

## Curriculum & Quality Committee Meeting Minutes

Wednesday 25<sup>th</sup> June 2025

15:30-17:30

Principal's office, Hereford Campus

Present	Attending
Jeremy Nicholls (Chair)	Helen Trembeth (Clerk to the Corporation)
Laura Johnston (Vice Chair)	Jo Ricketts (Deputy Principal)
Alan Layng (Governor)	Vicki Bushell (Director of HR)
Joe Davey (Governor)	
Mark Roberts (Governor) via Teams	
Debbie Lambert (Co-opted)	
<b>Quoracy:</b> Meeting was quorate.	

### 1. Apologies

David Williams (Principal).

### 2. Declarations of interest

No new declarations of interest.

### 3. Minutes of last meeting

#### a. Approval of minutes of meeting held 26<sup>th</sup> March 2025.

Minutes were approved as a true and accurate record.

#### b. Matters arising

All actions are complete.

The Deputy Principal provided an update on Careers provision: recruitment underway for 2x 0.6 Career Adviser roles (one in the north and one in the south).

The Deputy Principal advised that the final Ofsted framework has yet to be published. Inspection is not expected to be before 1<sup>st</sup> November however, applying criteria such as college complexity and previous ratings leads her to conclude that the College may be fairly high on the list.

### 4. Curriculum

#### a. Term 3 Curriculum Review Model

Attention drawn to the CRM Hours by Faculty report. The cost of part-time hourly-paid teaching staff is being monitored due to increase. Teaching staff who are under-utilised in teaching will be given other non-qualification activities.

#### b. Application Report

As of 10<sup>th</sup> June, there is a significant increase in applicant numbers, however, internal progressors have been actioned earlier. Now that the time lag has gone, the numbers are only up by 20. There is a demand for



progression to apprenticeships which will not all be able to be accommodated; these students may therefore progress to full-time courses. This is due to apprenticeship vacancies not meeting demand.

**c. Projects and Business Development Report**

The Heads of Projects & Business Development has provided a further addendum for successful funding applied for since the report was produced which includes:

- Turing Scheme funding for 60 students over three trips to Thailand and/or Nepal.
- Savoy Trust funding to support the refurbishment of the Scholar's Restaurant at Oswestry, and equipment for the Cider Orchard at Hereford.
- EV charging scheme.

The Chair reminded the Deputy Principal that the Ludlow Foundation would like to fund fees for Duke of Edinburgh Scheme students.

**d. New Curriculum Approvals**

Attention was drawn to Line 17 in the report: Foundation Studies – Stepping Stones programme for students having trouble accessing education.

**e. College Accountability Statement**

This will be provided later due to the Principal's absence.

**5. Quality**

**a. Governors Quality Improvement Report (including HE)**

The Deputy Principal noted that GCSE attendance rates for exams are very good (no doubt explained by the fact that this is a condition of progression and return). She does not believe that results have been impacted either way by the new attendance and retention methodology. A governor asked about student data split by male/female on page 5 of the report. The Director of HR advised that recent guidance will be reviewed in this respect.

**b. End of Year Survey**

The Deputy Principal drew attention to any negative results but also noted the number of positive comments regarding teacher impact. A governor asked about the very positive results for Oswestry. The Deputy Principal noted that enrichment provision is very good there and that the cohort is smaller, thus students tend to mix more resulting in a community feel.

**c. Learning Walk Summary Report**

No questions.

**d. Mentee Feedback Summary**

There were 26 respondents (of 58). Feedback was positive. It can be concluded that mentees have been a valuable support. The Committee found the individual comments very informative.

**e. Accelerated Quality Improvement and Support Plans**

There was a slow start to the process, but meetings have been held and targets set. Predicted achievement dates are improved compared to the previous academic year.

**f. Teacher Takeaway Report**

The take-up of teacher CPD webinars last year had not been high, but this year has seen significant improvement in numbers of teachers engaging with the teacher takeaway. Next steps will be to think about how to build on this success.

A governor asked about teachers dealing with disciplinary and behavioural challenges. The Deputy Principal said that the volume of Term 1 disciplinaries have increased, but this can be attributed to staff being asked to tackle issues earlier (and being given support to challenge behaviours). The Committee commended these improvements.

## 6. Safeguarding, Equality and Diversity

### a. Child Protection and Safeguarding report (update)

It was noted that support has increased and that over 50% of full-time students are being supported by the Safeguarding Team. There were 80 child-on-child reports (increase from previous year) and that issues are frequently occurring outside class (but in College). The Director of HR advised that KCSIE is being updated with several further changes being anticipated. The Deputy Principal reported the positivity around the Safeguarding Team's support. A governor asked if the team is nominated for any awards; they have, but none have been awarded to date.

### b. Equality and Diversity Report (update)

No questions.

### c. Single Equality Scheme

The old version has been signed off and actions completed. This version will be submitted to the Board with the action plan to follow in the autumn. Every new member of staff will go through the same training at induction. There will be more training for managers.

A governor noted that he has contacts with Assistive Technology providers and will share webinar links with the Director of HR.

It was noted that staff sickness and that mental health support has increased.

A governor asked if home-educated students should receive engagement pre-16. It was noted that some home-educated students will want to come to College only to take their GCSEs.

## 7. For information

- a. Safeguarding, Equality and Diversity Committee
- b. Safeguarding Bulletins
- c. Safeguarding Network Meeting
- d. Subcontracting – The Skills Network
- e. Residential Provision
- f. Office of the Independent Adjudicator (OIA) Annual Statement ([link](#))
- g. Disciplinary Records - March to June 2025
- h. Quality Day
- i. SEND Bulletin

## 8. Policies

### a. Scheme of Delegation review

Each Committee has been asked to look at this. The Deputy Principal said she felt that an H.E. section should be added.

**Action:** Clerk to sort by committee so that each can review. This version will also be retained for the Board's reference.

## 9. Annual reports and plans

### a. Annual Operating Plan 2024/25 – progress update

Good progress with actions highlighted. A governor asked the Deputy Principal if she had any concerns. She advised that first-time pass rates are a concern on some courses. This will continue to be monitored.

## 10. Annual Committee items

### a. Election of Chair and Vice Chair – 2025/26

Volunteers were invited for Chair and Vice Chair. The current Chair confirmed his willingness to continue as Chair. The Committee agreed to nominate Joe Davey as Vice Chair.

**b. Curriculum & Quality Committee's Self-Assessment 2024/25 (*updated*)**

The Chair has updated the Self-Assessment to reflect current dates and current practices.

**Decision:** The Committee accepted the updated Self-Assessment.

**c. Review of Terms of Reference (*reviewed, but no changes proposed*)**

The Chair suggested the Terms of Reference remain unchanged.

**Decision:** The Committee agreed the Terms of Reference should remain unchanged.

**11. Any other business**

The Deputy Principal advised that there is a proposal for the Self-Assessment Day Scrutiny Panel format to be re-organised. This will be held on 11<sup>th</sup> September 2025 at Ludlow. This will be a full day with 4 or 5 governors being required.

The Committee agreed to the new format.

**Action:** Clerk to send College structure to governors.

**12. Date of next meeting**

Thursday 20<sup>th</sup> November 2025 at 12:00.

**Signed:**



**Date:** 07/01/2026