



**CALDERDALE COLLEGE
CURRICULUM, QUALITY AND STANDARDS COMMITTEE MEETING**

**Minutes of the Meeting held on 15 June 2023, 17.00
In the Board meeting room and via MS Teams**

Present:

Peter Clark	External Governor & Chair of the Corporation
Diane Cothey	External Governor
Richie Dunk	External Governor
Jenny Grainger	External Governor & Committee Chair
Safia Kauser	External Governor and Committee Vice Chair
Naz Mukhtar	External Governor
Andrew Wright	External Governor

In Attendance:

Lisa Eaton	Head of Quality
Karl Veltman	Deputy Principal - Quality, Curriculum Development and Student Experience
Jane Taylor-Holmes	Clerk to the Corporation
Simon Dunn and students	Curriculum Area Leader – Creative & Digital Studies – for Curriculum Spotlight only
Deborah Johnson and students	Curriculum Area Leader – Science and Health Industries - for Curriculum Spotlight only

Agenda: There were no items of other business.

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	Curriculum Spotlight – T-Level Programme: Student Experiences	
1	Committee members welcomed Simon Dunn, Deborah Johnson and three students to the meeting.	
2	Mr Dunn explained that students completing T-Levels were required to complete 315 hours in an industry placement and that the placement had to provide relevant, real experience. Placements were supporting students to gain employability skills and the opportunity to gain real work experience.	

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3	There was a focus on building skills before the placement and therefore, placements were arranged from the February half term onwards depending on students being ready and having the necessary skills.	
4	Committee members welcomed three students; Jamie, Tazmin and Ellie. The students provided personal accounts of work placements they had undertaken and the benefits of the T-Level programme.	
5	Jamie explained that he had been working in a placement with a small, local e-commerce company and had been tasked with developing an online questionnaire on the website and a technical solution in relation to CEO approval of invoices. Jamie explained that he had enjoyed the placement and that he had been successful in obtaining a four-year apprenticeship at Lloyds Bank in data analytics.	
6	Ellie and Tazmin described their experiences working within the NHS shadowing nurses; both commented on the invaluable experience gained being present on the ward and how this had broadened their knowledge and provided skills to bring back into the classroom to support learning. Both reflected that the placement had changed their perceptions of the role, provided a better understanding of the demands of the role and had confirmed their commitment to becoming nurses.	
7	Committee members commented on the different experiences and it was noted that, whilst the placements within the NHS were less 'hands on' due to the work being undertaken, practical work was undertaken using manikins in the classrooms. Ms Johnson also referred to the NCFE project working with the Year 2 cohort at the SIM Centre and the VR project to support students gain practical experience.	
8	Committee members thanked Mr Dunn, Ms Johnson and the students for their attendance and contribution and valuable insight into the T-Level programme.	
	CQS/23/117 - Apologies for absence	
9	Apologies were received from David Malone, Principal & Chief Executive; Saad Mahmood, Student Governor; Paul Waterworth, Staff Governor; and Claire Chapman, Student Governor.	

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	CQS/23/118 – Confirmation of eligibility, quorum and declarations of interest	
10	No notice had been received of any member becoming ineligible to hold office. The meeting was quorate.	
11	Mrs J Grainger, External Governor and Committee Chair declared an interest in items pertaining to Higher Education. There were no further declarations of interest in agenda items.	
	CQS/23/118 – Minutes of the meeting held on 16 March 2023	
12	Resolved – That the minutes of the previous meeting held on 16 March 2023 be approved as a true and accurate record.	
	CQS/23/119 – Matters Arising	
	The Matters Arising Matrix was considered.	
13	In relation to the student focus groups, it was noted that Governors were utilising Committee meetings to gain insight from students on particular areas of interest. It was noted that Governors had requested that the student focus groups provide an opportunity for Governors to gain an insight into particular areas during 2023/24. It was agreed that questions around careers advice, the Student App and Maths and English provision would be part of the student focus groups held throughout the 2023/24 academic year.	Action: Mr Veltman / Ms Eaton 2023/24
14	It was noted that, whilst a visit to High Needs had been undertaken at the Governor Development Day in May, further opportunities for Governors to interact with students would continue to be explored.	
15	In relation to the action arising from item CQS/23/107, Mr K Veltman, Deputy Principal - Quality, Curriculum Development and Student Experience explained that data had been reviewed and was presented differently within the papers. Any feedback was welcome and this would continue to be reviewed.	
16	Items from the Quality Improvement Plan were within the College Action Plan for review.	

