



## Minutes of: Curriculum and Quality Committee

**Date:** 26<sup>th</sup> March 2025 **Location:** Principal's Office, Hereford Campus

Present	Attending
Jeremy Nicholls (Chair) David Williams (Principal and CEO) Alan Layng Joe Davey Debbie Lambert Laura Johnston Mark Roberts	Sam Tomkins (Acting Clerk to Governors) Jo Ricketts (Deputy Principal) Vicki Bushnell (Director of HR) Peter Houghton (Independent Governor, observing)
<b>Quoracy:</b> Meeting was quorate	

1. **Apologies for Absence** – no apologies recorded
2. **Declarations of Interest** – it was recorded that DL works for the University of Worcester
3. **Minutes of last meeting held 27<sup>th</sup> November 2024**
  - a. **Approval of minutes** – minutes were approved as a true and accurate record.
  - b. **Matters arising** –
    - i. **SAR approval** – This had been deferred to see if there were any queries. Board and committee have since approved and the report has been submitted to Ofsted.
4. **Curriculum**
  - a. **Curriculum Planning 2025/26** – The Deputy Principal shared annual guidelines for Vice Principals which underpins what goes on CRM and helps with resources. There have been changes to hours with English and Maths requirements to deliver 100 hours min next year. This means there will be a reduction in main qualification hours. T-Level hours have also been reduced. The committee question is the main qualifications can be delivered on reduced hours, which the Deputy Principal confirmed was possible. Funding rates will go up. Curriculum resource has changed and now in clusters. All courses plan to run in the next academic year but some classes are unlikely to recruit to.
  - b. **Application Report** – The Deputy Principal reported that there are current 1300 applications, compared to 1083 last year and 1053 in 2023. This is subject to timing. Figures are positive for most faculties and emphasis is now on converting the application. Internal progressors are not included in the data yet.
  - c. **Curriculum Projects** – The Deputy Principal reported on the various curriculum projects.
    - i. **Turing Project**. The first 20 students went to Thailand over half term and visited local schools and elephant farm. The second trip is later in April. The

students' experience has been life changing. A further application has been submitted for 2025/26. 50% of students need to be disadvantaged.

- ii. UKSPF, Work Smart and Retro Fit – This is due to finish shortly and the funding rules changed last minutes.
  - iii. Virtual School - starting this week.
  - iv. HTQ Skills injection - Recruited nine in total and have hit targets.
  - v. LSIP - finishes 31 March and claimed all. The College has met majority of outcomes.
- d. **New Curriculum Approvals** – The Committee reviewed this report presented by the Deputy Principal for courses approved internally to run 2024/25. The Committee questioned how many qualifications the College offers. The Deputy Principal confirmed that this data on CRM but that the College is currently dealing with 27 different awarding bodies.
- e. **Careers provision – update and amendments to Gatsby Benchmarks** – The Deputy Principal advised that the careers strategy is being reviewed and due to be released after Easter, but benchmarks have been changed already. The College's Career advisor is leaving, and the College is looking at the strategy before recruiting. Student services will be able deliver the generic provision.
- f. **English and maths condition of funding 2025/26** – The Deputy Principal reported that from 1<sup>st</sup> August 2025 the College will need to deliver 100 hours of English and Maths for each subject. The team have been looking at different models and the plan will be to deliver 2.5 hours per week for each subject. There will also project based work from main qualification to cross reference to E&M programme. The Deputy principal reported that attendance, engagement and behaviour have been a problem.
- g. **Apprenticeship Update March 2025** – The Deputy Principal reported that from August 2025 minimum apprenticeships will reduce from 12months to 8 months. Apprentices who are over 19 years old do not have to do English and Maths as long as employer signs it off. Potentially this will lead to issue with employers not taking on 16-18 year. End point assessments are also being reviewed.

