

**Minutes of the Meeting of the Corporation's Curriculum and Quality Enhancement Committee  
held on 25 March 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		
Danny Metters	Ex-Officio		
Adam Milner	Independent Member		<i>Absent with Apologies</i>
Gray Towse	Independent Member		
Sophie Warriner	Student Governor		
Laura Woodhouse	Staff Elect		<i>Absent with Apologies</i>

**In Attendance**

Olly Nicoll	Independent Member <i>(pending formal appointment to the Curriculum and Quality Enhancement Committee)</i>		
Rebecca Brassington	Interim Head of Higher Education	<i>(from 5:35pm until Restricted Confidential Agenda)</i>	<b>(IHHE)</b>
Beth Curtis	Vice Principal Riseholme & Business Development		<b>(VPRBD)</b>
Michaela Ginn	Assistant Principal Quality & Exams	<i>(until Restricted Confidential Agenda)</i>	<b>(APQE)</b>
Sharon Mansell	Vice Principal Quality of Education and Skills	<i>(from: 5:02pm until 5:48pm)</i>	<b>(VPQES)</b>
Shelley Newton	Staff - Head of Student Services	<i>(until start of formal Meeting)</i>	<b>(HSS)</b>
Ann Paling	Assistant Principal Safeguarding & Residential Services	<i>(until 4:22pm)</i>	<b>(APSR)</b>
Sallyanne Pearson	Director of Governance		<b>(DG)</b>
Rachel Richardson	Assistance Principal Further Education	<i>(until Restricted Confidential Agenda)</i>	<b>(APFE)</b>
Helen Wooldridge	Vice Principal Growth, Planning & Performance		<b>(VPGPP)</b>

(Minutes: 2425.3)

**Pre Meeting Introduction and Presentation from the Student Governors: The Student Association**

*The presentation is saved in the record of the Minutes as Tabled Item 1.*

The Student Governors updated the Committee on the College's Student Association (the **Association**). The Student Governors explained that a delay in the commencement of the Association (in 2024/25) had meant that its activities and key initiatives would continue into 2025/26. Key activities noted included: securing storage facilities for students, sustainability projects, fundraising events and ensuring the Association's sustainability. Additional focuses also included increasing apprenticeship opportunities with employers, developing core skills for students (e.g. resilience/teamwork) through increased clubs and enrichment activities, improving communication between students and staff and boosting engagement with the Riseholme Student Association. Actions arising, following discussion with the Committee, included:

- enabling direct communications between the Association and the student body
- arranging for the Student Governors to visit the Riseholme campus to engage with its Student Association representatives
- a standing invitation to the APFE to attend Association Meetings going forward
- standing invitations to members of the support service staff (e.g. Finance and Estates) to Association Meetings

*The HSS left the Meeting*

**1 Welcome and Apologies for Absence**

Apologies were noted, **with consent**, from Adam Milner.

Olly Nicolls was in attendance as an Independent Member but awaits formal appointment to the Committee. Sharron Mansell, Rebecca Brassington and Michaela Ginn all attended, in part, owing to teaching commitments and a Thematic OFSTED Inspection taking place.

## **2 Declarations of Interest**

### **(a) Consider and declare, as required, amendments to the Register of Interest**

*(the Register of Interest was provided in the Agenda Pack)*

- Sharron Mansell: appointment to the East Riding Rural Partnership and the East Riding Rural Partnership Strategy Group on 17 March 2025

### **(b) Consider and declare conflicts of interest to items arising as part of the evening's business**

- Laura Woodhouse: Item 10.1: Student Services Strategy and Implementation Plan

## **3 Minutes of Previous Meetings**

### **3.1 Non-Confidential and Confidential Minutes from the Meeting held on Tuesday 3 December 2024**

*(the Minutes and Summary Minutes were provided in the Agenda Pack)*

The Minutes were confirmed as a true and accurate record of the Meeting and were **APPROVED** by the Committee. Summary Minutes were **acknowledged** and **received**.

### **Non-Confidential Minutes from the Special Committee Meeting held on Monday 9 December 2025**

*(the Minutes were provided in the Agenda Pack)*

The Minutes were confirmed as a true and accurate record of the Meeting and were **APPROVED** by the Committee.

