

Minutes of the ASQD Committee Meeting
held on Thursday 1st December 2022 at 9.00am
By Microsoft Teams
Birmingham Metropolitan College

Present	Apologies
Professor Prue Huddleston (PH)	Christine Tolley (CT)
Sir Dexter Hutt (DH)	Hazrat Islam (HI) ESFA
Angela Myers (AM)	
Afzal Hussain (AH)	
Roy Priest (RP)	
Gobinder Gill (GG)	
Ianthe Wassell (IW)	
Pat Carvalho (PC)	
In attendance	
Sue Hopewell (SH)	
Stephen Belling (SB)	
Ian Moore (IM) Agenda item 2	
Anna Jackson (AJ) Agenda item 2	
Raha Karvar (RK) Agenda Item 3	
Susan Toy (ST) Agenda Item 3	

	Agenda item
	Apologies
	PH welcomed RP and IW to their first ASQD meeting. Apologies were received from CT and HI.
	Declarations of Interest
	No other declarations were received in addition to those contained in the College's Register of Interests.
1	Minutes of previous meetings
	The minutes of the ASQD meeting on 22 nd June 2022 were reviewed. IT WAS RESOLVED THAT: AS 22/23: 1 The minutes of the meeting on 22nd June 2022 be approved.

2	Student outcomes report – A Level results
	<p>AJ introduced the A Level Results 2021- 2022 report in the Committee Pack and IM emphasised the following points: -</p> <ul style="list-style-type: none"> - Work is being done in the A level centre to take account of internal staff changes and observations made by Ofqual. - A key development has been the move to a 2-year linear assessment. - Data comparisons are affected by the change to a two-year assessment model. - There is a 97% pass rate - There is a notable increase in enrolment in key areas of growth. - There is a 25% increase in the proportion of A level enrolments. - High grade achievements have decreased from 39% to 32 % - Analysis shows there is a direct and significant correlation to issues with higher entry criteria and current analysis suggests Target Assessed Grades have led to students arriving at the college with less solid grades. - 83% of learners secured university places. - Pastoral support has been completely reconfigured to take account of needs following the Covid pandemic. <p>Governors' Observations and Questions</p> <p>1. <i>How are increased student numbers impacting on the level of resources and equipment for learners? (GG)</i></p> <p>IM advised that there has been a significant amount of investment in the new sixth form centre: a new social space has been created; additional resources have been provided to support film and media studies. Staffing levels have been increased. Management capacity is now being reviewed.</p> <p>2. <i>What is in place to reduce the 10% gap in gender results? (GG)</i></p> <p>IM advised the gender gap in results reflects a national position which widened during the Covid pandemic: The intention is to address this by improving the quality of teaching in the subject areas where lower grades have been secured.</p> <p>3. <i>How are issues relating to the level of higher grades before Covid being addressed? (AH)</i></p> <p>IM advised that there has been an increased focus on STEM subjects to try and improve achievement rates.</p>

	<p>AJ advised that the general standard of teaching has been increased through implementation of the College’s teaching and learning strategy and support for continued professional development.</p> <p>4. How has pastoral care been developed following the Covid Pandemic? (RP)</p> <p>IM advised the pastoral model now involved: -</p> <ul style="list-style-type: none"> • bespoke assemblies for the A level students. • 1-1 sessions with tutors with a focus on motivation, resilience, persistence and independent learning; • weekly group tutorials; and • an increased enrichment programme encouraging students to spend more time in the centre and be in study mode for a longer period of time. <p>5. How do the tutor reviews help to support a student in practice? (AM)</p> <p>IM advised the 1-1s with tutors focus on target setting and progress. The next set of reviews will consider the results of mock exams and inform the development of tailored support plans for each student.</p> <p>IT WAS RESOLVED THAT: AS 22/23: 2 The content of the A Level Results Report and work plans for ongoing progress were noted.</p>
3	Higher Education Self- Assessment Report
	<p>ST presented key findings from the Self- Assessment Report provided with the Committee Pack and emphasised the following:</p> <ul style="list-style-type: none"> • Students travel to the college from other regions. • The Assessment addresses all of issues required by QAA. • The admissions system is assessed as being fair and inclusive. • Recruitment is 79% of target for a second year running and the market place is considered to becoming harder as the number of providers increases. • All Professional bodies requirements and Quality requirements are met. • Attendance proves to be extremely challenging and is also recognised as a national issue. • Surveys indicate IT resources continue to be a challenge at the College. <p>RK presented data relating to achievement rates and advised:</p> <ul style="list-style-type: none"> • Achievement levels at James Watt have increased. • A decline in achievement levels at Sutton is attributed to learners on one course not being able to complete a module on one programme. The Learners are being invited to submit their work again to address this issue.

