

Kirklees College Corporation

QUALITY, PERFORMANCE & STANDARDS COMMITTEE

**Minutes of a meeting held at 15.00 on 13 March 2023
in the Conference Suite, Waterfront Quarter and by Teams videoconference**

Present: Mrs C George Independent Member (Chair)
Dr W Bailey Independent Member
Mrs R Blackburn Co-opted Member (by videoconference)
Mr D Harding Independent Member
Mr G Hetherington Independent Member

Attendance: 5/7 = 71% KPI 80% Quorum: 3

In Attendance: Ms J Arechiga Vice Principal - Curriculum and Innovation
Ms J Green Director of Governance & Compliance
Ms P Hughes Assistant Principal - Quality and Curriculum
Ms A Quantrill Teaching, Learning & Digital Innovation Manager
Ms K Sykes Higher Education and Skills Manager
Mr J Wilson Head of Faculty, Quality & TLA

Item	Action/ Report Item
PRELIMINARY ITEMS	
1	APPOINTMENT OF CHAIR, WELCOME AND INTRODUCTIONS
i	<u>RESOLVED:</u> (i) To appoint Independent Member Mrs C George as Chair for the meeting.
ii	The Chair welcomed everyone to the meeting. She referred to the recent Ofsted inspection and congratulated everyone on their hard work and commitment to the College values. Governors noted that staff had made some significant sacrifices.
2	NOTICE AND QUORUM
i	The Director of Governance & Compliance Ms J Green ("JG") confirmed that 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.
3	APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST
i	Apologies were received from Committee Members Dr A Williams and Mr P Singh and Assistant Principal Apprenticeships Ms L Buckley.
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.
4	MINUTES OF THE 9 FEBRUARY 2023 MEETING AND MATTERS ARISING FROM RECENT MEETINGS
i	Some incorrect dates were identified at items 5 and 11 in the minutes. <u>RESOLVED:</u>

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iii	<p>been an emotionally charged and exhausting week but, once the dust settled, staff would be keen to press on with the continuous improvement agenda.</p> <p>Corporation report: The Committee discussed the College's experience of inspection under the new Ofsted Education Inspection Framework. It would like to place on record its thanks to all staff and Governors who were involved in the inspection and contributed to the successful outcome, which confirms our internal assessments of the quality of our provision and the student experience.</p>	
iv		
6	<p>TEACHING LEARNING AND ASSESSMENT ("TLA") UPDATE</p> <p><u>Student Progress Checks</u></p> <p>i Teaching Learning & Digital Innovation Manager Ms A Quantrill spoke to a paper she had presented to a Quality Team meeting. It reported the findings of recent student progress checks and described the position of different departments.</p> <p>ii Members were interested in the College approach to risk management, particularly the RAG rating of staff according to the level of risk they were deemed to pose to the quality of education. AQ said, while the paper identified 66 staff (20% of the teaching/trainer assessor workforce) who posed a high risk, if new members of staff were ignored, this fell to 15% and, since the paper was written, intervention work had brought that down to 9%. All high-risk staff had an individualised support plan.</p> <p>iii AQ said, while the skills matrix in the paper showed the maths and English departments carrying particularly high levels of risk, a lot of work had been done since the paper was written and the Quality Team was now confident that only two staff remained high risk in those areas. Committee Members were pleased to hear this as it had been concerning to read that 10 staff in those areas were high risk. A Member asked how this came to be the case.</p> <p>iv AQ said the management team was initially quite slow in responding to indicators of concern and had not been referring individuals promptly for intervention. She said with a new manager in the maths department, quality actions were now moving faster and continuous professional development was being delivered weekly.</p> <p>v Action: Bring an updated skills matrix to the next Committee meeting, to provide assurance that quality risk management was now effective and to show the distance travelled since the 21 February Quality Team meeting.</p> <p>vi Referring to the Student Progress Check table on page 2 of the paper, a Member asked how the Quality Team was able to indicate a direction of travel for departments despite delays to progress checks due to the external quality review. The Head of Faculty, Quality & TLA Mr J Wilson ("JW") said where departments were 'Requires Improvement', there was continuous engagement with the Quality Team.</p> <p>vii The meeting discussed the findings of a series of 'Quick Wins' learning walks, which were carried out following the publication of some updated classroom expectations guidance. A substantial amount of low-level unacceptable behaviour was found to be going unchallenged and the Committee agreed that it was positive to see steps being taken to identify this and to address it.</p>	JW

