

## LEEDS COLLEGE OF BUILDING

### QUALITY, CURRICULUM & PERFORMANCE COMMITTEE

Minutes of the meeting held on Tuesday 5 December 2023, 4.00pm, Classroom 3, South Bank 1 / Microsoft Teams

#### PRESENT:

Debbie Forsythe-Conroy (DFC) – Chair  
Steve Carmody (SC)  
Nikki Davis (ND)  
Caroline Meehan (CM)  
Michael Norton (MN)  
James Dunford (JD) – *attended via Microsoft Teams*  
William Wallace (WW)  
Molly Fulton (MF)  
Sandra Burnhill (SB)  
Sarah Gibson (SG) – *attended via Microsoft Teams*

**ATTENDANCE:** 10 / 12 = 83% (KPI 80%) Cumulative attendance: 21 / 23

#### IN ATTENDANCE:

Wasim Feroze (WF) – *attended via Microsoft Teams*  
Rachel Lindley (RL) – *attended via Microsoft Teams*  
Mark Roper (MR) – *attended via Microsoft Teams*  
Jane Taylor-Holmes (JTH) (Director of Governance) – *attended via Microsoft Teams*  
Steve Connell (SC) (Assistant Principal, Study Programmes)  
Rob Holmes (RH) (Assistant Principal, Quality & Student Experience)  
Chris Tunningley (CT) (Assistant Principal, Adults & Higher Education)  
Nancy Fearnside (PA to Strategic Leadership Team)

**ACTION  
BY AND  
TARGET DATE**

DFC welcomed everyone to the second QC&P meeting. Introductions were made.

#### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Dave Russell, Julie Tolley and Peter Norris.

#### 2. DETERMINATION OF ATTENDEES / OBSERVERS

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

#### 3. DECLARATION OF INTEREST

There were no declarations of interest.

#### 4. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 30 October 2023 were approved as a true and accurate record.

**5. MATTERS ARISING**

**5.1 Ref Min 3**

Actioned – Agenda Item 6.

**5.2 Ref Min 5**

Actioned.

**5.3 Ref Min 5**

Carried forward

**5.4 Ref Min 5**

Carried forward.

**5.5 Ref Min 5**

Ongoing.

**5.6 Ref Min 5**

Actioned.

**5.7 Ref Min 5**

Carried forward.

**5.8 Ref Min 5**

Carried forward.

**5.9 Ref Min 5**

Actioned.

**5.10 Ref Min 5**

Taken under Agenda Item 7.

**5.11 Ref Min 6**

Carried forward.

**5.12 Ref Min 6**

Carried forward.

**5.13 Ref Min 6**

Carried forward (S Connell would pick this up).

**5.14 Ref Min 6**

Taken under Agenda Item 8.

**5.15 Ref Min 6**

Actioned.

**5.16 Ref Min 7**

Carried forward.

**5.17 Ref Min 7**

Carried forward.

**5.18 Ref Min 8.2**

Carried forward.

**5. MATTERS ARISING** (continued)

**5.19 Ref Min 8.3**

Carried forward.

**5.20 Ref Min 8.4**

Carried forward.

**5.21 Ref Min 8.5**

Actioned.

**5.22 Ref Min 8.6**

Actioned.

**6. APPOINTMENT OF VICE CHAIR**

DFC thanked SB for volunteering to be the Vice Chair of the Committee. This was approved and SB was appointed as Vice Chair to 31 July 2024.

**7. FEEDBACK FROM INSPECTION VISIT (21-24 NOVEMBER 2023)**

Confidential item.

**8. QUALITY IMPROVEMENT PLAN (QIP) 2023-24**

ND stated that a draft Quality Improvement Plan had been prepared and this had been sent to the College Management Team (CMT) for feedback and comments. She would forward a final version to members prior to the Christmas break.

**ND  
Dec. 2023**

ND commented that the SLT required more reports from systems and everyone needed to contribute. She acknowledged that there were some quick urgent actions and other longer-term actions. A key action was in relation to consistency of approach.

SB said the dashboard was a helpful overview. DFC agreed that the dashboard was a useful report. DFC added that it would be useful to have each point on the QIP Rag rated as it would be easier for Committee members to identify areas of progress quickly.

