

**Minutes of the Curriculum and Quality Enhancement Committee Meeting
held on Tuesday 10 June 2025 at 4:00pm at Bishop Burton College**

Corporation Members	Appointed as	Chair/Vice	Apologies
Susan Hamer	Independent Member	Chair	
Henri Anderson Pinder	Student Governor		Apologies received
Danny Metters	Ex-Officio		
Adam Milner	Independent Member		
Olly Nicoll	Independent Member		
Gray Towse	Independent Member		
Laura Woodhouse	Staff Elect		
Sophie Warriner	Student Governor		

In Attendance

Rebecca Brassington	Interim Head of Higher Education		(IHHE)
Beth Curtis	Vice Principal Riseholme and Business Development		(VPRBD)
Michaela Ginn	Assistant Principal Quality and Exams	Absent	(APQE)
Sharon Mansell	Vice Principal Quality of Education and Skills		(VPQES)
Sallyanne Pearson	Director of Governance		(DG)
Rachel Richardson	Assistance Principal Further Education		(APFE)
Helen Wooldridge	Vice Principal Growth, Planning and Performance		(VPGPP)

In advance of the Committee Meeting being formally convened, Governors were invited to attend a presentation from Helen Wooldridge and Victoria Lucas on SEND. The PowerPoint presentation is saved in the Meeting's record as: Tabled Item 1: Presentation: SEND.

(2324.4)

1 Welcome and Apologies for Absence

The Chair welcomed everyone to the Meeting. Apologies for absence were received, with **consent**, from Henri Anderson-Pinder. Michaela Ginn was confirmed as absent from the Meeting.

2 Declarations of Interest

(the Register of Interest: Corporation Members, Executive and Director of Governance was included in the Meeting Pack)

2.1 Consider and declare, as required, amendments to the Register of Interest

The DG noted that some amendments to the Register of Interest had been identified and the Register is being updated. Nothing pertinent to the evening's business.

2.2 Consider and declare conflicts of interest to items arising as part of the evening's business

None raised.

3 Minutes of the Meeting held on 25 March 2025 and Actions Arising

(Non-Confidential & Confidential Minutes and the Action Summary and Matters Arising document were included in the Agenda Pack)

The Committee **APPROVED** the Confidential and Non-Confidential Minutes of the Meeting held on 25 March 2025.

Action Point: (2425.3.10): the VPQES confirmed, in the absence of the APQES, that an update would be circulated after the Meeting in respect of the following action: “Update to be provided on implementation and impact of “Action Needed” statements set out in the FE, HE & Apprenticeship Survey Reports, Executive Summary Report”.

Action Point: (2425.3.10): the VPQES confirmed that a sentence had been included in the Student Charters to improve the communication and confidence that all Students knew how to access the Complaints Policy.

With the exception of the update to be circulated by the APQES, the Committee **RESOLVED** all actions to be complete.

ACTION: APQES to provide an update on the implementation and impact of the “Action Needed” statements set out in the FE, HE & Apprenticeship Survey Reports, Executive Summary Report

4 Safeguarding

(the Termly Safeguarding Report was included in the Meeting Pack)

The VPGPP provided a summary overview of the Safeguarding Report, noting the high volume of incidents the Safeguarding Team dealt with. It was explained that not all incidents reported were “safeguarding concerns” and work continued to ensure safeguarding and well-being support were differentiated and monitored separately. The restructuring of the Student Services Team was noted to have supported staff with this; ensuring students were signposted and provided access to resources/guidance. The VPGPP provided an example of positive impact; noting two part-time counsellors had been appointed allowing their greater involvement in support activities and improved accessibility to the counselling service for students.

Operational/management transition plans were also summarised. It was reported that the Head of Student Services would be taking on the role of Designated Safeguarding Lead from 1 September 2025. The Principal explained that the College continued to benefit and capitalise on the current Designated Safeguarding Lead’s depth and breadth of knowledge during the transition period.

The Committee commended the improved reporting and recording of safeguarding incidents. The importance of differentiating between well-being support and safeguarding was acknowledged. The Committee confirmed its consideration of the Report and its ongoing **review** and **monitoring** of Safeguarding arrangements in place.

5 Student Recruitment

(Reference was made to the Recruitment Update included in the Meeting Pack)

The VPGPP summarised the Student Recruitment Report.

