

**Minutes of the Quality and Curriculum Committee
held on 16 May 2023 at 17.30, Jorvik room (3F085)**

Present:	Dr Ann Lees Ian Looker Lee Probert Cathy Waters Ranjit Singh Laura Mason	Chair Independent Governor Chief Executive and Principal Independent Governor Independent Governor Co-opted Governor
In Attendance:	Carolyn Barker Victoria Lindberg Ingrid Kellock Louise Doswell Janet Dean	Director of Governance Director of Quality of Education Director of Student Experience and DSL Director of Curriculum: STEM (Apprenticeship Lead) Independent Governor
	Welcome	
	A welcome was extended to Janet Dean who joined the meeting as an observer.	
Item 1	Apologies for Absence / Declarations of Interest	Action
1.1	<p>The Director of Governance reported that apologies were received from Georgia Linsey-Bessent.</p> <p>There were no declarations of either direct or indirect interest in any of the meeting's business items.</p> <p>The Chair of the meeting was Ann Lees. Notice of the meeting was given at least 7 days in advance. The meeting was quorate. The meeting was rescheduled from the original planned date of 24 May.</p>	
Item 2	Minutes and Matters Arising	
2.1	<p>Minutes of the Previous Meeting</p> <p>The minutes of the meeting held on 20 February 2023 were approved and accepted as a correct account of the meeting's proceedings.</p>	
3.1	<p>Actions Summary</p> <p>The Committee noted that the actions on the summary sheet were either completed or included on the agenda.</p>	
3.2	<p>Any Other Matters</p> <p>The Chair asked if the results from the employer survey, mentioned at 3.1 in the minutes, would be shared at a forthcoming committee meeting. The Director of Quality of Education confirmed the results are due in July and would be submitted to the next Committee meeting.</p> <p>The Chair referred members to 5.8 of the minutes and previous discussions regarding student destination data. The Committee was keen to understand the process and timeline for gathering a greater level of data to provide the Committee with assurances on student destinations. The Committee was advised that there are options to explore to consider further data gathering</p>	VL

	<p>however this would come at a cost and would need to be assessed against other budget priorities. A meeting with the new Deputy Principal to discuss next steps is planned within the week. The Director of Quality of Education is to report back to the next Committee meeting on the options and decisions regarding next steps in gathering additional student destination data.</p>	VL
Item 4	Strategic Plan Implementation	
4.1	<p>Quality of Education KPI Scorecard</p> <p>The Director of Quality of Education presented the scorecard noting that since the last update, there has been the addition of the HE recruitment figures for last year compared to this year. The verbal update provided to members included –</p> <ul style="list-style-type: none"> • Progress against recruitment targets remain at red. • HE recruitment remains a concern this year and potentially next, with a 4% decline in UCAS applications this year. • More positive news on apprenticeship starts being over 400 with potential for the construction apprenticeship starts hopefully able to meet target. • Attendance overall is above last year's target, currently at 82.7%, and a very good increase, of 10 percentage points, in attendance on English and Math from last year. • There is likely to be a potential decline in attendance as A level students may choose to study from home rather than travel to college. • Above target at 91% on successful EQA visits. <p>Members were invited to feedback on the report.</p> <p>Members noted and welcomed the increase in attendance levels and recognised the work that had gone into that area to make a positive shift. A member commented that the recent curriculum tour attended by some governors was helpful to understand and see at first hand the work undertaken in a range of curriculum areas as well as to talk to curriculum leaders about challenges and opportunities. The Director of Quality of Education advised members that she had noticed a distinct shift in students taking more ownership and teachers guiding students to focus on questions that they find difficult to answer. The Committee discussed retention data and pass rates with one member asking about getting the 6% of students through to achievement and whether this was the key issue to be addressed. It was confirmed that it was.</p> <p><i>The committee resolved to note the progress update against the quality scorecard.</i></p>	
4.2	<p>Implementation Plan – Pillar 1 & 2</p> <p>The Chair sought clarification on the purpose of this paper, given that it summarises information provided in much more detailed reports elsewhere on the agenda. It was confirmed that the origins were to provide governors with a RAG rated progress update against each element of the strategy. The report is considered at each Committee meeting and then at Board.</p> <p>A member asked what difference the Notices to Improve were making. The Director of Quality of Education advised that there have been two notices to improve issued this year. The L4 counselling notice had seen the team rework their placement process and the team were assured that improvements will be seen moving forward. The main concern regarding the notice given to the progress coach team was a lack of consistency in</p>	