## 5. Quality

- a. **Quality Improvement report** – The Deputy Principal reported that the main focus is on attendance. Retention is down by 1%. QSM message was the same to all staff. Neutral mark was removed and now showing the true figures. Apprenticeship has slowed and now down by 22. The committee suggested about students having a return to study meeting with tutors following any absence.
- b. **Compare School and College Performance data** – The Deputy Principal reported that some data averages and some was below. A-levels is below average which is a concern but working to improve. Data relates to 2022/23. The College is above average for Tech and T-levels. Data only includes reformed qualifications and is the first year of full data since covid.
- c. **HE Student Voice Survey Results** – The results show a very positive picture. Different ways of learning is down and is being investigated.
- d. **FE Student Voice Survey Results** – There were 2179 respondents with mainly A/B quartile. Distance travel results are -1 or -2. Again, positive results
- e. **Apprentice Voice Survey Results** – Data shows better with distance travelled. In terms of internal facility, land based is down due to delays to end point and issues with

teaching. There is now a full-time teacher is now with apprentices. Positive results with 97% happy with my apprenticeship.

- f. **Learning Walk Summary results** – The Deputy Principal reported that these focused on Ready, Respect, Safe and Retrieval & Resilience in January. There were a couple of staff with minor and one significant.
- g. **Accelerated Quality improvement and Support Plans** – The Deputy Principal reported that there are a number AQISP programmes – Functional Skills Maths and English, Access to HE, Creative Media, Forestry Apprenticeship, Digital. All programmes are making good progress. Expect performance to be better for all apart from Functional Skills for Maths and English.
- h. **EHCP Tracking** – The Deputy Principal shared this report for Information. Report shows everything related to students with EHCPs including achievements. The internal system is working well and the report is used by staff and used for quality cycle.
- i. **Ofsted Further Education and Skills Toolkit** – The Deputy Principal presented the new toolkit which is under consultation. Ofsted are moving away from 4 to 5-point scheme. There will be one nominee and a shadow and currently a 3-year cycle. Focus is on AOP and being honest and the inspection will be tailored from that. The framework is due to be in place for 1<sup>st</sup> September 2025.
- j. **November GCSE resit results** – The Deputy Principal reported on the pilot approach at North Shropshire College. Attendance was good and data was like last summer. There was some movement with grades. The South campuses had 41 entries and better pass rate. Data shows the College is above college FE benchmark.

## 6. Safeguarding, Equality and Diversity

- a. **Child Protection and Safeguarding update** – The Director of HR reported that EHCP retention is at 95% and attendance is at 87% which is similar to peers. Pastoral support has increase from 2022 by over 200%. The College has seen a reduction in CLAs. Most of the support being given is for mental health. 40% increase of supporting students. The Committee question the number of concerns raised at Walford compared to other campuses, but this is due to the proportion of EHCP students on that campus. Statistics to be included with different categories of EHCP.  
**Action:** Director of HR to include statistics for different EHCPs in future reports
- b. **Equality and Diversity update** – The Director of HR reported that the Single Equality Scheme actions have been completed. Amber actions have been updated and reflected in the training cross college. A new Single Equality Scheme is to be updated which will be viewed at the committees and then go to through the Board.

## 7. Meeting minutes for information

The Committee noted the reports below:

- a. Safeguarding, Equality and Diversity Committee – AI and sharing of nudes.
- b. Safeguarding Network meetings - information
- c. Subcontracting – The Skills Network - information
- d. Residential Provision -information
- e. Quality Day

## 8. Policies

- a. **HLNSC Equality and Diversity policy** – The Committee noted this policy. It has been updated to include inclusion and changes to internal job titles.

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

- b. **HLNSC Safeguarding policy** – The Committee noted this policy. It has been updated in relation to KCSIE and additional information regarding self-harm and suicide.

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

**9. Board Assurance Framework (BAF)**

- a. **Review of appropriate elements of current BAF** – The Chair noted that two areas have been allocated to the committee. Risks will need to be fed back to the Audit Committee. The committee discussed that the BAF will need to be looked at in line with Ofsted toolkit.
- b. **Agreement to add BAF review as a standing item** – this was agreed by the Committee

**10. Annual Reports and Plans**

- a. **Annual Operating Plan 2024/25** – This was shared with updates for March 2025.

**11. Any other business** – The committee agreed that this meeting will now be scheduled for two hours.

**12. Date of next meeting:** 25<sup>th</sup> June 2025 3.30pm

Signed:



Date: 07/01/2026