Part of this item was taken as confidential.

The Committee put forward its perception that the University Centre was “holding its own” in a turbulent market which was positive even if the ambitious growth target had not been met. The Principal added that the newly implemented Marketing Strategy and Implementation Plan had not been in place for a full year; limiting its impact. The Principal assured the Committee that marked improvements in the College’s outreach and advertising had been made and the impact of this would continue into September 2025.

Part of this item was taken as confidential

The Committee **RESOLVED** that Riseholme would be added to the High-Level Risk Register. The Committee opened discussion around the Technical Excellence Colleges; enquiring whether the College was looking to attain the accreditation. The Principal explained that this was unlikely to be determined before the start of the new academic year but confirmed it was operationally primed and

actively involved in discussions.

The Committee **noted** the Report.

6 Quality of Teaching and Learning

6.1 Quality Improvement Plans (FE&HE) and Quality of Teaching & Learning Report

(the FE and HE Quips, along with the “Observation Quality Improvement Plans and Quality of Teaching and Learning Report” were included in the Meeting Pack)

The VPQES drew the Committee’s attention to the Observation of Teaching and Learning Report. Improvements to the collection of data was noted; which had brought improved analysis and oversight. The use of digital technology and AI, along with related pedagogical activities, was also identified as a strength in some curriculum areas although it is necessary to disseminate a consistent approach across the College.

A Governor noted the positive impact the introduction of mock exams had made on achievement and commended the same. The Committee then referred to the Quality of Teaching and Learning Report. A Governor put forward that the Report needed to be developed to allow the Committee to monitor performance noting a lack of data and use of overarching statements as opposed to detailed analysis. Discussion was undertaken and the VPQES explained that the final report had included the data but concurred with the observations made by the Committee - noting this had already been picked up as part the College Management Team Meetings.

ACTION: the correct version of the Quality of Teaching & Learning Report is to be circulated to the Committee

Discussion moved on to the HE QUIP:

Student Experience: recruitment has declined despite the introduction of the scholarship programmes. The limited timescale for promotion of the scholarship programme was noted and it is hoped that a longer period of promotion would attract more students. KPI’s relating to continuation and internal progression have however been met. The Committee’s attention was drawn, in particular, to the FdSc and FdA programmes and progression to their final year – which is above target despite pulling from a smaller cohort of students.

Access and Participation: the OFS dashboard has been developed and will be live from September 2025; improving the monitoring of peer group gaps, in-year, as identified in the College’s Access Participation Plan.

A Governor noted the lack of consistency in the format of the FE and HE QUIPs and reporting presented to Governors and requested standardisation in the reports (including the use of RAG rating, objective analysed data and actions taken) to allow Governors to quickly identify key areas of focus and monitor performance more effectively.

The Committee **noted** the report.

ACTION: VPQES to ensure standardisation of quality reporting across FE and HE

6.2 EDI Strategy, Implementation Plan and EDIMs

(the EDI Strategy, Implementation Plan and EDIMs were circulated in the Agenda Pack)

The VPGPP reported that the EDI Strategy had been reviewed, developed and the EDI Committee was now actively engaged. Discussion and input have been undertaken with the Corporation’s Link Governor and the Link Governor Report included in the Meeting Pack noted. **A Governor commended the strategy as being well-written and future focused.**

The Committee **RESOLVED** to **APPROVE** the EDI Strategy, EDI Implementation Plan and EDIMs.

7 Student Outcomes

7.1 Student Outcome Report

(the Student Outcome Report was included in the Meeting Pack)

A Governor commented that the report detailed destinations but did not detail predicted outcomes. The VPQES reported (for the year 2023/24) that 68% of student destinations were known, with 97% of those being positive, marking an increase from the previous year. The NEET rate has reduced and the positive destination rate for 16–18-year-olds has increased to 95%. The report highlighted strong results overall but some curriculum areas require a stronger focus to ensure the data was obtained. **The Committee discussed the challenges of engaging students who had left the college and the potential use of AI Technology to improve response rates.**

A Governor recognised the value of making the information more digestible and utilising it for marketing purposes – putting forward it should be clearly visible and celebrated on the College website as well as on open days and in prospectuses.

The Committee **noted** the report.

