



GOVERNING BODY

QUALITY, TEACHING AND LEARNING COMMITTEE

Minutes of the meeting of the Quality, Teaching and Learning Committee held on Thursday 22 June 2023 at 17.00hrs via Zoom.

Present:

Mr C Reeves	Chair
Mr M Abdel-Maguid	
Mr M Cook	GB Chair
Mr S Cook	Principal
Mr D Gagie	
Ms C Hart	Exec Director of Student Experience
Dr J Mawby	Exec Director of Curriculum & Quality
Miss E Swain	Student Governor
Mrs M Woolston	Vice-Chair

In attendance:

Ms J Burtenshaw	Dir of Employer Relations
Ms C Burkin	Clerk to the Governing Body
Mrs A Currie	Governor – joined until item 7.
Mr J Egan	Dir of Quality
Mr M Lampard	Dir of Curriculum
Ms E Mernagh	Dir Safeguarding
Mr N Mugharbel	Dir of Curriculum
Mrs A Orhiere	Governor for item 6
Mr M Prentis	Co-opted Governor for items 5&6
Mrs A Woodhouse	Governor for items 5 & 6

1 Declarations of Interest

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

Approved by the Committee on 27/11/23

2 Apologies for Absence

Apologies were received from Andy Cole, Mark Gillespie, Babs Jossi, Ed Sallis and Joshua Stratford.

3 Minutes of the previous meeting held on 7 March 2023 and call notes held on 2 May 2023

The minutes of the previous meeting held on 7 March 2023, paper GBQTL22/334 and Call Notes GBQTL22/335 were agreed and accepted as a true record.

4 Matters Arising – Paper GBQTL22/336

- No 1 E&M - Members requested more context and rationale to explain data and comparisons to other colleges – **Noted for a future call.**
- No 2 Apprenticeship Update - Noted the complexity and challenges around standards, end point assessments and working with employers, etc. They felt this could be a **theme for a future call.**
- No 3 Possible themes for future calls – **Noted.**
- No 4 Committee Terms of Reference – Approved by the Governing Body – **Complete.**
- No 5-7 Quality and Curriculum Report – Members requested: the full list of KPIs at each meeting; more detail to monitor progress; that retention and attendance be linked; a brief introduction to set the context; and, further information about growth in the core business – Item 6 – **Complete.**
- No 8 Members requested a copy of the updated Education Plan – **Complete.**
- No 9 Members requested an update on the risks and opportunities within the Education Plan but were also mindful that updates may occur as a result of the business planning process – Item 6 – **Complete.**
- No 10 Safeguarding – Reports from the system (My Concern) to be presented to Committee – **Complete.**
- No 11 Apprenticeships report – Members requested: a brief introduction to put the data in context and a position statement to help members understand the trajectory – **Noted for a future call.**
- No 12 Next call – it was agreed that the next call would focus on T-Levels – **Complete.**

Angela Woodhouse joined the meeting.

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5 Executive Director of Student Experience – Paper GBQTL22/337

Christina Hart introduced the paper which provided an update on the recent Student Voice forums and informed Governors about the introduction of specific forums to target minority groups at the college. The paper also included an update on the support for students with Special Educational Needs and Disabilities (SEND) which informed Governors of key priorities, challenges, reasons for the current position and certain legal responsibilities. C Hart clarified that the College fully meet its regulatory obligations for learners with additional needs although there were some inconsistencies that are being addressed.

Following the update on Student Voice, members discussed:

- The success of the revised format with a positive increase in the quality of feedback and ability to triangulate effectively.
- The changes that are consistently being made in response to feedback.
- Despite the positive impact of changes, turnout was low but there are plans to broaden engagement.
- Some students perceived bullying to be an issue at the College as they did not feel their concerns were listened to or acted on. This is being addressed and is also included in the safeguarding report.
- Smaller pilot forums have been planned to target minority groups to ensure that they are heard – the intent is to inform the design of larger forums next year.
- Introducing a Student Union is being explored – this is in response to feedback from students and staff.

Following the update on ALS, members discussed:

- Priority improvement areas reported, gave assurance to the Committee that the College is meeting its regulatory requirements.
- The outcome of a system and funding review, and the changes to the budget methodology – members discussed the proposed investment in the provision as the College sees an increase in students with additional needs. Members discussed the application for an additional uplift in funding this year but noted that this remains a complex issue.

It was requested that further funding detail and understanding of the local and national picture are included in the SEND training C Hart will deliver to Governors in November 2023.

Action: C Hart

C Hart's report also updated members with regard to safeguarding, noting the volume of referrals and safeguarding points to consider for academic year 2023/24.

Members noted the update to the DfE document 'Keeping Children Safe in Education', ready for implementation in September 2023. Members also noted the update on predicted numbers of Care Experienced Students for 2023/24. Members recognised that progression of Care Experiences Students within the College is good, which would seem to indicate a positive experience, and congratulated the College.

Members thanked C Hart for the update.

Ade Orhiere joined the meeting.

6 Executive Director of Quality and Curriculum Report - Paper GBQTL22/338.

Jim Mawby introduced the paper, which was divided into two parts.

