

## Minutes of: Curriculum and Quality Committee

**Date:** 13<sup>th</sup> March 2024 3.30pm

**Location:** Principal's Office

**Present:** Jeremy Nicholls (Deputy Chair),  
Debbie Lambert (Co-opted Governor), Alan  
Layng, David Williams (Principal and CEO)

**Attending:** Jo Ricketts (Deputy Principal), Debra  
Baldwin (Director of Personnel), Sam Tomkins  
(Temp Clerk to Governors), Ian Scott Bell  
(Independent Governor - observing).

Meeting observed by Rob Lawson (AoC External  
Governance Review Consultant, attending  
online)

**Quoracy:** Meeting was quorate

1. **Apologies for absence** - Laura Johnston
2. **Declarations of Interest** – DL: University of Worcester
3. **Approval of Minutes**
  - a) **Minutes of last meeting held on 29<sup>th</sup> November 2023** – minutes agreed as true and accurate record. All were happy with the new format of the minutes.
  - a) **Matters arising from minutes of last meeting**
    - **Learning disabilities/difficulties definitions:** Director of Personnel presented definitions, which are now categorised more simply than previously. Details are recorded at enrolment, as are critical illnesses.
    - **KPIs in QIR:** Deputy Principal updated that QIR will be moved online and will include the KPIs.
    - **Amended C&Q ToR:** Committee agreed to approve this updated document. It was noted that guidance has changed around reporting on how we have met local skills need, and this will be stated in the Accountability Statement, although Board responsibilities around this remain the same.
4. **Curriculum** – The Deputy Principal presented the reports below, highlighting key areas:
  - a) **Curriculum Planning and Timetabling Guidelines 2024/25:**

Document demonstrates the curriculum resource allocation for 2024/25. DfE funding changes mean that more hours will be required for English and Maths from 2025/226 and college should be working towards this in 2024/25. A committee member raised a query over 'duties'. These are commonly for land-based programmes, e.g. milking, feeding animals etc. T-Levels are defined by Dfe as small/medium/large qualifications.

A Committee member raised a question about timetabling. Deputy Principal confirmed that central timetabling is not possible due to complexities involved across curriculum delivery.
  - b) **Application Reports**

A new application dashboard is accessible to governors on-campus, if required, containing year-long live data. Applications are currently up on last year. Time taken to move from offer to application noted to be slower than last year, possibly because applicants can book through own slots.

**c) Curriculum Projects**

- LSIF coming to end of year 1. On target and no issues.
- Multiply meeting outputs but audit requirements are longwinded.
- HTQ – target to deliver for 2024. Joined UCAS and in curriculum development. £300K capital for these courses and on track.
- Modular Acceleration Programme – on track
- Blacksmithing outreach funding application successful ( Herefordshire UKSPF, Cultural Development Grant Scheme – Round 2)
- Turing – project application submitted for animal care students to visit Thailand
- World Skills Centre of Excellence – bid not yet submitted, but HLNSC are allocated three distinct applications
- Careers Action Research Project – project application unsuccessful
- Taking Teaching Further – funding secured to support recruitment of up to seven staff

**d) New Curriculum Approvals**

Report shows curriculum that has been set up from 31 July. A decision needs to be made by CMT if changes to awarding body etc. require approval.

**5. Quality** – The Committee noted all reports below which were presented by The Deputy Principal who highlighted key areas.

**a) Quality Improvement Report**

- Retention is 96.7%. Gap noted between Child Looked After (CLA) and non-CLA, due to learners moving out of area. CLA attendance is good. 88.7% for main qualification attendance. Improved attendance for English and Maths. Overall attendance has recovered from Nov/Dec 2023, depending on faculty.
- Apprentice tracking: 80% students making good progress. 5% Y1 and 6% Y2 chance of fail at Ludlow. 11% of apprentices are out of funding. Apprenticeship recruitment figures up on last year
- HE retention is strong, but attendance is down. Targeting for A-Levels is lower
- Data will need to be split into M/F/other if applying for the E&D award?

**b) National Comparators**

DfE report compares HLNSC academic achievement data with Herefordshire and England. Down slightly compared to previous year. New style qualifications included.

**c) HE Student Voice Survey Results**

Provided for information. Very positive and compare well with external benchmarks. Performance has gone up.

**d) Student Voice Survey Results**

Variations with comparison across Faculties. Concerns received where staff member has been ill and this is impacting on students, and around some internal ups and downs within a specific faculty. Overall picture is however positive.

**e) Apprentice Voice Survey Results**

As above

**f) Learning Walk Summary Report**

- Term 2 Governing Learning Walk where staff can flag any concerns. See staff at least once a year. No concerns 91%, slight concerns 5%, significant concerns 1% – Deputy Principal to check details.

**g) Accelerated Quality Improvement and Support Plans**

New process being introduced. Currently meeting the teams and going through the action plans and looking at central theme or support that can be given. Positive conversations so far. Mental health appears a key factor. The Committee agreed that this area will continue to be discussed going forward, but documentation will not be shared with Committee.

**6. Safeguarding, Equality and Diversity** – the Director of Personnel presented these reports and highlighted key areas:

**a) Child Protection and Safeguarding Report**

- Report written by DSL and in a new format
  - Safeguarding Network meetings are held with VPs to go through concerns
  - 838 students have reported concerns and an increase in safeguarding issues was noted
  - main support is provided within the Faculty of Community Studies based on the Hereford campus
  - Fitness To Study, College Pastoral Support Assessment and disciplinary process all provide support and structure for dealing with safeguarding and study issues
  - Number of EHCP students has increased in Hereford
  - Mental Health and anxiety issues continue to increase
- The Committee asked for a gender breakdown within the report

**b) Equality and Diversity Report**

- No 4 – Single Equality Scheme – amber actions are outgoing. The SES shows how the College is adhering to its responsibilities under the Equalities Act.

**c) Working together to safeguard children / New Mental Health Charter / PREVENT duty guidance**

Information previously presented at 6<sup>th</sup> February 2024 Governors Away Day. Committee asked for thanks to be passed on to Head of Student Services & DSL for the above presentations to the Governors on this day.

**7 Meeting minutes for information**

**a) Safeguarding, Equality and Diversity Committee** - the Committee noted minutes for information

**b) Safeguarding Network Meeting** - the Committee noted minutes for information

**c) Subcontracting – The Skills Network**

The Committee received this self-assessment report for information. Performance by course and overall achievement rates noted to be high. It was confirmed that no further funding needs to be released as Learner Find has helped with figures.

d) **Residential Self-Assessment Report 2022/23** – this report has now been superseded by an Ofsted inspection last week. However, Ofsted agreed that the report was accurate, and their judgements match the self-assessment.

e) **Quality Day Agenda** – the Committee received this report for information, which gives an overview of the issues discussed with CTL/HoCs.

8. **Policies** – no policies were presented for review

9. **Annual Reports and Plans**

a) **Annual Operating Plan 2023/24** - the Deputy Principal presented this update on the AOP - currently on track, and key areas of focus are:

- GCSE attendance
- Apprentice achievement rates
- Mental Health First Aiders
- Wellbeing staff development days for July (morning activities).

10. **Any other business and comments** - none

11. **Date and Time of Next Meeting:** 26<sup>th</sup> June 2024 3pm

Minutes approved: ..... Date: .....