



GOVERNING BODY

QUALITY, TEACHING AND LEARNING COMMITTEE

Minutes of the meeting of the Quality, Teaching and Learning Committee held on Tuesday 8 March 2022 at 5pm via Zoom.

Present:	Prof E Sallis	Chair
	Mr M Cook	GB Chair
	Mr S Cook	Principal/CEO
	Mr D Gagie	
	Miss B Jossi	Staff Governor
	Mr J Mawby	Exec Director of Curriculum & Quality
	Miss R Nedelcheva	Student Governor Medway
	Mrs M Woolston	

In attendance:	Ms J Burtenshaw	Dir of Employer Relations
	Ms C Burkin	Clerk to the Governing Body
	Mr J Egan	Dir of Quality
	Mrs N Gibson	Dir of Student Services
	Mr M Lampard	Dir of Curriculum
	Mrs J LePoidevin	Dir HE
	Mr N Mugharbel	Dir of Curriculum
	Mr J White	Student Governor Rep

Observers:	Miss A Currie	Governor/Observer
	Mr C Reeves	Governor/Observer
	Mrs C Richardson	Governor/Observer
	Mrs L Snedden	Governor/Observer

1 Declarations of Interest

Members' interests are numbered and referenced on the Declaration of Interest log dated 23 February 2022:

Chair's signature *Digitally signed*

Date 21 June 2022

2 Apologies for Absence

No apologies were received.

Welcome to new members Babs Jossi, Staff Governor and Jim Mawby Exec Director of Curriculum & Quality. The Chair also welcomed Governor Observers.

3 Minutes of the previous meeting held on 23 November 2021

The minutes of the previous meeting held on 23 November 2021 paper GBQTL21/292 and the Call Notes from 1 February 2022 GBQTL21/2923, were agreed and accepted as a true record and electronically signed by the Chair.

4 Matters Arising

English & Maths attendance - N Mugharbel reported an improvement in this area.

16-19 Review - S Cook reported that this is ongoing and information will be shared when available.

5 Student Engagement Update - Paper GBQTL21294

Radka Nedelcheva – Student Governor and Jordan White introduced the Student update which informed members of the Student Voice round two in February 2022.

The majority of the feedback was positive with students reporting to be motivated and enjoying College with knowledgeable teachers who have good industry experience. Any less positive feedback was discussed and actioned with the relevant area. This process allows for proper debate about issues that are important to students and give management an opportunity to listen and action.

Members were informed of the spectrum of issues raised and actions taken. They were pleased to hear that students felt comfortable giving feedback to managers and asked for information about areas that need improvement. J White agreed to present the 'You said, We did' action at the next meeting.

Action: J White June 2022

Chair's signature *Digitally signed*

Date 21 June 2022

Round three of Student Voice is taking place on:

- Tuesday 10th May 2022 at Maidstone Campus
- Thursday 12th May 2022 at Medway Campus

M Cook encouraged members to attend as he had found the discussions at round two most helpful in further understanding the student journey. He gave members assurance that this is a platform where feedback can be heard and issues addressed.

Student Governor Election - J White informed members that 11 students have expressed an interest and candidates are being interviewed on 10 March 2022, after which a selection process will take place and second Student Governor appointed. M Cook is involved in the interviews.

Members thanked the Student Governor for the update.

6 Exec Director for Curriculum Initial Reflections on the Quality of Provision.

Jim Mawby gave members a verbal update on his initial reflections since starting at the College in February. He assured members that the Directors know their areas well and are addressing any issues. He recognised a high quality of provision with many solid areas of curriculum design that enable students to achieve. This is reflected in the high student numbers in many areas, even those historically hard to fill. There is strong provision in areas such as Public Services, Apprenticeship and Animal Management with good resources across the board. He had found that industry engagement is strong in many areas, with student being involved in many events. Members were pleased to hear that the majority of behaviour is good. J Mawby also noted some challenges in the lower level construction areas highlighted in the external reviews which are being addressed. There are also challenges with staffing some areas which is a sector wide issue.

Members thanked J Mawby for his reflections and discussed the more challenging areas but were assured by the plans in place. The Business Planning process is currently underway and will inform curriculum planning. J Mawby will produce a Curriculum Strategy which will address areas of concern and be an opportunity to review and grow the curriculum. This will be available for the next meeting.

Action: J Mawby

Members discussed High Needs where students have significant challenges and barriers to learning. They noted the College has good wrap around provision and pastoral care with the support from Counsellors and Opportunity Coaches. Members were assured there are no concerns in this area.

