



GOVERNING BODY

QUALITY, TEACHING AND LEARNING COMMITTEE

Minutes of the meeting of the Quality, Teaching and Learning Committee held on Tuesday 5 March 202 at 17.00hrs via Zoom.

Present:

Mr Andy Cole	Chair
Mr M Cook	GB Chair
Mr S Cook	Principal
Mr D Gagie	
Ms C Hart	Exec Director, Student Experience
Miss B Jossi	Staff Governor
Dr J Mawby	Exec Director, Curriculum & Quality
Mr O (Olu) Omomehin	Student Governor
Mr A Oseyenum	Student Governor
Mr C Reeves	
Prof E Sallis	Co-opted
Mrs M Woolston	

In attendance:	Ms M Alexander	Director of Curriculum
	Mrs C Brown	Director of Curriculum
	Ms C Burkin	Clerk to the Governing Body
	Ms E Byng	Director, ALS & Support Learning
	Mr J Egan	Director of Quality
	Ms E Mernagh	Director of Safeguarding

1 Declarations of Interest

Members' interests are numbered and referenced on the Declaration of Interest log available from the Clerk. The Student Governors declared an interest in item 6 as they had been instrumental in drafting the Constitution.

Approved by Committee

Date: 25 June 2004

2 Apologies for Absence

Apologies were received from Mr N Baveystock.

3 Minutes of the previous meeting held on 27 November 2023 and notes from the inter-meeting held on 30 January 2024

The minutes of the previous meeting held on 27 November 2023, paper GBQTL23/350 and inter-meeting notes of 30 January 2024, were agreed and accepted as a true record.

4 Matters Arising - Paper GBQTL23/352

- No 1 Apprenticeship Update – BF. **Ongoing**
- No 2 QTL Inter-meeting 17 October 2023 – no longer required.
- No 3 Executive Director of Student Experience - Safeguarding - 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. C Hart proposed that this is brought to the Governing Body in the Safeguarding report by M Woolston. This was agreed. **Complete**.
Action: M Woolston
- No 4 College Self-Assessment Report (SAR) 2022/23 and Quality Improvement Plan (QIP) 2023/24 – **Complete**.
- No 5 Executive Director of Quality and Curriculum Report - They discussed the student surveys and requested three-year trend data for the next meeting. This is included in item 7 – **Complete**.
- No 6 KPIs - 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. **Complete**.
- No 7 Safeguarding Policy approved for recommendation to the Governing Body. **Complete**.
- No 8 Risk Register Review - It was agreed that J Mawby and A Cole would review the register outside the meeting and decide a way forward for reporting at future meetings. **Complete**.
- No 9 It was noted that the inspection team will want to meet a group of Governors especially the Chair, Vice Chair, Safeguard Lead and possibly one other such as the QTL Chair. It was suggested that 'back-ups' are available, which have been identified for the first two but not for the latter. S&G Committee to consider Vice Chair for QTL Committee and also a deputy for Safeguarding for during Inspection – **Ongoing**.

5 Executive Director of Student Experience - Paper GBQTL23/353

C Hart introduced the paper which gave Governors assurances on the following matters:

- Safeguarding is effective whilst alerting Governors to the challenges that the team face.
- Support for students with additional needs continues to improve, however there are a number of challenges and systems that the team are still developing which impact the overall quality of this provision.
- The careers service meets the Gatsby Benchmarks however, more must be done to promote this service and measure impact. A Careers Link Governor is required, and S&G Committee are seeking this appointment.
- The PPT curriculum is entering an extensive period of review. Members asked for a more detailed section in the next report.

Action: C Hart

- Student Voice has improved and the impact of this is now measurable through “You said, We did.” Feedback is being actioned to make continuous improvements for students.

The Student Governors asked how the impact of careers advice is measured and C Hart informed members that the student self-booking appointment process is working well and awareness of the service is being promoted but it is too soon to measure the impact.

Members challenged the impact of the Code of Conduct on improving behaviour and it was agreed that C Hart would consider how students could receive a refresher session on this during the year. The Student Governors felt this would be useful. C Hart gave assurance that the majority of students say they feel safe at College, and it is an inclusive environment. The student survey also showed that students are aware of the Student Charter.

Action: C Hart

With regard to attendance, members felt that good attendance is not celebrated enough and asked Exec to consider how this can be achieved. Members held a robust discussion regarding attendance in general and were assured by the whole College approach.

E Mernagh introduced the Safeguarding update and highlighted the continued increase in the volume of referrals and emerging issues. She reported good partnership working with external agencies such as the Police who are helping educate students.

Members discussed the number of referrals to the welfare team noting the Prevent referrals had not increased but mental health issues were significantly growing. It was felt further staff training would be beneficial and were assured that this is planned.

Members thanked C Hart and E Mernagh for the update.

6 Student Union Constitution – Paper GBQTL23/354

C Hart introduced the paper, asking Governors to consider whether to recommend the Constitution for approval by the Governing Body or to provide recommendations for amendments.

She explained that the College have relaunched the Student Union (SU) this year which is required to have its own Constitution under the Instrument and Articles.

The Student Union have reviewed a draft constitution with Paige Collins the Student Engagement Coordinator, and it is submitted for recommendation to the Governing Body. They have modelled this on the previous constitution alongside the OfS template. Members felt the document was quite wordy and were assured that the SU plan to review this after a year of use.

