



**USP College Corporation  
Quality Committee**

**Minutes of the Meeting held on Tuesday 5 March 2024  
Meeting held via Microsoft Teams  
Meeting commenced: 16.00hrs  
Meeting ended: 17.30hrs**

**Present**

Vikki Liogier	Independent Member	Chair
Nicola Curtis	Independent Member	
Nick Patterson	Staff Member	
Evie Naylor	Student Member	
Dan Pearson	Chief Executive	

**In attendance**

Clare White	Principal
Luke Brewster	Head of Higher Education
James Parker	Vice Principal Quality & Innovation
Cherie Brightwell	Vice Principal Technical & Professional
Andy Shepherd	Head of Student Services
Desi McKeown	Governor designate
Rachel May	Governor designate

**Clerk**

Sue Glover	Clerk to the Corporation
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The Clerk advised that as the previous Chair of the Committee had resigned suddenly from the Board and a replacement has not yet been secured, it will be necessary to appoint a Chair from the independent members of the Committee to act as Chair. It was agreed that Vikki Liogier would act as the Chair of the Committee for this meeting.

Members were advised that Toni Lewis, student member, had recently left the college and has therefore ceased to be a student member. Arrangements are in hand to secure a replacement for appointment by the Board at the next meeting. Similarly, a new staff member will also be appointed by the Board at the same meeting.

The Chair welcomed the two governor designates who will be serving on this Committee once their appointments have been formally approved by the Board.

**QC.01.24 Declaration of Interest**

Members and officers were reminded of the need to declare any personal or financial interest in any item to be considered during the meeting.

There were no declarations of interest.

**QC.02.24 Apologies for absence**  
There were no apologies for absence.

**QC.03.24 Unconfirmed minutes of the meeting held on 6 December 2023**  
The minutes of the meeting were approved and signed as a correct record.

**QC.04.24 Matters arising and action points from the minutes of the previous meeting**  
Members reviewed the action points arising from the meeting, noting those that will be picked up at this meeting and those that will remain on the schedule until they are complete.

It was agreed there were no other matters arising from the previous meeting.

**QC.05.24 Termly Higher Education update**  
The Head of Higher Education and Access presented a report, which provided an update on the College's HE provision.

Members reviewed the current HE enrolments and applications, noting that

- Approval has been secured to delivery HND International Travel and Tourism Management collaboratively with Docklands Academy London (DAL)
- The BSc Sport & Exercise Science course run in partnership with Writtle University College has been terminated
- a top-up for HND Games Design and Development with Coventry University is currently being explored
- applications are not currently open for DAL as the College's application and onboarding process is being refined to better safeguard the quality and oversight of the provision

In discussion, the Committee was advised that

- the partnership with Writtle University College was found not be financially viable. The College will now run a HND Sport & Exercise Science internally and look to develop a top-up with Coventry University
- once applications with DAL are open, it is anticipated that at least 20 learners will be recruited to each programme
- HND in Business in its current form will no longer run as a recent Pearson review suggests market saturation in this subject area. The College plan to delivery Hospitality with Travel and Tourism

The Committee thanked the Head of HE for a very informative update on the College's HE provision.

#### **Agreed**

The Quality Committee agreed to receive and note the report

#### **Luke Brewster left the meeting**

**QC.06.24 Quality of Teaching, Learning and Assessment delivered in 2023/24**  
The Vice Principal Quality & Innovation presented a report to update on the current position of Teaching and Learning delivered in 2023/24.

Members were advised that

- All teachers rated red/amber/green/blue based on observations, reviews and student feedback – 24% rated amber/red this year against 28% last year
- 534 learning walks conducted this year against 915 end of previous year

- Targeted themed learning walks address specific needs, such as starter activities
- Improving trends have included strengths in relationships, questioning techniques and starter activities with areas of focus on differentiations, career connections, active learning, assessment

Members discussed the issues raised and, in response to questions were advised that

- There will be a continued focus on high impact areas, lesson starts, learning cycle, stretch and challenge with wide scale sharing of best practices and targeted TIP support for development needs
- Induction and training of new staff on core standards is an ongoing focus
- Support is in place for students who feel they may lack a sense of belonging at the college

The Committee agreed that the practices in place by the College are very robust and appropriate to help support teachers.

### **Agreed**

The Quality Committee agreed to receive and note the report

## **QC.07.24**

### **Key Performance Indicators**

The Vice Principal Quality & Innovation presented a report, which provided an update on current attendance, retention, predicted achievement and ongoing processes used to monitor these.

Members were advised that

- Attendance across all campuses is above or equal to previous year
- Overall Retention is 92%
- Achievement is predicted to decline 1% (to 84%)

Members reviewed the detail of the report, noting that

- Attendance rates have remained higher than previous year for all months with the exception of October
- The overall 92% retention rate provides a good benchmark, but analysing rates by course/program will provide more insight
- GCE A level retention at 86% stands out as notably lower than other categories
- The predicted decline in achievement is largely attributed to lower retention in A level courses resulting from the discontinuation of AS level qualifications

Members discussed the issues raised and, in response to questions, were advised that

- The monthly attendance rates for the current year follows the same pattern from previous year, recognising this trend will better support a new attendance strategy for the next academic year
- Targeted improvements for GCE A levels will be implemented with the aim to increase retention for 2024/25 to at least match last year's benchmark of 92%
- There are a number of initiatives in place to address anticipated achievement gaps, including an At Risk Student Dashboard to help monitor and support students deemed high risk of failure

The Committee thanked the Vice Principal for the update and agreed that the predicated achievement was realistic.

