**Minutes of the ASQD Committee meeting**

**held on Thursday 7th December 2023 at 9.00 am**   
**By Microsoft Teams**

**Birmingham Metropolitan College**

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| **Present** | **Apologies** |
| Professor Prue Huddleston (PH) | Sir Dexter Hutt (DH) |
| Angela Myers (AM) | Freya Patrick |
| Christine Tolley (CT) | Ianthe Wassell (IW) |
| Roy Priest (RP) | Melody Falcon (MF) |
| David Brooks (DB) | Fatema Begum (FB) |
| Pat Carvalho (PC) |  |
| Afzal Hussain (AH) |  |
| **In attendance** |  |
| Sue Hopewell (SH) | Anna Jackson (AJ) |
| Raha Karvar(RK) |  |
| Kay Burton- Williams (KBW) |  |
| Sam Coles (SC) |  |
| Katie Dyer (KD) |  |
| Stephen Belling (SB) |  |

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|  | **Agenda Item** |
|  | **Apologies** |
|  | Apologies were received from AJ and DH |
| **1(i)** | **Minutes** |
|  | The minutes of the ASQD meeting on 15th June 2023 were reviewed.  **IT WAS RESOLVED THAT**  **23/24/ 1**  **Subject to one amendment regarding the “term essential skills” the minutes of the meeting held on 15th June be approved.** |
| **1(ii)** | **Action Log and Matters Arising** |
|  | It was noted that all matters noted in the Action Log has been completed. |
| **2** | **BMet Self- Assessment Report** |
|  | SH referred to a Power Point Presentation summarising the key points arising from the Self-Assessment process used to produce the 2023-2024 Quality Improvement Plan and noted that some Governors had been involved with the self- assessment meetings. Key points noted were:   * The student profile. * Achievement levels and comparators and associated analysis. * Directorate gradings. * Areas with strong performance. * Areas requiring further focus. * Ofsted feedback. * Learner survey results. * Employer partners. * The five themes contained within the Quality Improvement Plan and associated actions:   + Leadership, consistency and accountability.   + Enhancement of student and stakeholder engagement.   + The quality and consistency of teaching, learning and assessment.   + Comprehensive personal development programme for all students and apprentices.   + Developing strong behaviours for learning.   **Governors Questions and Observations**   1. It is good to see that actions have been identified to increase the prospects of achievement in relation to maths (AM) 2. ***What is the approach to supporting individual learners achieve their goals (AM)***   SH advised that learning is personalised. Individual starting points are identified for each student and then appropriate “ scaffolding” is used to support growth.   1. ***Why are the achievements in English and Maths lower than before Covid? (AH)***   SH expressed the view that Covid continued to have an impact on achievement rates and was expected to for the next 10 years. Learner starting points were lower than they had been historically and return to a college environment also presented challenges which were having to be overcome including attendance and behaviour.   1. ***What activities are being put in place to support learners to address these concerns? (AH)***   SH advised that a full strategy had been put in place to nurture and maximise attendance and that a series of resources had been put in place to help manage mental health and wellbeing.     1. ***When would it be possible to review regional or national comparisons (AH)?***   SH advised that national data should be released in March 2024.   1. AJM advised the Committee that she had been impressed by the level of accuracy achieved by directorates during the process. Most directorate assessments were confirmed by college wide assessment panel. 2. It would be helpful to include an additional explanation in the self- assessment report as to why the good grade identified in relation to Personal Development differs from the RI grade awarded by Ofsted. (AH) 3. It would be helpful to include in the self- assessment report what areas ASQD should have a particular focus on as a result of the Ofsted Inspection.   SH confirmed Ofsted Focus Points were included in the Quality Improvement Plan.   1. It would be helpful to have a Deep Dive into how curriculum is shaped by input from employers and how this will be further developed. (AH)   **IT WAS RESOLVED THAT**  **23/24/ 2**  **The assessments and information contained within the Power Point Presentation be noted, approved and converted into the full formal assessment report.** |
| **3** | **Higher Education Self- Assessment Report** |
|  | RK referred to a Power Point presentation to emphasise the key points raised in the full HE Self- Evaluation Document provided in the Committee pack and emphasised: -     * The context in which Higher Education is provided at BMet. * The areas reviewed to develop the self- assessment. * The assessment of strengths and areas for improvement. * The analysis of risk and associated mitigations.   **Governors Questions and Observations**   1. ***Why were the recruitment targets for Sutton Coldfield not achieved? (PH)***   RK advised that a review had been undertaken and it had been concluded that the location offered for the applied science course did not constitute a good stepping stone for learners; the HNC public service course was now considered to be outdated and that provision relating to early years has been relocated to James Watt. Moving forward the focus at Sutton would be on provision relating to sports.  **IT WAS RESOLVED THAT**  **23/24/ 3**  The committee’s review of the Higher Education Self Evaluation Document be noted |
