

Minutes of: Curriculum and Quality Committee

Date: 29th November 2023 2pm

Location: Principal's Office

Present: Laura Johnston (Chair), Debbie Lambert, Alan Layng, Jeremy Nicholls, Liz Quinn, David Williams (Principal and CEO)

Attending: Jo Ricketts (Deputy Principal), Debra Baldwin (Director of Personnel), Rebecca Semple (Clerk to Governors)

Quoracy: Meeting was quorate

1. **Apologies for absence** - none. Chair noted that two governors previously on C&Q have resigned for separate reasons.
2. **Declarations of Interest** – DL: University of Worcester
3. **Approval of Minutes**
 - a) **Minutes of last meeting held on 27th June 2023** – agreed as true and accurate record
 - b) **Matters arising from minutes of last meeting**
 - **Governor workshops:** The Deputy Principal updated the Board on plans for Curriculum and Apprenticeship updates for upcoming Governors' Workshop.
 - **Learning difficulties/disabilities definitions** (Director of Personnel) – action outstanding
Action: Director of Personnel
 - **Staff Survey:** The Director of Personnel updated on the survey, analysis is currently underway
4. **Curriculum** – The Deputy Principal presented the revised set of reports below, highlighting key areas:
 - a) **Term 1 Curriculum Review:** the Committee noted this new-style annual report which demonstrates student recruitment and retention and associated curriculum resource allocation. It was noted that an additional curriculum resource (equivalent to 3.5 FTE teaching staff) has been deployed to meet demand. Committee Members commented on date boundaries for course application for acceptance onto a course, and the useful level of detail in the new report format.
 - b) **LSIP and College's Accountability Statement**

The Committee heard that this annual report links with LSIF funding
 - c) **Curriculum Projects**

The Committee received this report from the new Director of Projects, and noted two updates made since report submission:

 - Cultural development grant bid has been successful
 - Taking Teaching Further (funding for industry into teaching) bid – HLNSC have been successfully allocated six places, with one further application currently being submitted

The Principal updated that college have declined to bid into Herefordshire Multiply tender, due to short term expectations of bid process.

d) New Curriculum Approvals

The Committee noted this report which provides rationale for new courses and associated awarding bodies. Committee Members suggested that resource impact of each new course and the number of ceased courses would be useful future additional data.

5. Quality – The Committee noted all reports below which were presented by The Deputy Principal and the Director of Personnel, who highlighted key areas

a) Draft Self-Assessment Report (with associated 2022/23 FE Data SAR data report) :

The Committee heard that mental health / anxiety cited as biggest reason for absence. While GCSE maths and English attendance was improved, attendance at associated exams has reduced. Overall achievement rate for Apprenticeships is below target but ESFA intervention not anticipated. A Committee Member commented on the helpful format of the report.

b) Draft Annual HE Report and 2022/23 Final HE Data

The Committee noted that while HE retention rates are strong, recruitment across both franchised/Pearson provisions is reduced. The Deputy Principal suggested that success in HTQ could help towards reversing this trend, and highlighted the positive comments and clear recommendations received this year from external examiners.

c) Governor QIR

It was noted that while this report format is new to the Committee, it is currently used by Team Leaders, and the Committee agreed that the transparency provided as well as the reduction of risk of discrepancies between reports was a positive improvement. It was agreed to recommend a summary of this report to Board for noting.

d) College KPIs

The Committee heard that KPIs are now addressed within the above QIR report, and asked for their inclusion to be more overtly included in future formats of the QIR.

Action: Deputy Principal and Principal

e) Individual Review of Teaching, Learning and Assessment

The Committee noted the role of this report in highlighting both skills and development needs of staff. Committee Members commented on an apparent increase in levels of student behaviour requiring attention, and related potential support needs of staff were then discussed. While the Principal and Deputy Principal confirmed no related concerns currently, it was noted that a reduction of training providers in Herefordshire for study support presented more challenge, alongside an increase in EHCP students and in late disclosure of issues which can then lead on to poor attendance. Following a Committee Member's query about current systems for the reporting/monitoring of student behaviour issues, the Committee agreed that a simple tracker report of numbers of Stage 3 - 5 disciplinaries would be useful to provide a baseline for potential future monitoring.

Action: Deputy Principal

f) Learning Walk Summary Report

A Governors' learning walk MS form will be sent out to arrange for those relevant

Action: Chair of Governors

g) Accelerated Quality Support Plans

The Committee noted a timeline included, guided by priority courses. The Deputy Principal suggested a summarised form of Course Leaders' information showing programmes and RAG rate, which the Committee welcomed.

6. **Safeguarding, Equality and Diversity** - the Committee noted the Child Protection and Safeguarding Report and Equality and Diversity update that were presented by the Director of Personnel, who confirmed that the Child Protection and Safeguarding Report will become part of the SAR in future

7. **The Committee received and noted the following reports for information:**

- a) **SAR moderation event**
- b) **Safeguarding, Equality and Diversity Committee**
- c) **Safeguarding Network Meeting**
- d) **HLNSC Safeguarding Staff Bulletin**
- e) **Subcontracting - The Skills Network**
- f) **Residential Provision** (to become part of the QIR in future)
- g) **OIA Statement 2022-23**
- h) **Quality Day report**

8. **Policies**

- a) **Safeguarding and Child Protection Policy** – the Committee noted that this has been updated in line with KCSIE and recent personnel changes. Now includes filtering and monitoring, and some strengthening of college responsibilities around off-campus issues.

Decision: the Committee agreed to recommend this updated policy to Board for approval

9. **Annual Reports and Plans** - The Committee noted the reports below that were presented by the Deputy Principal and Director of Personnel, who highlighted key areas:

- a) **Annual Student Disciplinary Report**
- b) **Annual Complaints Report** (a reduction of complaints on previous year was noted. No obvious themes noted)
- c) **Single Equality Scheme** (Amber areas are progressing, no barriers noted)
- d) **Child Protection and Safeguarding Annual Report**
- e) **Safeguarding, including Child Protection and Prevent Action Plan** (it was noted that incident response /lockdown and filtering and monitoring work is underway)
- f) **Prevent Strategy**
- g) **Prevent Risk Assessment** (Filtering and monitoring and incident management are key areas being addressed)
- h) **Draft Annual Operating Plan 2023/24**

10. **Any other business and comments**

- a) Items for summary of main recommendations / key messages to Board were agreed
- b) The Committee agreed that the C&Q ToR should be amended in line with decisions today around Annual Report for Safeguarding and E&D

Action: Chair/Clerk

11. **Date and Time of Next Meeting:** Wednesday 13th March 2024, 2.00pm.