	<p>director explained she was not able to provide detailed advice as it falls under the remit of the Director of Curriculum; Professional and Commercial Industries (HE Lead). The director mentioned the ongoing process of re-evaluating adult provision, the need for further work and that most colleges face challenges in the HE sector with apprenticeship opportunities potentially overshadowing other pathways. The exploration of higher-level heritage qualifications was mentioned, although it was noted that it may take several years to introduce the qualifications to the market. Adult funding was acknowledged as a complex issue. It was noted that training institutes bear a greater responsibility to ensure students are work-ready, emphasising employability skills.</p> <p>The Committee discussed employability skills and work readiness noting the importance of timescales, affordability, and prioritisation over the next couple of years. It was noted that the investment in higher-level education was deemed essential to build upon T-Levels, and that there is existing funding for key technical equipment. The complexity of adult provision and funding was acknowledged, and it was agreed that more attention should be given to ensuring students are work-ready through employer-focused groups. The group expressed confidence that budget limitations would not hinder the validation of necessary initiatives. A three-year curriculum review was proposed to address these considerations and concerns. The Principal mentioned the inefficiency of individual engagements and suggested exploring ways to engage more with communities through the CVS board.</p> <p>LSIP Integration and Accountability Agreement: A question was raised regarding whether the curriculum review process would feed into the LSIP (Local Skills Improvement Plan). It was confirmed that there would be a process in place to ensure that the curriculum review contributes to the LSIP and the subsequent accountability agreement.</p> <p><i>The Committee resolved to note the update.</i></p>	
Item 6	Quality and Student Experience	
6.1	<p>Themed Quality Report</p> <p>The Director of Quality of Education introduced and gave an overview of the Themed Quality Report. The report was taken as read and members invited to ask questions.</p> <p>A member asked about the title used within the report, Halt the Decline, inquiring whether it was a college-wide term that was used and how it had been received by staff. The Director of Quality of Education responded stating that the title had helped teams to focus their efforts. This year, the work was more coordinated, and it provided managers with the option to have conversations with staff regarding student achievements, pass rates and retention. This encourages teams to think about the underlying factors contributing to the numbers.</p> <p>The Committee discussed progress checks and attendance and enquired about the accuracy of progress checks and noting the high number of “at-risk” students within the report. A member asked whether the number of at-risk students accurately reflects the higher attendance rates. The Director of Quality of Education explained the red risk status and advised that most of those were as a result of their attendance levels. The Committee resolved to note that attendance was a significant factor contributing to students being classified as at-risk.</p>	

	<p>A member asked whether there was a way to identify when students leave college to pursue immediate employment opportunities. The Director of Quality of Education confirmed that through the system, Promonitor, there are several triggers and statistics that provide early signs when students may be considering leaving. These indicators allow for timely intervention and conversations with students.</p> <p>The Committee advised it would be helpful to indicate within the report the strengths and weaknesses to provide a better understanding of the source and nature of the aspects noted in the report.</p> <p>A member asked about the source of complaints received by the college and enquired if they typically come from students, parents or the wider community. The Director of Quality of Education advised that data is being tracked to determine the source of complaints and there was an effort to empower students to address their concerns directly rather than defer to parents.</p>	VL
6.2	<p>SAR Actions - Progress Update</p> <p>The Director of Quality of Education gave an update on the progress being made on the SAR actions. It was explained that all actions are expected to remain at amber throughout the year indicating progress is being made but there is still work to complete.</p> <p>The Director of Quality of Education highlighted the positive indicators of high grades in A-Levels and GCSEs which signified improvement in overall performance. The full implementation of initiatives in the coming year was expected to further enhance performance, demonstrating the college's capacity to improve in those areas. Other areas of note were –</p> <ul style="list-style-type: none"> • Attendance remains in the “red” category indicating that there are still at-risk students due to attendance issues. This highlighted the need for continued efforts to address attendance challenges. • Significant progress was observed in enrichment and personal development activities with a notable increase. These activities provided students with numerous opportunities to engage with employers and gain valuable experiences. There is more work to be done to increase the visibility of career related information. • Positive feedback was shared regarding the completion of Personal Development Reviews (PDRs) at an encouraging rate of 43% demonstrating increasing staff engagement and commitment to personal growth. <p>The Chair enquired about the progress and initiatives related to Skills for Success. It was confirmed that a cross-college approach had been adopted to support the progress coach team and ensure that the necessary support systems were in place. The implementation of the Notice to Improve had proven beneficial in providing the required support.</p> <p><i>The Committee resolved to note the quality report.</i></p>	
6.3	<p>OfS Matters and Access & Participation Plan</p> <p>This item was deferred to the next meeting. CB to include on agenda for next meeting.</p>	CB
6.4	<p>FE & HE Student Protection Plans (annual review)</p> <p>The Chair advised the members that the HE Student Protection Plan is a requirement and is approved at the HE Academic Board and is also submitted to this Committee.</p>	

