

**Minutes of the ASQD Committee meeting**  
**held on Thursday 14<sup>th</sup> October 2021 at 9.00 am**  
**By Microsoft Teams**  
**Birmingham Metropolitan College**

<b>Present</b>	<b>Apologies</b>
Pat Carvalho (PC)	Christine Tolley (CT)
Professor Prue Huddleston (PH)	Kashema Wray (KW) (Part)
Sir Dexter Hutt (DH)	
Angela Myers (AM)	
Natalie Alleyne (NA)	
Gobinder Gill (GG)	
Naghma Nadiri (NN) (Part)	
<b>In attendance</b>	
Sue Hopewell (SH)	Hazrat Islam (HI)
Stephen Belling (SB)	
<b>Agenda item</b>	
1	<b>Apologies</b>
	Apologies were received from CT and HI
2	<b>Declarations of Interest</b>
	No other declarations were received in addition to those contained in the College's Register of Interests.
3	<b>Minutes of previous meetings</b>
3 (i)	<b>The minutes of the ASQD meeting on 17 June 2021 were reviewed</b>
3 (ii)	<b>Matters arising and Action Log</b>  Progress against the four actions in the log was noted.  <b>IT WAS RESOLVED THAT:</b>  <b>AS 21: 01</b> <b>The minutes of the 17 June meeting be approved.</b>
4	<b>Principal's Update</b>
	PC gave a presentation covering the main foci for the term including the enrolment position, achievements to date, Covid, update on the development themes presented to Corporation on 9 <sup>th</sup> September and Adult Community Learning. The following key points were made:  <b>Regarding Enrolment</b> <ul style="list-style-type: none"> <li>• The overall position in funding terms exceeds targets.</li> <li>• <b>AEB</b> for Sep- Dec evidence a good start to the year and will be monitored on a quarterly basis.</li> </ul>

- **Advanced Learner Loans** -There is a shortfall at the moment which needs to be compared with National Skills Fund and Adult delivery and further considered in future forecasting. There are a lot of ways in which alternative offers can be made to potential learners.
- **HE** figures are disappointing and a wholesale review of the HE strategy is planned to consider how we develop this provision and find our place in the market.
- **Apprenticeships**- opportunities are available, the risk relates to the level of take up and enrolment. The position will be monitored on an ongoing basis to ensure progress is maintained.
- **Attendance** is being monitored with particular attention to those who have not attended for more than 7 days. Current non- it is assumed current attendance figures which may include illness related absence.
- Areas of growth in enrolment are construction, A levels, Digital for 16- 18 and engineering, particularly in relation to food and drink.
- We are anticipating a 10% growth in the number of apprenticeships being taken up during the autumn term. The target will be achieved if the current trajectory is maintained.
- A lot of work will need to be done **in year** to achieve targets.

#### Regarding Achievements

- The **current position** on achievements matches that reported to Committee in July.
- **16-18** is 86%- which indicates there is a consistency of achievement.
- **Adult provision** is currently at 76% which is an improvement but, the desired achievement rates is 80%. A key factor for consideration here relates to the management of engineering programmes.
- Apprenticeships will be below national average, but this may be affected by the transfer of some students to Dudley and Halesowen following the disaggregation.

#### Regarding Covid

- There have been 72 positive tests since start of August.
- No cases involve more than one student in any class
- We are hosting a Covid Vaccination Centre at the Matthew Boulton site
- Everyone is being asked to wear a mask in public spaces, but it is extremely difficult to manage as there is no legal requirement for one to be worn.

#### Themes for year

- A focus on **social action** is being developed as part of our community outreach and because it was a key point raised in the Leaders Unlocked Project involving BMet students.
- **Staff Engagement** is being nurtured in a number of ways; an initial short survey was undertaken by teams and a fuller in depth individual staff survey was completed by 400. Feedback was good; It confirmed that VP briefings were a good resource and a suggestion box allowing anonymous contributions to be made has been set up. So far approximately 15 ideas for improvement have been submitted. SLT members prepare responses which are published on the internal intranet SharePoint site. We anticipate needing to provide a range of responses to take account of short term and longer- term possibilities. Many issues have involved 1-1 follow ups and others have created opportunities to show where further signposting to existing resources. In addition to this an Ofsted survey is in process and responses are required within a period of 10 days.

#### Regarding Diversity and Inclusion:

- The October CPD day will focus on how the college takes an anti-racist stance in teaching and learning.
- Support staff are being involved to ensure there is an awareness of our core business throughout the organisation.
- Once training complete will start to formulate a strategy to implement the Black FE Leadership Group's 10-point plan.
- PC has been asked to do a live stream conversation piece in November with Mike Hopkins about work diversity and inclusion work in Birmingham.
- Through FE Voices, the college has been asked to do a 30-minute session with Milton Keynes College regarding work done in FE around all of the protected characteristics. This session will involve Sam Coles.

