



**GOVERNING BODY
QUALITY, TEACHING AND LEARNING COMMITTEE**

Minutes of the meeting of the Quality, Teaching and Learning Committee held on Tuesday 7 March 2023 at 17.00hrs via Teams.

Present:

Mr C Reeves	Chair
Mr M Cook	GB Chair
Mr S Cook	Principal
Mr D Gagie	
Ms C Hart	Exec Director of Student Experience
Miss B Jossi	Staff Governor
Dr J Mawby	Exec Director of Curriculum & Quality
Prof E Sallis	
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 Mugarbel	Dir of Curriculum

Observers:

Mr M Abdel-Maguid
Mr A Cole
Mr M Gillespie

1 Declarations of Interest

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

2 Apologies for Absence

Apologies were received from Joshua Stratford, Student Governor.

Approved by the Committee

Date 27 June 2023

The Chair welcomed new members and explained they were attending as observers until the updated terms of reference, to increase the membership number, are approved by the Governing Body. This will be discussed under item 5.

3 Minutes of the previous meeting held on 22 November 2022

The minutes of the previous meeting held on 22 November 2022, paper GBQTL22/324 and the Call Notes 31 January 2023 Paper no GBQTL22/325 were accepted as a true record and electronically signed by the Chair.

4 Matters Arising – Paper GBQTL22/326

1. Committee Self-assessment 2021/22 & Improvement Plan 2022/23 - the Chair explained that due to the change in Chairmanship and consideration of the structure of QTL, the Committee SAR and QIP were delayed. As the Committee will be considering the SAR for 2022/23 and QIP for 2023/24 at the next meeting it was agreed this action is no longer required. **Complete.**
2. Terms of Reference Annual Review – item 5 – **Complete**
3. HE Direction of travel - Update given at January Call. **Complete.**
4. E&M - Members requested more context and rationale to explain data and comparisons to other colleges. Noted for future agenda. **Ongoing**
5. Student experience – C Hart to continue to highlight areas that can be improved and report to the Committee at future meetings. **Complete.**
6. Complaints and Compliments report 2021-22 - breakdown by area and requested that in future reports, any trends at department level are highlighted and data regarding how many complaints were unavoidable and how many were upheld are included. Noted for future reports – **Complete.**
7. College SAR - Members noted that a comprehensive quality improvement plan would be created from the College SAR for the Committee to use when monitoring progress on key areas. Item 8. **Complete.**
8. Apprenticeship - Noted the complexity and challenges around standards, end point assessments and working with employers, etc. Noted theme for a future call. **Ongoing.**
9. KPIs - Members asked for additional information to be included such as benchmarks where available, trends, comparison to last year's data to contextualise the indicators. Presented at QTL call 31/1/23 – **Complete.**
10. Safeguarding Policy – approved by the Governing Body – **Complete.**
11. GIV - The QTL Chair, Clerk and Governing Body Chair will review the form and ways to ensure all engagement is captured. **Complete.**
12. Future Themes: **Ongoing**
 - Attendance – Plans for delivery in 2023/24

- Blended Learning
- The complexities of Apprenticeship
- E&M - context and rationale to explain data and comparisons to other colleges.
- T- Levels

5 Terms of Reference Review – Paper GBQTL22/327

The Chair explained that with new Governors joining the Board and Committee the terms of reference needed to be amended to accommodate the number of members.

The terms of reference were presented in tracked changes for review. Minor amendments were requested and agreed.

Members agreed the amended terms of reference for **recommendation** to the Governing Body.

Action: Chair

6 Exec Director for Student Experience Report- Paper GBQTL22/328

Christina Hart introduced the paper which provided Governors with an update on the Student Voice process and the recent restructure to the Additional Learning Support Department (ALS).

She highlighted the following points:

- Student Voice conferences took place on the 31 January and 2 February 2023.

Members who attended the Student Voice conferences reported excellent events which were well organised and gave Students a forum to be heard. The follow up process for actions has been witnessed and well received by Students. The mix of general feedback and subject specific comments enabled good engagement by the Students.

- Student Governor – there are seven applications for the role of student governor, so a coordinated election is being organised.
- The Additional Learning Support (ALS) function at the College has been reviewed in line with the recommendations documented in a previous report and resulted in a restructure.

Members held a robust discussion regarding their concerns of the risks around past inconsistent implementation of support but were assured that the

restructure seeks to mitigate against this by ensuring there is greater capacity in the team to consistently meet the College's legal responsibilities.

Members noted the long-term ambition to embed the ALS support within the faculties with training and development of faculty staff. The Committee supported the plan and felt this area may benefit from an internal audit in 2023/24.

Action: Chair

Members thanked C Hart for the update.

7 Executive Director of Quality and Curriculum Report - Paper GBQTL22/329.

Jim Mawby introduced the paper which provided an update on certain KPIs and curriculum developments already discussed and agreed by the Committee. He highlighted the following key points:

- Updates against each relevant QTL KPI (excluding those which can only be reported at year end)

Members felt that they were not able to fully scrutinise the KPIs without seeing a full set and requested that these are included in future reports. They also requested more detail to enable the monitoring of progress. They felt it would be helpful to link retention and attendance to help understand whether students are on track to achieve.

