USP College Corporation
Quality Committee

Minutes of the Meeting held on Tuesday 6 December 2022
Meeting held via Microsoft Teams
Meeting commenced: 16.00hrs
Meeting ended: 17.15hrs

Present

Ian Hockey	Independent Member	Chair
Vikki Liogier	Independent Member	
Nicola Curtis	Independent Member	
Clare Smith	Staff Member	
Harvey Wayland	Student Member	
Maisie Cosby	Student Member	
Trevor Hutchinson	Co-opted Member	

Apologies for Absence

Dan Pearson	Principal and Chief Executive
Donna Williams	Staff Member

In attendance

Clare White	Deputy Principal Corporate & Student Services
Jon Briggs	Vice Principal Quality & Curriculum
Luke Brewster	Head of Higher Education

Clerk

Sue Glover	Clerk to the Corporation

QC.50.22 **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.51.22 **Apologies for absence**
Apologies for absence were received from

- Dan Pearson
- Donna Williams

The Quality Committee agreed to accept the apologies for absence.

It was noted that the Assistant Principal Quality, Performance and Innovation was unable to attend the meeting and that his reports would be presented by the Head of Quality under agenda items 5 and 10 and the Vice Principal Quality & Curriculum for agenda item 11.

QC.52.22   **Unconfirmed minutes of the meeting held on 4 October 2022**
The minutes of the meeting were approved and signed as a correct record.

QC.53.22   **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.

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

QC.54.22   **Learner Satisfaction Induction Survey 2022**
The Head of Quality presented the outcome of the Learner Satisfaction Induction Survey 2022.

Members were advised that
- feedback was reviewed by the following areas
  - ➢ Overall
  - ➢ Head of Learning area
  - ➢ Course type
  - ➢ Ethnicity
  - ➢ Gender
- overall responses were very positive with the majority being over 90%
- where differences have been identified an action plan has been devised and implemented to further investigate reasons why

In discussion, members noted that the number of student who had responded to the survey has increased compared to previous year and suggested that it would be helpful to include the number of respondents for each year in order to better gauge the response rate.

Members reviewed the responses to each of the questions and commented that, under the safeguarding and wellbeing section, only 86% of students understand how to report an absence to the college. The Committee was advised that further work will need to be done to highlight the role of the student services and wellbeing team so that students are better informed on matters such as reporting absences.

The Committee agreed that the survey presented a good review and it was pleasing to note the positive student voice, particularly around the statutory requirement of safeguarding, wellbeing and British values.

Agreed
The Quality Committee agreed to receive and note the report

QC.55.22   **Year-end Key Performance Indicators (KPIs)**
The Head of Quality presented a report, which provided an update on the achievement for 2021/22 reported at the last meeting.

Members were advised that the final achievement is 81.3%, against the previously reported 80.4%. There were no other changes reported since the last meeting.

Agreed
The Quality Committee agreed to receive and note the final outcome for achievement

QC.56.22   **ITEC Learning Technologies – Quality Recovery Action Plan**
The Deputy Principal Corporate & Student Services presented a report, which provided an overview of the current position of apprentices and the plans to quality assess and track progress through the teach-out stage.

Members were advised that since the previous update at the last meeting, there remains one member of staff from ITEC who will remain in situ until all learners have achieved. Apprentices will be sitting exams in December and the outcome will not be known until early into the new-year.

In discussion, members were advised that all apprentices are expected to pass their exams. However, if they fail there is a contingency plan in place for USP staff to support them with revision workshops as necessary to ensure they achieve the re-sit. If this occurs, then the closure of ITEC could take a little longer than anticipated.

Agreed
The Quality Committee agreed to receive and note the report.

Higher Education

QC.57.22   **Oxford Business College**
The Head of HE presented a report, which provided an update on the current performance of Oxford Business College (OBC).

Members were reminded that OBC have requested to enter 'teach out' of its HND programmes with the College, which means the current contract will now terminate in July 2023.

The Committee was advised that
- October 2021 cohorts have just completed their course and the outcomes of 99 students are awaited to go to the December Award Board
- OBC have advised 70 students have passed the course, and the College is awaiting the final documentation to confirm this

Members considered the schedule of current student numbers, noting the number who had withdrawn and asked if their destinations could be identified. The Committee was advised that some were no longer in learning and chosen not to study and some had not passed. A summary of destinations would be given at the next meeting.

Agreed
The Quality Committee agreed to receive and note the report

QC.58.22   **College Policies**
The Clerk to the Corporation presented on behalf of the Head of Student Services, the following policies for approval:

- Safeguarding and Prevent policy
- Child on Child Abuse Policy

Members were advised that
- the Safeguarding and Prevent Policy has been further updated following the previous meeting to include latest changes in the 'Keeping Children Safe in Education' document
- there are no changes to the Child on Child Abuse Policy, aside from the title which was previously Peer on Peer Abuse policy, which was introduced to highlight the College's responsibility in line with KCSIE and is an addition to the set of safeguarding policies in place which ensure guidance and good practice is followed to keep staff and students safe from harm

Members reviewed the detail of each of the policies and agreed there were no further changes required.

