



Minutes of: Curriculum & Quality Committee

Date: 10th December 2024 **Location:** Dove House, Ludlow Campus

Present	Attending
Alan Layng (Acting Chair) Joe Davey Dave Williams Mark Roberts	Jo Ricketts (Deputy Principal) Vicki Bushell (Director of HR) Rebecca Semple (Clerk to Governors)
Quoracy: Meeting was quorate	

1. **Apologies for Absence** - Jeremy Nicholls, Laura Johnston, Debbie Lambert

2. **Declarations of interest** - no new declarations

3. **Minutes of last meeting held 26th June 2024**

- Approval of minutes - approved as a true record
- Matters arising - no actions outstanding

4. **Curriculum**

a. Term 1 Curriculum Review

The Deputy Principal presented this report, which was noted by the Committee.

The Committee heard that attrition is high (following applications initially being up across all colleges at the year's commencement) which appears to be due to many more lower-level learners, with more mental health and behavioural difficulties. Holme Lacy and Oswestry recruitment was not as high as hoped, with reasons being related to progression issues and weaker conversion than hoped.

Committee Members asked about the follow-up of students who fall away (confirmed as mostly carried out by telephone), the general direction of these students (confirmed as predominantly paid work), and about the mental health and social needs-related withdrawals (noting that the level of local alternative provision has decreased). The alignment of this issue with levels of mental health in safeguarding report later in agenda was also noted by the Committee. A further discussion was held around the attrition challenges and departmental patterns, the wider (off-campus) remit that is now part of the college's safeguarding responsibility, and the potential impact (while also hugely important) of the college's high levels of disciplinary expectations.

The Committee also heard from the Deputy Principal about the process of supporting students progressing between levels, and the attrition dataset that demonstrates this work and helps to highlight areas for focus at department-level.

b. New Curriculum Approvals

The Committee reviewed this report, which was presented by Deputy Principal, noting the new courses and their related awarding bodies. The Committee asked about the background to the introduction of a Junior Estate Agency course.

Decision: *the Committee agreed to recommend this report to the Board for noting*

c. Project and Business Development Report

The Deputy Principal presented this report, which was noted by the Committee. The Committee agreed it would be beneficial for the Project and Business Development Manager to attend a Board Workshop to meet Governors and update them on work.

5. Quality

a. Quality Improvement Report – October 2024

The Committee heard that attendance is the main concern (impacted by mental health and anxiety, recent flooding and covid), particularly in English and Maths (and noting the impact of the pilot of increased hours in preparation for regulatory increase due Sept 2025). The Deputy Principal updated the Committee about current and planned work to address this, noting also the contribution to the issue of the lockdown online provisions made originally for covid. The Committee asked further questions about themes in attendance patterns.

Decision: *the Committee agreed to recommend this report to the Board for approval*

b. Final FE Data and c. Draft Self-Assessment Report

The Deputy Principal reminded the Committee of the format of the draft Self-Assessment Report (SAR), the process by which it is formed, and highlighted the areas that arose from the September 2024 moderation event (which involved Governors). The Deputy Principal highlighted progression, leaver destination, and achievement rates for particular noting by the Committee, some of which were then discussed further. The Committee asked about retention levels, the impact of national employment targets on destinations, EHCP provision, and the future Ofsted assessments.

Decision: *the Committee agreed to recommend this report to the Board for approval*

d. Final HE Data and e. Annual HE Report

The Committee heard that HE attendance and retention levels are positive, and Members asked about the outcome of the 2024 National Student Survey.

Decision: *the Committee agreed to recommend this report to the Board for approval*

f. Individual Review of Teaching, Learning and Assessment - the Committee noted this report.

g. Learning Walk Summary Report - Term 1 - the Committee noted this report.

h. Behaviour – Stage 3 and 5 Misconduct Meeting Record – the Committee noted the high level of these events, along with eight exclusions so far in 2024/25.

i. Accelerated Quality Improvement and Support Plans – The Deputy Principal updated the Committee on the five courses for concern. Committee Members asked about the drivers for these (recruitment of students, achievement issues), and about how ‘ready, respectful, safe’ (and associated expectations of the college) is supported and disseminated across the college.

6. Safeguarding, Equality and Diversity

a. Child Protection and Safeguarding Annual Report

The Director of Human Resources presented this report, highlighting the impact of Martin's Law on estate developments and noting that new barriers in Oswestry have highlighted a safeguarding need.

Decision: *the Committee agreed to recommend this report to the Board for approval*

b. Equality and Diversity Annual Report

The Director of Human Resources presented this report, noting Looked After Children as an area for particular focus.

Decision: *the Committee agreed to recommend this report to the Board for approval*

c. **SEND bulletin Sept 2024** - the Committee noted this report.

d. **Safeguarding bulletin Sept 2024** - the Committee noted this report.

e. **Audit Committee request for C&Q Committee to confirm level of (Board Assessment Framework) BAF risk D2 relating to safeguarding is appropriate** - the Committee agreed that the level was appropriate.

7. Minutes and reports for information

The Committee noted the reports below:

- Safeguarding Network Meeting (15th May 2024; 11th Sept 2024)
- Subcontracting - The Skills Network
- Residential Provision
- Quality Day
- SAR moderation event

The Committee noted the high number of students discussed at the safeguarding meetings as reflective of the general situation.

8. Policies (for approval)

a. **Safeguarding and Child Protection Policy** - The Committee noted that this has been updated in response to KCSIE 2024.

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

9. Annual Reports and plans

The Committee noted the following reports:

- Annual Student Disciplinary Report
- Annual Complaints Report
- Equality and Diversity SAR
- Single Equality Scheme
- Safeguarding SAR
- Safeguarding and Prevent Strategy
- Prevent Risk Assessment
- Mental Health Strategy Action Plan
- Draft Annual Operating Plan

The Deputy Principal highlighted the increase in disciplinarys. Committee Members raised a concern about the possibility of this contributing to a future lowering of standards, and were reassured by the Deputy Principal's response. The Committee also heard about the potential impact of the expected increased governmental requirement to meet needs of EHCP


students on future disciplinary levels. Committee Members also asked about the levels of entries in the Complaints Report, and congratulated the executive team on this.

Decision: *the Committee recommended the Single Equality Scheme, Safeguarding and Prevent Strategy, Prevent Risk Assessment and Draft Annual Operating Plan to the Board for noting*

10. **Any Other Business** - no other business raised

11. **Date of next meeting:** 3.30pm Wednesday 26th March 2025

A Confidential Meeting then followed

Signed: 

Date: 07/01/2026