- There is a correlation between achievement levels at Matthew Boulton at MB and levels of attendance. Interventions were put in place to address attendance issues but not always met with engagement.
- A significant increase in completion rates at SC and JW has been noted.
- A decrease in completion rates at MB is linked to small number of students on courses which has a significant impact on the data.
- Strengths of the college are identified as: -
 - the admissions process;
 - strong pastoral support ;
 - good continuation rates;
 - links with employers;
 - support students learning; and
 - robust mechanisms for assuring the quality of provision.
- Areas for Improvement and ongoing focus are: -
 - an increased focus on supporting underrepresented groups to access Higher Education;
 - improved responses to student voice questions;
 - further increased achievement rates; and
 - further improvements to the timelines for completing assessments.
- Risks to monitor and address are identified as: -
 - the number of recruitments;
 - levels of continuation and achievement;
 - failure to respond to student voice; and
 - recruitment numbers.

Governors' Observations and Questions

1. Further consideration should be given to whether we offer programmes where the number of students is low. (AM)

2. How many students are doing digital skills? (AM)

RK advised:

- There is an increased interest in digital computing courses.
- BMet is the first in the country to be delivering a pilot of a programme offered by Pearson with a cohort of 20 learners.
- A FLEX programme is also being delivered from February 2023 deploying funding offered by the West Midlands Combined Authority for a Level 4 qualification which can be undertaken involving evening and weekend study.

	<p>3. Does the college have any Indian or Bangladeshi students accessing the college's HE provision? GG</p> <p>RK confirmed that there are Indian and Bangladeshi students accessing the college's HE Provision.</p> <p>4. What levels of flexibility relate to HE provision? (GG)</p> <p>RK advised that the qualification bodies set out delivery requirements and determine the number of contact hours that must be provided.</p> <p>5. What levels of pastoral support are provided to HE students? (IW)</p> <p>RK advised that a separate dashboard is used to monitor attendance. This has to be checked by managers on a fortnightly basis and mechanisms to address attendance issues are deployed on a case-by-case basis. Other forms of pastoral support are drawn from the college's resources as needs.</p> <p>IT WAS RESOLVED THAT: AS 22/23: 3 The Higher Education Self- Assessment Report be approved</p>
4	<p>Self- Assessment Report</p>
	<p>SH referred to the Self- Assessment Report in the Committee Pack and emphasised the following points:</p> <ul style="list-style-type: none"> • Ofsted noted reasonable progress in respect of the areas they reviewed during their November monitoring visit. • Ofsted noted the College's transparency during the visit and commitment to ensure sustainable progress was being made. • New national data relating to achievement rates is expected in early 2023. • Current reference points are the rates achieved in 2018/2019 which do not provide helpful comparisons. • 16- 18 results were impacted by retention levels and exam preparation. Action plans are being developed to generate improvements next year. • Apprenticeship achievement rates achieved were above threshold levels. • Strategies including restructuring departments have been deployed to address inconsistencies relating to provision. • Assessments have been made at directorate level to give a focus to action planning. • There is a recognition that more work is needed to further improve adult provision. • A recognised strength is the college's responsiveness to employers: the SAR report provides evidence of students participating in BMet employability programmes

