



**USP College Corporation
Quality Committee**

**Minutes of the Meeting held on Tuesday 4 March 2025
Meeting held via Microsoft Teams
Meeting commenced: 16.00hrs
Meeting ended: 17.50hrs**

Present

Paul Nutter	Independent Member	Chair
Vikki Liogier	Independent Member	
Rachel May	Independent Member	
Nick Patterson	Staff Member	
Harvey Wayland	Staff Member	
Phoenix Halsey	Student Member	

Apologies for absence

Dan Pearson	Chief Executive
Shaunak Gupta	Student Member

In attendance

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

Clerk

Sue Glover	Director of Governance
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QC.01.25 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.02.25 Apologies for absence

Apologies for absence were received from

- Dan Pearson
- Shaunak Gupta

The Quality Committee agreed to accept the apologies for absence.

QC.03.25 Unconfirmed minutes of the meeting held on 4 December 2024
The minutes of the meeting were approved and signed as a correct record.

QC.04.25 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 to the Committee.

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

QC.05.25 Termly Higher Education update
The Director of Higher Education presented a report, which provided an update on the College's HE provision.

Members reviewed the current HE enrolments and applications, noting

- Enrolments have increased to 162, an increase on this time last year of 34
- The introduction of new courses, including a top-up degree in Games Art with Coventry University which currently has 12 students enrolled
- The partnership with Arts One Performing Arts College in Milton Keynes and Docklands Academy in London (DAL), which are focusing on higher national diplomas under the Pearson umbrella
- Two new courses have been approved to the HE portfolio, HND Public Services and HTQ in Engineering
- A potential BSc top-up in Sports and Exercise Science with Coventry University, aiming for validation by the end of the academic year

In discussion, the Committee was advised that

- Applications are not currently open with DAL as the application and onboarding process is being refined to better safeguard the quality and oversight of the provision, once this is complete it is anticipated that at least 20 learners will be recruited to each programme
- In cases where a course is not viable to run due to the cohort size and consequent financial implications, there is a process of reporting to the Office for Students (OfS) and Consumer Markets Authority, with a robust system of support in place for students affected. Any case that has to be pulled is done so within the six-week timeframe to avoid any breaches with the OfS
- The support in place includes guidance from the Higher Education Student Advisor and assistance in finding alternative courses or institutions
- The significant increase in Early Years applications is attributable to a recent targeted marketing campaign
- Although there is currently lower than expected interest in the Games Development programme there is normally a later surge in applications. However, an action plan will be put in place should applications not improve

The Committee agreed it would be helpful the next meeting's report could show the progression of application numbers from the current report presented.

The Committee thanked the Director of HE for a very informative update on the College's HE provision.

The Chair took the opportunity, as the Director of HE would be leaving the college, to thank him for all his hard work and contribution to the Committee and wished him well.

Agreed

The Quality Committee agreed to

- receive and note the report
- the next report to show the progression of applications numbers and the new incoming replacement for the Director of HE to be made aware of this request

Luke Brewster left the meeting

QC.06.25

Key Performance Indicators

The Vice Principal Quality & Innovation presented a report, which provided an update on current attendance, retention, predicted achievement and ongoing processes used to monitor these.

Members were advised that

- Overall attendance is 83%, Palmers increased by 1%, Xtend increased by 5% and Seevic is unchanged compared to previous year
- Overall Retention is improved to 94.4% from 89.4% previous year
- Current RAG analysis indicates achievement rating at 87.1%, a 3% increase on previous year

Members reviewed the detail of the report, noting that

- There have been mixed attendance trends, with improvement at Palmers but challenges at Seevic where attendance remains in the low 80%
- The lowest attendance rate is GCSE and Level 1 Vocational with the highest in advanced courses such as Level 4 Vocational, HE Level 6 and T levels
- Retention is above 90% with the exception of T levels and Access to HE with GCSE A levels improving to 90.3% from 86%

Members discussed the issues raised and, in response to questions, were advised that

- Dashboards have been used to track attendance, which allows staff to drill down to class and student levels to identify attendance issues
- Staff absences and the use of agency staff negatively impacted attendance rates, particularly on courses such as Criminology and Law
- Declining weekly attendance is being investigated to address issues and detailed data is being utilised to understand and improve attendance patterns
- Targeted interventions being put in place for low attendance courses and high engagement is being maintained for advanced courses
- Improvement in retention is attributed to robust AIG conversations, taster sessions and early interventions
- There will be a clearer picture of achievement following the outcome of results which will be reported on at the next meeting

The Committee thanked the Vice Principal for the update.

Agreed

The Quality Committee agreed to receive and note the report

QC.07.25

Quality of Teaching, Learning and Assessment delivered in 2024/25

The Vice Principal Quality & Innovation presented a report to update on the current position of Teaching and Learning delivered in 2024/25.

Members were advised that

- All teachers rated red/amber/green/blue based on observations, reviews and student feedback – 74% rated green or blue this year against 76% last year
- 459 learning walks conducted this year which form the backbone of the quality monitoring process and evaluate
 - Hygiene factors
 - IDAC implementation
 - TLA Innovation
- all teachers identify personal Focused Areas for Development (FADs) in collaboration with their line managers with progress being tracked through College IP, the analysis of which will evolve and prioritise the Teaching and Learning Strategy
- the recently added Leadership programme has helped raise the profile of teaching and learning discussions in team meetings and one-on-ones leading to a culture shift within the College
- the support provided to new and unqualified teachers, including assignment of Teaching Improvement Practitioners (TIPs) and participation in training and development plans, forms part of the Teaching and Learning Strategy

Members discussed the issues raised and, in response to questions were advised that

- The Teaching and Learning Strategy will prioritise
 - TIP support
 - Teaching Evolution & Innovation
 - Independent Learning Framework
 - Industry Connection Development
 - Assessment Strategy Enhancement
 - Evidence based practice

The Committee agreed that the practices put in place by the College are very robust and appropriate to help support teachers and commended the work done on the Teaching and Learning Strategy. Members were keen to understand the Learning Framework and asked if this could be circulated outside of the meeting.