6.5	<p>The Chair expressed concern about the difficulty in recruiting specialist staff, which seemed to be a potential risk now more than in the past. The Principal acknowledged this as a general risk identified in the plan, emphasising that not having the required personnel could impact the delivery of courses. However, it was confirmed that the college would not default to withdrawing a program as the first step in such cases.</p> <p>A member asked about the low rating assigned to all risks within the protection plan asking if the ratings were connected to the College's strategic risk monitoring report. It was noted that cyber security was mentioned as being a low risk and therefore questioned if it aligned with the college's disaster preparedness plan. The Principal explained the protection plan primarily focused on the measures the college had in place to manage the delivery of courses with third parties.</p> <p>The Chair mentioned that the Committee's terms of reference had been discussed during the last People & Governance Committee in relation to the Schedule of Delegation and specifically in respect of the Committee's responsibilities with regard to HE. The Committee agreed that much more clarity around the Committee's responsibilities and the relationship to the HE Academic Board was needed. It was agreed that the Director of Curriculum; Professional and Commercial Industries (HE Lead) would be asked to deliver a presentation at the next meeting covering the HE Academic Board responsibilities.</p> <p>Student Experience Report</p> <p>The Director of Student Experience provided an update covering the student voice activity and highlighting bursaries, which had previously been discussed by the Committee. Efforts were being made to ensure a consistent approach and appropriate resources were allocated, should further needs for bursaries arise. The Committee acknowledged the need to address any potential financial support for students and ensure adequate resources were available when required.</p> <p>The Committee discussed exploring avenues to secure funding for higher needs in learning support. This would enable the college to provide necessary assistance and resource to students with specific requirements. A member asked about any changes related to the QR codes. It was confirmed that there had been an increase in activity involving technological advancements and leveraging the codes to enhance student engagement and access to relevant information.</p> <p>A member asked about incidents reported previously regarding inappropriate behaviour of some students in the construction centre. It was noted that appropriate actions had been taken to address the issues and recent feedback from the student voice indicates improvements have been made in that area.</p> <p>The Chair thanked the Director of Student Experience for the report and asked whether it would be possible to include within future reports some context to support the statistics and any qualitative data and themes emerging.</p> <p><i>The Committee noted the report.</i></p> <p>6.5.1 YCSU Strategy 2023-24</p>	<p>CB</p> <p>IK</p>
-----	---	---------------------

7.2	<p>there has been significant progress in making the partnerships effective with the aim of relicensing.</p> <p>The director mentioned that the college had become part of an SDS (Skills Development Scotland) partnership, which has helped secure funding in key areas, particularly for new technologies. An amount of £207k had been received through this partnership. The college has invested in the LSIP process, building upon the trailblazer initiative led by the Chamber of Commerce. This demonstrates the positive outcomes and benefits of collaboration and investment with the college leading the effort.</p> <p>The director proposed to circulate a copy of the brochure showcasing the accomplishments and initiatives of the various colleges involved. This would provide an overview of the work done and the impact achieved.</p> <p><i>The Committee noted the update on projects.</i></p> <p>Safeguarding Link Governor Role Description The Director of Governance reported that the role description has been submitted to members for information only. It had been through the People and Governance Committee following a review by the safeguarding link governor. The role description includes the addition of the regular report submitted by the Safeguarding Link Governor</p> <p><i>The Committee resolved to note the change to the role description.</i></p> <p>Committee Self-Assessment, Terms of Reference and Schedule of Business The Director of Governance introduced the report. The Committee discussed whether any changes were recommended to the Terms of Reference and Schedule of Business. Members were encouraged to provide their input on whether the TOR were still fit for purpose if any updates were needed. Some areas of potential updates were identified including skills provision, accountability statement, scrutiny of the curriculum review and clarifying the overlapping of responsibilities between this Committee and Finance and General Purposes Committee.</p> <p>The Chair informed the Committee that a summary report from a recent self-assessment questionnaire had been circulated the previous day. The report contained useful points for consideration in reviewing the committee's effectiveness. During the discussion it was suggested that the Committee should clarify its role in the context of HE. Specifically, there was a need to review section 5.2 of the TOR to provide greater clarity on the committee's responsibilities in relation to HE.</p> <p>The Director of Governance was asked to redraft the TOR and Schedule of Business based on the feedback received during the meeting. The revised documents would incorporate the necessary updates including the inclusion of the Teaching Excellence Framework (TEF) submission in the Schedule of Business.</p> <p>The Committee recognised the valuable contributions made by student governors and discussed ways to make their attendance more manageable. Efforts would be made to accommodate their participation effectively.</p>	LD
7.3		CB
Item 8	Key Meeting Outcomes and/or Actions	
8.1	Matters for report to the Governing Body (if any) - Curriculum review - making sure the whole of the governing body is	

8.2	<p>aware of the progress.</p> <ul style="list-style-type: none"> - Accountability statement that the Board will need to approve. - Retention concerns and activities around that. <p>Matters for report to the Audit Committee (if any)</p> <ul style="list-style-type: none"> - Discussion on risk management 	
Item 8	Summary Matters	
8.1	Any Other Business	
8.2	Date of the Next Meeting – TBC	

Approved