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17	Ms L Eaton, Head of Quality provided further information on complaints received during 2021/22 where those complaints were upheld or partially upheld.	Action: Mr Veltman / Ms Eaton March 2024
18	It was agreed that future complaints reports would include themes and lessons learned. In particular, Committee members agreed that it would be useful to understand where College processes and procedures had changed as a result of complaints.	
19	Mr P Clark, External Governor & Chair of the Corporation asked about the relevance of the colour of the paper referenced in one of the complaints. Ms Eaton confirmed that this was to support a student with Irlan syndrome where the person had a visual or perceptual processing disorder and had difficulty making sense of some visual information.	
20	All further actions were complete, on the agenda or for completion at a future date.	
	CQS/23/121 – Student Engagement	
21	Ms Eaton provided the report detailing an overview of student activity. Feedback was provided from the student focus groups held during March and April 2023 and the College response following the sessions. Committee members noted the themes for discussion.	Action: (para 13) Action: Ms Eaton Autumn 2023
22	Ms Eaton referred to the English and Maths consultation with 50 students attending Functional Skills and GCSE classes and ten students who were not attending English and Maths but with good attendance at vocational classes. Committee members reviewed the questions and the student responses and the response from the College. It was noted that this had been a significant piece of work which had resulted in some action.	
23	Committee members agreed that the inclusion of prompts in relation to student focus groups was a positive development and it was agreed that a focus on areas of Governor interest would be included.	
24	Mrs D Cothey, External Governor asked about the prioritisation of comments and College responses and it was agreed that this would be undertaken to reflect this and the timeframe for implementation.	

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25	Resolved: Committee members noted the content of the Report.	
26	CQS/23/122- Safeguarding Report Mr Veltman provided the Safeguarding Report and explained that the plan was to move towards more trend reporting and developing comparisons between data.	Action: Mr Veltman November 2023
27	It was noted that there had been a significant increase in the number of incidents compared to the same period in the previous academic year and there had been good progress made to respond timely and close down the incidents; meaning that students had been supported to the appropriate resolution of their safeguarding concerns.	
28	Mr Veltman explained that he had attended an AoC Conference and one of the topics had been the increase in the sector in issues around mental health for young people partly related to the legacy of COVID and lockdowns and the cost-of-living challenges.	
29	Mr Veltman explained that when undertaking the analysis of the safeguarding incidents, it had become apparent that the CPOM categorisation was not being consistently applied which resulted in a lack of clarity in some cases as to the category of incident. It was agreed that Mr Veltman would discuss this with CPOMs and other Colleges about best practice and ensure training was provided to staff to improve data and analysis.	
30	Committee members noted the increase in relation to emotional concerns and home / parent issues.	
31	Mr Veltman referred to the appointment of the FE Liaison Officer, which was a post jointly funded by the West Yorkshire Police which would also provide support to the citizenship curriculum and support with reducing disruptions. Committee members agreed that this was a useful appointment.	
32	Mr Veltman explained that he had been attending the Prevent and Protect Group and would be reviewing how the College will respond to 'Martyn's Law' which would become legislation following the Manchester Arena bombing and would provide an enhanced duty on the College to 'prevent and protect' students, staff and visitors to the College. Mr Veltman commented that the biggest impact would be the approach taken to risk assessments which would be based	

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	on the number of people present. Training was being provided to personnel in the Estates Team.	
33	Mrs N Mukhtar, External Governor and Safeguarding link Governor asked about the delivery of CPOMs training and whether the College had considered best practice. It was agreed that Mrs Mukhtar would provide Mr Veltman with details of some support being provided to Bradford Council in relation to this.	Action: Mrs Mukhtar / Mr Veltman Autumn 2023
34	Resolved: The Committee received the Safeguarding Report.	
	CQS/23/123 – Equality, Diversity & Inclusion (EDI) Update	
35	Mr Veltman provided the update.	
36	Mr Veltman explained that as part of a review of information provided, the College had reviewed the monitoring and evaluation elements of the Single Equality Scheme and the information to be reported to Governors.	
37	Raw data had been compiled in relation to various EDI aspects and the next steps would be the identification of any gaps to ensure that targeted actions and support could be developed.	
38	It was agreed that the Single Equality Scheme wording would be reviewed to ensure that the Scheme reflected the data which could be provided and the frequency of reporting to Governors. It was also agreed that a timetable of review of data by the Committee would be developed; it was agreed that this may include the review of application to and enrolment data in November, attendance and retention in March and achievement and success data in June. It was agreed that this would be further reviewed and a draft timetable presented to the next meeting.	Action: Mr Veltman / Mrs Taylor-Holmes July 2023
39	It was agreed that the attention of the Finance and Resources Committee would be drawn to the requirements contained within the Single Equality Scheme in relation to staff data.	Action: Mrs Taylor-Holmes June 2023
40	It was further agreed that the EDI annual report would include staff, student and Governor data.	Action: Mr Veltman November 2023