Action: J Mawby

Members were assured that Exec areas are working together to support the most vulnerable learners with the use of new software 'My Concern'. Members requested that in future reports, there is an introduction to set the context of the current position and help explain the data in the report.

Action: J Mawby

- Annual update against Curriculum Strategy

Members discussed the transition to T levels and the complexity and raised standards. They felt this topic needed deeper discussion and understanding therefore it was noted as a future theme for a QTL call.

Members noted recent discussion regarding new areas of growth but requested further information regarding growth in the core business.

Action: J Mawby

Approved by the Committee

Date 27 June 2023

Members thanked J Mawby for the update.

8 Education Pillar - SAR & QIP Review – Paper GBQTL22/330

James Egan introduced the paper which provided Governors with an update on the Education Pillar/Plan. This Pillar contained 4 key strategic documents and the introduction of a 'Deep Dive' observation process for 2023/24 provision.

Members noted that the Education Plan brings together four key strategic documents so replaces the traditional QIP:

1. 2020 Education Plan
2. 2022 Curriculum Strategy
3. Actions from the 2021/21 Self-Assessment Report (SAR) (2022/23 Quality Improvement Plan)
4. 2022/23 Key Performance Indicators (KPIs)

J Egan explained how the above documents had been combined to provide one action plan with seven themes containing multiple actions. Members requested a copy of the updated Education Plan.

Action: J Egan

Members noted and discussed some of the risks and opportunities within the plan but were also mindful of the updates that may occur as a result of the business planning process. Members requested an update at the next meeting once this process is complete.

Action: J Mawby

The Committee discussed other areas of the report, noting the changes in parental engagement, and were pleased that students stated they felt safe at College but asked if this needed to be monitored more often. J Egan explained this would subsequently be monitored in Teaching and Learning Surveys.

Members thanked J Egan for the update.

9 Safeguarding Update – Paper GBQTL22/331

Emma Mernagh introduced the paper which provided the Committee with the update re Safeguarding in the College.

Members highlighted the following key points for discussion and note:

- Current position data - increased number of referrals to the Safeguarding Team and Welfare & Counselling Team. The safeguarding team continues to receive a high volume of concerns relating to mental health and other areas. M Woolston stressed that the need has increased but the improvement in policies and processes have supported the Team.
- Current position data - increased number of referrals of Students open to Social Services/Early Help/Prevent. Members were concerned with the number of Prevent referrals and E Mernagh explained the process and new groups.
- Care Experienced Students – enrolment numbers across the College campuses and remote.
- Current Retention Rate for Care experienced students across the College campuses and remote.
- Purchased safeguarding reporting systems – My Confide (for staffing concerns) and 'My Concern' (for student safeguarding referrals) which will record and help the monitoring of safeguarding within the College. Training is being carried out with the Safeguarding team and a pilot is planned with one curriculum area with the aim to fully roll it out in September 2023. M Woolston congratulated the College and team for a speedy implementation of the system. E Mernagh will present reports from the system at the next meeting.

Action: EW Mernagh

- Staffing strengthened - student support team has been developed and strengthened with the addition of 2 Welfare Officer posts and promotion opportunities for three current team members.

Members thanked E Mernagh for the update. M Woolston assured members that she liaised regularly with the team and reports any concerns to the Chair of the Governing Body. The regular update will continue to be presented at each Governing Body meeting.

Standing items:

10 Apprenticeship Update – paper GBQTL22/332

Jane Burtenshaw introduced the Apprenticeship update.

The report provided information on 2021/22-year end achievement and an update on 2022/23 recruitment and performance, to date and predicted. J Burtenshaw explained the current position, challenges, and mitigation in place focussing on End Point Assessments (EPA).

Members noted the improved position on achievement in some areas and the Apprenticeship enrolment 2022/23 and Business Planning process. They felt it would be useful if the report introduction set out the context of the data and position statement to help Governors understand the trajectory.

Action: J Burtenshaw

Approved by the Committee

Date 27 June 2023

Members thanked J Burtenshaw for the update.

11 Feedback - Governors Informal Visits – Paper GBQTL22/333 a-f

The Governors Informal Visit forms were presented for information.

- a) M Woolston – Foundation Learning 23/11/22 – M Woolston informed members that the Policy mentioned in her feedback is internal and does not require Governor approval.
- b) M Woolston – Safeguarding – 23/11/22
- c) M Cook Link 1/12/22
- d) A Woodhouse – 13 & 20/2/23 – Maidstone visit
- e) C Reeves – Student Voice Conference and Learning Walk
- f) C Reeves – Medway 2/2/23

The Chair thanked all Governors for taking the time to visit the College and encouraged all members to participate to better understand the College and student experience. The feedback presented showed a number of different ways that this can be communicated.

12 Next meeting agenda & call themes

Members noted the following possible future themes for calls/meetings:

- Attendance – Plans for delivery in 2023/24
- Blended Learning
- The complexities of Apprenticeship
- E&M
- T-Levels

It was agreed that T-Levels will be to theme of the next call and the other topics be carried over.

Action: J Mawby/Chair

13 Any Other Business

There was no AOB.

14 Date of the next meeting - QTL Committee Tuesday 27 June 2023

15 Call dates 2021/22 at 5pm on Teams - QTL Call Tuesday 2 May 2023

Approved by the Committee

Date 27 June 2023

The meeting closed at 19.12hrs.