

**Minutes of the ASQD Committee meeting**  
**held on Thursday 9<sup>th</sup> March 2023 at 2.00 pm**  
**By Microsoft Teams**  
**Birmingham Metropolitan College**

Present	Apologies
Professor Prue Huddleston (PH)	Ianthe Wassell (IW)
Sir Dexter Hutt (DH)	Roy Priest (RP)
Angela Myers (AM)	
Afzal Hussain (AH)	
Christine Tolley (CT)	
Gobinder Gill (GG)	
Pat Carvalho (PC)	
In attendance	
Sue Hopewell (SH)	
Stephen Belling (SB)	
Anna Jackson (AJ)	
Helen Cooper (HC)	
Jan Myatt (JM)	

	Agenda item
	Apologies
	Apologies were received from IW and RP.
	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
	<p>The minutes of the ASQD meeting on 1<sup>st</sup> December 2022 were reviewed.</p> <p><b>IT WAS RESOLVED THAT:</b></p> <p><b>AS 22/23: 7</b>  <b>The minutes of the meeting on 1<sup>st</sup> December 2022 be approved.</b></p> <p><b>AS 22/23: 8</b>  <b>The notes of the Deep Dive on 2 February 2023 be approved.</b></p>

<b>2</b>	<p><b>Quality Dashboard</b></p> <p>SH gave a presentation relating to matters monitored by the Teaching and Learning Dashboard emphasising the following so that Governors can be assured that issues are being identified and addressed:</p> <ul style="list-style-type: none"> <li>• 85% of 16- 18 Students progressed to a higher level of learning.</li> <li>• There is a need to focus on progression for 16-18 year old learners engaged with Level 1 and level 2 provision.</li> <li>• Events and Tutorials to support students with planning their next steps are in progress.</li> <li>• Retention is 94 % across the college.</li> <li>• A minimum of five progress checks are required each year to consider attendance, progress, assessments, performance, attitudes, and behaviours: In practice reviews of BRAGS are taking place on a fortnightly and sometimes weekly basis.</li> <li>• There has been a concentration on learning walks during the first part of the year. Deep Dive activity has been taking place and all data is expected to be uploaded by Easter.</li> <li>• An increase in the number of Stage 3 disciplinaries is noticed following the previously reported incidents at James Watt and Sutton Coldfield. Work is being done to monitor the number of disciplinaries , ensure that there is a consistency to disciplinary outcomes across the college and the use of trauma informed practice.</li> <li>• Attendance is an issue and being kept under constant review. A particular focus is being placed on attendance relating to English and Maths. Other colleges are experiencing a reduction of between 2-3%.</li> <li>• Tutors are in the process of assessing grade predictions.</li> </ul> <p><b>Governors' Questions and Observations.</b></p> <p><b>1. <i>What average progression rate should be expected? (AH)</i></b></p> <p>SH advised the college would expect to see a general 75% rate of progression to a higher level and 85% with regard to apprenticeships. With regard to Level 2 learners,</p>
----------	---

particularly in relation to construction, it should be noted that a higher number leave to take up employment opportunities

**2. Do we record reasons for not progressing with BMET? (GG)**

SH confirmed that reasons for not progressing are recorded.

**3. Is data reviewed to analyse patterns regarding progression rates?**

SH confirmed data can be reviewed by Directors and Department Managers.

**4. Is the percentage of Red or amber BRAG Rating unusually high? (AH)**

SH advised that a cautious approach is deployed to ensure staff are aware of the need for strategies to be put in place. The red/ amber pattern is normal for this time of the academic year and the expectation is that these will improve when action plans have been put in place to respond to these early warning signals.

AJ advised that the relevant data is reviewed at C&Q Committee and in Termly Review Boards so that there are opportunities to see where additional support is needed to optimise learning outcomes.

**5. In the Autumn term it will be helpful to review the accuracy of these spring term assessments. (AH)**

**6. What support is given to staff with Personal Development Plans? (PH)**

SH advised support is provided by professional learning communities, buddies, development plans, and group support when needed.

PC advised that a report could be provided in June to explain what support has been given to staff with a Personal Development Plan and the impact it has had.

**7. What is the requirement regarding marked assessments? (AM)**

SH advised that feedback on assignments should be provided within three weeks of submission. The Dashboard indicates when this expectation may have been missed.

**IT WAS RESOLVED THAT**

**22/23: 9**

**The analysis of issues arising from the Teaching and Learning Dashboard be noted.**

**3 Quality Improvement Plan**

SH introduced the Quality Improvement Plan (QIP) in the Committee Pack and advised the position relating to ESOL was being updated.

**IT WAS RESOLVED**

	<p><b>22/23: 10</b>  <b>An updated version of the Quality Improvement Plan be presented to Corporation for approval.</b></p>
<b>4</b>	<p><b>Annual Safeguarding Report</b></p> <p>KBW presented the Annual Safeguarding Report contained in the Committee Pack and emphasised the following points:</p> <ul style="list-style-type: none"> <li>• Safeguarding during 2021-2022 remained robust and effective.</li> <li>• A large team was involved in providing safeguarding support alongside the mandatory training for all staff.</li> <li>• There was an increase in the number of students seeking asylum.</li> <li>• There had been no LADO referrals.</li> <li>• There had been a slight increase in levels of disclosures made at enrolment.</li> </ul> <p><b>Governors' Questions and Observations.</b></p> <p><b>1. <i>What happens when a Safewall alert relates to a vulnerable student? GG</i></b></p> <p>KBW advised an alert is reviewed by a Deputy Safeguarding Lead who determines whether the matter might be dealt with by a tutor or through a safeguarding review.</p> <p><b>2. <i>What support is given to those students who cannot enrol at the college because of disclosures? (AM)</i></b></p> <p>KBW advised the college works with the probation service, offers careers advice and where possible suggests potential alternative providers.</p> <p><b>3. <i>What is the greatest safeguarding concern at moment? (DH)</i></b></p> <p>KBW advised that the greatest cause of concerns were issues relating to mental health and wellbeing.</p> <p><b>IT WAS RESOLVED THAT</b>  <b>22/23:</b>  The Annual Safeguarding Report for 2021- 2022 be commended to Corporation for approval.</p>

