



**GOVERNING BODY**

**QUALITY, TEACHING AND LEARNING COMMITTEE**

Minutes of the meeting of the Quality, Teaching and Learning Committee held on Tuesday 21 June 2022 at 16.00hrs via Zoom.

**Present:**

Prof E Sallis	Chair
Mr M Cook	GB Chair
Mr S Cook	Principal
Mr D Gagie	
Miss B Jossi	Staff Governor
Dr J Mawby	Exec Director of Curriculum & Quality
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
Mr M Lampard	Dir of Curriculum
Mrs J LePoidevin	Dir HE
Ms E Mernagh	Dir Safeguarding
Mr N Mugharbel	Dir of Curriculum

**Governors Observing:**

Ms A Currie  
Ms A Orhiere  
Mrs C Richardson  
Mrs L Snedden  
Mrs A Woodhouse

**1 Declarations of Interest**

Members' interests are numbered and referenced on the Declaration of Interest log dated 23 February 2022 available from the Clerk.

Chair's signature *Digitally signed by Chair*

Date 22 November 2022

## **2 Apologies for Absence**

Apologies were received from Miss R Nedelcheva, Student Governor Medway.

The Chair welcomed the joining Governors and Emma Mernagh, as the new Director of Safeguarding.

## **3 Minutes of the previous meeting held on 8 March 2022**

The minutes of the previous meeting held on 8 March 2022 and call notes from 3 May 2022, paper GBQTL21/300 and 301 were agreed and digitally signed as a true record.

## **4 Matters Arising**

There were no matters arising.

## **5 Student Engagement Update - Paper GBQTL21/302,**

Jim Mawby introduced the Student Activities Update. He updated members on the Third Round of Student Voice which was held on 11 May 2022 with an overall theme around Student Safety. Attendance was lower than usual with 21 students attend the Maidstone and 39 attend the Medway but students commented positively that their concerns, raised in rounds 1 & 2, were being listened too and addressed where necessary or appropriate. Governors who attended the event were assured by the confidence of the students to be able to share their views and concerns.

Members noted that Student Voice will be working more closely with the Quality Team next academic year to review how they can more efficiently 'close the loop' between feedback received at the first stage.

Members were assured that during the summer period evaluation will be conducted for the academic year of 2021/22 to improve the delivery for 2022/23 and ensure that as many students as possible are engaged.

Following some concerns raised at Student Voice and in the Ofsted Pilot Inspection regarding student behaviours and attitudes, Emma Mernagh shared the actions she is considering. These included robust schemes of work with Personal Tutors around key topics, enrichment activities and ensuring clear expectations. Members noted that there has been a decline in student behaviour across the FE sector following lockdown and the focus will be on

building social skills. Feedback from some students proposed the return of 'suggestion boxes' including an online version.

**Action: J Mawby**

Members noted the key work being undertaken in the safeguarding area with new ways of training staff and students to ensure they feel safe at College.

Members were informed that following a process to enable Student to express an interest in becoming the Student Governor, Josh Stratford has been appointed and will observe the Governing Body meeting in July 2022 as part of the handover.

In her absence, members thanked Radka for the update and for her contributions during her time as Student Governor. They wished her every success in the future.

## **6 Executive Director of Quality and Curriculum Report - Paper GBQTL21/303.**

Jim Mawby introduced the paper which included the following:

Proposed changes to SAR and QIP process. Members reflected on their valuable involvement during the process last year and felt the changes were in the main positive but wanted to continue to have substantial involvement. J Mawby stated that Governor involvement at the Directorate validation meeting stage was welcomed and they may also observe at the video phase where professional conversations with Curriculum Managers regarding the performance of their individual departments will take place. These will also be available to view after the meetings. James Egan will share the dates with Governors so their attendance can be confirmed.

**Action: J Egan/Clerk**

Updated MLPs for attendance, retention /achievement, planned destinations were presented. Members requested an update around attendance. Following the English and maths results, a report will be brought to the committee.

**Action: N Mugharbel**

Members requested some additional context is added to the MLPs in future presentations to help them to make sense of the figures.

**Action: J Mawby**

Members thanked J Mawby for the update.

## 7 Curriculum 3-5 Year Strategy – Paper GBQTL21/304

Jim Mawby introduced the paper which set out the key priorities for the next 3-5 years in terms of Curriculum Development, Improvement, and Growth. The four areas of the strategy were discussed separately:

**Mission Statement.** This section focused the need for the College to become outstanding and to become more inclusive. A suggestion was made that the section on what makes a college outstanding should include a bullet point on the outcomes that contribute to becoming outstanding.

A general point was raised that the strategy needed to include factors such as the market demand, the resources required and the risks involved in implementing the strategy. It was reported that such an analysis was phase two of the process and these would be published in business plans if Governors approved the direction of travel.

**Curriculum Development** – this section aimed to meet a wide range of student and stakeholder needs, and to align with local and national priorities such as employer requirements, digitalisation and decarbonisation.

**Curriculum Improvement** – this section focused on points for development of the existing curriculum, addressing issues raised in self-assessment, pilot inspection and deep dive analysis.

**Curriculum Growth** – this section noted the key opportunities to develop new and existing provision to meet current or emerging cohort needs. Members noted and challenged some of the suggested areas of growth, requesting further detail to be able to fully understand the reasoning and be able to support the strategy.

The issue of offering A levels provoked considerable discussion especially as the College had moved out of this area in 2015. While there could well be student demand, reintroducing A levels had the potential for mission drift and reputational damage if not delivered well.

