



**GOVERNING BODY**

**QUALITY, TEACHING AND LEARNING COMMITTEE**

Minutes of the meeting of the Quality, Teaching and Learning Committee held on Monday 27 November 2023 at 17.00hrs via Teams.

**Present:**

Mr C Reeves	Chair
Mr A Cole	
Mr M Cook	GB Chair
Mr S Cook	Principal
Ms C Hart	Exec Director of Student Experience
Miss B Jossi	Staff Governor
Dr J Mawby	Exec Director of Curriculum & Quality
Prof E Sallis	Co-opted

**In attendance:**

Ms J Burtenshaw	Dir of Employer Relations
Ms C Burkin	Clerk to the Governing Body
Ms E Byng	Dir ALS & Support Learning
Mr J Egan	Dir of Quality
Ms H Henderson	Dir of Curriculum
Mr M Lampard	Dir of Curriculum
Mrs J LePoidevin	Dir of Curriculum
Ms E Mernagh	Dir of Safeguarding
Mr N Mugharbel	Dir of Curriculum
Mr D Wood	Dir of Curriculum

**1 Declarations of Interest**

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

*Approved by the Committee as a true record.*

*Date 5 March 2024*

## 2 Apologies for Absence

Apologies were received from Nick Baveystock, David Gagie and Marie Woolston.

Members noted that Mark Gillespie had left the Board and Committee and Mohamed Abdel-Maguid had moved to the GR&A Committee. They also noted that Andy Cole will be taking over as Chair of the QTL Committee from January 2024 but Chris Reeves will remain a member until he leaves the Board in March 2024.

## 3 Minutes of the previous meetings

The following minutes were **approved** by the Committee and accepted as a true record:

QTL Committee 22 June 2023, paper GBQTL23/341

QTL inter-meeting 26 September 2023, paper GBQTL23/342

QTL Inter-meeting 17 October 2023, paper GBQTL23/343 – it was agreed that C Reeves will review these and amend in line with the current format and circulate by email.

**Action: C Reeves**

## 4 Matters Arising

No 1 Apprenticeship – position statement to be included in next report – **ongoing**.

No 2 SEND – local and national picture – covered in training 9/11/23 – **complete**.

No 3 Attendance KPI – included in item 7 – **complete**.

No 4 QTL Self-Assessment/QIP – approved by Governing Body – **complete**.

No 5 Data comparison with local colleges – item 7 - **complete**.

No 6 Local context information circulated – **complete**.

No 7 Enrolment Update breakdown – item 7 – **complete**.

No 8 Attendance breakdown of protected characteristics – item 7 - **complete**.

No 9 Attendance data – item 7 - **complete**.

No 10 English & maths data – item 7 – **complete**.

**5 Executive Director of Student Experience - Paper GBQTL23/345**

Christina Hart introduced the paper which updated members on changes to policy and the outcomes of the Student Voice forums, and informed them about the introduction of retention panels, as well as the demographics of students with additional needs.

The report on Student Engagement included:

- Introduction of additional clubs and NUS
- Student Voice – initial themes
- Additional Learning Support (ALS) and support for vulnerable students
- Demographic of students
- Retention panels

Members had a detailed discussion about the challenges around ALS workload and staff vacancies. C Hart explained the current team are working at capacity. Members noted the growth of students with additional needs and the improved systems in the College for reporting and supporting the students. She reported an improved culture within the College.

Members asked for clarification regarding the increased numbers of declared needs/Education and Health Care Plan (EHCP) and C Hart reported that the College is aware of students needs earlier so support can be in place when they start their course.

Emma Mernagh gave members a verbal update regarding Safeguarding and the report will be shared with Governors. Members were informed of the significant increase in referrals for safeguarding, welfare and counselling. Members reviewed the data by campus and noted a challenging period. They discussed in detail the College's relationship and collaboration with external agencies. Members noted the challenging landscape nationally in mental health issues and suicide which is higher in the College's locations. The Committee discussed risks around the capacity of the team and commended the College for the support given to students. They felt this needed further scrutiny at Board level through the safeguarding report.

**Action: M Woolston 14/12/23 Governing Body**

Safeguarding Policy - has been updated to include all amendments required by under Keeping Children Safe in Education 2023. This had been checked against the model policy supplied by Medway Council and Kent County Council, therefore Governors were confident in its completeness.

C Hart reported that the Behaviour and Disciplinary Policy remained largely unchanged, and the Admissions Policy only had a minor change in the addition

of 2.6 which added clarity over the College's policy on the admission of SEND learners. As these were minor changes, they did not need formal approval by the Committee.

Members thanks C Hart and her team for the update.

**6 College Self-Assessment Report (SAR) 2022/23 and Quality Improvement Plan (QIP) 2023/24 – Paper GBQTL23/346**

Jim Mawby introduced the College SAR/QIP and members noted the SAR had been validated on 6 November 2023 by a panel including the Governing Body Chair, M Cook, the QTL Chair, C Reeves, and the incoming QTL Chair, A Cole. J Mawby thanked the wider Board for their support and involvement in the SAR process. Members reflected on a robust, well managed, open and transparent process with improved documentation that enabled Governors to gain further understanding of the College's position.