5	High Needs/ SEN Update
	<p>HC gave a presentation to Committee which explained the action which had been taken following the Ofsted Inspection emphasising how :</p> <ul style="list-style-type: none"> <li>- Advice and expertise had been received.</li> <li>- Funding had been increased.</li> <li>- The team had been grown and restructured to increase numbers and develop specialisms in relation to high areas of need.</li> <li>- Approaches to the learner journey had been modified to include greater collaboration with curriculum area.</li> <li>- The impact of changes had been noticed in the Ofsted Monitoring visit.</li> <li>- The department planned to make further progress.</li> </ul> <p><b>Governors' Questions and Observations.</b></p> <p><b>1. <i>What progress do you think has been achieved and where can we get to? GG</i></b></p> <p>HC advised:</p> <ul style="list-style-type: none"> <li>• Hearts and minds appeared to have changed as a result of robust Continual Professional Development.</li> <li>• Personalising courses for individual learners was having a positive benefit.</li> </ul> <p>PC advised: -</p> <ul style="list-style-type: none"> <li>• There had been a genuine change and acceleration of pace since the Ofsted Inspection.</li> <li>• Securing an increase in Local Authority funding for the first time in 4 years had made further significant investment possible.</li> <li>• Key is understanding the needs of each individual.</li> <li>• Plans include an increased use of assisted technology to help students undertake more independent learning and in so doing, prepare them for life after their time with BMEt.</li> </ul>

	<ul style="list-style-type: none"> <li>This year it has also been possible to offer supported apprenticeships.</li> </ul> <p><b>2. How were the specialist areas selected? (AM)</b></p> <p>HC advised specialisms were predominately chosen from the information provided in the students' EHCP reports as well as increased numbers of students presenting with ADHD and Autism who may not have an EHCP.</p> <p><b>3. What staff changes have taken place since the last Ofsted Inspection? (DH)</b></p> <p>HC advised that there had been three significant changes, replacement staff, additional staff and curriculum staff taking on board a greater degree of responsibility.</p> <p><b>IT WAS RESOLVED THAT</b>  <b>22/23:</b>  <b>The actions taken to improve provision for learners with High Needs be noted.</b></p>
<b>6</b>	<b>Mid- Year Complaints and Compliments Report</b>
	<p>The contents of the Complaints and Compliments Report were noted and Governors along with an open invitation to request further information if required.</p> <p><b>IT WAS RESOLVED THAT</b>  <b>22/23:</b>  <b>The content of the Complaints and Compliments Report be noted.</b></p>
<b>7</b>	<b>Accountability Statement and Business Planning Process</b>
	<p>PC presented the Accountability Statement and Business Planning Process Report contained in the Committee Pack and emphasised the following points:</p> <ul style="list-style-type: none"> <li>The requirement can be integrated into the college's business planning process.</li> <li>The requirement fits with the reclassification of the FE Sector.</li> <li>Statements to take the form of a streamlined high-level document.</li> <li>There is the ability to sign off this year's statement at the end of July if needed.</li> </ul> <p><b>IT WAS RESOLVED THAT</b>  <b>22/23:</b>  <b>The plans for producing the College's 2022-2023 Accountability be noted.</b></p>
<b>8</b>	<b>Any Other Business</b>
	<p>AM advised that Matt Western MP would be willing to speak to the college about Life Long Learning after June.</p> <p>There being no other business, the meeting was closed at 4.00 pm</p>

Signed:   
Prue Huddleston (Sep 10, 2023 15:11 GMT+1)

Chair: Prue Huddleston







# ASQD Minutes - 9 March 2023

Final Audit Report

2023-09-10

Created:	2023-09-08
By:	Nishma Solanki (nishma.solanki@bmet.ac.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAAjzn8yNaspzulo-GFA0JB97r0PPU_T8Yn

## "ASQD Minutes - 9 March 2023" History

-  Document created by Nishma Solanki (nishma.solanki@bmet.ac.uk)  
2023-09-08 - 10:35:01 GMT
-  Document emailed to p.j.huddleston@warwick.ac.uk for signature  
2023-09-08 - 10:35:49 GMT
-  Email viewed by p.j.huddleston@warwick.ac.uk  
2023-09-09 - 17:29:23 GMT
-  Signer p.j.huddleston@warwick.ac.uk entered name at signing as Prue Huddleston  
2023-09-10 - 14:11:18 GMT
-  Document e-signed by Prue Huddleston (p.j.huddleston@warwick.ac.uk)  
Signature Date: 2023-09-10 - 14:11:20 GMT - Time Source: server
-  Agreement completed.  
2023-09-10 - 14:11:20 GMT