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41	Committee members noted the events which had been undertaken and the engagement, impact and feedback received from participants.	
42	Ms S Kauser, External Governor and EDI link Governor explained that reporting in this area continued to develop and it was pleasing to see that work was ongoing to ensure that gaps could be identified and actions appropriately identified.	
43	Resolved: The Committee received the Equality, Diversity and Inclusion update.	
	CQS/23/124 – Code of Practice – Freedom of Speech	Action: Mr Veltman Autumn 2023
44	Mr Veltman provided the update.	
45	Under section 3.3.4 of the Code of Practice, events or activities involving external speakers must complete an assessment of suitability prior to entering the College.	
46	Mr Veltman referred to the government's new freedom of speech legislation which covered all registered HE providers, including colleges. It was noted that the DfE had announced the appointment a director for freedom of speech and academic freedom within the Office for Students (OfS). There had been no indication provided yet as to how the OfS was going to take the new rules forward however, this would be monitored and updates provided as needed to ensure continued compliance.	
47	Mr Veltman explained that the table included within the report provided the range of external speakers and that the process for registering external speakers would be reviewed. Currently the system was automated and staff training was required to ensure that the system was consistently followed to allow for the appropriate review of external visitors.	
48	Resolved: The Committee received the Code of Practice – Freedom of Speech update.	
	CQS/23/125 – Whole College Performance report	
49	Mr Veltman presented the paper.	
50	Mr Veltman explained that overall attendance was lower than when previously reported and was now at 81.6% (82.4%) this was reflected across the sector and work was	

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	continuing to support students through the RESET activity, through, amongst other things, free bus passes and breakfasts. Mr Veltman commented that attendance levels did appear to have stabilised.	
51	Retention overall was strong and above the same time in the previous year (TTLTY – this time last year).	
52	Mr Veltman explained that the previous report had identified the worse case scenario in relation to achievement with learners being RAG rated. Mr Veltman referred to the rigorous intervention in place with amber rated learners to maximise achievement and the quality intervention in place in Sport and TEC (The Engineering Centre). In all scenarios, it was noted that the College would perform above the national achievement rates. It was further noted that, in order to achieve the same performance as the previous year, the College would need to achieve between the average and best-case scenarios.	
53	There was a significant discussion in relation to Maths and English and that the predicated grades were below achievement rates in 2021/22. The impact of lost learning due to lockdowns and teacher assessed grades continued to be felt.	
54	Key actions in this area included ensuring that vocational teams work closely with Maths and English and that this becomes embedded in vocational curriculum. The importance of achievement in Maths and English at GCSE with employers not recognising Functional Skills would be shared with students at enrolment and the College would work to embed high expectations in this area from enrolment. The importance of consistent language and message was noted.	
55	It was recommended that the Maths and English programme ran over the two years the learner was at the College to ensure that confidence and knowledge was built prior to assessment.	
56	In response to a question in relation to the timing of initial assessment on entry to the College; Mr Veltman explained that the approach would be changed with learners undertaking a five-week intensive re-engagement programme before assessment which would allow student to be grouped according to ability.	

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57	A student engagement assessment would be planned as part of the student induction to understand the learners' previous relationships with Maths and English to help to determine the approach to be taken to support the learners.	Action: Mr Veltman November 2023
58	Mr Clark commented on the need to analyse questions to exams and marks lost to ensure that support could be targeted. Mr Veltman referred to workshop activity being undertaken within the team to discuss how students were able to focus on areas they needed to develop and improve.	
59	Consultation was underway in relation to the length of lessons for Maths and English as feedback suggested that 90-minute sessions were too long; the inclusion of some one to one time within the sessions was also being explored.	
60	In relation to class sizes; Mr Veltman explained that when assessing class sizes as part of the Tribal benchmarking exercise, class sizes were low.	
61	Mr Veltman referred to the Tuition Fund received and the support provided to eligible students through intervention and catch-up sessions.	
62	Committee members stressed the need to be able to assess the success of the approach being taken. It was agreed that Maths and English would be the area of Curriculum Spotlight at the November Curriculum, Quality and Standards Committee meeting.	
63	Committee members noted that recruitment for 2023/24 was looking very strong and was above the same point in the previous year. Committee members also noted the improvement in the predicted apprenticeship achievement with results in all scenarios above the final position in the previous year.	
64	Resolved: Committee members noted the content of the Report.	
	CQS/23/126 – College Action Plan	
65	On behalf of Mr D Malone, Principal & Chief Executive, Mr Veltman presented the College Action Plan update.	