Members noted the report was a summary of the College's performance in 2022-23, and internal judgements against the Education Inspection Framework (EIF), with an overall grading of "Good" for College provision, but with "Outstanding" for Personal Development of students.

The Quality Improvement Plan (QIP) was discussed and noted that it recognised the key strengths, ongoing or emerging challenges, and subsequent improvement plan to address areas for improvement identified during self-assessment activities. Members felt the document had developed well from the SAR and set out the seven key areas for easy monitoring that will support the College on its journey to outstanding. It was agreed the Committee will review the QIP at each meeting.

Members felt that the SAR and QIP demonstrated that the College knows its strengths and weaknesses. They thanked J Mawby and the team for a strong report and, subject to a final proofreading, they **approved for recommendation** to the Governing Body.

**Action: C Reeves/J Mawby**

**7 Executive Director of Quality and Curriculum Report - Paper GBQTL23/347**

Jim Mawby introduced the paper which included:

- Summary of College performance in 2022-23 against KPIs previously agreed at Committee. Members noted the position and were confident they were aligned with the SAR.
- Updates on the beginning of the current academic year, including the Enrolment picture. The Committee discussed Apprenticeship enrolments and the impact of continuing students on numbers. They discussed the student surveys and

*Approved by the Committee as a true record.*

*Date 5 March 2024*

requested three-year trend data for the next meeting. It was noted that some data is available in the Governing Body data report for each meeting.

**Action: J Mawby**

- Key updates from external bodies (DFE, Ofsted). Members discussed the risks around inspection and the political landscape. They agreed a focus on the College's quality processes would be a future theme.
- Qualification Reforms – it was agreed this would be considered as a theme for a meeting.

KPIs for 2023/24 - members held a robust discussion around the KPIs, focusing on the proposed changes re attendance, retention and achievement.

Attendance - members recognised that 100% attendance is not realistic for many reasons with the student cohort and the proposed % reflected the trend. They also felt that engagement needed to be reflected in some way, noting that for some students, outcomes are still good even with low attendance.

Retention and Achievement is reported to be consistently good across the College. Members felt that this KPI should be stretched if the College is moving towards outstanding.

Apprenticeship achievement rates to be above 60% was agreed.

The Committee discussed various options but agreed that J Mawby and A Cole will further discuss outside the meeting to agree a solution and circulate to members.

**Action: J Mawby/A Cole**

All the other KPIs were agreed, and members thanked J Mawby for the report.

## **8 Policy for approval – Paper GBQTL23/348**

Christina Hart presented the amended Safeguarding Policy – discussed under item 5 - **approved**.

Members noted the following policies did not require formal approval as they had been reviewed by the owner with only minor changes:

- Admissions Policy
- Careers Policy

## 9 Feedback from Governors Informal Visits – Paper GBQTL23/349a-n

Members noted the feedback from the Governors Informal Visits.

- a) J Williams 17/3/23 – various Students
- b) M Quadri 2/5/23 – C Brown
- c) M Quadri 22/5/23 – Executive
- d) A Woodhouse – June - Photography
- e) A Woodhouse 27/9/23 – M Lampard
- f) A Woodhouse 3/10/23 - SAR
- g) A Woodhouse 6/10/23 – H Henderson
- h) A Woodhouse 10/10/23 – SAR
- i) D Gagie 10/10/23 - Link
- j) M Cook – 12&19/10/23 – Learning Walk
- k) A Woodhouse 16/10/23 – Student Voice
- l) A Woodhouse 17/10/23 – Link - Data Protection
- m) J Williams – 17/10/23 - Link
- n) SAR validations attended by Governors.

The Chair and S Cook thanked Governors for conducting the visits and encouraged all Board members to come into the College.

A Cole informed members that he had toured some of the Medway Towns with S Cook. He found this an excellent way of seeing how the College fits in the local landscape of stakeholders and gave physical context to information received at Committee and Board. He explained how it brought to life the connectivity and was very informative.

## 10 Risk Register Review (T&L)

Members were reminded that there is an expectation that each Governing Body Committee reviews and monitors the risks relevant to their remit, from the College Operational Risk Register to support and challenge the Exec Lead. Any amendments would be recommended to the GR&A Committee.

Members discussed how best to adequately be assured that the QTL risks on the operational risk register are being monitored. J Mawby assured members that the risks are covering in the meeting papers, but it was agreed that he and A Cole would review the register outside the meeting and decide a way forward for reporting at future meetings.

**Action: J Mawby/C Hart/A Cole**

**11 Next meeting agenda and inter-meeting themes.**

The following themes were suggested:

- Blended Learning
- English and maths
- PPT effectiveness
- SEND
- Qualification Reforms
- Preparation for Inspection

Members agreed that Andy Cole and Jim Mawby will review this outside the meeting and inform members.

**12 Any Other Business**

D Wood thanked members for the opportunity to attend and reminded Governors about the College Panto.

**13 Review of the meeting**

**14 Date of the next meeting** – Tuesday 5 March 2024 at 5pm on Teams.

**15 Date of the next Inter- meeting** – Tuesday 30 January 2024 at 5pm on Teams.

The meeting closed at 19.04hrs.