ACTION: Positive destination data to be utilised in marketing campaigns, student recruitment and promoted on the College’s website.

7.2 Student Attendance

(the Student Attendance Report was included in the Meeting Pack)

The APFE presented the Student Attendance Report, outlining the measures taken to improve attendance and the challenges which remained. Despite efforts, attendance remains below the desired level. The importance of setting expectations and values around attendance with students and parents before they begin was emphasised. An action plan has been put in place with progress measures to monitor impact. Information and best practice sharing with another non-competitive land-based college is also underway. **The Committee commended the report provided noting the current and future initiatives which are to be put in place in readiness for the start of the 2025/26 academic term.**

A Governor referred to the “AI Wellbeing Bot” initiative noting it overarched into Student Services and Safeguarding Reporting and requested further information on how this would work. The VPGPP provided a summary overview noting students would have access to 24 hour / 7 day a week wellbeing support; with the “bot” used to “triage” initial questions. Assurance was provided that appropriate safeguarding measures had been considered and student consultation/feedback had been undertaken. The Student Governor was invited to provide a student perspective on the initiative. Discussion was undertaken as to whether students would utilise the resource appropriately, what sort of information they might try and access through it and the value of “humanising” and tailoring it as an interactive signposting tool. The value of seeking the Student Association’s input and support to the initiative was noted.

The Committee noted the Report.

8 Curriculum Review and Development

(the Education and Skills Strategy 2025-28 was included in the Meeting Pack)

The VPQES provided a summary overview of the Strategy which sought to deliver high-quality, inclusive and future-focused education whilst growing enrolments and addressing the financial deficit. The Committee debated whether the strategy should be a two-year or three-year plan, ultimately agreeing on a three-year strategy to align with both the DfE priorities and industry standards. Reference was also made to ensuring the strategy aligned to the OFSTED Framework.

Part of this item was taken as confidential

Following discussion, the VPQES clarified that the purpose of the current draft was to ensure

consistency in the delivery of high-quality education across the College.

Following discussion, it was agreed that:

- the strategy would be renamed to better reflect its focus on educational excellence and quality;
- a review of the Growth Strategy would be undertaken to ensure it adopts a more strategic approach, is informed by demographic demand and is underpinned by a financially viable estates strategy.

The Governors put forward that the Strategic Sprint (scheduled in November) would be a good opportunity to explore the development of a revised Growth Strategy which contains a particular focus on Riseholme. The Chair commented that feedback had also been received from other Governors (as a tabled item) which would be circulated after the Meeting (*Tabled Item 2: Email commentary from Governor*).

The Committee **RESOLVED** that it would:

- **ADVISE** the Corporation to **APPROVE** the current draft of the Education and Skills Strategy 2025-28 as an Educational Excellence and Quality Strategy
- **RECOMMEND** that the Strategic Sprint in November focus on developing a revised Growth Strategy which will include a particular focused discussion on growth at the Riseholme campus

ACTIONS:

- ***VPQES to rename and amend the current draft of the Education and Skills Strategy 2025-28 as an Educational Excellence and Quality Strategy and provide to the Corporation for consideration***
- ***VPGPP to develop a Growth Strategy which includes demographic modelling and cross reference to a costed and sustainable Estates Strategy in readiness for discussion at the November Strategic Sprint***
- ***DG to circulate the feedback provided from other Governors on the original version of the Education and Skills Strategy 2025-28***

9 Higher Education

9.1 OFSTED Thematic Review: Summative Overview

The VPQES provided a verbal update on the OFSTED Thematic Review and highlighted key points, including:

- College leaders were recognised as understanding the importance of high-quality teaching and had clear reasons for running the Huddersfield programme and the apprenticeship programme side by side; recognising the strengths of both;
- the College has suitable placements for trainees and apprentices;
- positive relationships between teachers and trainees were identified and any minor concerns dealt with quickly;
- very high achievement rates on the apprenticeship ITE programme and effective sequencing.

The VPQES reported one area of development identified had been to introduce mentors into the apprenticeship programme to align with the strong mentoring seen in the PGCE programme. It was confirmed that this was already being moved forward by the College.

The VPQES advised the Committee on upcoming changes, from the DfE, to regulate ITE programmes from Level 5 upwards. It was explained that any provider would need to be registered with the DfE and submit additional regular data. **The Committee acknowledged the importance of preparing for these changes.**

The Committee noted the **report**.