	<p>being able to demonstrate a positive attitude to work, be work ready and able to sustain employment longer than agency staff.</p> <ul style="list-style-type: none"> • Work in relation to our support of High Needs learners is recognised as requiring input over a period of time; review meetings are taking place monthly and progress was noted in the Ofsted monitoring visit. • Teresa Kelly is providing support to the college in relation to a review of its Foundation learning provision. <p>Governors' Observations and Questions</p> <ol style="list-style-type: none"> 1. From attending the Self- Assessment meetings, it was to be noted that departments had presented well; were largely credible; felt reflective; and that assessments had been realistic. The whole process had been impressive. The English and Maths assessments were particularly impressive. (AM) 2. The process was vigorous and it was helpful to participate in them (DH) 3. Assessments were robust and challenging and there were some examples of outstanding work (PH). <p>IT WAS RESOLVED THAT: AS 22/23: 4 The BMet 2022- 2023 Self- Assessment Report be approved.</p>
5	<p>Quality Improvement Plan</p>
	<p>SH introduced the Quality Improvement Plan (QIP) in the Committee Pack and advised the QIP had been developed with the FE commissioners in June and will take account of:</p> <ul style="list-style-type: none"> • The Ofsted monitoring visit report. • Lines of accountability agreed with the Vice Principals. • Department and directorate QIPs. • The Self- Assessment Report. • Ofsted outcomes. <p>Governors' Observations and Questions</p> <ol style="list-style-type: none"> 1. The revised QIP evidences the alignment of the various components and assists with the monitoring process (PH) 2. The QIP has good, clear and notable focus. (AM)

3. ***What were the key points Governors should note from the Ofsted Monitoring visit? (PH)***

SH advised: -

- The inspectors met with Governors and students from MB and SC.
- Inspectors could see that changes had been made; classes were more interactive and that there was greater staff collaboration
- Information provided at the start of the day was triangulated by investigations and interactions during the day.
- Initiatives started in relation to the provision of high needs were noted but it was too early to assess impact.
- Initiatives relating to Adult provision, particularly in relation to rail and pre-employability were noted but again, it was too early to assess impact.

4. ***Did the monitoring visit identify any areas requiring addition focus and attention? (AH)***

SH advised that no new issues were identified. Inspectors affirmed what the college had already identified work required in relation to the need to: -

- record evidence illustrating the impact of supporting learners' development of soft skills on the employability courses;
- ensure target setting is clearly articulated and used to demonstrate progress.

5. ***What assessment do staff expect to achieve in 2023 from the measures that have been put in place? (AH)***

PC advised that: -

- the expectation was that "Good" would be achieved;
- Ofsted's monitoring report was stronger than anticipated;
- the challenge is to maintain the progress that has been achieved throughout the rest of the academic year and secure an 80% achievement rate.

6. It was encouraging to note that all information was ready and available to respond to the requirements of the monitoring visit. (PH)

IT WAS RESOLVED

22/23: 5

The 2022- 2023 Quality Improvement Plan be commended to Corporation for Approval

6	Complaints and Compliments Report
	<p>SH presented the Complaints and Compliments Report contained in the Committee Pack emphasised the following points:</p> <ul style="list-style-type: none"> • The Complaints process had been streamlined. • The investigation process has been improved. • There has been an increased focus on dealing with the outcomes of complaints and ensuring that appropriate mitigations have been put in place where required e.g., the provision of training and changing the way a service is provided. • The number of complaints has been reduced from 84 in the last academic year to 46. Much of the reduction is attributed to a reduced number of complaints relating to rail provision. • 84 compliments were formally recorded during the year. <p>Governors' Questions and Observations.</p> <p>1. <i>Has an analysis been undertaken as to where the complaints have arisen? (AM)</i></p> <p>SH advised that the data does identify in which department the complaint originates. Curriculum related complaints are addressed in the Termly Review Board Meetings.</p> <p>IT WAS RESOLVED THAT 22/23: 6 The content of the Complaints and Compliments Report be noted.</p>
7	Any Other Business
	<p>SB advised that Harborne Academy had secured good status in their recent Ofsted Inspection and that a report would be presented at the ASQD Deep Dive on 2nd February 2022.</p> <p>SB further advised that the 2nd February Deep Dive would allow for a detailed review of progress being made with implementation of the college's Diversity and Inclusion Strategy and work in relating adult learning and ESOL.</p> <p>GG advised that good attendance figures at BMet open days on Saturdays had been encouraging.</p> <p>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.</p>

Signed: 
Prue Huddleston (Sep 10, 2023 15:01 GMT+1)

Chair: Prue Huddleston







ASQD Minutes - 1 December 2022

Final Audit Report

2023-09-10

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