

Dr Sue Lomax (Chair)

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Deborah Bradburn (Clerk)  
Mark Burgoyne (Deputy Principal)  
Tracy Clarke (Assistant Principal - Curriculum Design, Information and Technical Services)  
Catherine Langstreth (Assistant Principal – Curriculum & Stakeholder Engagement)  
Karen Westsmith (Assistant Principal – Curriculum & Quality)  
Jill Hebden (Minute Taker)

## **1. SECTION A - BUSINESS MATTERS FOR CONSIDERATION UNLESS INDICATED OTHERWISE**

### **1.1 Election of Committee Chair**

Members were invited to put forward a nomination and elect a Chair for the Committee.

Dr Sue Lomax was nominated.

#### **RESOLVED:**

Dr Sue Lomax be elected Chair of the Committee for the current academic year.

### **1.2 Welcome to Members/Officers**

Members were welcomed to the meeting, which commenced at 2.02pm.

Dr Gill Smallwood, Ming Fong and Adeeba Gulzar were welcomed to their first Standards and Quality Committee meeting.

### **1.3**



# MINUTES

## 1.4 Declarations of Interest

Members were invited to declare any interests in relation to any item on the agenda.

## 1.5 Request for an item to be unstarred

No requests were received.

## 1.6\* Minutes of the previous meeting held on 20 June 2023

The minutes of the meeting held 20 June 2023 had been previously circulated to Members for consideration.

**Agreed:** that the minutes are approved as a correct record and authorised for publication.

## 1.7 Matters arising from the previous minutes

The action progress log was presented. The actions from the previous meeting had been included on the agenda.

## 2 SECTION B - COLLEGE MATTERS FOR CONSIDERATION UNLESS INDICATED OTHERWISE

### 2.1 Post Inspection Action Plan (PIAP)

The Deputy Principal presented the PIAP with the following points highlighted:

Points of improvement that had been identified through the Ofsted report had been used as action points within the PIAP and allocated to a member of the Senior Management Team.





# MINUTES

## **ACTION:**

Identify where staff members had left the organisation and where they had gone to.

Share with the Committee where good practice was shared.

Detailed information on the College staff vacancies.

Identify members of the Task & Finish Group.

## **2.2 Teaching, Learning & Assessment**

The Assistant Principal of Curriculum & Quality provided an update on teaching, learning and assessment, and the following points were highlighted:

There would be detailed reporting on teaching, learning and assessment at all Board meetings.

'Deep dives' would be introduced across all curriculum areas that would include the staff and learner voice.

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# MINUTES

The BLUE system is good and the 'deep dives' alongside will balance well. Teachers need to be able to reflect on their delivery and take ownership of their improvements. One key area that we did well on was that the College was a calm and settled environment with good learner behaviour. A focus of BLUE has been working with students to settle and engage with learning post pandemic. Initial feedback on the BLUE system has identified one criticism in the amount of time it requires of staff, this is being re-evaluated for the next academic year. There will be an opportunity for Board Members to be involved in the 'deep dives'.

## **RESOLVED:**

The Committee noted the Teaching, Learning and Assessment update.

## **2.3 Applications, Enrolment & Progress Report**

The Assistant Principals presented the Applications, Enrolment and Progress report noting the following key points:

### **Young People:**

T Level recruitment was 56% against target and remained challenging although overall numbers were higher than this time last year.

Study programmes were 115% against target.

Entry requirements for courses by level were being reviewed and would be confirmed for 2024/25 enrolment.

Work was ongoing with attendance officers who were assigned to curriculum areas across the College.

### **Apprenticeships:**

245 new starts were against a target of 370 for the year.

Attendance was 89.6% against a target of 95%.

Building Services and Business were being closely monitored and under intensive support.

### **Adults and Community Learning:**

Recruitment was at 88% of funding with courses still to commence. It was challenging to maximise recruitment funding at this point in the year as courses were shorter and attracted less funding.

Learners taking out Level 3 loans had reduced with less appetite to take out additional borrowing.

Stakeholder engagement continued to be strong. The College's main point of contact at the Council was leaving that had been identified as an area of risk.

### **Higher Education:**

Recruitment remained low at 52% of target. Work continued with the University of Bolton to improve enrolment rates and to review the validation process.

# MINUTES



## English and Maths:

The November resit results for English were



# MINUTES

Are digital apprenticeships running?

There is a push on this and we are looking at the appropriate standards to support growth. This is an area that we are looking to compete in through creating the right offer and applying it appropriately to the right organisations.

Can we go back to the Local





# MINUTES

Not at all. The curriculum SAR panels took place before the inspection which Board Members attended and witnessed the level of scrutiny given to each self-assessment.

Do we mentor students, particularly those who are at risk of not attending?

The College is engaged with two GMCA funded

# MINUTES

## **Governor Questions:**

Are we asking the right questions?

The questions asked are not set by us and the data is collected electronically. The challenge to areas will be to get a higher response rate for the next survey.

## **RESOLVED:**

The Committee noted the Start of Year Survey.

## **2.9 Student Progressions & Destinations Report**

The Assistant Principal of Curriculum Design, Information and Technical Services presented the report, highlighting the following key points:

92% of young learners on study programmes had a positive progression or destination, this was 4% higher than the previous year with work ongoing to increase the yield of responses.

58% of young learners that had completed a course in 2022/23 returned to learning with the College in 2023/24, compared to 56% in the previous year.

85% of adult learners had a positive progression or destination, against 77% in the previous year.

55.8% of adult learners that had completed a course in 2022/23 returned in the current year, 4% higher than the previous year.

78% of learners that had completed a Personal & Community Development Learning (PCDL) course had a positive progression or destination. This was compared to 80% in the previous year.

90% of apprentices that had completed their apprenticeships in 2022/23 had a positive progression or destination, against 94% in the previous year.

## **RESOLVED:**

The Committee noted the Student Progressions & Destinations Report.

## **2.10 Curriculum Strategic Planning**

The Deputy Principal presented the report, highlighting the following key points:

Board Members were part of an effective planning process around curriculum strategic planning.

The Standards and Quality Committee and Board needed to remain assured that the College had provided the right curriculum in the most effective and appropriate way to meet the local needs.

A recommendation that the Standards & Quality Committee undertook a strategic review of how the College met the local needs at the next meeting.

## **RESOLVED:**

The Committee noted the Curriculum Strategic Planning report.



# MINUTES

**ACTION:**

Strategic review of local skills needs to be considered at the next meeting.

**2.11 College Nursery and Pre-school Centre Start Well Report**

The Assistant Principal of Curriculum & Stakeholder Engagement