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viii	<p>Corporation report: The Committee received an assurance report on the impact of interventions to address weaknesses in the quality of teaching, learning and assessment. The Committee heard about a number of effective processes and initiatives, which are contributing to continuous improvement. The overall direction of travel is positive with most departments showing an improvement. The areas that are merely sustaining their existing grades include Motor Vehicle which is assessed as 'Requiring Improvement'.</p>	Report Item 2
7	<p>CURRICULUM REFORMS</p> <p>i The meeting discussed recent further education reforms, as well as changes on the horizon and being rolled out. It was noted that some T Levels had been delayed due to quality concerns, with an accompanying clawback of funding; the College would need to revisit its business planning.</p> <p>ii The Assistant Principal Quality and Curriculum Ms P Hughes ("PH") said the Association of Colleges had raised some important concerns about the planned Level 3 reforms. They were summarised in her paper, the main one being that they could further disadvantage students from deprived areas. Senior politicians such as the Lords Johnson of Marylebone, and Blunkett had also recognised this concern and had spoken out against the defunding of "vital vocational qualifications". There was agreement that the College must use its influence to advocate for local needs.</p> <p>iii A Member noted that, in the management paper, PH had alluded to risk around future student recruitment and progression. PH said while the College was broadly supportive of the government's vision of creating a strong technical pathway, the team was concerned that many young people would not be ready for T Levels; they were a big step up from Level 2. Students who would normally progress onto a BTEC would be at risk of falling out of funding and this risk would need to be planned for; around 446 students were expected to be impacted from 1 August 2025. In addition, the College might struggle to find adequate work experience placements for large numbers of T Level students, given the large number of hours that were needed.</p> <p>iv It was note that the College had introduced T Levels in Health & Social Care, Childcare, and Electrical and Engineering in September 2022. PH said there was always a risk in introducing new provision, so students were being closely monitored. As the 2021-22 national outturn for Health and Social Care had been disappointing, there was a strong focus on getting students exam ready.</p> <p>v A Member commented that, with the rapid pace of change and in light of the risks, the information advice and guidance (IAG) the College provided would be critically important. PH agreed. She said some students had been given IAG for T Levels that had been withdrawn and had needed further IAG for alternative programmes.</p>	

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vi	There was discussion about the impact of the expected curriculum reforms on the College's staff development strategy. Academic staff would need to support the delivery of higher-level technical qualifications, in particular a new Foundation Degree in Digital, and would need training and development. PH said staff development had been a high priority in business planning.	Report Item 3
vii	Planning for the reforms had opened up conversations about collaboration and joint working and a promising relationship was developing with Huddersfield New College.	
viii	Corporation report: The Committee discussed the implications of key curriculum reforms. There are potential risks to retention and progression, which the Finance Committee must be mindful of in overseeing financial planning and forecasting. The College has concerns about the defunding of existing Level 3 qualifications such as BTECs, fearing that many learners may be left without pathways for progression.	
8	SUBCONTRACTED PROVISION	Report Item 4
i	A paper on subcontracted provision was discussed. PH said the College's quality assurance was robust; the latest deep dive had assessed the teaching, learning and assessment in the subcontracted provision as high-performing and the arrangements were delivering good progression and high levels of achievement.	
ii	The Committee noted that the College's ambition was to reduce subcontracting in the long term; this would be an important conversation for the new curriculum and skills sub-committee.	
iii	Corporation report: The Committee discussed the College's arrangements to quality assure the subcontracted provision and understands that the quality of teaching, learning and assessment is good.	
16.05 A comfort break was taken. When the meeting resumed at 16.15, all re-joined and Head of Student Support & Development Ms A Tregear also joined.		
STUDENT EXPERIENCE		
9	VULNERABLE AND HIGH NEEDS LEARNERS REPORT	
i	The Head of Student Support & Development Ms A Tregear ("AT") shared High Needs Achievement, Retention and Pass rate data from 2018/19 to 2021/22, highlighting a slight dip in Retention compared to the national rate for 16-18 learners with learning difficulties or disabilities.	
ii	Members were concerned to hear that there had been an increase in High Needs learners discontinuing their studies due to mental health issues. AT said this was principally due to their need for more specialist counselling and mental health support than the College could provide - and external services being oversubscribed.	
iii	The Committee progressed to discuss more broadly the services and support the College had put in place for students with Special Educational Needs and Disability ('SEND'). AT said the number of learners requiring support was expected to rise in 2023-24 but the College was in a good position to meet the demand. It had commissioned services from the Local Authority and a recent SEND team restructure had improved responsiveness. There were now eight Special Educational Needs Co-ordinators, each with a different specialism. And while the College was still on a journey in terms of the embedding of Quality First Teaching strategies consistently across all its provision, this had been recognised as a strength in both the external quality review and the Ofsted inspection.	
iv	The Committee Chair thanked AT for her report, which Members agreed was an excellent example of a well-written and well-structured paper. AT was commended on her team's success in meeting the complex needs of so many students.	

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v	A Member asked to what extent equality monitoring data was being used to measure the effectiveness of the College's High Needs provision and inform planning. The Member said if this could be worked into the next report it would give even greater assurance that the College was on a path to Outstanding. AT said this was very much part of the monitoring process; the data showed a slight dip for the 'other Asian' and 'Black Caribbean' cohorts – but they were extremely small cohorts so the difference was not material. She said all other groups were in line with peers.	
vi	A Member said, given the challenges of achieving consistency of experience and managing the upsurge in demand, did AT have adequate support and resources? AT said she had a strong team with a good understanding of Curriculum Area Managers' needs. She said a further challenge was to grow opportunities for High Needs Learners to go into employment, in order to change lives.	
vii	Corporation report: A report on the outcomes and support for High Needs and Vulnerable Learners provided substantial assurance on the College's work in this key area. The Committee discussed some risks and opportunities on the horizon, with numbers of High Needs Learners set to increase.	Report Item 5
16.30 Ms A Tregear left the meeting.		
10	COMPLIMENTS AND COMPLAINTS POLICY/PROCEDURE	
i	The Head of Faculty, Quality & TLA Mr J Wilson ("JW") presented proposed amendments to the Compliments and Complaints policy and procedure. A Member sought assurance that it was appropriate to operate a single procedure across both the further and higher education provision and JW confirmed this.	
ii	<u>RESOLVED:</u> (i) To approve the proposed changes to the Compliments and Complaints policy and procedure.	
HIGHER EDUCATION & SKILLS		
16.40 HE Quality Manager Ms K Sykes joined the meeting.		
11	HIGHER EDUCATION & SKILLS UPDATE	
i	The HE Quality Manager Ms K Sykes ("KS") said, from September 2023, the College would roll out two new foundation degree courses validated by the University of Central Lancashire for two new foundation degrees ¹ : Business & Management and Computer Science, to launch in September 2023. Marketing for both programmes would begin soon.	
ii	The College had planned to roll out a further foundation degree course in September in Health & Social Care but this was now on hold, as the University of Huddersfield had not completed the validation process. This reflected the continuing position of colleges having relatively little power in validation arrangements. The University's delay was a significant setback for the College HE strategy. Time and money spent on forward planning would be wasted and the students would go elsewhere. In addition, the College had been told by the Department for Education that Skills Injection funding would need to be repaid and a new application made next year.	
iii		

¹ A foundation degree is a higher education qualification that combines academic learning with work-based skills.

