leaders have not yet started pay conversation about 24/25. AoC are starting conversations about pay awards</p>	
10	<p><b>To consider the:</b></p> <ul style="list-style-type: none"> <li>a) Maternity, Paternity, Adoption, Parental &amp; Shared Parental Leave Policy</li> <li>b) Staff Code of Conduct</li> <li>c) Flexible Working Policy and Procedure</li> <li>d) Grievance Policy and Procedure</li> <li>e) Quality Policy &amp; Strategy</li> <li>f) Safeguarding Policy and Procedure</li> <li>g) Staff and Student Mental Health and Wellbeing Policy</li> <li>h) Admissions Policy</li> <li>i) Sickness Absence and Attendance Management Policy -</li> </ul> <p>All changes are highlighted in each document. DB had covered item d and i under item 5.</p> <p><b>Members approve the above policies and recommend them to the Corporation.</b></p>	
13	<p><b>Any other business</b></p> <p>None raised.</p>	
	<p><b>Dates of proposed meetings to Dec 2024</b></p> <ul style="list-style-type: none"> <li>● 18 June 2024 - in college</li> <li>● 26 November 2024- online</li> </ul>	

Meeting closed 7.55pm

**Decision and Action Tracker**

Date /Item	<b>Decision/Action</b>	Person responsible
050324 item 3	<b>The minutes were approved as a true and accurate record of the meeting by those in attendance.</b>	
050324 item 5	<b>Members approve the appendix and the rationale behind the changes to the sickness policy.</b> <i>A member noted that the staff profile covers ethnicity and disability but not gender. DB stated she will look into this.</i>	DB
050324 Item 10	<b>Members approve the above policies and recommend them to the Corporation.</b>	