Resolved
The Quality Committee agreed to approve and recommend to the Corporation Board

- the Safeguarding and Prevent Policy
- the Child on Child Abuse Policy

QC.59.22   Wellbeing and Mental Health Strategy 2021-2024
The Deputy Principal Corporate & Student Services presented the USP Mental Health and Wellbeing Strategy 2021-2024.

Members were reminded that
- the strategy was introduced last year and it was agreed that an annual update on progress made against the Principles would be brought to this Committee
- the strategy has been developed to promote and support staff and student wellbeing
- underpinning the strategy is an implementation plan which supports the College alignment to the AoC Mental Health Charter

Members considered the progress made in line with the principles identified in the strategy:

- 'that our strategy will provide our students and staff with the tools to enable them to thrive'
- 'we will ensure that we have support mechanisms in place to help students when they start to struggle with their mental health'
- 'we will link with specialist support services to ensure that when people are ill we can support rapid and effective recovery'

Members reviewed the key actions taken and commended the good progress made against each of the principles identified and further suggested that the College might like to consider involvement with the 50+ Trust, which is another huge avenue of support.

Agreed
The Quality Committee agreed to receive and note the progress made against the Principles in the USP Mental Health and Wellbeing Strategy, which will be reviewed again by the Committee in December 2023

QC.60.22   Equality & Diversity
The Head of Quality presented, for consideration and approval the:

- Equality, Diversity & Inclusion Policy
- Annual Equality, Diversity & Inclusion Report 2021/22
- Equality Objectives 2021-2025

Members were advised that the
- Equality, Diversity & Inclusion policy sets out the College's duties and commitments to promote equality, diversity and inclusion through all its activities, including

- Public Sector Equality Duty and key aims
- Protected characteristics and Equality Objectives
- Implementation of the Public Sector Equality Duty
  - Annual Equality, Diversity & Inclusion Report for 2021/22 provides an annual, evaluative summary of the College's approach, progress and performance with regard to its Equality, Diversity & Inclusion duties
  - Equality Action Plan and Objectives 2021-2025 details the 6 key Equality, Diversity & Inclusion objectives that the College will commit to over the next 5 years, actions on how these will be achieved and targets against which these will be measured

Members reviewed each of the documents and commented that the bonus pay gap in the annual report could appear to be misleading and suggested that this could be refined in some way. It was acknowledged that LSAs recruited are, in the main, female, which does exacerbate a higher proportion of females on a lower wage. It was pleasing to note that the College is making improvements to the website to ensure compliance with Accessibility guidelines.

Members were reminded that each of the documents are displayed in the appropriate section of the College website.

Resolved
The Quality Committee approves and recommends to the Corporation Board for approval the

- Equality, Diversity & Inclusion Policy
- Annual Equality, Diversity & Inclusion Report 2021/22
- Equality Objectives 2021-2025

QC.61.22   College Self-assessment report (SAR) for 2021/22 and Quality Improvement Plan (QIP) for 2022/23
The Vice Principal Quality & Curriculum presented, for consideration and approval, the College SAR for 2021/22 and QIP for 2022/23.

Members were advised that
- the SAR sets out a review of College performance in 2021/22, based on the Education Inspection Framework
- the Quality Improvement Plan (QIP) sets out the key improvement priorities, planned actions and targets for the year

Members reviewed the detail of the document, noting
- performance against previous year's targets
- proposed targets for 2022/23
- overall effectiveness, key strengths and improvement priorities for the following areas:
  - Quality of Education
  - Behaviour and Attitudes
  - Personal Development
  - Leadership and Management
  - Provision for learners with high needs
  - Innovation and local skills needs

Members were advised that at this time, provisional grading is 'Good' for all areas with the exception for the Provision for learners with high needs which is judged to be 'Outstanding'.

In discussion, it was agreed that the provisional grading for each of the areas was appropriate. However, members commented that there is a 5% increase on achievement from the previous year and were advised that there have been a number of improvements identified, particularly around vocational courses, to enable this to be achieved.

The Committee reviewed the QIP for 2022/23 and agreed that the areas for improvement were appropriate. Once this has been approved by the Board, this will be monitored by the Committee at each meeting during the year.

Resolved
The Quality Committee approves and recommends to the Corporation Board for approval the
- College self-assessment report for 2021/22
- Quality Improvement Plan for 2022/23

QC.62.22   **Any Other Business**
There were no items of any other business

QC.63.22   **Schedule of Quality Committee meetings 2022/23**
Tuesday 7 March 2023
Tuesday 20 June 2023

All meetings commence at 4pm

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

SIGNED AS A CORRECT RECORD:

DATE: 7 March 2023