### **3.2 Action Summary and Matters Arising**

*(the "Action Summary for the Meeting held on 3 December 2025" was included in the Agenda Pack)*

The Committee reviewed the Action Summary and updates. Actions were **RESOLVED** as set out in Appendix 1. Matters Arising were noted as follows:

#### **Matters Arising**

**Action Point (2425.1) 8.3:** *(HE Continuation Rates and Achievement Rates for previous year, inc EDI analysis):* The VPGPP explained that the internal data provided to the Committee had been based on a methodology similar to the OFS. It was confirmed that both internal and external data would continue to be used to ensure accurate and timely reporting. Although limitations of the internal data were noted, the Committee confirmed that it had tracked the internal data against the external data (following a previous in-depth analysis) and outcomes had been similar. The action was noted as **COMPLETE**.

#### **Annual Accountability Statement and Duty to Review Local Needs Duty (Accountability Statement)**

Following discussion, it was recognised that the Accountability Statement would need submitting in advance of the next Corporation Meeting. The Committee **RESOLVED** that it would request delegated authority from the Corporation to approve the Accountability Statement.

**Action: Delegated authority be requested from the Corporation to approve the Accountability Statement.**

## **4 Safeguarding**

*(the "Termly Safeguarding Report (September to February)" was included in the Agenda Pack)*

The revised format was commended. A summary overview was provided which included the number of safeguarding referrals and their demographics. **The Committee discussed the challenges of benchmarking against other institutions given its land-based nature whilst emphasising the importance of monitoring its own internal data to ensure a positive impact was evident from actions and interventions it put in place and to ensure early detection and monitoring of trends/patterns.**

**A Governor referenced the increasing regulatory focus to SEND and requested more comprehensive detail be provided to the Committee for its oversight and monitoring.** The VPGPP is to explore the development of SEND reporting. It was **RESOLVED** that SEND would be the focus of the next Pre-Meeting Training Session. The Committee **NOTED** the Termly Safeguarding Report.

**ACTIONS:**

- **VPGPP to develop a proposal for SEND reporting to the next meeting**
- **DG to arrange SEND Training for the next meeting**

*Ann Paling left the Meeting: 4:22pm*

## **5 Quality of Teaching and Learning**

**Updates to the FE and HE QIPs and review of Supporting Quality of Teaching and Learning Report** (*the FE & HE QIPs, Quality of Teaching and Learning Report and Executive Summary Reporting were provided in the Agenda Pack*)

Papers were taken as read. Questions were invited.

**A Governor referred to student attendance; noting it was below the College's KPI and not improving. An update on the actions being put in place was requested.** The APFE explained that an Attendance Working Group had been established to develop and monitor the impact of actions/strategies introduced including half-termly emails to parents, attendance rewards and free breakfasts. Key areas of low attendance have been identified and initiatives put in place with respective Curriculum Leaders to look to re-engage students and parents. An automated attendance system (that sends text messages to parents when students do not attend lessons) had been paused due to issues with late buses but is now being piloted again and is to be rolled out after the Easter Holidays. The Principal added that disciplinary action was being taken (where appropriate) but noted that external benchmarking did suggest that the College remained above its counterparts. **A Governor referred to the data provided for student retention, attendance and "high risk" students. It was put forward that the level of retention noted should be indicative of strong attendance and engagement from students but the data did not support this.** Discussion was undertaken. Student mental health was noted, in many cases, as a barrier to strong attendance. It was explained however that many of these students did continue to submit work. **A Governor referred to the publication of a recent study (Attendance and Achievement) and put forward that students not attending College regularly might not achieve as high as their peers. It was queried whether the College could accelerate these students learning (in the following year) to bridge gaps in knowledge/understanding and allow them to achieve their best outcome.** The Principal explained that the College was engaged in best practice sharing with a number of other Colleges and would utilise support as required. Discussion moved on to the Teaching and Learning Report and a summary overview was provided. Questions were invited. **A Governor commented that observations were for new staff and queried whether established members of teaching staff were observed.** The APQE confirmed developmental observations were undertaken first to onboard, provide support and aid retention of new staff with established members of staff observed thereafter. The Committee **NOTED** the report.

## **6 Higher Education**

*(Item taken out of order)*

## **7 External Quality Assurance**

### **7.1 Apprenticeship Accountability Framework update**

*(the "update on the Apprenticeship Accountability Framework", was included in the Agenda Pack)*

Key performance measures on the Apprenticeship Accountability Framework Dashboard were green. There is a reduction in the number of learners past their end date and achievement and retention rates evidence improvement. The format of the report and the contributions of the MIS Director were commended. **A Governor referred to the 3.1% of apprentices past their planned end date. Clarity**

was sought on how many apprentices that equated to and whether these apprentices were within one particular area of provision. The VPRBD explained that issues with apprentices being past their planned end date related to legacy staffing issues which had now been addressed. The Principal confirmed restructuring works had been undertaken in the department which had a positive impact. **The Committee sought the Students Governors' input on the apprentices' experience and enquired about the level of engagement they had with the student body / Association. Student Governors noted that engagement was minimal owing, largely, to the limited time apprentices had on campus; resulting in a lost opportunity to engage and share learning experiences.** Discussion was undertaken. It was **RESOLVED** that the VPRBD would work alongside the Student Governors to try and develop initiatives to increase the opportunity which apprentices had to engage with the student body and the Association. The Committee **NOTED** the reporting received.

**ACTION: VPRBD and Student Governors to explore opportunities to engage apprentices with the student body / Association**

## 7.2 FE EQA Reports and Actions Plans and HE External Examiners Report

*(the "External Quality Assurance Report Term 1", was included in the Agenda Pack)*

The APQE reported an increase in external verification reporting with more stringent moderation, synoptic assessments and short notice reviews. The APQE assured the Committee these changes were being managed effectively. **A Governor reflected on the Government's decision to withdraw a number of T-Levels and queried whether it impacted the College.** The APQE confirmed that it did not but discussion was opened around anticipated revalidation work which could cause some disruption. External HE sampling is scheduled to take place after Easter. The Committee **NOTED** the report.

## 8 Stakeholder Engagement

### 8.1 Stakeholder Engagement Strategy and Implementation Plan

*(The "Stakeholder Engagement Strategy and Implementation Plan", was circulated in the Agenda Pack)*

The APRBD explained that the Strategy consolidated existing practice and new initiatives. Discussion was undertaken. **A Governor noted the cross reference to the Marketing and Commercial Strategies - which had not been provided to the Committee for review.** It was confirmed that the Marketing Strategy had been provided to the Finance and Resources Committee. The DG is to circulate the Marketing Strategy. The VPRBD explained that the Stakeholder Strategy predominantly focused on engagement to, and feedback from, employers whilst the Marketing Strategy focused on a broader scope of works including student recruitment, staff recruitment and commercial activities. **A Governor noted the Strategic Priorities, Key Performance Indicators and Risk Register, included in the Agenda Pack. It was noted that the top three risks identified (for the Committee) related to student recruitment - which was dependent on the Marketing Strategy and noted they required sight of it.** The Committee **RESOLVED** to review the Marketing Strategy at its next Meeting and have a particular focus on the next six months. **A Governor queried whether the Institute of Technology (IoT) needed to be included in the Stakeholder Engagement Strategy.** The Principal updated the Committee on the role of the IoT and confirmed that it would be added. The Committee **NOTED** receipt of the Stakeholder Engagement Strategy and **RECOMMENDED** it to Corporation **pending** amendments noted and an overview of the Marketing Strategy.

#### **ACTIONS:**

- **DG to circulate the Marketing Strategy and add it to the next Agenda**
- **VPRBD to include the IoT in the Stakeholder Engagement Strategy**

### 8.2 Employer Survey Report

*(the Employer Survey Report was included in the Agenda Pack)*

The VPRBD provided a summary overview. **The Committee noted the low response rate; adding the value of analysis was limited. Alternate methods to collect the data for future surveys and improve response rates were put forward including telephone surveys/AI.** The format and compilation of questions included on the survey was discussed. The Committee **NOTED** the Report.

*The APQE left the Meeting: 4:53pm*

### **8.3 Feedback from Skills and Employer Advisory Groups**

*(the “Update on Skills and Employer Advisory Groups”, was included in the Agenda Pack)*

Feedback from the Skills and Employer Advisory Groups was discussed. The VPRBD noted a recent AI focus and an increase in the number of employers attending the event. **The Committee emphasised the need to increase employer engagement and representation; noting the importance of employer feedback in shaping the curriculum and improving student employability.** The Principal noted that the College was now a member of the Gatsby Foundation AI Research Group. The Report was **NOTED**.

### **8.4 Link Governor Visits**

*(the Link Governor Visit Report was included in the Agenda Pack)*

**The Committee noted the visit undertaken by Gray Towse as Link Governor for Equality, Diversity and Inclusivity.** The Link Governor commented that his visit had been positive. The next visit is to focus on students and staff.