#### **High Performing Teams**

- Work has been undertaken by SLT and senior managers to identify the behaviours that would be associated with each of the high performing team's characteristics.
- This work will be reviewed with all staff after half term so that a framework can be developed that can be used in all HR policies and practices.

#### **Adult Community Learning**

- Work is being done to strengthen partnerships with partner organisations.
- An initial meeting has taken place with community organisation in North Birmingham.
- An action plan is being developed for discussion with groups around building the capacity of community organisations and supporting women to set up their own business.

#### **Governors Questions and Observations**

1. *Is the position around enrolments for Early Years and IT for adults being reviewed? (DH)*

PC advised that it was but that she was not unduly concerned by current numbers.

2. *Are we keeping an eye on rising Covid numbers?*

PC advised that figures are reviewed on a weekly basis.

3. *Are staff submitting Ideas for improvement giving their names? (DH)*

PC advised that some were and that all ideas were followed up whether a name was provided.

4. *The work to reach out to communities was to be noted and regarded as good progress. (PH)*

5. *As Universities are now teaching Level 3 and reducing entry grades, will there be opportunities for HE online courses and different start dates to complement university start dates? (GG)*

PC advised that there would. Consideration will be given to blended delivery and offers for people who aren't reached by existing provision. This will require careful consideration given that BCU has developed their Steam House Project.

6. *The anti-racism work is being well received in the Ready Respectful Safe Training and people who would not normally engage with this work are requesting support e.g. the catering contractors and Redstone-a subcontractor supporting our rail provision. (NA)*

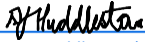
7. *How will the behaviours identified for the High Performing Teams characteristics be monitored? (AM)*

	<p>PC advised that it was envisaged conversations would take place in appraisals. A key focus area will be about consideration of tone of conversation and consideration of the impact a member of staff can have on others. Our management training and coaching model will be used to support this work.</p> <p><b>IT WAS RESOLVED THAT:</b></p> <p><b>AS21: 02</b>  <b>The Principal's report be noted.</b></p>
5	<p><b>Quality Improvement Plan – report on progress</b></p>
	<p>SH referred to the Quality Improvement Plan (“QIP”) update report and advised:</p> <ol style="list-style-type: none"> <li>1. The QIP was prepared to address the issues raised in the self- assessment report produced during the last academic year.</li> <li>2. Each of the 6 focus areas in the plan has been allocated a lead.</li> <li>3. The report constitutes the final progress report against the QIP.</li> <li>4. Progress was slower than desired in 3 of the focus areas HE; retention rates and pass rates.</li> <li>5. Consideration is being given to use of Smart Assessor instead of Pro- Monitor in relation to construction and engineering.</li> <li>6. Level 2- functional skills and rail qualifications have developed new good quality programmes but the departments are needing to provide additional support for students on legacy programmes.</li> <li>7. BMet students have been involved in Birmingham Tech Week.</li> <li>8. Work experience has been difficult to provide during the pandemic but, a range of activities have been offered in creative ways e.g. Cat Walk Live Brief.</li> </ol> <p><b>Governors’ questions and observations</b></p> <ol style="list-style-type: none"> <li>1. <b><i>The Live Brief was a great experience of working with a designer. There were some concerns that not everyone had the same extent of experience as the person winning the competition and there was uncertainty as to how impressive the experience would appear on a Personal Statement. (NN)</i></b> <p>SH advised that Covid had made creating opportunities very challenging and that the Live Brief Project had been designed so that reference could be made to it in personal statements. Concerns about the projects would be reviewed with work experience coordinators.</p> </li> <li>2. <b><i>It is important to ensure that all provision is of a high quality and that there is no provision below the national average. (AM)</i></b> <p>SH advised the SAR (Self- assessment reviews) had identified which courses had not secured achievements over the past 3 years. Department Managers are working on the quality of provision to ensure improvement.</p> </li> <li>3. <b><i>Is there an improvement ideas suggestion process for students? (DH)</i></b> <p>PC advised that course representatives and student councils exist to allow ideas to be captured and brought through for consideration.</p> <p>SH advised that work was being done with the Student Experience team and Vice Principals to further develop the student voice processes including the holding of a student conference.</p> </li> </ol> <p><b>IT IS RESOLVED THAT:</b></p>

