



GOVERNING BODY

QUALITY, TEACHING AND LEARNING COMMITTEE

Minutes of the meeting of the Quality, Teaching and Learning Committee held on Tuesday 25 June 2024 at 17.00hrs via Zoom.

Present:

Mr Andy Cole	Chair
Mr M Cook	GB Chair
Mr S Cook	Principal
Mr S Hardie	
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
Mrs M Woolston	

In attendance:

Ms J Burtenshaw	Dir of Employer Relations
Ms C Burkin	Clerk to the Governing Body
Ms A Currie	F&R Member for item 6
Mr J Egan	Dir of Quality
Mrs J Le Poidevin	Dir of HE
Ms E Mernagh	Dir of Safeguarding
Mr M Prentis	F&R Member for item 6

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 Mr N Baveystock, Mr O (Olu) Omomehin Student Governor and Mr A Oseyenum Student Governor.

3 Minutes of the previous meeting held on 5 March 2024 and call notes held on 30 April 2024

The minutes of the previous meeting held on 5 March 2024, paper GBQTL23/360 were agreed and accepted as a true record by the Committee.

4 Matters Arising – paper GBQTL23/362

- No 1 Apprenticeship update – included in the themes for 2024/25. **Noted.**
- No 2 PPT– item 5 – **complete.**
- No 3 Student Code of Conduct – item 5 – **complete**
- No 4 Student Union Constitution – agreed by Governing Body – **complete.**
- No 5 Attendance – included in item 6 – **complete.**
- No 6 Risk review re wording – item 13 – **complete.**
- No 7 inter-meeting SEND – **complete.**
- No 8 Qualification reform to be the theme for inter-meeting in September 2024 – **complete.**
- No 9 Deputy for the Committee – members to discuss with a wider membership discussion at the next meeting – **ongoing.**
- No 10 SEND reforms – updates to be included in the Student Experience reports – **complete.**

5 Executive Director of Student Experience - Paper GBQTL23/363,

Christina Hart introduced the paper which provided information on areas of student experience:

Members received the following updates:

- Safeguarding remains effective whilst alerting Governors to the challenges that the team continue to face.
- Support for students with additional needs continued to improve, the pause in government activity has made it impossible to provide the requested update on reform at the current time.
- The careers service meets the Gatsby Benchmarks, and more is now being done to promote this service and measure impact.
- The initial review of the Progress and Performance Tutor (PPT) curriculum has commenced.
- Student Voice has improved, but the format is still under review.

C Hart highlighted the decrease in attendance for students with EHC Plans is partly due to students with an increase in complexity. She informed members that the ALS team are conducting some analysis that will be reported back to the Committee.

Action: C Hart

Members noted the increased complexity of need and volume of referrals and looked forward to receiving updates on the review of the strategic direction of the PPT moving forward. C Hart will also be reviewing the SEND Consultation for Kent and reporting any opportunities or risks in future reports.

Action: C Hart

Members asked for clarification regarding how PPT links with curriculum areas and were assured that a working group has been formed to build relationships with the curriculum teams to ensure greater consistency in the student experience across the College. She gave members an example where the team had successfully targeted a specific area in construction to engage a mainly male cohort and successfully raised awareness of the support available regarding mental health. A member with experience of construction, offered help with this area.

The Safeguarding Governor, reported back on a recent Safeguarding Committee and emphasised the distance travelled by the team, over the last 12 months, against a landscape of significantly increased numbers of students with additional needs. All members thanked C Hart and her team.

Emma Mernagh answered members question regarding specific areas of concern such as suicidal ideation and emphasised the success of the team's support in this area.

Members thanked C Hart for the update and assurance.

6 Executive Director of Quality and Curriculum Report - Paper GBQTL23/364.

Jim Mawby introduced the paper which provided an update against KPIs and progress made plus in depth detail of the curriculum growth plan for 2024-25.

Members received update on the following:

Summary of College performance to date in 2023-24 against KPIs - included detailed analysis of Attendance and Destinations as we approach yearend.

J Mawby reported strong retention, positive capturing of destination data and falling attrition rates. The predicted overall outcomes were predicted to be around 80% and more consistent than recent years. These included the successful Adult qualifications. He was confident that the achievement rates for 16-18 will be comparable to last year but reminded members the GCSE results are not available until August.

J Mawby also flagged a concern regarding the English and maths (E&M) outcomes which are predicted to be lower than last year, this is related to the attendance issue in this area. He reported the team continue to seek ways to address this challenge. Members noted the increased volume of students taking E&M this year and the consequences of altered grade boundaries. They discussed the steps the College is taking to improve this area with staff training, encouraged innovative teaching and work with feeder schools.

Members challenged the destination data and the way it is collected. They were assured the data is required and categories defined by the DfE but is useful data for business planning and curriculum design.

Business planning and growth – planned curriculum for 2024-25 and Growth targets (Overall and by site)

J Mawby explained the rationale for the 11% growth and his methodology. He explained the business planning process and members discussed the factors that impact growth such as demographics and qualification de-funding. Members challenged the growth figure but were assured by the positive predicted growth in provision such as A level, elected home-educated and Medway School of Arts (MSA).

Members discussed the challenging landscape in Engineering and how the College is trying different pathways to meet student need. J Mawby reported on efficiency and ways to improve consistent delivery.

Members of the F&R Committee joined for this item to observe how the QTL Committee scrutinise the growth proposal and recognise the impact on the Group Budget which will be proposed to the Governing Body in July 2024. They thanked the QTL for allowing them to observe the discussion which gave them confidence in the figures presented. The Chair thanked the J Mawby for giving assurance that the growth will be achieved.

Curriculum strategy updates

Members noted the updates around A-levels, EHE, MSA, ESOL and Adult Employability.