*(Sharron Mansell entered the Meeting: 5:02pm)*

## **9 Curriculum Validation Activity**

*(the “FE/ HE Approvals and Revalidation”, paper was included in the Agenda Pack)*

**A Governor raised discussion on courses suspended or discontinued – noting these were predominantly landbased. The potential for a consequential adverse impact to the educational character of College was raised. A Governor noted that whilst mindful of the operational nature of the decisions taken, the Committee required oversight of the rational.** The Executive assured the Committee that the courses detailed were suspended due to low enrolment numbers or because they were not fit for purpose. All students affected continued to study at the College. The importance of ensuring high quality teaching and learning was emphasised. The Principal added that the current provision was too broad and the Executive was addressing legacy issues to ensure high quality teaching and learning remained the core focus of the College. **The Committee noted the explanation but emphasised the importance of being able to articulate, to stakeholders, why such decisions had been made. The Committee put forward that, strategically, “preloading” investment into staff/ resources now, to roll out a strategic development of the curriculum in the near future, should be considered.** Discussion continued. **The Committee noted that it had not received the Higher Education strategy and queried the timescale for its receipt.** The Higher Education Strategy is to be provided to the next Committee Meeting. The Committee **NOTED** the report.

**ACTION: HE Strategy to be provided to the next Meeting**

*Item 6 was taken this point in time at the Meeting.*

## **6 Higher Education**

### **6.1 HE Strategy: CARRIED FORWARD TO JUNE MEETING**

The VPQES explained that a two-year strategy would be provided to the next Meeting. The Chair requested an update on the Leadership Arrangements of HE. Rebecca Brassington is to act as interim Head of Higher Education. The APQE is to oversee compliance and quality. The VPQES is to oversee Life Skills.

### **6.2 OFS Compliance and Access & Participation Plan**

#### **Access and Participation Plan**

*(the Outgoing Access and Participation Plan (2021-2025) was included in the Agenda Pack)*

Not discussed. The VPQES reported that the new Access and Participation Plan had been published.

#### **OFS Compliance**

*(the OFS Compliance Risk Tracker (March update) was included in the Agenda Pack)*

Reference was made to Condition E6 “Sexual Harassment and Misconduct”. Colleagues from the HE and Safeguarding Teams are attending external training. **Governors enquired whether members of the Corporation should undertake training.** The DG confirmed Governors should (especially the

Safeguarding and Prevent Link Governor). Discussions with the APHE (Sarah Reynolds-Golding) prior to her departure were noted and a general consensus that consistent training should be embedded across the College and its Governors was noted. The Committee **NOTED** the report.

**6.3 Life Coach Annual Report**

*(the Life Coach Annual Report was provided in the Agenda Pack)*

**The Committee commented on the positive impact of the Life Coach initiative to HE Students. The holistic approach/support was noted as a unique selling point of the College. The Chair commended the work undertaken on the “Belonging Survey” and the Graduate Attributes. The Committee NOTED the report.**

*Rebecca Brassington entered the Meeting: 5:25pm*

**10 Student Voice and Student Experience**

**10.1 RESTRICTED CONFIDENTIAL: Student Services Strategy and Implementation Plan**

*(the Student Services Strategy was included in the Agenda Pack)*

*Item taken as confidential*

**10.2 Student Survey Report**

*(the FE, HE & Apprenticeship Survey Reports were included in the Agenda Pack)*

The APQE summarised that the Student Survey Report consolidated a number of different internal processes (which monitored student satisfaction and engagement) and pull together key themes. **The Committee referred to the HE Interim NSS Report and the level of satisfaction around “Student Voice”. Following discussion (including input from the Student Governors) the Committee determined that a greater level of engagement with the Association, by HE students and apprentices, needed driving forward.** The IHHE noted that the recruitment of HE representatives to the Association was to start after the Easter Holiday to ensure a representation was in place for the new academic year.

**The Committee discussed the challenges raised around the Learning Resource Centre (LRC), including overcrowding owing to inadequate social space for students to relax in.** Suggestions were made to improve the LRC by creating separate areas for social activities and study which would reduce vandalism of equipment. **The Student Governors noted that the lack of space for students to relax in had been raised at the Association a number of times but not progressed.** The VPGPP explained that a student consultation had taken place and an alternative social area was being explored. It was noted that additional social space had already been allocated to students on a rotational basis for creative arts. **The Student Governors were not aware of this incentive and a discussion around communication was undertaken.**

**A Governor referred to the Executive Summary Report and noted the “Action Needed” detailed. Clarity was requested on who would be responsible for driving the actions forward.** The APQE summarised the process and mechanisms, in place, to ensure actions were closed off. Following discussion, it was **RESOLVED** that an update be reported at the next Meeting.

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

**10.3 Complaints and Compliments Report**

*(the Customer Feedback Impact Assessment Report, was provided in the Agenda Pack)*

A reduction in the number complaints was noted and the actions which had been introduced to address communication and staff awareness of awarding body requirements, was noted.

