



USP College Corporation  
Quality Committee

**Minutes of the Meeting held on Wednesday 4 December 2024**  
**Meeting held via Microsoft Teams**  
**Meeting commenced: 16.00hrs**  
**Meeting ended: 17.20hrs**

**Present**

Paul Nutter	Independent Member	Chair
Vikki Liogier	Independent Member	
Rachel May	Independent Member	
Nick Patterson	Staff Member	
Phoenix Halsey	Student Member	
Dan Pearson	Chief Executive	

**Apologies for Absence**

Shaunak Gupta	Student Member
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**In attendance**

Clare White	Principal
James Parker	Vice Principal Quality & Innovation
Cherie Brightwell	Vice Principal Technical & Professional
Chris Murgatroyd	Vice Principal Academic
Luke Brewster	Director of Higher Education
Andy Shepherd	Head of Student Services

**Clerk**

Sue Glover	Clerk to the Corporation
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**QC.45.24 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.46.24 Apologies for absence**

Apologies for absence were received from

- Shaunak Gupta

The Quality Committee agreed to accept the apologies for absence.

**QC.47.24 Unconfirmed minutes of the meeting held on 15 October 2024**

The minutes of the meeting were approved and signed as a correct record.

**QC.48.24 Matters arising and action points from the minutes of the previous meeting**  
Members reviewed the action points arising from the meeting, noting that the pledge for the AoC Charter will remain on the schedule until presented at the next meeting.

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

**QC.49.24 College Policies**  
The Head of Student Services presented 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 updated to reflect the latest changes in the 'Keeping Children Safe in Education' document
- there are no significant changes to the Child-on-Child Abuse Policy

Members reviewed the detail of each of the policies and agreed these were good policies with no further changes required. The Committee was reminded that governor's responsibilities in terms of safeguarding are fulfilled through participating in the safeguarding updates provided and through the Link Governor Safeguarding reporting to the Board, who meets with the Head of Student Services.

#### **Agreed**

The Quality Committee agreed to recommend to the Corporation Board for approval

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

#### **Andy Shepherd left the meeting**

**QC.50.24 Learner Satisfaction Induction Survey 2024**  
The Vice Principal Quality & Innovation presented the outcome of the Learner Satisfaction Induction Survey 2024.

Members were advised that

- feedback was reviewed by the following areas
  - Overall
  - Sector area
  - Course type
  - Ethnicity
  - Gender
- around 2,500 students participated in the survey, which was an increase of 500 students from previous year
- there is consistently high satisfaction across key areas, with most metrics above 94%, such as
  - 98% feel safe in college
  - 94% believe course supports future career/university goals
- the survey is still fairly lengthy, which can lead to students dropping out before finishing

In discussion, the committee acknowledged the rich data that the survey provides, but agreed that the format may need to be reconsidered to improve engagement, such as

- implementing shorter 'pulse' surveys throughout the year rather than one long survey
- making the survey more interactive and visually engaging and ensuring the language and questions are clear and easy for student to understand
- potential incentives to encourage completion, although it was acknowledged that past attempts had mixed results

Members were advised that a new Vice Principal will shortly be joining the College who will focus on the survey process and look at ways to make this more student-centred and interactive rather than a lengthy, generic questionnaire. It was suggested that engaging students directly in the design could help improve participation and the quality of the feedback received.

### **Agreed**

The Quality Committee agreed to receive and note the report

### **QC.51.24 Higher Education self-assessment report (SAR) and quality improvement plan (QIP) for 2023/24**

The Director of HE presented for consideration and approval the self-assessment report and quality improvement plan for the College's HE provision for 2023/24.

Members were reminded that there is no requirement by the Office for Students (OfS) for providers to submit an Annual Quality Assessment Assurance Statement as had been required in previous years. However, the Corporation Board should continue to receive appropriate assurance and the SAR and QIP are presented to provide a clear statement on the quality of the College's higher education provision and to set appropriate actions for improvement.

