

**Non-Confidential Minutes of the Meeting of the Curriculum and Quality Enhancement Committee
held on Thursday 12 September 2024 by Virtual Attendance
(Not Quorate)**

Committee Members	Appointed as	Chair/Vice	Apologies
Susan Hamer	Independent Member	Chair	
Adam Milner	Independent Member		
Gray Towse	Independent Member		Received
Danny Metters	Ex-Officio		Received

In Attendance

Sallyanne Pearson	Director of Governance	(DG)
Sharron Mansell	Vice Principal Quality of Education & Skills	(VPQES)
Beth Curtis	Vice Principal Riseholme & Business Development	(VPRBD)
Sarah Reynolds-Golding	Assistant Principal Higher Education	(APHE)
Michaela Ginn	Assistant Principal Quality and Exams	(APQ&E)
Rachel Richardson	Assistant Principal Further Education	(APFE)
Andrew Tann	MIS Director	(MisD)

(2425.1) 1	Welcome and Apologies for Absence	
	<p>The Chair opened and Meeting and extended a welcome to all attendees. Apologies for absence were noted, with consent, from Gray Towse and Danny Metters. Apologies for absence were also noted from Ann Paling (Assistant Principal Safeguarding & Residential Services).</p> <p>The Chair clarified that the Meeting was not quorate owing to a timing disparity in the appointment of Student and Staff Members. It was emphasised that the absence of a quorum was a procedural issue and not as a result of non-engagement of Members. The Chair confirmed that the Committee would not have any authority to approve the Access and Participation Plan (APP), in any event, and would continue the Meeting in an advisory capacity to the Corporation.</p>	
(2425.1) 2	Declarations of Interest	
	<p>Reference was made to the “<i>Register of Interest: Corporation Members, Executive and Director of Governance</i>” included in the Agenda Pack.</p> <p>The DG confirmed that the annual request for amendments/updates to the Register of Interest would be circulated to all Members and Co-Opted Governors.</p>	
(2425.1) 2.1	To consider and declare , as required, amendments to the Register of Interest	
	No additional declarations of interest were made.	
(2425.1) 2.2	To declare any declaration of interest relating to the Meeting’s business	
	No declarations or conflicts of interest were noted.	
(2425.1) 3	Access and Participation Plan	
	<i>Reference was made to the Executive Summary Report and Access and Participation Plan circulate with the Agenda Pack.</i>	
(2425.1) 3.1	Consider and advise the Corporation on the Access and Participation Plan	
	The Chair summarised that the Special Curriculum and Quality Enhancement Committee Meeting had been convened to maintain oversight, scrutiny and assurance around the development and submission of the APP. It was explained that the APP had been behind preferred timescales for completion and external support had been sourced to undertake its development. The APHE was invited to provide an update.	

The APHE outlined the Executive Summary Report noting that the APP had been completed under tight deadlines and was awaiting a final proofread. The APHE expressed gratitude to the MIS Team for their support with the data analysis.

A summary overview was provided. It was explained that the APP was a mandatory condition of registration with the Office for Students (**OFS**) and its purpose was to ensure equality of opportunity for underrepresented groups to access and achieve within higher education programmes. It was outlined that 10% of the College's fees charged for higher education programmes (over and above the £6,000 base line) must be ringfenced and utilised transparently, by the College, to target and break down barriers identified through an analysis of the College's performance.

The APHE reported that the APP:

- incorporated the outcomes of such an analysis;
- identified bespoke indicators of risk to the College;
- allowed cross comparison to both national priorities and the Equality of Risk Register (**EoRR**); and
- determined bespoke intervention strategies and action plans which the College would introduce and be supported, financially, through the 10% ringfenced from the higher education fees.

The five indicators of risk identified (for the College) were explained to be in line with national priorities and noted as follows:

- a low proportion of applications from FSM-eligible students (PTA_1 Access)
- a low proportion of applications from care-experienced students (PTA_2 Access)
- a lower proportion of young people from TUNDRA2 quintile 1 completing their programme compared to TUNDRA quintile 5 (PTS_1 Success)
- a lower proportion of students from IMD3 quintile 1 completing their programme compared to IMD quintile 5 (PTS_2 Success)
- an attainment gap between young and mature students (PTS_3 Success)

A Governor reflected on the current format of the APP noting the level of impact evidenced and challenged how the new APP sought to evidence a stronger impact to those underrepresented group. Discussion was undertaken around the College's current APP, its strategies and interventions contained therein and the limitations to the level of identified impact. The APHE explained that the target areas, interventions and actions were more general and based on small data sets which meant that monitoring data and determining a definite, evaluated, perspective was difficult.

The APHE added that this did not, however, mean that there had been no impact but the new format of the APP sought to be more targeted and allow increased correlation and transparency around the impact of the strategies/action implemented by the College to the targeted risk areas.

A Governor added that at the date of drafting the current APP the Life Coach initiative was relatively new in its implementation and its impact would be meaningful to all students on Higher Education Programmes.

The Chair enquired whether it was felt that any further area needed to be included. The VPQES confirmed that minor amendments had been identified as part of operational discussions (which would be included as part of the submitted draft) but that would not materially alter the content of the draft provided.

Members of the Committee noted their **SUPPORT** to the APP noting they would **ADVISE** the Corporation accordingly.

(2425.1) 3.2 **Receive** an update on HE Compliance and Monitoring

The APHE emphasised that the APP, as a whole, was a College wide responsibility and, as such, required a collaborative approach. The APHE explained that the monitoring

	<p>and oversight of compliance to all Conditions of Registration with the OFS, by the Corporation, was being reviewed.</p> <p>The Chair acknowledged the value of having a rag rated monitoring document accessible to the Committee for oversight (to add value to existing mechanisms in place) noting that Committees of the Corporation could cross refer to each other as appropriate. The VPQES endorsed the approach that oversight of compliance remained within remit of the Curriculum and Quality Enhancement Committee in the first instance.</p>	
(2425.1) 4	Policies	
	No policies were provided to the Committee.	
(2425.1) 5	Any other Urgent Business / Summary of Key Points & Actions	
	<p>The Chair summarised that efforts had been made over the summer to streamline agendas for Corporation and Committee Meetings with the aim of making meetings more efficient while ensuring thorough discussions.</p> <p>The Chair noted that it was hoped that an additional Independent Member would be appointed to the Committee and noted ongoing discussions about committee placements. The Chair thanked the APHE for her work on the APP and acknowledged the contributions of Andrew Tann and the MIS Team.</p>	

There being no further business, the meeting closed.

Chair _____
 Name _____
 Date _____