



GOVERNING BODY

QUALITY, TEACHING AND LEARNING COMMITTEE

Minutes of the meeting of the Quality, Teaching and Learning Committee held on Tuesday 4 March 2025 at 17.00hrs via Teams.

Present:

Mr A Cole	Chair
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
Mrs A Woodhouse	

In attendance:

Ms C Burkin	Clerk to the Governing Body
Mr J Egan	Director of Quality
Ms E Mernagh	Director of Safeguarding
Ms L Skillen	Exams Manager – 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 S Cook, Principal and Mrs M Woolston.

The Chair welcomed Angela Woodhouse to the Committee.

3 Minutes of the previous Committee meeting held on 3 December 2024 and inter-meeting notes held on 28 January 2025 - paper GBQTL24/381 & 382

The minutes of the previous meetings were agreed and accepted as a true record by the Committee.

4 Matters Arising – Paper GBQTL24/383

- No 1 Apprenticeships Update – theme of the 29 April 2025 inter-meeting – **Ongoing.**
- No 2 SEND Consultation for Kent - included in the report for item 5 – **Complete.**
- No 3 Risk Register Review – Exams Assurance report – included in item 6 – **Complete.**
- No 4 Committee membership – Angela Woodhouse has joined the Committee. Awaiting the appointment of a Safeguarding Governor - **Ongoing.**
- No 5. Bemix partnership – C Hart confirmed that the quality of provision has been reviewed – **Complete.**
- No 6. College SAR 2023/24 – Governing Body approved the SAR for publication – **Complete.**
- No 7. Quality Improvement Plan (QIP) 2024/25 – continued monitoring is reported at item 7 – **Ongoing** at every meeting.
- No 8. Risk Register Review – Government announcements J Mawby had updated the register and presented as item 8 – **Complete.**

5 Executive Director of Student Experience - Paper GBQTL24/384.

Christina Hart introduced the paper which provided Governors with an overview of the current priorities for the student experience team and context on changes to government strategy which influences our work.

Members were update on the following:

- The constrictions faced by the College in further developing the SEND provision are frustrating, whilst there is less clarity with Local Authorities regarding their Post-16 Strategy but the College is mitigating the risks within the provision. J Mawby reported on the continued link building with industry and destination data which will be reported back to the Committee in June 2025.

Action: J Mawby

- The changes to the Gatsby Benchmarks that underpin Careers delivery have been addressed in the College.

Emma Mernagh presented the Safeguarding report which assured members that the College is meeting its statutory responsibilities. Members noted that the current Governor with Safeguarding responsibilities is leaving the Board and a replacement is being interviewed. There was a concern that if the position is not filled there is a potential risk and asked E Mernagh to report options for an interim solution, to the Governing Body Chair.

Action: E Mernagh

Members discussed the report in detail and asked questions about specific areas such as counselling. Some concerns were raised regarding the capacity of the team, but members were assured that the team are managing the increased workload, and their wellbeing is a priority with many support mechanisms in place. Training is also a priority.

Members thanks C Hart and E Mernagh for the update.

6 Executive Director of Quality and Curriculum Report - Paper GBQTL24/385.

Jim Mawby introduced the paper which provided an overview of performance against KPIs to date, an overview of the planned changes for Math & English delivery and structure for 2024-25 plus an Exams Assurance report as previously requested by Committee.

Members noted:

- The summary and brief commentary on performance of College performance against KPIs for the academic year to date. Members discussed attendance data in detail noting the similarity overall with this point last year. They noted the focus on engagement which is having a positive impact on outcomes. Retention is also a similar picture to last year.
- The context for Maths & English (M&E) developments and subsequent actions following the QIP. Members were assured by the College's approach to the challenges in this area which they felt will motivate and improve student engagement with and skills development with literacy and numeracy. This involves a comprehensive restructure of the provision in advance of commencing 2025-26 delivery, with far-reaching measures including developing a contextualised delivery model delivered by vocational/technical expert staff alongside Maths & English specialists relocated within curriculum departments, oversight of the GCSE provision and support for contextualisation and integration moving from the line

management of a single curriculum director into the cross-college Quality department to have a greater emphasis on teaching and learning, the development of staff CPD for both Maths and English key staff as well as the curriculum specialists delivering against contextualised hours, all alongside the existing work to engage students with Maths & English in innovative ways and to involve employers in developing and endorsing a competency-based certificate to enable students to achieve tangible and transferable results independent of GCSE qualification attainment. Members were positive about the changes proposed and thanked the curriculum and quality departments for the work undertaken and planned with respect to Maths and English. J Mawby also reminded members that the College was involved in a recent AQA trial to develop alternative assessments for literacy and numeracy skills, involving over 700 of the Colleges students, and the continuing plans to support development including the advent of a generative AI app which is intended to tailor revision questions to individual students to support with attainment of the certificate. In developing its strategy, the College has consulted widely with other colleges who have similar M&E size a scale, to share good practice and identify successful strategies, and will continue to do so during the planning, implementation and execution stages of the project. As a long-term solution, the College expects to see developing and growing success in this area over the next 3 to 5 year period.

[Laura Skillen joined the meeting](#) to present details of Exams work undertaken, with scale and trend comparisons. J Mawby introduced the paper which had been written in response to the Committee's previous concerns regarding the risks in growth in this area.

Members welcomed L Skillen and were assured by the small number and level of sanctions. They noted these were not against the College or staff and raised no concerns or emerging issues.

Members thanks J Mawby for the update which enabled members to engage in robust and meaningful discussions and not just review data.

[Laura Skillen left the meeting.](#)

7 Quality Improvement Plan (QIP) Monitoring – Paper GBQTL24/386

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

He updated members on the following:

- Progress made against the 2024/25 QIP.
- Progress made against the AFI and actions.
- Assurance that the College is continuing to focus on driving improvements and making progress.

Members discussed each of the areas for improvement. J Egan presented the actions taken and the challenges faced. Members were pleased with the progress made and thanked J Egan for the update.

Members thanks J Egan for the update.

8 Risk Register Review (T&L) – Paper GBQTL24/387

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 reminded 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 no significant changes. It was agreed that the risks had been addressed within the meeting papers and discussions. Members agreed that at the next review, some of the risks could be merged.

Action: J Mawby

Members **noted** the risks, but no amendments were required.

9 Next meeting agenda and call business

The Chair asked members to inform him or the Clerk of any particular areas they wish the Committee to review or have further oversight of, at future meetings.

10 Any Other Business

There was no AOB.

11 Review of the meeting

Members agreed the meeting had been productive with robust discussions. The Chair welcomed any further comments outside the meeting.

12 Date of the next QTL Committee meeting

The next Committee meeting is scheduled for Tuesday 10 June 2025 at 5pm on teams.

13 Date of the next Inter-meeting

The next inter-meeting is scheduled for Tuesday 29 April 2025 at 5pm on Teams. The theme was agreed as Apprenticeships and Jane Burtenshaw will be invited to present the paper.

The meeting closed at 18.49hrs.