9.2 **HE Academic Misconduct and Mitigating Circumstances**

(the HE Academic Misconduct and Mitigating Circumstances paper was included in the Meeting Pack)

The item was taken as read and no comments raised. The Committee noted the **report**.

9.3 **Access and Participation Plan**

The IHHE summarised collaborative works with University partners noting the incoming Office for Students E6 Condition of Registration (Harassment and Sexual Misconduct). The IHHE explained that staff training was scheduled for Monday 23 June 2025 for the College's HE Staff and a wider Staff Sexual Harassment online package was being rolled out College wide. The IHHE explained that its University Partners were outsourcing the student training and knowledge checks required under the E6 Condition. The College is continuing to develop its in-house approach to satisfy these elements with ongoing works between the curriculum and safeguarding teams. There was a discussion regarding the importance of aligning college-wide initiatives - such as the chat box - with the requirements of the E6 Condition. It was noted that correct signposting to the Single Comprehensive Source of Information was essential. The need for a comprehensive, cross-College approach was emphasised, ensuring that all policies, processes and documentation were fully aligned and consistent with this requirement.

The Committee noted the **report** and the works being undertaken.

9.4 **OFS Compliance**

(the OFS Compliance Report was included in the Meeting Pack)

Taken as part of item 9.3.

10 **Stakeholder Engagement**

10.1 **Accountability Statement and Stakeholder Engagement Strategy and Implementation Plan**

(the Accountability Statement and Stakeholder Engagement Strategy and Implementation Plan were included in the Meeting Pack)

A summary overview was provided. It was noted that the Accountability Statement remained largely unchanged from the previous year. The alignment between the Stakeholder Engagement Strategy, the Marketing Strategy and the Accountability Statement was also outlined. It was confirmed that the Accountability Statement must be submitted to the DfE by 30 June 2025.

The Committee **RESOLVED** to **APPROVE** the Accountability Statement in accordance with its delegated authority from the Corporation and acknowledged the importance of continued collaboration with other colleges in the region.

The Committee made its **RECOMMENDATION** to the Corporation to **APPROVE** the Stakeholder Engagement Strategy and Implementation Plan.

10.2 **Employer Feedback**

(the Update on Skills and Employer Advisory Groups Report was included in the Meeting Pack)

The VPRBD summarised that the final meeting of the Local Skills and Employer Advisory Groups (**LSEAGs**) had now been held. The focus of the last meeting was work experience and an Internal Working Group has been formed. The Action Plan, which includes tangible actions requested by employers, has been partially implemented. The Action Plan is to be discussed at the College Management Team Meetings to ensure all actions are executed. There was also a discussion about the membership of the LSEAGs and the recruitment of employers; to represent, all areas of the curriculum was noted. The LSEAGs Meetings are to become "breakfast meetings" following employer feedback and to improve attendance and engagement. The VPRBD reported that the LSEAGs Meetings were a success, with positive feedback from employers who appreciated the opportunity for open and honest conversations about industry needs and the skill sets. Continued works between employers and curriculum areas at a granular level to shape curriculum intent and sequence was noted. Governor representation at the

LSEAGs Meetings was highlighted as beneficial, prompting relevant questions and providing assurance to the Corporation.

The Committee noted the **report** and the works being undertaken.

10.3 **Link Governor Visits**

(2 x Link Governor Visits were included in the Meeting Pack)

The item was taken as read and the Governors noted the feedback provided.

11 **Student Voice and Student Experience**

The conversation transitioned to student voice and experience, beginning with the Complaints and Compliments Report. There was a brief discussion about the format and presentation of the reports, noting improvements in standardisation.

11.1 **Complaints and Compliments Report**

(the Customer Feedback Assessment Report, was included in the Meeting Pack)

This item was taken as read. The Committee noted the **report** and the works being undertaken.

11.2 **Student Survey Report**

(the Student Survey Report, was included in the Meeting Pack)

A Governor noted the importance of staff stability and its evident impact on student feedback. It was put forward that the survey results must be used to inform and improve student experience and particular attention was drawn to the courses organisation and consistency and drop in student experience at the Riseholme campus.