Agreed

The Quality Committee agreed to receive and note the report

QC.08.25

Careers and Skills Education update

The Vice Principal Technical and Professional presented a report, which provided an update on the progress made by the College against the agreed KPIs with the Employer Involvement Strategy.

Members were reminded that the strategy was developed in response to the Skills for Jobs white paper and subsequent Local Skills Improvement Plans to ensure the College is meeting the local and national skills needs of employers. It now also aligns with the launch of Skills England, which is tasked with closing the UK's skills gaps and grow the economy.

Members considered each of the ten KPIs and the RAG rated progress, noting that

- Sector Boards – 72% of targets met and efforts to expand employer engagement, particularly in Logistics
- Substantial improvement is targeted in work experience, aiming to raise student engagement and successful completion of industry placements and work experience to 0% up from 58% in previous year with challenge remains in finding placements for some T level students
- the success of College Companies with an 82% completion rate for project briefs and plans to evolve the programme to better align with industry needs
- efforts to engage more employers through events, such as the upcoming sector board event on 25 April, which will showcase new college spaces and facilitate networking among employers

The Committee thanked the Vice Principal for the update and agreed that each of the KPIs demonstrates good progress being made. Members were reminded that the last Ofsted inspection had rated the College's contribution to meeting skills needs as Strong and each area of the college has worked hard to maintain this level. It was agreed that the report presented helps to demonstrate that the College has strong partnerships and collaborations across schools, community and employers. There is strong alignment to priority skills needs supported by a strong pipeline of employer partnerships.

Agreed

The Quality Committee agreed to receive and note the report

QC.09.25

Curriculum Development

The Vice Principal Technical & Professional and Vice Principal Academic presented a report, which provided an update on curriculum development for 2025/26 including the introduction new T levels, the impact of government reforms and the focus on adult and higher education provision.

Members were advised that

- T levels have been expanded to include 3 new subjects, Legal Services, Accounting and Engineering & Manufacturing, bringing the college portfolio for T levels to 6 distinct pathways
- The impact of funding reforms on Level 3 qualifications announcement by government that a number of the proposed level 3 qualifications due for defunding would not take place as previously identified but some qualifications would be removed from funding due to low or no enrolments. A 'Curriculum Assessment Review' (CAR) is taking place which will give further information on the approach to further reforms
- Curriculum Directors have been tasked with developing a five-year plan to adapt to changing qualification requirements and industry needs
- There is a focus on expanding Adult and Higher Education provision, including partnerships with online providers, such as Pearl Tech and the introduction of new higher technical qualifications (HTQs) in Engineering and Public Services

In discussion, members agreed that plans for the development of the Curriculum, particularly for adult provision, were very exciting and innovative and were aligned to meeting skills gaps and employment opportunities.

Agreed

The Quality Committee agreed to receive and note the report

QC.10.25 USP College Quality Improvement Plan

The Vice Principal Quality & Innovation presented the College Quality Improvement Plan (QIP), detailing the progress made on the key areas for improvement.

Members were reminded that the Corporation approved the College self-assessment report (SAR) and the QIP at the meeting held in December 2024. The top-level SAR set the key areas for improvement in the QIP as:

- Strengthening strategic partnerships
- A level achievement
- Level 3 Year 1 Vocational Achievement
- Teaching & Learning Stretch and Challenge
- Teaching & Learning Active Learning (in class/Hybrid)
- GCSE English & Maths (grade 4+)
- Work experience and industry links
- Establish apprenticeship provision
- Digital Literacy and use of EdTech
- Streamlining administrative workloads across roles
- Expand flexible learning offer for adults
- Attendance in GCSE English & Maths
- Overall attendance

It was agreed that good progress continues to be made against the key areas and the QIP is an effective mechanism to monitor improvements. It was appreciated that this was a mid-year update, and final outcomes will become known for the next meeting.

Agreed

The Quality Committee agreed to receive and note the report.

QC.11.25 Termly Safeguarding Report

The Head of Student Services presented a report detailing Safeguarding and Prevent related activities from September to December 2024.

Members reviewed the detail of the report, noting the

- Summary of wellbeing activity and support
 - the number of individual learners supported by the Wellbeing Team compared to previous year
 - the number of monthly wellbeing interventions compared to previous year
 - total interventions by type during the autumn term compared to previous year
 - common mental health reasons for interventions during autumn term and the highest priority reasons why support required
 - common reasons for wellbeing intervention during autumn term compared to previous year
- Child Protection/Vulnerable Adult cases
- Children Looked After
- Counselling update
- Internet monitoring and filtering
- Prevent update
- Training status update

Members were advised that there has been a significant decline in student anxiety cases, whilst this may be attributed to effective resilience strategies it may also reflect the lessening impact of Covid and associated lockdowns.

There is a continuous timetable of safeguarding related training for staff that is spread across the year and the Committee noted the comprehensive range completed by staff.

On behalf of the Board, the Quality Committee asked that thanks are passed to all members of the safeguarding team for their continuing hard work and contribution to the safeguarding of students.

Agreed

The Quality Committee agreed to receive and note the report.

QC.12.25

Any Other Business

There were no items of any other business

QC.13.25

Schedule of Quality Committee meetings 2024/25

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 Nutt', with a long horizontal stroke underneath.

DATE: 25 June 2025