### **Agreed**

The Quality Committee agreed to receive and note the report

#### **QC.08.24**

### **Careers and Skills Education update**

The Vice Principal Quality & Innovation presented a report, which provided an update on the progress made by the College against the agreed KPIs with the Employer Involvement Strategy.

Members were reminded that the strategy was developed in response to the Skills for Jobs white paper and subsequent Local Skills Improvement Plans to ensure the College is meeting the local and national skills needs of employers and ensures the College is prepared for the new 'Meeting Skills Needs' focus in the Education Inspection Framework. The College's strategy follows the Gatsby Benchmarks.

Members considered each of the ten KPIs and the RAG rated progress, noting that good progress continues to be made. It was helpful to review the case study and members asked if one or two more could be presented at the next meeting.

The Committee thanked the Vice Principal for the update and agreed this helps to demonstrate that the College has strong partnerships and collaborations across schools, community and employers. There is strong alignment to priority skills needs supported by a strong pipeline of employer partnerships.

### **Agreed**

The Quality Committee agreed to receive and note the report

#### **QC.09.24**

### **Curriculum Development**

The Vice Principal Technical & Professional presented a report, which provided an update on curriculum development for 2024/25 including the introduction of any new planned provision together with employer involvement in development and delivery.

Members were advised that

- The College is planning to extend the T levels offer in 2024 into areas specifically chosen as they provide direct routes into employment
- A review of the College's study programme offer has been carried out on changes needed in line with defunding of qualifications and local labour intelligence. The curriculum plan has been designed to meet skills gaps now as well as future employment opportunities
- There are plans to add adult ESOL provision to the adult education portfolio, which will initially be based at Palmers due to the high number of ESOL communities in this area
- In December 2023, the College successfully applied to the DfE to enrol under the Growing Capacity Market Entry Policy, which will enable expansion of offerings and provide apprenticeship opportunities to students

In discussion, members commented that it was hoped digital functional skills could be embedded through the curriculum, particularly for adults. It was agreed that plans for developing the curriculum were aligned to meeting skills gaps and employment opportunities.

### **Agreed**

The Quality Committee agreed to receive and note the report

#### **QC.10.24 USP College Quality Improvement Plan**

The Vice Principal Quality & Innovation presented the College Quality Improvement Plan (QIP), detailing the progress made on the key areas for improvement.

Members were reminded that the Corporation approved the College self-assessment report (SAR) and the QIP at the meeting held in December 2023. The top-level SAR set the key areas for improvement in the QIP as:

- Value Added
- Stretch and Challenge
- GCSE English & Maths 4+ grades
- Attendance to GCSE E&M
- Attendance
- Apprenticeship implementation plan
- English & Maths Leadership & Management
- Continue to develop the support internship programme
- Provide a flexible learning offer for adults
- Implementing innovative and evidence-based curriculum delivery models to engage diverse learners and improve outcomes
- Developing staff capabilities and student competencies leveraging leading edge educational technologies like artificial intelligence

It was agreed that good progress continues to be made against the key areas and the QIP is an effective mechanism to monitor improvements. It was agreed that apprenticeships would be a focus at the next meeting

#### **Agreed**

The Quality Committee agreed to receive and note the report.

#### **QC.11.24 Termly Safeguarding Report**

The Head of Student Services presented a report detailing Safeguarding and Prevent related activities from September to December 2023.

Members reviewed the detail of the report, noting the

- Summary of wellbeing activity and support
  - the number of individual learners supported by the Wellbeing Team compared to previous year
  - the number of monthly wellbeing interventions compared to previous year
  - total interventions by type during the autumn term compared to previous year
  - common mental health reasons for interventions during autumn term and the highest priority reasons why support required
  - common reasons for wellbeing intervention during autumn term compared to previous year
- Child Protection cases
- Children Looked After
- Counselling update
- Internet monitoring and filtering
- Prevent update
- Training status update

Members were advised that the College had considered the use of the CPOMS system, the child protection online management system, which allows the secure sharing of safeguarding information as students transfer from school to college, but decided to continue using ProMonitor as this is working well. The College has purchased the Smoothwall system, which is used for monitoring and filtering.

The College had a recent internal audit on Safeguarding where the outcome was a strong assurance, the final report will be presented to the Risk and Audit Committee.

On behalf of the Board, the Quality Committee asked that thanks are passed to all members of the safeguarding team for their continuing hard work and contribution to the safeguarding of students.

**Agreed**

The Quality Committee agreed to receive and note the report.

**QC.12.24 Any Other Business**

There were no items of any other business

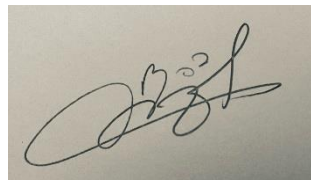
**QC.13.24 Schedule of Quality Committee meetings 2023/24**

Tuesday 18 June 2024

All meetings commence at 4pm

**As there was no further business, the Chair declared the meeting closed.**

**SIGNED AS A CORRECT RECORD:**

A rectangular box containing a handwritten signature in black ink. The signature is cursive and appears to be 'J. Smith'.

**DATE: 18 June 2024**