**ND/RH  
Dec. 2023**

Committee members discussed the option of a challenge session being introduced at each Committee meeting. It was agreed that this would be a useful improvement and support reporting.

SC acknowledged that the College was facing some challenges and needed to ensure SLT were asking / answering the right questions.

Changes to the Governance structure and SLT structure had been made. The Inclusive Classroom had also been introduced. He queried whether the College had driven the Apprenticeship changes and taken its eye off the ball. The point was noted.

**8. QUALITY IMPROVEMENT PLAN (QIP) 2023/24** (continued)

SG stated that the College has a vision and needed to work on what fits into this to ensure that the overall future of the College remains in place.

RL commented that people and retention were high risk and staff well-being was a fundamental point; it was agreed that this remained an important consideration.

RH commented that SLT and CLT would progress but the College should not lose sight of the work being done to support students. RL requested an update on this at the next QC&P meeting.

**RL  
Feb. 2024**

**9. QUALITY & PERFORMANCE REPORT**

RH stated that the format of this report had been agreed at the last QC&P meeting. Not all the changes requested at that meeting have been actioned but would be progressed by the next meeting. The report would be owned by College managers and SLT would scrutinise the report.

DFC commented that the level of detail in the report was hugely important and would provide opportunity for members to discuss / challenge the detail in future QC&P meetings. However, some evaluative narrative to highlight trends and progress made would further support the work of the Committee.

SB reiterated the request made at the October meeting regarding reports being broken down by provision type. RH agreed that this would be done for the next meeting. In terms of attendance, SB asked that more evidence was included on the impact of strategies for improvement in the narrative.

**RH  
Feb. 2024**

DFC emphasised that it was important for Governors to read the papers thoroughly prior to the meetings to enable full and informed discussions to take place. Any questions after the meeting could be emailed to DFC who would raise with RH.

Members unanimously agreed that the quality of information was crucial to ensure the appropriate level of challenge and accountability.

SB noted that the next meeting was not until April 2024. It was suggested that an extra meeting was held at the end of February 2024. This was agreed and JTH would progress. DFC reminded members that an on-line option would also be available as normal.

**JTH  
Dec. 2023**

RH noted that, with regard to staff Continuing Professional Development (CPD), HR had struggled to recruit a replacement Learning & Development Co-ordinator and therefore two new Curriculum & Innovation Lead posts had been created, one focusing on Pedagogy and Quality Assurance and one on Pedagogy and CPD. Interviews would take place shortly. Members noted this and DFC asked that an update on CPD and pedagogy be received at the next meeting.

**RH  
Feb. 2024**

**9. QUALITY & PERFORMANCE REPORT** (continued)

Section 10 of the report contained brief information on Safeguarding & PREVENT; RH confirmed that Safeguarding & PREVENT was reported to the Board.

RH explained that one compliment had been received and this was included in Section 8.

**10. TEACHING, LEARNING & ASSESSMENT STRATEGY  
(INCORPORATING THE QUALITY IMPROVEMENT PLAN)**

RH explained that this had been approved by SLT. Much of the detail had been shared with Governors at the Development event in September. RH commented that the introduction of the Inclusive Classroom was having a positive impact.

DFC commented that the Strategy did not identify what teaching looked like for the College, i.e. links to employability, adaptations in curriculum etc. and asked that this was also incorporated into the Strategy.

**RH  
Dec. 2023**

CT reiterated that the Inclusive Classroom did not include Level 3 and Level 4 and he was currently drafting a similar approach for HE for approval. DFC agreed that this was important and members would welcome further update on the implementation across all levels.

**11. MATTERS TO BE REPORTED TO THE BOARD**

Confidential Item.

**12. ANY OTHER BUSINESS**

DFC thanked everyone for their presentations / contributions, recognising that this had been a challenging experience for staff and students.

**DATE OF NEXT MEETING**

The next meeting was scheduled for Tuesday 30 April 2024 at 4.00pm via Microsoft Teams, however, as agreed, an additional meeting would be arranged at the end of February 2024.

**JTH  
Dec. 2023**