Risk Commentary

J Mawby reported the addition of a risk regarding E&M possible changes to the condition of funding depending on policy changes.

Members thanked J Mawby for the update and the F&R Members [left the meeting](#).

7 College Quality Improvement Plan (QIP) Monitoring – Paper GBQTL23/365

James Egan and Jim Mawby presented the updated QIP which provided information on progress made against the Areas for Improvement (AFI).

Members were reminded that the QIP was validated as part of the validation process with subsequent updates discussed at QTL Committee meetings.

Members noted the summary of the significant progress made against the AFI in the report. This provided assurance to the Committee that the College continued to make progress toward being consistently Good by the end of the 2023/24 academic year.

J Egan reminded members of the preparation for inspection and voluntary observation process which will continue in 2024/25. Members noted positive feedback from members of staff who had participated in the voluntary observation process which includes coaching support. J Egan reported 96% of teaching staff have undertaken this.

Members challenged the increased number of unmarked registers and J Egan explained the reason for this. They were satisfied with the mitigation and training planned to ensure registers are marked in a timely manner.

Members also challenged the low percentage of completed employer surveys and J Burtenshaw explained the issue. The Committee agreed with the more direct approach planned for next year.

The recording of work experience was also raised as a concern and J Mawby explained the issues around collecting this data. Improvements in the systems to collate this data are being explored for 2024/25.

Members thanked J Egan for the update.

8 Policy information

Quality Policy – Members noted that as only has minor changes, so it is not required to come before the Committee, but it is available on request.

Annual Review

9 QTL Terms of Reference – Paper GBQTL23/366

The Chair presented the amended terms of reference showing minor amendments are shown in tracked changes and comments from the Chair.

Members discussed and agreed to remove point 6 and amend point 8 regarding quoracy to bring the document in line with other Committees.

Action: Clerk to amend

The Chair was concerned that the membership of the Committee needs strengthening and agreed to revisit this point in the new academic year when new members had settled.

Action: Chair – membership 2024/25

The draft terms of reference were agreed for **recommendation** to the Governing Body on 10 July 2024.

Action: Chair

10 QTL Self-Assessment for 2023/24 and Improvement Plan for 2024/25 – paper GBQTL23/367

The Chair presented the Improvement Plan which had been drafted to reflect the performance of the Committee through 2023/24. The last column was added in red to provoke thought and discussion only and will not be part of the final document.

Members discussed the strengths and areas for improvement:

Key strengths

1. Set and monitor robust KPIs.
2. Inter-meeting calls used to focus in depth on a chosen topic at each meeting.
3. Focus on supporting and challenging underperforming areas of the College, and those delivering new or very different types of provision.
4. Focus on supporting and challenging areas of the College.
5. Focus on supporting and challenging areas of the College.
6. Broad representation of Membership on the Committee.

Areas for forward focus and improvement

1. Key points of the learner journey to be identified to ensure that the available information is shared with the Committee and carefully scrutinised as soon as possible.
2. Specific vacancies in identified roles:
 - Skills Link Governor
 - Committee deputy

Members agree the following would be added to the document for this year to keep under observation as new challenges arise:

1. Apprenticeships
2. Attendance
3. English & mathematics
4. Positive destination

The Committee asked the Executive if they felt, over the last 12 months, the Committee had provided the level of scrutiny and challenge they expected. The Executive agreed the level of support and challenge had been helpful and appropriate. Therefore, the Committee agreed the Self-Assessment and Improvement Plan were a reflection of the last year and agreed to **recommend** to the Governing Body.

Action: Chair

Standing Items

11 Feedback from Governors Informal Visits – Paper GBQTL23/368

Members noted the feedback from the Governors Informal Visits.

- a) M Woolston GIV 27/2/24
- b) L Snedden Link visit 11/3/24
- c) M Prentis meeting J Egan 24/4/24
- d) A Woodhouse Sustainability Group 6/5/24
- e) M Cook GIV March/May 2024

The Chair thanked Governors for conducting the visits and encouraged all Board members to do the same.

12 Risk Register Review (T&L) – paper GBQTL23/369

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 Chair noted that most of the risks listed had been covered in the papers and discussion during the meeting.

Of those not discussed, the significant increase in student numbers for HE at MSA was noted with J Le Poidevin responsible for compliance with the Office for Students (OfS). Members asked for a watching brief in this area. J Mawby reminded members that HE has been included in the KPIs in anticipation of the increase in student numbers.

S Cook informed the Committee of the continuous work of the Exams Department. He did not raise any concerns but felt the scale and depth of their operational work with the awarding bodies and moving landscape, could be an emerging risk. Members agreed an assurance report would be useful and presented in 2024/25 with the Chair and J Mawby to discuss the most appropriate way and when this will be presented.

Action: A Cole/J Mawby

Members **noted** the risks.

13 Items for the next meeting agenda and inter-meeting business

Members discussed the following possible themes and business for future meetings:

- Qualification Reform – Inter-meeting September 2024
- Destinations
- E&Ms
- Ofsted
- Apprenticeship

The Chair asked members to inform the Clerk if there were any further themes for consideration.

Action: Committee

14 Any Other Business

There was not any other business.

15 Review of the meeting

Members were asked to feedback to the Chair outside the meeting but agreed there had been full and robust discussion.

16 Date of the next meeting

The next QTL Committee is scheduled for Tuesday 19 November 2024 at 5pm on Teams.

17 Inter-meeting dates 2024/25

The next inter-meeting is scheduled for Tuesday 24 September 2024 at 5pm on Teams. Theme to be agreed with Chair and J Mawby.

Action: A Cole/J Mawby

The meeting closed at 18.48hrs