



GOVERNING BODY

QUALITY, TEACHING AND LEARNING COMMITTEE

Minutes of the meeting of the Quality, Teaching and Learning Committee held on Tuesday 3 December 2024 at 17.00hrs via Teams.

Present:

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

In attendance:

Ms C Burkin	Clerk to the Governing Body
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.

2 Apologies for Absence

Apologies were received from Mrs C Richardson, Co-opted and Mrs M Woolston.

3 Minutes of the previous meeting held on 25 June 2024 and inter-meeting notes held on 24 September 2024 & 15 October 2024

The minutes of the previous meeting, paper GBQTL24/370-372 were agreed and accepted as a true record.

4 Matters Arising – Paper GBQTL24/373

- No 1. Apprenticeship – an update will be given at a future meeting. **Ongoing.**
- No 2. Analysis of the decrease in attendance for students with EHC Plans - was completed by the ALS teams and there no points of concern to note. There were reasons for absence that were in keeping with needs points. The concern that this may be caused by lack of appropriate support was not founded. **Complete.**
- No 3. SEND Consultation – C Hart to review and feedback at the next meeting. **Ongoing.**
- No 4. QTL Terms of Reference – approved by the Governing Body. **Complete.**
- No 5. QTL Self-Assessment for 2023/24 and Improvement Plan for 2024/25 – approved by the Governing Body. **Complete.**
- No 6. Risk Register Review – members noted there were no concerns at present concerning the work of the Exams Department, but it was agreed that Exec would provide an assurance report to the March Committee and that any emerging risks are included in future Quality and Curriculum reports. **Ongoing.**
Action: J Mawby/S Cook
- No 7. Items for the next meeting agenda and inter-meeting business – item 13. **Complete.**
- No 8. Inter-meeting dates 2024/25 – item 13. **Complete.**
- No 9. Membership – A Cole agreed to revisit this after the current membership has settled. **Ongoing.**

5 Executive Director of Student Experience - Paper GBQTL24/374

Christina Hart introduced the report which provided the Committee with an overview of the current priorities for the student experience team. It also sought to provide information to enable the approval of a proposed subcontracted supported internship provision plus an update on the current safeguarding position.

C Hart explained the rationale for entering into a subcontract with Bemix to deliver a supported internship provision to students in the Medway area. Members reviewed and were satisfied with the proposed curriculum and quality measures but asked that the project is supported by the College Quality team to ensure the quality of provision.

Action: J Egan

Members discussed and agreed the use of Bemix as a partner and felt the partnership could share good practice. The provision would not commence until September 2025 and at that time any required documentation regarding subcontracting would be amended.

Members noted that the F&R Committee had reviewed the finances and risks and were in agreement with the proposal. Members questioned the risks regarding the required external scrutiny of the subcontract if it exceeds the threshold of £100k in the future but were satisfied that the proposed provision for 6-8 students would be below the threshold.

Members agreed that the Exec would continue to progress the due diligence and report back in March 2025.

Action: C Hart

Governors also reviewed the Safeguarding report questioning the reasons for referral data but were confident that raised awareness of reporting processes amongst staff had positively led to some of the increase. They were assured and confident the College is meeting the statutory responsibilities, and the Safeguarding Governor is kept fully informed with regular reports to the Board.

Emma Mernagh highlighted that there will be changes in legislation in 2025 but she felt the team were prepared and resourced for such changes. Members were assured that staff have the support required in this area.

Members thanked C Hart for the update.

6 Executive Director of Quality and Curriculum Report - Paper GBQTL24/375.

Jim Mawby introduced the paper which provided an overview of performance against KPIs for academic year 2023-24 and a formal oversight of the OFSTED report from the inspection in October 2024.

Members noted, discussed and agreed the summary of College performance against KPIs for last academic year. Members raised the continued challenges around Maths and discussed the plans and mitigations moving forward. They were assured by the plans to focus on teaching and learning and a consistent student experience. Governors questioned the attainment rates and work experience agreeing this is an area for monitoring.