The Committee noted the **report** and the works being undertaken; noting the inclusion of Riseholme on the Risk Register for more detailed and supportive monitoring.

11.3 **Student Association**

(the Student Association Update, was included in the Meeting Pack)

The VPGPP acknowledged that the past year had been challenging but positive steps forward were being taken. A new Student Enrichment Officer has been appointed and is actively promoting the Student Association and enhancing engagement across all cohorts and all campuses. The Committee emphasised the importance of active involvement from students across different campuses, reflecting diverse priorities and ensuring comprehensive representation. The intention is to build a robust student association that effectively represents and advocates for the student body. Insights were provided from the Student Governor, through discussion, and it was concluded that Riseholme needed to contribute and engage. The VPGPP explained that this had been taken on board and the proposal identified that there would now be one Student Association representing Riseholme and one Student Association representing Bishop Burton to reflect the uniqueness of each campus and their respective voices.

The differentiation between the roles within the Student Association and the Student Governor role was considered and it was recognising that different skill sets were required for each of these positions. The Student President and Vice President are to be elected by their peers and the appointment to the role of a Student Governor is to include a selection process which would involve student panels to ensure transparency and commitment but ensure the responsibilities and accountability of the Student Governor role is fully understood and appropriate support could be put in place. The perspective of the Student Governor, on the differentiation of roles, was encouraged.

Elections for the role of Student President and Vice President are currently live, aiming to establish a strong leadership team in readiness for the upcoming academic year with a view to recruiting the new cohort of students into other roles of the Association.

A Governor acknowledged the proposed changes; noting this had been raised in previous meetings

but not progressed in full and noted the sensible approach to securing the leadership of the Student Association from existing and experienced students.

The **Committee** received the report; welcoming and supporting the revised approach put forward.

12 External Quality Assurance

12.1 Apprenticeship Accountability Framework update

(the Update on Apprenticeship Accountability Framework Report, was included in the Meeting Pack)

The Committee reviewed the Apprenticeship Accountability Framework update, showing positive performance with all indicators marked green. The VPRBD noted the latest achievement data being 69.2% with a best-case scenario of 78.1%.

A Governor noted the slight increase in apprentices past their planned end date of 180 days and sought further clarification whether they related to one subject area. The VPRBD is to provide an update as required.

The Committee noted the **report**.

12.2 External Quality Assurance

(the External Quality Assurance Report Term 2 Report, was included in the Meeting Pack)

The FE EQA Reports and Actions Plans were reviewed, with a focus on maintaining high standards of quality assurance. **The Committee discussed the intensity of the quality assurance processes and noted no significant issues to report.** The report was **noted**.

13 Self-Assessment Arrangements

(the Self-Assessment Arrangements Report, was included in the Meeting Pack)

The proposed timeline for the 2024/25 Self-Assessment process was discussed. The VPQES confirmed the process had been pulled back to ensure timely completion, addressing previous feedback that the process was too late. Templates will remain the same as last year, with potential updates following training in October. The Committee **RESOLVED** to **ADVISE** the Corporation to **APPROVE** the Self-Assessment Arrangements proposed.

14 Appointment of Committee Chair

(the Appointment of Chair to the Committees, report was included in the Meeting Pack)

The Committee discussed the appointment of a new chair, noting Susan Hamer was stepping down with only one more year as an Independent Governor under her current Term of Office. The proposal that Gray Towse be appointed as Chair of the Committee was discussed and supported. The Committee **RESOLVED** to support the **RECOMMENDATION** that Gray Towse be appointed as Chair of the Committee for a one-year period.

15 Policies

(both policies were included in the Meeting Pack and a further update to the Further Education Support Fund Policy (Tabled Item 3))

The Committee noted the substantial changes to the Further Education Support Funds Policy and the Higher Education Support Funds Policy and a summary overview was provided.

The VPGPP tabled additional amendments which would be drafted into the FE Support Fund Policy as a result of further DfE best practice advice being received. The Committee **RESOLVED** to **ADVISE** the Corporation as follows:

- Further Education Support Funds Policy: **RECOMMENDATION** to **APPROVE** pending the inclusion of the tabled amendments;

- Higher Education Support Funds Policy: **RECOMMENDATION** to **APPROVE**

There being no further business the Meeting closed

Chair

Name

Date