Members discussed part one of the report, which provided an update against KPIs and some context around the available data. Members discussed the targets and noted the challenges around the end point assessments (EPAs) for Apprenticeships which are out of the control of the College but have a significant impact on the outcome data. J Burtenshaw explained the current situation and the mitigations in place to support students to complete.

Members challenged the attendance data and recognised that there is a balance between having a realistic and an aspirational target. J Mawby explained that compared to school attendance, some students have improved but would still not reach target. Members discussed possibly changing the KPI to capture this such as an engagement target.

Action: J Mawby

Members also challenged the GCSE English and maths predicted grades and were reminded of the national averages and the way grades were allocated during the pandemic.

Members discussed part two of the report, which provided an in-depth summary of the business planning process undertaken this year and a more detailed breakdown and analysis of the growth predictions, as requested by the Board. As the outcome of the business planning process informed the growth figure of 14% in the proposed budget, which is being scrutinised at the next F&R Committee and will need to be approved at Governing Body, F&R members and other Governors were invited to attend for this item.

Governors noted the business planning process for full-time courses, including the level of involvement from different levels of staff. A detailed breakdown of predicted student numbers by department was also provided with evidence of external applications and progressing students (including destination aims) to support the predictions. Governors recognised the element of risk around

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predicted growth numbers but were assured by the 'bottom up' process which had driven the figures and which included an understanding of local need. They noted the process included a robust check of the data and the predictions reflected the most accurate data available. They also recognised that the growth is dependent on many scenarios and decisions that are not in the College's control. That said, J Mawby explained some of the precautions and mitigations taking place where possible.

Governors thanked J Mawby for the detailed explanation which led to a robust discussion and enabled them to challenge the information and process.

Invited F&R/Governors left the meeting.

7 Possible future themes for calls and meetings

Members noted the following for 2023/24:

- Attendance – Plans for delivery in 2023/24
- Blended Learning
- Apprenticeships
- English and maths
- PPT effectiveness
- SEND

Members agreed to reflect on the above when considering Committee agendas and focus for the inter-meeting calls.

8 QTL Self-Assessment for 2022/23 and QIP for 2023/34

Members discussed the draft Quality Improvement Plan for 2023/24, prepared by the Chair, which reflects 2022/23 and agreed the following:

Strengths:

1. Robust KPIs are set and monitored
2. Inter-meeting calls are used to focus on one key area
3. There is a focus on supporting and challenging underperforming areas of the college and new types of provision

Improvements:

1. The committee/executive team needs to review and revise data that is shared at meetings
2. Information that is available at key points of the learner journey needs to be shared as soon as possible
3. Committee members must carefully scrutinise safeguarding, SEND and additional learning support at the college
4. Committee members must visit the college every term

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5. Governors need to better understand the needs of local employers – members asked that this was expanded to include understanding local need.

C Reeves agreed to amend the improvement plan ready for recommendation to the Governing Body at their meeting in July 2023. Members agreed to **recommend** this to the Governing Body subject to the amendments agreed.

Action: C Reeves

9 Feedback from Governors Informal Visits – Paper GBQTL23/340

Members noted the feedback from the Governors Informal Visits:

- a) M Cook 2/2/23 – Student Voice/Sports
- b) M Cook 28/2/23 – Link D Wood
- c) M Cook 20/4/23 – Carpentry
- d) M Cook 4/5/23 – Link D Wood
- e) A Woodhouse 19/5/23 – Visit to Executive

Members noted that other visits have been made to the College, but reports have not yet been submitted and will come to future meetings. All Governors were reminded to send feedback from any visit to the Clerk by email, text or by completing the GIV form.

The Chair thanked Governors for conducting the visits and encouraged all Board members to do the same. The feedback provides crucial evidence of effective governance and helps members to further understand the College and support and challenge the Executive. He also suggested that members could pair up with other Governors to conduct visits together to give newer Governors support.

10 Next meeting agenda and call business

Members reflected on the items discussed in item 7 and agreed the following will be included in the inter-meeting calls and Committee agendas.

Inter-meeting calls:

- 26 September 2023 – Apprenticeships – J Burtenshaw to lead.
- 17 October 2023 – Attendance – Plans for delivery in 2023/24. J Mawby to lead.
- 30 April 2024 – SEND – agreed for later in 2023/24 to show the impact of the changes made. C Hart to lead.

Committee:

- 14 November 2023 – T Levels - Members noted that this subject needs to be revisited as the landscape changes. The Committee must be aware of the key areas of concern and emerging challenges. J Mawby to lead.
- 5 March 2024 – PPT effectiveness – extensive changes have been made in this area. Therefore, members agreed to receive a report on effectiveness as part of the Student Experience report at Committee. C Hart to lead.

The following will be included as appropriate:

- Blended Learning
- English and maths

Members noted that the challenge in ensuring the Committee are informed of all the above topics highlighted the amount of information they receive and knowledge they must have. They felt this was a continued strength of the Committee.

11 Any Other Business

There was no AOB.

12 Date of the next meeting – Tuesday 14 November 2023.

13 Date of the next Call – Tuesday 26 September 2023.

The meeting closed at 18.57hrs.

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