Members thanked J Mawby for his reflections and looked forward to working with him.

7 Summary of External Assurance Review - GBQTL21/295

Jim Mawby, supported by the Directors, introduced the paper which informed Governors of the outcomes of the commissioned external reviews or 'deep dives' into selected curriculum areas as part of inspection planning and preparation with curriculum teams.

He assured members that in general the reports are positive, using language indicative of "Good" or better Ofsted grading. There were some relatively easily actionable areas for improvement across a range of areas. The reports noted recurring themes in both Strengths and Areas for Development.

However some concerns were raised regarding one report requiring strategic review and intervention on behalf of the senior leadership team. The Director for the area of concern, informed members of the actions taken and assured them that improvements are being made. Members agreed the approach and recognised the challenges with co-hort of students and staff CPD. Members were assured that the deep dive reports did not contain any surprises and managers know their areas and students.

Members thanked J Mawby for the report and asked for an update on the actions being taken, at the next call.

8 Review of College QIP and update on progress - GBQTL21/296

Jim Mawby and James Egan informed Governors of progress made against the College's Quality Improvement Plan (QIP), following the College's Self-Assessment.

The report outlined progress made against key targets with positive progress made in most areas, although attendance continues to remain a central area of focus in many areas.

Members were pleased to note that the deep dive reports have fed into the department QIPs. J Egan reported that staff are requesting observations and assistance, showing a positive attitude towards the available support.

The Staff Governor agreed that colleagues are now more likely to request support and have opportunity in their timetable for CPD, but noted that time for training in specialisms can sometimes still be a challenge.

Members thanked J Mawby and J Egan and noted the updated QIP.

For information items

9 HE & Adult Update – Paper GBQTL21/297

Jane LePoidevin introduced the HE & Adult Update. She informed members of the work with University of Greenwich, an update on Institute of Technology (IOT) and an update on the Skills Development Fund (SDF).

Members thanks J LePoidevin for the update.

10 Apprenticeship Update - GBQTL21/298

Jane Burtenshaw updated members on the Apprenticeship area. The report included updates on achievement for 2021/22, Ofsted CPD and early indications of recruitment 2022/23.

The deep dive into this area praised the developments and changes made in the last two years to staffing and structure and endorsed the informed decisions made by the College surrounding the Apprenticeship offer. It highlight key strengthens and areas for development which are being addressed with the Apprentices. Members noted that the external reviewer spoke to over 30 students and spent significant time in the area.

Members recognised the historical challenges and noted the circumstances but were assured these will be finalised this academic year. The team continue to support the Apprentices to gain the best outcome.

Members thanks J Burtenshaw for the update.

11 Feedback from Governors Informal Visits – Paper GBQTL21/299a-f

Governors Informal Visits were presented for information.

- a) E Sallis 30/11/21- T Levels
- b) M Cook Link 30/11/21 & 2/12/21
- c) D Gagie 5/1/22 - SAR Science, Animal Care, Maths & English
- d) M Woolston 9/2/22 - Foundation Learning & Welfare Team
- e) M Woolston 9/2/22 – Prevent Update
- f) M Cook Link 23/2/22

The following visits have also taken place and feedback will be reported at future meetings:

- M Cook 20/1/22 Public Services
- M Cook 19/1/22 Link
- C Reynolds 3/2/22 Link
- A Woodhouse 23/2/22 – Link

The Chair thanked Governors for the visits and information given in the feedback which is rich source of information for triangulation.

12 Risk Register Review (T&L)

Members were reminded that there is an expectation that each Governing Body Committee will review and monitor the risks relevant to their remit, from the College Risk Register to support and challenge the Exec Lead. Any amendments will be recommended to the GR&A Committee. The College Risk Register is available on Board Intelligence.

Jim Mawby assured members that the risks have been covered in the meeting papers and discussion and no amendments were required

13 Any Other Business

S Cook informed members of the situation regarding the Pilot Inspection and further information will be shared via email.

14 Date of the next meeting

The next QTL Committee is scheduled for Tuesday 21 June 2022 at 5pm on Zoom.

Chair's signature *Digitally signed*

Date 21 June 2022

15 Call dates 2021/22 at 5pm on Zoom

The next QTL Call is scheduled for Tuesday 3 May 2022 at 5pm on zoom. All Governors are welcome to attend.

The meeting closed at 18.47