The idea of reducing the delivery of some construction course programmes provoked considerable discussion especially as the strategy has focused on the need to meet employer demand as part of the national skills strategy. A focus on linking full-time provision to apprenticeship provision in this area was felt to be one way forward as was improving careers advice to potential applicants for construction courses. It was noted that few of the applicants for the current

construction apprenticeship provision come from the full-time construction crafts programme.

It was noted that a fuller discussion in the strategy needed to be given to the role of apprenticeships, higher education and the opportunities afforded by the membership of the Institute of Technology.

It was agreed that working groups would be established to understand the implications of undertaking the proposals in the growth section of the strategy. J Mawby will work with Chair to agree and arrange the groups and membership.

**Action: J Mawby/Chair/Clerk**

Members thanked J Mawby for the strategy.

## 8 Subcontracting Update – Paper GBQTL21/305

James Egan introduced the paper and the item was minuted as **confidential**.

Members thanked J Egan for the update.

## 9 Policies for approval:

Jim Mawby introduced the following policies for scrutiny and approval before they are recommended to the Governing Body for adoption and publication.

Complaints and Appeals Policy 2022/24 - GBQTL21/306 – J Egan highlighted the main changes which included appendix 1 stage 2. **Approved for recommendation** to the Governing Body.

PREVENT Policy Action Plan 2021/23 - GBQTL21/307 – E Mernagh reminded members that this is a related policy to the mandatory Safeguarding Policy previously approved by the Committee. Updates had been made to the procedures for PREVENT referrals, duties and responsibilities with respect to PREVENT risk management and responses have been made explicit. A summary Action Plan with designated accountability is now included. Members noted that any national or regional requirements are included. **Approved for recommendation** to the Governing Body.

Care Experienced Policy 2022/23 - GBQTL21/308 – J Mawby informed members that this was previously the Looked-After-Children/Care Leavers Policy and is an associated policy to the Safeguarding Policy. This policy sets out the commitment to Care Experienced students, including pre-entry, on course, end of course and general procedures to provide a comprehensive support strategy and states the responsibilities for designated staff to ensure responsibility and accountability. Members asked that the policy was proofread after which they were happy to **approve** for **recommendation** to the Governing Body.

**Action: J Mawby/Chair**

*A Woodhouse and C Richardson left the meeting*

**10 Committee Self-assessment 2021/22 & Improvement Plan 2022/23 – Paper GBQTL21/309**

Ed Sallis, Chair, explained that he had drafted the SAR to reflect the work undertaken in 2021/22 and included comments from members. The SAR contained a proposal to give QTL meetings greater focus. He explained the proposal was to split the committee's work into meetings specifically to cover to student welfare, while others would focus on teaching & learning. Members discussed the proposals noting that two of the scheduled QTL calls could become full committee meetings and the same membership would attend both but be strengthened by adding additional governors. Members were mindful not to create an extra workload for Governors or members of the Executive.

The Chair agreed to take this forward with the Deputy Chair and bring a proposal to the next meeting

**Action: E Sallis/M Woolston**

The SAR was **approved** but it was agreed an Improvement Plan will be written once QTL committee structure is confirmed.

**11 Terms of Reference Annual Review – Paper GBQTL21/310**

The Chair presented the annual review. Members decided that following the proposal to change the committee structure, the terms of reference would have to be re-written. Therefore, they did not approve the changes and the rewrite will be actioned following the agreement of the committee structure.

**Action: Chair**

*M Cook left the meeting*

**12 Apprenticeship Update – Paper GBQTL21/311**

Jane Burtenshaw introduced the paper which informed members of the current position. This included the current and predicted achievements, at risk apprentices, Electrical management and 2022/23 recruitment. She also informed members of a decline in student behaviour and the need for greater support for apprentices and employers.

Members thanked J Burtenshaw for the update and asked for future reports to include further explanation of any data presented.

**Action: J Burtenshaw**

**13 Feedback from Governors Informal Visits – Paper GBQTL21/312 a - g**

Members noted the content of the Governors Informal Visits:

- a) M Cook GIV Public Services/Catering 20/1/22
- b) D Gagie Link Visit Business 10/3/22
- c) C Richardson Link Visit Apprenticeship 9/3/22
- d) E Sallis Link Visit HE 11/3/22
- e) C Reynolds Link Construction 10/3/22
- f) D Gagie Business 25/4/22
- g) M Cook Student Voice/Performing Arts 12/5/22  
M Cook Apprenticeship 23/3/22

The Chair thanked all Governors for committing time to visit the College and encouraged any that had not done to so, to contact the Clerk to make arrangements.

**14 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 allocation of responsibility to committee has been agreed by GR&A committee. Members noted that the relevant T&L risks have been covered in the committee papers and this item acts as a cross check of information already discussed.

**15 Any Other Business**

Members asked for further assurance regarding the actions planned to address the challenging student behaviour. They were informed that actions to improve student behaviour are included in the curriculum improvement plans, along with the actions already reported by E Mernagh. It was agreed that this will be a regular agenda item so the committee can monitor the issue.

**Action: J Mawby/Clerk**

Working Groups – J Mawby to work with Clerk and Chair to agree and arrange the groups and membership.

**Action: J Mawby/Clerk**

**16 Date of the next meeting** – Tuesday 22 November 2022 at 5pm on Teams.

**17 Date of next Call** – Tuesday 27 September 2022 at 5pm on Teams.

The meeting closed at 18.11