| **4** | **Quality Improvement Plan** |
|  | SH referred to the Quality Improvement Plan and accompanying report in the Committee Pack and:   * referred to the themes forming the plan, the actions that were to be achieved the Key Performance Indicators that would be used to monitor progress; * advised that in accordance with advice from Ofsted, the plan had placed a greater emphasis on what impact activity was happening now that activity undertaken by the college had been established and assessed as good; and * confirmed that the plan included responses to recommendations made by Ofsted.   **Governors Questions and Observations**   1. It is good to see that a steering group has been established to support careers (AH) 2. It would be good to review how the college ensures that learners develop the skills to develop and engage with networks with a view to assisting with the process of securing employment. (AH)   **IT WAS RESOLVED THAT**    **23/24/ 4 The Quality Improvement Plan be approved and commended to Corporation for approval.** |
| **5** | **Single Improvement plan** |
|  | SH introduced the Single Improvement Plan report contained in the Committee Pack and confirmed that the plan agreed with the FE Commissioners and approved by Corporation in June 2023 had been fully implemented.  **IT WAS RESOLVED THAT**  **23/24/ 5**  Committee note and approve the report and commend it Corporation for approval. |
| **6** | **Bmet Student Conference Report** |
|  | FP and MF were unable to attend the meeting. KD therefore spoke to a Power Point presentation prepared in collaboration with FP and MF which advised committee of their attendance of the cross- college conference held for BMet Students in December and the National Governance conference for Students organised by the Association of Colleges and emphasised: -   * How there had been good levels of student engagement. * How issues raised by students had been addressed had been addressed. * What suggestions had been made by students for future developments. * How student councils planned to meet in January to review suggestions could be taken forward.   **Committee noted the content of the report and that the presentation would be given in full to the Corporation Board on 14th December.** |
| **7** | **Annual Diversity and Inclusion Report** |
|  | SC referred to the Annual Diversity and Inclusion Report contained in the Committee Pack and a PowerPoint Presentation identifying the highlights of the 2022/2023 academic year and referring to the positive comments identified in the October Ofsted Inspection.  **IT WAS RESOLVED THAT**    **23/24/6**  **The content of the Annual Diversity and Inclusion Report be noted and commended to Corporation for approval.** |
| **8** | **Annual Safeguarding Report** |
|  | KBW referred to the Annual Safeguarding Report contained in the Committee Pack and a PowerPoint Presentation summarising:   * The key themes raised in the Section 175 Safeguarding Audit. * The 22/23 safeguarding profile of 16-18 students. * The nature of safeguarding concerns arising during the year. * The position relating to looked after Young People and Care Leavers. * The level of criminal conviction disclosures and * The nature and level of alerts monitored through the Smoothwall software.   **Governors Questions and Observations**   1. ***Are dating sites and pornography grouped together? (AJM)***   KBW confirmed dating sites and pornography are monitored as different categories to comply with the KCSIE requirements.   1. ***Has the situation in the Middle East given rise to any incidents in the college? (AH)***   KBW advised that: -   * to date no incidents had arisen at the college. The college had continued to promote the general programme, importance and framework of Fundamental British Values. * The college had engaged with the Association of Colleges to ensure that it had access to any advice or resources produced for the sector.   PC advised that the college had reached out to all Jewish staff and students to ensure wellbeing and they assess support needs.  SB advised that the college had also reached out to faith community leaders in the City and ascertain what advice and resources were being and could be made available in the city.  **IT WAS RESOLVED THAT**  **23/24/7**  **The content of the Annual Safeguarding Report be noted and commended to Corporation for approval.** |
| **9** | **Future Deep Dives and Horizon Scanning** |
|  | The following areas were identified as future agenda items of Deep Dives: -   * T – Level delivery. * The Level 2 offer. * Review of what is classified as a mental health issue. * The impact of AI on teaching and learning. |
|  | **AOB** |
|  | PH advised that the Committee that BMet would be hosting the Edge Foundation on 6th February for a seminar on the Principles of Vocational Philosophy |

Signed: *Prue Huddleston*

Chair: