

Kirklees College Corporation

## QUALITY PERFORMANCE & STANDARDS COMMITTEE

### Minutes of a meeting held at 11.30 on 29 November 2021 via Microsoft Teams

Present:	Dr A Williams	Independent Member (Chair)
	Prof S Donnelly	Independent Member
	Ms C George	Independent Member
	Mr G Hetherington	Independent Member
	Mr P Singh	Executive Member
	Ms G Woodyet	Student Member
Attendance:	6/6 = 100%	KPI 80% Quorum: 3
In Attendance:	Ms J Arechiga	Vice Principal - Curriculum and Innovation
	Ms L Buckley	Assistant Principal - Apprenticeships
	Ms P Firth	Assistant Principal - Adults & Study Programmes
	Ms J Green	Clerk to the Corporation
	Ms P Harrow	Assistant Principal - Student Experience
	Ms P Hughes	Assistant Principal - Quality and Curriculum

Item	Action/ Report Item
<b>PRELIMINARY ITEMS</b>	
<b>1</b>	<b>WELCOME AND INTRODUCTIONS</b>
i	Due notice of the meeting had been given, the requirement for all persons participating to be able to communicate with one another was met and the meeting was quorate.
ii	The Chair welcomed everyone, in particular new Committee member Ms G Woodyet.
<b>2</b>	<b>APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTERESTS</b>
i	Apologies were received from Mr S Harrison, Head of Faculty Quality.
ii	No one declared any interest in the business to be transacted at the meeting which they were required by the Instrument of Government or otherwise to disclose.
<b>3</b>	<b>MINUTES OF THE 5 JULY 2021 MEETING AND MATTERS ARISING</b>
i	<b><u>RESOLVED:</u></b>
	<b>(i) To approve the 1 November 2021 minutes as an accurate record.</b>
ii	<u>Update on Agreed Actions</u>
iii	<u>Update on the Status of the ESFA Institution Level report:</u> An update paper was provided.
iv	<u>Upload the outcomes data by curriculum area to Teams:</u> This had been actioned.
v	<u>To communicate to relevant staff the Committee's admiration of their efforts to support learners affected by the pandemic:</u> This would be actioned as part of Christmas comms.
vi	<u>After reviewing any feedback from AoC policy lead Mr D Corke, to share any insights:</u> This would be reported once the maths & English detail was made available.
vii	<b>Action (rolled over):</b> To share any insights following feedback from Mr D Corke.
viii	<u>To bring a follow-up report on destinations data:</u> This was provided in the College Self-Assessment Report and in the actions update paper.
	PHu

Item		Action/ Report Item
ix	<u>To bring a paper sharing highlights from the management analysis of the accuracy of the January/February predictions to the March Committee meeting:</u> Not yet due.	
x	<b>Action (rolled over):</b> To bring a paper sharing highlights from the management analysis of the accuracy of the January/February predictions to the March Committee meeting.	PHu
xi	<u>To translate the percentages (from the Learner Support report) into numbers, to illustrate the relative sizes of the cohorts:</u> This was provided in an update the Clerk had circulated.	
xii	<u>To share the planning for Ofsted readiness at the next meeting and a logistics plan for Governors within the next week:</u> The plan had been provided by email and more detail was contained in the actions update report.	
xiii	<u>To support Committee Member Mrs C George in catching up on the missed briefing to Governors on the EIF:</u> This had been actioned.	
xiv	<u>To complete/deliver the Committee's self-assessment report:</u> This had been actioned.	
<b>HIGHER EDUCATION &amp; SKILLS REPORT</b>		
<b>3.1 ACCESS &amp; PARTICIPATION PLAN IMPACT REPORT</b>		
i	Assistant Principal Ms P Firth ("PF") introduced the report, which was a mandatory return that had been submitted to the Office for Students ("OfS") in July 2021. It was brought to the Committee for monitoring purposes. The OfS had received the report and had advised that there were no further actions for the College other than to publish it on the website but had noted that there had been a significant underspend against the College's Higher Education ("HE") financial support commitments. This was being looked into by a Task & Finish Group and an action plan had been drawn up.	
ii	<b>Corporation report:</b> The Office for Students has received and considered the College's Access & Participation Plan Impact report, which will be uploaded to the website. No further action was required.	Report Item 1
iii	<b>Action:</b> To upload the Access & Participation Plan Impact report to the website.	PF
<b>3.2 HE COMMITTEE MINUTES OF 18 NOVEMBER 2021</b>		
i	The minutes were received and the contents noted.	
<b>3.3 HIGHER SKILLS AND EDUCATION PERFORMANCE &amp; UPDATE</b>		
i	The report was received and the contents noted.	
<u>2020/21 Achievement</u>		
ii	Three years of data was presented for comparison purposes. Overall, the College had seen an improvement in achievement from the previous year - but not to the extent of 2018/19. The majority of curriculum areas had sustained or improved HE achievement from the previous year but only one had achieved the same level as in 2018/19.	
<u>Management Transition of Higher Skills and Education</u>		
iii	Some management changes had taken place and the impact of these was discussed. It was noted that Assistant Principal Ms P Hughes would be taking responsibility for HE.	
iv	It was noted that it would be PF's last Committee meeting as she would soon be leaving the College to take up another role. Members thanked her for her contributions and hard work and wished her well for the future.	

Item		Action/ Report Item
v	<p><u>Higher Skills &amp; Education Growth Project</u></p> <p>The College was making good progress on the work of investigating the growth opportunities in the higher skills and education market. The interim Higher Skills manager had been working with the curriculum area managers and Level 3 and 4+ students to identify the key growth areas and interest of College students. Further development had included utilising local labour market intelligence to identify skill gaps areas and industries in development and growth. In addition, sharing good practice opportunities had taken place to identify growth markets with other institutions.</p> <p><u>Recruitment Position</u></p>	
vi	<p>The recruitment position was noted. Potential reasons for the lower numbers and the reduced level of internal progression were discussed.</p>	
<b>MATTERS TO NOTE AND ADMINISTRATION</b>		
4	<b>PUBLICATION OF AGENDA PAPERS</b>	
i	<p><b><u>RESOLVED:</u></b></p> <p><b>(i) Items marked with an asterisk on the meeting agenda shall not be published.</b></p>	
5	<b>DATE OF NEXT MEETING</b>	
i	Monday 7 March 2022 at 3pm.	

<b>Items of Report for Corporation</b>		
#	Details	Minute
1.	The Office for Students has received and considered the College's Access & Participation Plan Impact report, which will be uploaded to the website. No further action was required.	3.1 ii