Members reviewed the detail of the SAR and QIP, and were advised that:

- the higher education provision at the college has seen improvements in student achievement, retention and continuation rates, which is seen as a key strength
- the college has successfully onboarded new higher education programmes, such as a teaching assistant course and a BA Games Top-up programme, which have had strong enrolment
- there are some areas identified for development, including retention, particularly in the first 6 weeks, which the college will be investigating further and stronger liaison with the Careers team to provide more support

In discussion, members acknowledged the challenges around recruitment and maintaining financially viable cohort sizes and recognised that the college's HE offer provides opportunities for students who may not otherwise access higher education. It was pleasing to see the growth in certain programme areas, such as sport and games design and the potential to further develop community engagement through the HE provision.

Members agreed that, overall, the self-assessment showed positive progress in the college's higher education provision with clear plans to address areas for improvement, particularly around student support and engagement.

### **Agreed**

The Quality Committee agreed to receive and note the SAR and QIP and to recommend to the Corporation Board for acceptance to give assurance on the quality of the College's HE provision

### **Luke Brewster left the meeting**

#### **QC.52.24**

### **Equality & Diversity**

The Assistant Principal Quality, Performance & Innovation presented, for consideration and approval the:

- Annual Equality, Diversity & Inclusion Report 2023/24
- Equality Objectives
- Equality, Diversity & Inclusion Policy

Members were advised that the

- Annual Equality, Diversity & Inclusion Report for 2023/24 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 details the 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.
- 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

Members reviewed each of the documents, noting that

- 4% increase in enrolments from diverse ethnic backgrounds, reflecting the college's role as a diverse and inclusive institution that exceeds local demographic diversity
- rise in students identifying with learning difficulties or disabilities now at 24% exceeding the national average for FE providers
- significant progress with equality objectives, including increasing female participation in STEM subjects to 12%, surpassing the annual target
- ongoing efforts to address gender disparities in pay, with a narrowing mean pay gap from 20.4% to 17.2%

In discussion, it was agreed that while the staff diversity is higher than the local area, there is still work to do to ensure the staff profile more closely reflects the diversity of the student population. The strategic goals for the EDI Committee to focus on were noted, such as increasing student involvement and leadership in EDI projects and continuing to develop staff EDI training.

In viewing the Members EDI action plan and objectives, members noted the areas of success and ongoing areas for improvement. The EDI policy was agreed as appropriate.

The Committee were pleased to note that the overall focus was on continuing to drive forward the college's EDI agenda with an emphasis on student engagement, staff development and more nuanced data analysis to identify and address equality gaps.

### **Agreed**

The Quality Committee recommends to the Corporation Board for approval the

- Equality, Diversity & Inclusion Policy
- Annual Equality, Diversity & Inclusion Report 2023/24
- Equality Objectives 2021-2025

### **QC.53.24 College Self-assessment report (SAR) for 2023/24 and Quality Improvement Plan (QIP) for 2024/25**

The Vice Principal Quality & Innovation presented, for consideration and approval, the College SAR for 2023/24 and QIP for 2024/25.

Members were advised that

- the SAR sets out a review of College performance in 2023/24
- 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 2024/25
- 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 the previous grading of each of the areas has been removed from the report. The key focus is on improvement and identifying best practice without having to consider grading areas.

The Committee agreed that the report was a very clear and concise self-assessment of the College, which focused on key strengths and areas for improvement. The Committee recognised that one of its key responsibilities was to ensure that the QIP is monitored at each meeting throughout the year and to focus on the progress being made against the areas for improvement, thus enabling the committee to be assured that the strategies for improving are effective.

### **Agreed**

The Quality Committee recommends to the Corporation Board for approval the

- College self-assessment report for 2023/24

**QC.54.24 Any Other Business**  
There were no items of any other business

**QC.55.24 Schedule of Quality Committee meetings 2024/25**  
Tuesday 4 March 2025  
Tuesday 17 June 2025

All meetings commence at 4pm

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

**SIGNED AS A CORRECT RECORD:**

A handwritten signature in black ink, appearing to read "Paul Nettle", with a long horizontal flourish extending to the right.

**DATE: 4 March 2025**