Members were concerned that the time commitment within the document may be detrimental to the students' outcomes but were assured by the Student Governors that their academic studies take priority and there is flexibility in the commitment.

Members agreed the Constitution for **recommendation** to the Governing Body.
Action: A Cole

7 Executive Director of Quality and Curriculum Report - Paper GBQTL23/355.

J Mawby introduced the paper which provide an update against KPIs, and progress made against the following:

- Summary of College performance to date in 2023-24 against KPIs.
- Updates on new provision for this year.
- Summary of KFE Governor event.
- Risk Commentary (item 12).

J Mawby informed members of the proposed increase to delivery hours for English and maths in 2025 and the impact it would have on the College

regarding staffing but also the potential negative impact on attendance and future students. Members agreed this would be a useful theme for a future meeting.

Members reviewed the KPIs and raised further concerns regarding attendance. They noted the current data is in-year so difficult to compare to year end data, and J Mawby explained some of the contributing factors for low attendance including mental health issues. He informed members that there are no particular areas of specific concern and that attendance issues are across the College. They were assured the College is supporting students to attend and achieve the best outcomes but were mindful of the difficulties some students face. They also noted that some students have high attendance but challenged the low English and maths and asked for detail in the next meeting of actions to be taken.

Action: J Mawby

Members thanked J Mawby for the update.

8 KPI Performance Management Internal Audit – Paper GBQTL23/356

J Mawby introduced the audit findings conducted by the Colleges internal Auditors, Validera.

The audit focused on a review of the overarching corporate level Performance Management Framework; focused upon those KPIs routinely reported to Corporation to facilitate good governance and monitoring of Strategic Plan objectives.

Members noted the overall assurance given was Substantial and that the findings of the audit were very positive. J Mawby highlighted the only recommendation, to amend the wording of the KPI regarding work experience, where it was acknowledged by the College and the auditors that this should include an explicit specification to meet the required number of hours as per funding regulations.

The amended wording was presented as “Required level of Work Experience or work preparation activity is undertaken by 95% of all 16-18 funded students. Industry Placements on T-levels to be at 100%”. Members discussed and **approved** the amendment.

Members thanked J Mawby for presenting the paper.

9 Quality Improvement Plan (QIP) Monitoring – Paper GBQTL23/357

J Egan updated members on progress made against the Areas for Improvement (AFI) in the QIP following validation on 6th November 2023.

Members were reminded that the QIP was validated as part of the validation process and, following this, during the last QTL Committee meeting and noted the summary of the progress made against the AFI and actions provided. Governors who were involved, endorsed the SAR/QIP validation as a robust and rigorous process which has led to a single QIP document, enabling the Committee to easily monitor progress and hold informed discussions.

They discussed the progress made and were assured that the College is continuing to make progress toward being consistently Good by the end of the 2023/24 academic year. J Egan informed members that the formal observations are progressing well indicating a positive culture and good staff engagement.

Members raised a concern regarding marking of registers and were assured by the actions in place and reasons for some inaccuracies. They also discussed difficulties regarding the Apprenticeship provision and the across sector issue of end point assessments. They were assured by the three-year plan.

Members thanks J Egan and J Mawby for the update.

10 Policy Review

Complaints and Appeals Policy – as there were only minor changes to this policy following a review by the owner, it was not required to be presented to the Committee. The Policy is available on the College website.

11 Feedback from Governors Informal Visits – Paper GBQTL23/358a-e

Members noted the feedback from the Governors Informal Visits.

- a) M Cook – Link 30/11/23
- b) M Cook – T- levels 14/12/23
- c) M Cook IT – 14/12/23
- d) M Cook T level Employer 1/2/24
- e) M Cook Link D Wood 23/1/24

The Chair thanked Governors for conducting the visits and encouraged all Board members to engage. It was noted that additional visits had taken place but are not yet formally recorded.

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.

J Mawby presented the risks relevant to the QTL Committee. Members discussed and noted the risk around Attendance and English & maths.

Members asked J Mawby to review the risk score relating to improving apprenticeship achievement rates, and C Hart and J Mawby to review the risk score relating to high quality provision for 16-18 students (inc with SEN), with possible rewording if required. They also asked if the score formula could be included in the report for reference.

Action: C Hart/J Mawby

Members thanks J Mawby for the report and noted no amendments to the remaining risk.

13 Next inter-meeting business

It was agreed the focus for the next inter-meeting on 30 April 2024 will be SEND presented by C Hart. It was noted that members are updated regularly about the current position re SEND and therefore the report to the April inter-meeting would be regarding future plans.

Action: C Hart

Members noted that Qualification Reform including the proposed changes to English and maths, would be a useful theme for a future meeting.

Action: J Mawby Sept 2024

The Chair asked members to contact himself or the Clerk if they had any particular items for the upcoming agendas.

Action: All Members

14 Any Other Business

None.

15 Review of the meeting

Members agreed it was useful to hear from the Student Governors and thanked them for their contributions.

The Chair informed members that it was Chris Reeves last Committee meeting, as he is leaving the Board on 21 March 2024. Members thanked him for his contributions as a member and as Chair of this Committee, he will be missed.

16 Date of the next meeting

The next QTL Committee is scheduled for 25 June 2024 at 5pm on Teams.

17 Inter-meeting dates 2023/22

The next QTL inter-meeting is scheduled for 30 April 2024 at 5pm on Teams.

The meeting closed at 18.55.