The Ofsted report was formally presented for information and members congratulated the College on the outcome of the Good grade.

Members thanked J Mawby for the update.

7 College SAR 2023/24 – Paper GBQTL24/376

Jim Mawby and James Egan introduced the paper which provided the Committee with the College SAR (Self-Assessment Report) for information. He thanked Governors for their involvement in the SAR process and for attending the Panel.

Members were reminded of the process and noted the SAR had been validated on 25 November 2024 and received scrutiny from a Panel that included three Governors and an external person from another college.

J Mawby fed back on the robust discussion at the validation panel resulting in some amendments. It was agreed that the grade for Behaviours and Attitudes be increased to outstanding. Members discussed some of the language used and noted that the SAR is independent from the inspection report as it looks back at 2023/24.

The Chair of Governors assured members that constructive challenges were made during the validation and supportive discussions were held.

Members thanked the panel for their scrutiny and noted the College SAR for reporting to the Governing Body and any required publication.

Action: A Cole

8 Quality Improvement Plan (QIP) Monitoring – round up 2023/24 – Paper GBQTL24/377

Jim Mawby and James Egan introduced the paper which provided an update on progress made against the Areas for Improvement (AFI) in the 2023/24 QIP.

Members discussed the progress made against the 2023/24 QIP the AFI and they were assured that MidKent College continues to focus on driving improvements and making progress.

J Mawby explained that this was presented as the final closure report for 2023/24.

Members **noted** the update.

9 Quality Improvement Plan (QIP) 2024/25 – Paper GBQTL24/378

Jim Mawby and James Egan introduced the paper which provided details of the Areas for Improvement (AFI) in the 2024/25 QIP.

Members noted the 2024/25 QIP was the outcome from the SAR validation panel. The format had been improved to ensure key points of focus were easier to monitor and the document now spans the whole of a calendar year to ensure continuous progress is recorded.

It was noted that the progress reports will be available at the end of each main term and presented to the Committee at each meeting.

Members thanked J Mawby, J Egan and the Quality team for the improved format of the QIP and it was agreed it will continue to be monitored by the Committee.

Action: J Mawby/J Egan at each Committee meeting

Members **noted** the update.

10 Policies for Review

The following policies were reviewed at a previous QTL Inter-meeting and were presented for reference only:

- Safeguarding Policy
- Prevent Policy
- Complaints Policy – minor changes

Member noted that all policies are available on request or on the College website.

11 Feedback from Governors Informal Visits – Paper GBQTL24/379 a-b

Members noted the feedback from the Governors Informal Visits:

- a) A Currie July 2024 MSA
- b) A Currie July 2024 Maidstone

The Chair thanked Governors for conducting the visits and encouraged all Board members to contact the Clerk to arrange a visit.

12 Risk Register Review (T&L) – Paper GBQTL24/380

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.

Members were informed that the operational risk register had been reviewed by Exec and refreshed over the summer. J Mawby talked members through the risks related to QTL noting those that remain high due to the inspection outcome. He explained the mitigations for these risks, and it was agreed that with Government announcements due, a clearer picture should be available for the next meeting and therefore will be reviewed again in March 2025.

Action: J Mawby

Members **noted** the risks and agreed no amendments were required.

13 Items for the next meeting agenda and inter-meeting business including possible themes.

The objectives of the Inter-meeting compared to the Committee were explained and the following themes were discussed. The following were agreed to be presented in the following order:

- Destinations – January 2025
- Apprenticeships – April 2025
- Curriculum Reform/English & maths – June 2025

14 Any Other Business

There was no any other business.

Approved by Committee

Date: 4 March 2025

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 Inter-meeting dates 2024/25

The next inter-meeting is scheduled for Tuesday 28 January 2025 at 5pm on teams. The theme will be Destinations.

17 Date of the next meeting

The next QTL Committee is scheduled for Tuesday 4 March 2025 at 5pm on teams.

The meeting closed at 18.36.