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	It was noted that Governors would need to bear in mind the impact of the delay in validating the foundation degree in Health & Social Care (one of the main growth areas) in October/November when management reported on HE recruitment.	
iv	<u>Office for Students Regulation</u>	
v	<p>The Committee noted that, in a change to Condition B3 of the Conditions of Registration, the Office for Students planned to challenge providers where courses were judged not to be delivering 'successful outcomes' and could potentially force such courses to close. KS said some College provision would be in scope and this was being treated as a 'medium' risk.</p> <p>New guidance on Access and Participation Plans for 2024-25 was due. Providers would need to submit new plans in 2024, to take effect from 2025-26.</p>	
vi	<u>College Graduate Outcomes</u>	
vii	KS said recent survey data showed 60% of Kirklees College students in 2019/20 went onto full time employment (2018-19 41%), 13% onto part time employment study and the remainder in either part time employment & study or further study, travelling and 3% unemployed. She said this gave confidence that the College was making good choices in the design of its HE curriculum.	KS
viii	<p>Action: Provide an update on progress on the HE Strategy at the next meeting.</p> <p>Corporation report: The Committee received a report on progress on the College's HE Strategy. This has experienced a set-back, as one of the foundation degree courses that was planned for 2023-24 will not be validated in time. The course is in one of the key growth areas, so Governors can expect student numbers to dip.</p>	Report Item 5
GOVERNANCE, MATTERS TO NOTE AND ADMINISTRATION		
12	SUB-COMMITTEE DRAFT TERMS OF REFERENCE	
i	JG presented the draft Terms of Reference. These were discussed. It was agreed that the sub-committee should meet termly.	
ii	Action: Prepare a draft Calendar of Meetings and Schedule of Business.	JG
iii	Action: Add "Sub Committee Report" to the Committee's Agendas.	JG
13	GOVERNOR INVOLVEMENT	
i	<p>The Committee noted as follows:</p> <ul style="list-style-type: none"> ➤ Governors had supported the Ofsted inspection, taking part in a Governor panel (Mr G Hetherington, Mrs C George and Dr A Williams) and meeting the skills lead to discuss the College's work on an apprenticeship standard for the local bed manufacturing industry (Mrs C George and Mrs F Hussain-Butt). Mr I Wainwright and Mr D Harding had volunteered and prepped but had not been required. ➤ On Wednesday 1 February, the Corporation Chair and Vice Chair attended the College's strategic conversation and had since received positive feedback from the Education & Skills Funding Agency and Further Education Commissioner. ➤ The Corporation Chair had attended the Association of Colleges Parliamentary Day of Action, themed 'Mind the Skills Gap' and had useful meetings with all four local MPs, who had all voiced support for further education. ➤ The Strategic Priority Link Governors continued to meet with their management links to gain assurance on progress towards the Priority action plans. 	

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14	PUBLICATION OF AGENDA PAPERS	
i	<u>RESOLVED:</u> (i) The papers are not deemed confidential.	
15	DATES OF NEXT MEETINGS	
i	3pm on Wednesday 10 May 2023	
0	CLOSE	
i	There being no further business, the Chair declared the meeting closed at 17.05.	

Agreed Actions				
#	Min	Action	Who	By When
1.	4x	The Navigate session to include an illustration of how the system was used to support students with SEND and EHCPs.	JA, J Flatley	31.03.23
2.	6v	Bring an updated skills matrix to the next Committee meeting, to provide assurance that quality risk management is now effective and to show the distance travelled since the 21 Feb Quality Team meeting.	JW	May 23
3.	11vii	Provide an update on progress on the HE Strategy at the next meeting.	KS	May 23
4.	12ii	Prepare a draft Calendar of Meetings and Schedule of Business.	JG	May 23
5.	12iii	Add "Sub Committee Report" to the Committee's Agendas.	JG	May 23

Items of Report for Corporation		
#	Details	Min
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5.	A report on the outcomes and support for High Needs and Vulnerable Learners provided substantial assurance on the College's work in this key area. The Committee discussed some risks and opportunities on the horizon, with numbers of High Needs Learners set to increase.	9viii