	<p><b>AS21: 03</b>  <b>That the Quality Improvement Plan Report be noted.</b></p>
6	<p><b>Complaints and Compliments Report</b></p> <p>SH referred to the Complaints and Compliments Report and advised:</p> <ul style="list-style-type: none"> <li>• The complaints and compliments process had been refined to obtain more information at the start of the process.</li> <li>• More ethnicity and diversity information was being obtained to obtain further insight into issues faced by the college.</li> <li>• Compliments include those submitted by alumni.</li> <li>• 84 complaints received and 83 were resolved.</li> <li>• 17 related to rail engineering provision around the certification process which has had an impact on the timeliness of dealing with complaints.</li> <li>• We seek to give updates on progress of complaints and further work is being done to ensure improvements.</li> <li>• 4 complaints concerned diversity and inclusion issues; all were found to be unsubstantiated.</li> <li>• Communication underlies many of the complaints- customer response training has been to address these concerns.</li> </ul> <p><b>Governors' Questions and Observations</b></p> <p>1. Could the Board have sight of the compliments. (PH)</p> <p><b>IT WAS RESOLVED THAT:</b></p> <p><b>AS21: 04</b>  <b>The complaints and complements report be noted.</b></p>
7	<p><b>Safeguarding</b></p> <p>PC introduced the agenda item and emphasised the importance of Safeguarding for Governors</p> <p>KBW referred to the Safeguarding report and advised:</p> <ul style="list-style-type: none"> <li>• There had been a significant number of important changes to the KCSIE guidance (Keeping Children Safe in Education) taking effect from September 2021.</li> <li>• The previous year's guidance update had been light touch because of Covid.</li> <li>• A key focus has been placed on sexual harassment and changes to the education inspection framework.</li> <li>• The structure of the Guidance documents has been changed. There is a requirement for all staff to read Part 1 of the guidance and demonstrate their understanding of it.</li> <li>• It is recommended that all Governors read all of the KCSIE Guidance concerning their strategic leadership of the college's approach to safeguarding and arrangements around Principal's role.</li> <li>• The college needs to be robust about its response to child protection issues and the activity undertaken to ensure there is a safe environment in the college.</li> <li>• Part 4 of the Guidance sets out how allegations are dealt with and how low- level concerns are to be met.</li> </ul>

	<ul style="list-style-type: none"> <li>• A process has been put in place to support low level concerns before they are accelerated to HR level: The subject is covered robustly in the college’s policy and has been developed on the basis that “it could happen here”.</li> <li>• All staff briefings have taken place about context and key points of concern. Visual posters are in place to generate thinking about language.</li> <li>• Whisper reporting has been launched allowing any individual to make an anonymous report of low level sexual harassment. One report has been made so far.</li> <li>• My concern will be used to confirm that all staff have completed their reading of Part 1 of the KCSIE Guidance.</li> </ul> <p><b>Governor’s questions and observations</b></p> <ol style="list-style-type: none"> <li>1. <b><i>Safeguarding processes have been a critical part of the College’s work over the years and the processes are robust. Staff feel that they have been integrated into everyone’s way of working over the last few years. (GG)</i></b></li> <li>2. <b><i>What training is being provided to staff regarding sexual harassment? (NA)</i></b></li> </ol> <p>KBW advised that 9 sessions had taken place in total: 3 on each campus.</p> <p>Briefings had been circulated raising awareness of the issues and enabling conversations to begin.</p> <p>A working group will be set up to review next steps.</p> <p><b>IT WAS RESOLVED THAT:</b></p> <p><b>AS: 21:05</b></p> <p><b>All staff will be required to Part 1 of KCSIE</b></p> <p><b>AS 21:06</b></p> <p><b>That the Safeguarding report be noted.</b></p>
8	<b>Preparation for Ofsted – Part 2: Curriculum Intent Review</b>
	<p>The Committee completed a review of Curriculum design started at the Committee’s Deep Dive in September. The following key points were noted:</p> <ul style="list-style-type: none"> <li>• the plan to be involved in Star Chamber business planning process.</li> <li>• Governors strong engagement in SAR process, consideration and approval of the Strategic plan, consideration of the AEB strategy, work with the Combined Authority; consideration of sub-contracting arrangements.</li> <li>• Plans for future strategy days twice a year, further development of the community engagement strategy, and review of the HE strategy.</li> <li>• Development of a Link Governor programme which would involve participation in validation panels responsible for reviewing curriculum and further engagement in curriculum areas.</li> <li>• Curriculum is written to take account of localised context.</li> <li>• A range of short intensive programmes are being developed.</li> </ul>

	<ul style="list-style-type: none"><li>• Leadership is exercised through conversations with the Principal; every report focussing on strategic priorities, ensuring policies are easily accessible to all staff, Committee scrutiny ((Including RIMG during the period whilst in special measures), Link Governors, Participation in Learning Walks (physical and virtual).</li></ul>
	<b>Any Other Business</b>
	PH thanked everyone for their contributions to what had been a very productive meeting. There being no other business, the meeting was closed at 11.00 am.



Signed: [Prue Huddleston \(Apr 25, 2022 17:43 GMT+1\)](#)

**Chair: Professor Prue Huddleston**