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66	Mr Veltman commented that although rated as blue, the procurement of a Student Digital Application would be presented to the Finance & Resources Committee for approval. It was agreed that a demonstration of the App would be useful.	Action: Mr Veltman TBC
67	In relation to the amber rating of the review of HE provision; Mr Veltman explained that discussions had commenced with Dean Clough to expand the creative and digital offer and this had been included within the LSIF (Local Skills Improvement Fund) bid and was linked to the Year of Culture.	
68	Discreet pathways for access to health had been developed with a change in name and structure of the programme to encourage enrolment. There was a planned incremental growth in HE over the next five years and the College had started to explore delivery of HTQ's (Higher Technical Qualifications) particularly in creative, construction and engineering.	
69	It was noted that the College continued to outperform against adult allocation and a Memorandum of Understanding was due to be signed with Calderdale Adult Learning.	
70	Apprenticeship delivery models were being reviewed to consider whether there were any blended delivery options. Committee members noted that the Finance and Resources Committee had approved the procurement of a new digital system in apprenticeships to support employers, learners and the College.	
71	Committee members were referred to the new specialist apprenticeship provision being developed working alongside the textile industry.	
72	Resolved: Committee members noted the content of the Report.	
	CQS/23/127 – Curriculum Plan update	
73	Mr Veltman presented the Curriculum Plan update.	
74	Mr Veltman explained that the process had now completed with all plans referring to labour market information and referencing skills gaps and jobs of the future and aligned with the budget planning process. Mr Veltman also referred	

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75	to how the fundings of the Tribal benchmarking exercise had been used to inform and develop plans.	
76	Committee members commented that it was good to see the new courses planned in 2023/24.	
76	Resolved: Committee members received the Curriculum Plan update.	
77	CQS/23/128 - Teaching, Learning and Assessment Update Ms Eaton provided the report.	
78	Ms Eaton commented that the quality assurance activity demonstrated high quality teaching, learning and assessment practice.	
79	Ms Eaton referred to areas of focus in relation practice and development including project-based learning and Maths and English.	
80	Committee members noted that targeted intervention continued in Sport and TEC. There was also targeted support being provided in High Needs following the Ofsted inspection.	
81	In relation to TEC; it was noted that new staff were now in place to support continued improvement.	
82	The impact of quality improvement activity recorded in the report was noted.	
83	Ms Eaton confirmed that 18 professional learning sessions had been held preparing staff for 2023/24 student induction.	
84	Resolved: Committee members received the update.	
85	CQS/23/129 - HE Access & Participation Plan update Mr Veltman provided the report and described the key commitments and the minor amendment.	
86	Resolved: Committee members received the HE Access & Participation Plan update and ratified the minor amendment.	

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	CQS/23/130 - Risk Management	
87	Committee members considered the risks specifically allocated to the Committee and the current scoring and made no changes to the risk scoring.	
88	There was a discussion around the C5 risk description and it was suggested that Mr A Harrison, Vice Principal – Corporate Services review the risk description.	
89	Subject to comments made in relation to risk C5, all risks were reviewed and approved.	Action: Mr Harrison July 2023
90	Resolved: The Committee noted the report.	
	CQS/23/131 – Items to be reported to the Board	
91	It was agreed that the following would be reported to the Board for information:	
92	<ul style="list-style-type: none"> ➤ The Committee had received a Curriculum Spotlight from three students studying on T-Level programmes. Committee members noted the requirements in relation to work placements and the benefits students were gaining as a result of the experience. ➤ Committee members had received an update on the outcomes of complaints that had been upheld or partially upheld. ➤ The Committee had received the student engagement report and has requested that Governors provide themes for consideration as part of student focus groups during 2023/24. ➤ The Committee had received the safeguarding report and noted the work being undertaken to improve the ability to analyse safeguarding data. ➤ The Committee had reviewed the EDI report and the detailed student data provided. The Committee looked forward to receiving further analysis of the data to enable targeted action to be taken where any gaps were identified. The Committee had recommended an amendment to the Single Equality Scheme to better reflect the data that could be provided and the frequency of reporting to Governors. ➤ The Committee received an update on the application of the Code of Practice – Freedom of Speech. ➤ The Committee had noted the whole College performance report and had a significant discussion around Maths and English and plans in place to improve 	Action: Mrs Taylor-Holmes to write to students to thank them for their attendance and participation June 2023

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	<p>achievement in this area. It was agreed that Maths and English would be the curriculum spotlight at the next meeting.</p> <ul style="list-style-type: none"> ➤ The Committee had received the College Action Plan and noted action being taken. ➤ The Committee had received the Curriculum Plan update and were pleased to note that the process was now complete and the plans included reference to the Tribal benchmark data. ➤ The Committee had received an update on Teaching, Learning and Assessment. ➤ The HE Access and Participation Plan minor amendment had been reviewed and the Committee had ratified the minor amendment. ➤ The Committee had reviewed risks specifically allocated to the Committee and had asked that risk C5 risk description be reviewed. 	
93	<p>CQS/23/132 – Date of Future Meetings</p> <p>Curriculum, Quality and Standards Committee – 30 November 2023, 5.00p.m</p>	

Signed as a true and accurate record

Chair: Jenny Grainger

Date: 30 November 2023