**A Governor noted the reduced number of complaints and queried whether the College's Complaint Policy was accessible and queried whether feedback was provided to complainants; the Committee noted that complaints helped improve practice. A Governor added that fewer complaints should correlate to higher student satisfaction, which wasn't reflected in reports provided.**

*Part of this item was taken as confidential*

**ACTION: VPQES to explore the feedback provided by the Student Governors and develop communication and improve confidence in, and accessibility, to the Complaints Policy**

*Sharron Mansell left the Meeting: 5:48pm*

**11 Student Recruitment Report**

*(the "Recruitment Update", report was included in the Agenda Pack)*

The VPGPP summarised the Report, noting a slight drop in overall in FE Applications compared to last year but an increase in offers and accepted offers which indicated a strong position for FE Recruitment. Riseholme has seen a notable decline in applications owing to competition in the market. Detailed actions, including targeted marketing and recruitment strategies were noted to be in place for Riseholme. The tracking of applications and in-year recruitment was noted as critical and Key Performance Indicators (to monitor this element) had now been introduced. HE enrolments are slightly behind but efforts are underway to improve FE to HE progression alongside external recruitment utilising the Life Coaching Skills as a USP to raise aspirations among school pupils that have the abilities to continue studies in a supported environment. **The Committee discussed the general decline in Higher Education across the sector. They noted the College's intake seemed relatively stable and questioned how realistic the College's recruitment target was when compared to similar or local further education institutions. A Governor emphasised the need for the Growth Strategy to be realistic and based on sector intelligence and evidence.** The Principal provided anecdotal feedback.

**12 Policies**

None.

**13 Any other Urgent Business**

There was no urgent business raised or discussed.

*Laura Woodhouse, Henri Anderson-Pinder, Sophie Warriner, Rebecca Brassington, Michaela Ginn and Rachel Richardson left the Meeting.*

The Restricted Confidential Agenda was taken

There being no further business the Meeting closed at : 5:56pm

Chair \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

**Appendix 1**

**Action Summary and Matters Arising from the Curriculum and Quality Enhancement Committee Meeting held on 3 December 2024**

(for review at the Meeting to be held on 25 March 2025)

Min Ref	Title	Action Point	Person/s Res	Action Taken
<b>3 December 2024</b>				
(2425.1) 3.2	Action Summary and Matters Arising	Outcome/Guidance from the FEC Commissioner on the College's Apprenticeship provision to be provided to the Committee when available	Principal	Summary accessible <a href="#">here</a>
(2425.1) 3.4	Finance and Resources Committee Meeting held on Thursday 10 October 2024	DG to circulate the six-week student withdrawal analysis to the Committee	DG	Complete
(2425.1) 6.1	Quality of Education Improvement Strategy	APQE to amend the Quality of Education Improvement Strategy to consolidate the two KPI paragraphs	APQE	Strategy Approved: 17/12/2024 Corporation Meeting
(2425.1) 8	Student Voice and Student Experience	APQE to review the metrics set out in paragraph 4 of the FE Student Entry and Induction Survey Report – 2024/25 and ensure they are accurate	APQE	Complete
(2425.1) 8.3	Feedback from Student Association	DG and VPGPP to arrange for the Campus Life Coordinator to attend the next Curriculum and Quality Enhancement Committee Meeting	VPGPP	On Agenda
(2425.1) 8.3	HE Continuation Rates and Achievement Rates for previous year, inc EDI analysis	DG to circulate the OFS Dashboard Performance Data	DG	Complete
(2425.1) 10.2	Draft FE Self-Assessment Report for previous year	DG to convene a Special Meeting of the Curriculum and Quality Enhancement Committee and circulate the Governor's comments on the SAR to the VPQES	DG	Complete
(2425.1) 10.4	Final update on HE QIP from previous year	Module Survey results to be included in the HE QIP once analysed and shared with the Committee	APHE	On Agenda (included as part of HE QIP Update)
(2425.1) 12.1(b)	Teaching, Learning and Assessment Policy	Paragraph 4.4 of the Teaching, Learning and Assessment Policy to be amended	VPQES	Complete. Provided to Corporation
(2425.1) 12.2(a)	Alcohol and Substance Misuse Policy	VPGPP to review paragraph 2 of the Alcohol and Substance Misuse Policy	VGPP	See below and full policy accessible <a href="#">here</a>

**Action (2425.1) 12.2(a):** Alcohol and Substance Misuse Policy: Amendment added to the Alcohol and Substance Misuse Policy:

**13.1 3 Aim**

3.1 The overall aim of this Policy is to ensure that all students and staff have an understanding of the consequences of students misusing substances such as drugs, alcohol and solvents [and how students can access support in relation to substance misuse.](#)