

**Minutes of the ASQD Committee meeting**

**held on Thursday 7th March 2024 at 9.00 am**   
**By Microsoft Teams**

**Birmingham Metropolitan College**

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| **Present** | **Apologies** |
| Professor Prue Huddleston (PH) | Afzal Hussain (AH) |
| Angela Myers (AM) |  |
| Christine Tolley (CT) |  |
| Roy Priest (RP) |  |
| Sir Dexter Hutt (DH) |  |
| Pat Carvalho (PC) |  |
| Ianthe Smith (IS) |  |
| David Brooks (DB) |  |
| Peter Morrison ( PM) |  |
| Freya Patrick FP) |  |
| Melody Falcon (MF) |  |
| **In attendance** |  |
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| Anna Jackson (AJ) |  |
| Sue Hopewell (SH) |  |
| Alison Jones (AJ) |  |
| Sam Coles (SC) |  |
| Raha Karvar(RK) |  |
| Katie Dyer (KD) |  |
| Stephen Belling (SB) |  |

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|  | **Agenda Item** |
|  | **Apologies** |
|  | Apologies were received from AH.  PH noted that this would be the last ASQD meeting for SH and RK and conveyed the Governor thanks and appreciation for their work and attention to detail whilst at BMet. |
| **1(i)** | **Minutes** |
|  | The minutes of the ASQD meeting on 7th December 2023 and the Deep Dive on 1st February 2024 were reviewed.  **IT WAS RESOLVED THAT**  **23/24/ 8**  **Subject to the amendment of three typographical errors one the minutes of the meeting held on 7th December 2023 be approved.**  **23/24/ 9**  **The Notes of the Deep Dive on 1st February 2024 be approved.** |
| **1(ii)** | **Action Log and Matters Arising** |
|  | It was noted that all matters noted in the Action Log had either been completed or were in progress and on track. |
| **2** | **Quality Improvement Plan** |
|  | SH referred to the Quality Improvement Plan Progress Update report in the Committee Pack and a presentation summarising the progress made in respect of each element of the plan. Key points made during the presentation:   * As agreed by ASQD the final version of the plan had been approved by PH on Plan approved by Prue. * Managers had provided updates on progress made during the second academic term. * Regarding **Theme 1: Leadership, Consistency and Accountability**   + Feedback from professional services was being used to inform future provision.   + Key Watch points related to T- level recruitment levels; full use of Smart Assessor to ensure employers kept up to date regarding apprenticeship progress and reductio of “Out of Funding Apprenticeships. * Regarding **Theme 2 : Enhancing student and stakeholder engagement,** the **key w**atch points related to the levels of Work real activity and extent of employer influence on curriculum, areas not supported by an Employer Board * Regarding **The*me* 3: The Quality and consistency, teaching, learning and assessment,** the key watch points related to monitoring the improvements generated by coaching provided by the Quality Support team, the implementation of cognasist, the impact of the Feed forward initiative and links to TAI targets, and attendance levels for Maths and English. * Regarding **Theme 4** ***Comprehensive personal development programme for all students and apprentices, key*** Watch points related to the take up of the iDEA online platform and discussions with students concerning their long-term goals. * Regarding **Theme 5: Developing strong behaviours for learning** key watch points related to the timing of 1-1’s, and attendance levels for English and maths, mindful that comparisons are favourable to last year, are an issue nationally, but still below desired target levels.   **Governors Questions and Observations**   1. The presentation was helpful and clear (PH) (AM) 2. ***What work is done with the pastoral team to support attendance? (IS)***   SH advised that the pastoral team work with curriculum team members and senior directors liaise with attendance officers.  A Ja advised that a list of “at risk” students is maintained and used to inform support plans.   1. ***Is there a Framework to support employers complete apprenticeship assessments? (PH)***   SH advised that a there is a framework; that it works well with big employers but the challenge lies with how it is used by small employers.  **IT WAS RESOLVED THAT**    **23/24/ 10 The Quality Improvement Plan Progress Report be noted.** |
| **3** | **Quality Dashboard Review** |
|  | SH gave an update presentation relating to education and training; teaching and learning and emphasised the following:   * Department managers had made their first prediction assessments taking account of BRAGS, attendance, and assessment of attitudes. * BRAG assessments are undertaken at least 6 times during the year and in some cases fortnightly, to identify support mechanisms for extra support where needed. This work is supported through the use of catch-up funding and can involve referrals to mentors and access of other support resources. * There has been a major focus on attendance and improvements have been noted as a result. * Interventions are being put in place to address issues as they arise. * The focus on Professional Development Plans is being refreshed to complement the new focus on professional journals. * The delays in Learning Walks arising from the Ofsted Inspection are being addressed. * A review of Stage 3 discussions and disciplinaries is being undertaken to consider how EDI factors are taken into account and ensure that there is a consistency of practice.   **Governors Questions and Observations**   1. It is good to ensure that 1-1 with students are continued. (AM) 2. ***What is the link between Professional Development Plans and professional journals? (AM)***   SH advised:   * issues observed from learning walks are identified and monitored by the Quality Team * Professional journals are used by all staff to reflect their general professional development.  1. ***How are development needs met? (PH)***   SH advised the tools and resources used to support development needs include: -   * 1-1 support sessions * Learning Coaches * Buddying * “How to” on line resources linked to BMet Pedagogical strategies * Short courses * Training with an awarding organisation * Visiting outstanding providers * Support from the Quality Team * Support from the Tech team   **IT WAS RESOLVED THAT**  **23/24/ 11**  **The Quality Dashboard Review Report be noted.** |
| **4** | **BMet Student Council Report** |
|  | KD and FP gave a presentation regarding the cross-college April Student Conference and advised the conference:   * Provided a feedback on previous requests made by students. * Explored the content of future culture days. * Included an LGBTQ+ panel discussion * Considered the college’s work on sustainability and participation in the Planet Earth Games. * Reviewed findings of Student Autumn Term Survey and confirmed that the finding reflected their experiences of the college. * Reviewed the value of potential student support app- Equoo- and concluded the Together All app was sufficient but needed to be promoted more. * Agreed to review the viability of an app to promote enrichment events and activities. * Endorsed the enrichment events planned for March and April   **Governors Questions and Observations**   1. The team are to be congratulated for the holistic and comprehensive work that is being done to encourage and empower students. (CT) 2. ***How have the College Culture Days been developed to generate such positivity? (RP)***   KD advised that they have developed organically. Historically ideas were developed by the Student Experience Team. Now ideas are being generated through the student voice structures.   1. ***Will all students have the capacity to use an enrichment app? (PC)***   FP advised that this could be an issue and was going to be considered by the student councils.   1. ***How are apps supporting resilience being promoted to students? (IS)***   KD advised that promotion is being done through council, class and course reps; the Learner Landing Page, Enrichment channels on personal tutors page, College plasma screens and half termly student letters which also go to parents and carers.   1. ***What is being done to encourage students to discuss elections and vote? (AM)***   KD advised that the college were working with an initiative called the Politics Project  [The Politics Project](https://www.thepoliticsproject.org.uk/)  **IT WAS RESOLVED THAT**    **23/24/ 12**  **The student conference Council Report be noted.** |
| **5** | **Equality Diversity and Inclusion Strategy** |
|  | AH and SC presented the proposed 2024-28 Diversity and Inclusion Strategy in the Committee Briefing pack and emphasised the following:   * Extensive consultation had taken place with staff, students and parents. * It was proposed that the new strategy form an integral part of a wider Culture Strategy. * The approach adopted for the new strategy was to have fewer objectives and be more streamlined.   **Governors Observations and Questions**   1. ***The strategy is clear and ambitious: how is work against anti- extremism integrated into the plan? AM***   SC advised that anti- extremism is integrated into the broad agenda of nurturing students personal development.  SH advised in practical terms it forms part of the Prevent stream of work and is integrated into the Tutorial Programme.  A Ja advised that this work also drew on world events arising at the time of delivery.  PC advised that the college was also monitoring the wellbeing of learners likely to be affected by world events in a discreet way as part of the college’s overall ethos of inclusion, diversion and anti- racism.   1. ***What does the college do to alert students to the volume of dis- information? (DH)***   PC advised that the Tutorial Programme allows for dis- information to be discussed and that consideration is being given as to whether this is sufficient.   1. ***How are gender related targets set? (CT)***   SC advised that targets are set by what the college thinks could be achieved within a particular industry.  **IT WAS RESOLVED THAT**    **23/24/ 13**  **The 2024-28 Diversity and Inclusion Strategy be noted and commended to Corporation for approval.** |
| **6** | **BMet Higher Education Branding** |
|  | RK and HE students gave a presentation related to proposed new branding for BMet HE Provision which explained that the proposed brand: -   * emphasised a focus on the 3 BMet campuses, the Birmingham Flag and Higher Education element of BMet provision * comprised components that could be used in different combinations on different resources.   **Governors Questions and Observations**   1. The development of the proposals was a good example of a Live Project. (PH) 2. The design is versatile and can be used in different ways (RP) 3. The design associations work well (SH)   **IT WAS RESOLVED THAT**    **23/24/ 14**  **The proposed Higher Education branding be approved and adopted.** |
|  | **AOB** |
|  | There being no other business the meeting was concluded at 11 am. |

Signed: *Prue Huddleston*

Chair:

