

LEEDS COLLEGE OF BUILDING

QUALITY, CURRICULUM & PERFORMANCE COMMITTEE

Minutes of the meeting held on Monday 30 October 2023, 10.00am, Meeting Room 1, North Street / Microsoft Teams

PRESENT:

Debbie Forsythe-Conroy (DFC) – Chair (appointed item 3)
Nikki Davis (ND)
Dave Russell (DR) - *attended via Microsoft Teams*
Caroline Meehan (CM)
Michael Norton (MN)
James Dunford (JD) – *attended via Microsoft Teams*
William Wallace (WW)
Molly Fulton (MF)
Julie Tolley (JT)
Sandra Burnhill (SB)
Sarah Gibson (SG)

ATTENDANCE: 11 / 11 = 100% (KPI 80%)

IN ATTENDANCE:

Jane Taylor-Holmes (JTH) (Director of Governance)
Rob Holmes (RH) (Assistant Principal, Quality & Student Experience)
Chris Tunningley (CT) (Assistant Principal, Adults & Higher Education)
Menna Bailey (MB) (Head of English & ESOL)
Costina Babanau (CB) (Head of Maths & Digital Skills)
Clare Fielding (CF) (Interim apprenticeship Manager) – *attended via Microsoft Teams*
Nancy Fearnside (PA to Strategic Leadership Team)

**ACTION
BY AND
TARGET DATE**

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from S Connell, Assistant Principal – Study Programmes.

2. DETERMINATION OF ATTENDEES / OBSERVERS

Members agreed attendees at the meeting as per the attendance list above.

3. APPOINTMENT OF CHAIR (& VICE CHAIR)

JTH explained that a discussion had taken place earlier at the People & Governance Committee meeting and the recommendation was that DFC would be approached to act as Chair of the Quality, Curriculum & Performance Committee. DFC was appointed as Chair for a one-year cycle. JTH stated that the Committee was also looking for a Vice Chair to act in the event the Chair could not attend for any reason. Members were asked to let JTH know if they were interested in the role.

**ALL
17 Nov. 2023**

4. DECLARATION OF INTEREST

There were no declarations of interest.

It was noted that the Committee name has changed and was now the Quality, Curriculum & Performance Committee to ensure that the focus on Quality was clear.

**5. QUALITY & PERFORMANCE REPORT
Structure and reporting**

RH explained that the first formal meeting of the Quality, Curriculum & Performance Committee was scheduled for 5 December 2023 but he and DFC had wanted to get in place an in-year monitoring report prior to that and therefore this extra meeting had been set up.

DFC confirmed that she had discussed the proposed Quality Report with RH prior to this meeting and emphasised that it was a very important document.

RH presented Item 5 and provided an overview. He explained that a Quality Report would be presented to the Strategic Leadership Team (SLT) every month and the Quality, Curriculum & Performance Committee would receive a report three times a year. The monthly report to SLT would be uploaded to the Governors Hub for all Governors for information.

Committee members discussed the content of the report.

RH commented that currently the College had 4,100 students and Page 1 would be updated to record a breakdown of students by provision area.

**RH
Dec. 23**

JT asked if data was available on which students had been referred to CAMHs or were in receipt of mental health support. RH agreed to review whether this data was available. It was suggested that a section of the report could include data on NEET's (not in education, employment or training), and matters related to the physical health and wellbeing support provided to students. RH confirmed that the College was working closely with the Local Authority regarding NEETs.

**RH
Nov. 2023**

JTH explained that some of the data may already be included in the Safeguarding Report.

Page 2 onwards detailed the Area of Focus for the report, as detailed below.

1) Student Attendance, Behaviour & Management

All data would be provided in the first section. Section 1.1 would include details of students at risk through bad behaviour, non-attendance etc. Assistant Principals / Heads of Departments would provide an analysis of the data in-year, against trends, demographics etc. in Section 1.2. A monthly update on behaviour / engagement would be provided by A Whitehead / J Francis (Heads of College Experience, Behaviour & Engagement).

SB asked if this was an area of focus; RH confirmed that this was an area of focus and would also be included within the Quality Improvement Plan.

2) Apprenticeship update

This would include details on pre / post Gateway numbers, EPA bookings, EPA grades by department etc. An analysis of in-year data against trends, interventions taking place etc. would be provided in Section 2.1. RH explained that review dates were a key area and continued to be a challenge to the Team.

5. **QUALITY & PERFORMANCE REPORT** (continued)
Structure and reporting

SG raised the question of how the College generally approaches recruitment planning into the future. RH explained that details of all College student numbers would be populated on the first page. The narrative on Page 2 would help inform the Curriculum Plan.

3) Tutor Utilisation & Average Class Size

Staff utilisation against 886 hours and average class size per area / faculty would be shown in the first section. Section 3.1 would provide a narrative. RH explained that average class sizes and tutor utilisation are areas that SLT would be monitoring.

4) Student Numbers

RH stated that details of student numbers by area / faculty would be provided and updated monthly. Section 4.1 would provide details of withdrawals by subject area and split into ethnicity, disability etc. by department. Section 4.2 would provide a narrative, including details of what has been done to retain students. RH explained that this section would provide a rolling picture.

5) QAR, Retention, Pass – Area & College level

RH explained that this would provide a rolling picture of predicted pass rates through ProAchieve by area / level. DFC suggested that details by provision type would be useful to understand impact by provision type.

RH
Nov. 2023

6) Quality Improvement Activities

RH explained that this section would include details from surveys, Curriculum Area Reviews (CARs), Learning Walks, Quality Assurance visits etc.

SG asked if the Quality of Teaching would be included. RH confirmed that the CARs / Learning Walks would cover this. Full CAR reports could be provided if necessary. It was agreed that this would be further considered as the work of the Committee progressed.

RH
Nov. 2023

DFC commented that Ofsted carry out 'deep dives' and would look at internal quality outcomes such as Learning Walks, together with scrutiny of students' work to consider progress over time. RH confirmed that the CAR process was very similar in approach to the Deep Dive model.

It was agreed that complaints and compliments would be included in a specific section in 8.

RH
Nov. 2023

It was noted that the quality of education improvements and follow up would be included within the Quality Improvement Plan.

7) Applications / internal progression

RH stated that open events for next year had already commenced. LMI would be utilised and applications targeted (with intervention as appropriate). Internal progression / destinations would be reported in this section. Purlos would be used to provide the granular / ongoing data and would be updated regularly.

5. QUALITY & PERFORMANCE REPORT (continued)
Structure and reporting

JT suggested that details of the conversion rate to enrolments would be useful.

RH
Nov. 2023

SB raised the question of KPIs. RH explained that these are monitored by the Board and the Quality Report underpins them. SB suggested the KPIs could be included in this report and RAG rating would be very helpful.

RH
Nov. 2023

DR queried whether applications should be included within the report. DFC said that this information would be helpful and reflect on the curriculum intent. RH stated that it would provide evidence of responding to Labour Market Intelligence and support the curriculum plan process. Destination data would also be included in this section.

RH
Nov. 2023

JD suggested that school destination data would be helpful, looking at which schools students came from and ensuring promotion of the full range of College courses. RH confirmed that he had discussed this with Sarah Warburton (External Liaison Officer) and this would be included in November's report, which would be available on the Governors' Hub.

8) Compliments / Complaints

This section would include data on compliments and complaints by demographic area / department. Section 8.1 would include a narrative on what interventions had taken place to address any complaints.

9) Safeguarding & PREVENT

RH explained that this would include details of safeguarding cases, referrals & PREVENT cases, together with what had been put in place to support students. RH confirmed that he would continue to meet with JD regarding safeguarding issues.

JT stated that she was very keen on qualitative data, particularly from students. RH explained that feedback would be included in Section 6. In addition to Student Surveys, feedback was also obtained from Focus Groups, CARs and Learning Walks.

DFC noted that Costina Babanau (Head of Maths & Digital Skills), Menna Bailey (Head of English & ESOL) and Clare Fielding (Interim Apprenticeship Manager) would be providing presentations shortly and asked that in future presentations should provide the possibility for student feedback. RH confirmed that other Heads of Departments would be invited to give presentations as appropriate and scheduled in advance. ND suggested that MF (Student Governor) could also be asked to provide her perspective.

RH confirmed that the first Quality Report would be presented to SLT on 8 November 2023 and would be uploaded to the Governor Hub for information. Any questions on the report could be sent to RH.

DFC commented that the College would be judged on the Skills Strategy and requested an item on the Skills Strategy was added to the next agenda and a separate report provided.

RH - Nov. 2023
To be
discussed post
Ofsted

5. QUALITY & PERFORMANCE REPORT (continued)
Structure and reporting

RH commented that Steve Connell (Assistant Principal – Study Programmes) was the College’s Skills Nominee and would be attending future Quality, Curriculum and Performance Committee meetings.

6. MATHS & ENGLISH UPDATE

M Bailey (MB) and C Babanau (CB) provided an update on maths & English. The following points were noted.

- An overview of the maths & English structures was detailed. MB explained that three new English lecturers had been appointed and all had worked in similar areas previously. The departments were still recruiting for part-time variable hours staff to supplement numbers.
- Maths & English results for 2022/23 were detailed in the presentation and MB / CB gave an overview of their respective areas. SG commented that withdrawals were quite high. CB explained that once a student was withdrawn from their main vocational course, then they were automatically withdrawn from maths & English. JT noted the student numbers for 2022/23 and queried the numbers for 2023/24. MB stated that there were a lot more students requiring GCSE maths & English this year; a 40% increase on the previous year. MB explained that Apprentices undertook Functional Skills.
- DFC asked that reports should focus on provision type (e.g. Study Programmes / Adults). RH agreed to consider reporting in this area.
- Only 16.4% of students resitting GCSE maths in England passed with at least a Grade 4 in 2022/23, down 4.8% on pre-pandemic levels. The pass rate for English resits was 25.9% (4.4% down on pre-pandemic levels).
- Information from MiDES was included but MB explained that it was difficult to compare the College with GFE colleges due to the specific nature of the vocational courses offered and the high % of students with grade 1/2 prior academic achievement.
- Tracking of student progress included initial assessments, Diagnostic Assessments (DAs), mock exams, intervention sessions, personalised feedback and the use of Century Tech.
- DFC asked if all students were offered a maths and /or English initial assessment. RH explained that whilst this was not currently being offered, there were plans to offer this in the future. There was an expectation that maths and English would be extended for all students. RH explained that support was being provided to vocational tutors to ensure maths / English was properly embedded.
- JT acknowledged that improvements were required in maths / English grades.

**RH
Nov. 2023**

6. MATHS & ENGLISH UPDATE (continued)

- When asked about maths and English provision and her experience, MF explained that she had achieved A* in both maths & English but some students had achieved lower grades. CT stated that the University Centre provided extra lessons in the evening. He acknowledged that maths was well embedded at this level. DFC added that there was also the challenge of the impact of Teacher Assessed Grades (TAGs).
- There were five key strategic aims within the Teaching & Learning Strategy. Walk throughs were undertaken and the maths & English teams work closely with vocational colleagues. Meetings had taken place with Marketing to ensure the importance of maths & English was highlighted.
- JT asked when maths & English sessions were timetabled. MB explained that sessions were timetabled throughout the day and acknowledged that attendance was a challenge.
- DFC noted that maths / English results would be included in the Quality Report and QIP. ND commented that sometimes it was a confidence issue with students and it was important that students recognised the importance of maths & English.
- RH explained that there was now a whole College approach to ensure students attended maths & English sessions. There was an on-call process (involving SLT / CLT / CMT) to support tutors across College in relation to student behaviour. The process utilised restorative practices and a key focus was on building positive relationships.

DFC thanked MB and CB for their comprehensive update. It was agreed that they should be invited back after Easter to provide an update.

RH
Mar. 2024

DFC confirmed the actions to be progressed / updated at the next meeting:

- English & maths to be shown by provision type.
- Information on the extension of maths & English beyond those already receiving this.
- Attendance issues.

RH
Nov. 2023

RH stated that the College Self-Assessment Report and the QIP would be presented to the Committee in December.

RH
Dec. 2023

It was agreed that the Accountability Statement would be uploaded to the Governor Hub.

RH
Nov. 2023

7. APPRENTICESHIPS UPDATE

C Fielding (CF) provided an update on Apprenticeships. The following points were noted.

7. APPRENTICESHIPS UPDATE (continued)

- The current structure was outlined and CF gave a brief overview. There were three Team Leaders and 15 WBL Advisors across the three Faculties. Other areas included EPA Admin / Audit & Compliance / Applications Admin. Heads of Curriculum oversaw the delivery. CF confirmed that they work closely with DIS / Exams regarding audit / compliance.
- An overview of the national picture was provided. The number of starts was relatively static. Higher Apprenticeship starts continued to rise but it was concerning that L2/L3 Apprenticeship starts continued to decline. Engaging SMEs continued to be a national issue; there were lots of barriers, e.g. understanding Apprenticeships / Digital Services etc.
- The 2022/23 QAR showed the College overall Apprenticeship achievement at 59.6%. This was an increase on the previous year but significant improvement could be made.
- Accountability Measures (at R13 data) were noted; this had not yet been updated to reflect R14 data. CF explained that the past expected end date figure of 5.5% was due to delays in End Point Assessments (EPAs).
- 2023/24 enrolments were 894, against curriculum plan target of 981. A breakdown of enrolments by area was included.
- CF outlined the ongoing developments.

SB commented that the retention rate (60.7%) had dropped below Minimum Performance Levels and could result in intervention. CF explained that some Apprentices had been dismissed and others had left their employment which had impacted on numbers. There were also some issues with getting Apprentices through the Gateway. Carpentry & Joinery had the highest number of withdrawals and this mainly related to difficulties in obtaining the range of evidence required for portfolios. It was acknowledged that this was a national challenge with the standard. ND explained that the College had been invited to contribute to the trail blazer panel to undertake a national review of the standard.

It was acknowledged that Apprenticeships were a significant part of the College's provision.

DFC asked if Apprentices were supported when they were in the Gateway stage for an extended period. CF confirmed that this was part of the Advisors' role; however the timeframe involved was a challenge.

DFC requested that the number of Apprenticeships by department be included in the Quality Report.

**RH
Nov. 2023**

In response to a question in relation to the implementation of Collsys; RH provided an update. Reviews were now on and would be live by the end of October; tracking was now in place and being progressed. An update would be provided to the next meeting.

**RH
Nov. 2023**

DFC thanked CF for her presentation and update.

8. ANY OTHER BUSINESS

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| 8.1 | DFC had requested that the QIP was a standing agenda item at every meeting; this was agreed. | |
| 8.2 | DFC stated that an update on the Gatsby benchmarking and progress towards would be helpful. | RH
Mar. 2024 |
| 8.3 | DFC stated that a statement regarding T Levels would be useful. | RH
Mar. 2024 |
| 8.4 | SB queried whether there was a Quality Risk Register. ND explained that there was an overall College Risk Register. SB felt that details of specific quality risks would be useful. | RH
Nov. 2023 |
| 8.5 | ND confirmed that a review of the Work Based Learning team structure was being progressed. Governors would be invited to attend an information session and update on the process being undertaken and the rationale. | ND
Nov. 2023 |
| 8.6 | DFC requested that RH passed on the Committee's thanks to all teams involved. | RH
Nov. 2023 |

DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday 5 December 2023 at 4.00pm, South Bank 1, Classroom 3.