



GOVERNING BODY

QUALITY, TEACHING AND LEARNING COMMITTEE

Minutes of the meeting of the Quality, Teaching and Learning Committee held on Tuesday 10 June 2025 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	Executive Director of Student Experience
Mr S Jackson	
Dr J Mawby	Executive 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
Mrs A Orhiere	F&R Committee
Mr M Prentis	F&R Committee

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 Miss B Jossi, Staff Governor.

The Chair welcomed colleagues from the F&R Committee attending especially for the Business Planning section of item 6.

3 Minutes of the previous Committee meeting held on 4 March 2025 paper GBQTL24/388 and inter-meeting notes held on 29 April 2025 paper GBQTL24/389

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

4 Matters Arising – Paper GBQTL24/390

No 1 Membership – A Woodhouse has joined the Committee and S Jackson has agreed to be the Deputy Chair – **complete**.

No 2 Destinations Data – reported to Governing Body 22 May 2025 – **complete**.

No 3 Safeguarding – the Governing Body Chair is the interim Safeguarding Governor until a permanent appointment - **complete**

No 4 Risk Register – as requested, some of the risks have been merged – **complete**.

Members requested an update regarding the AQA trials and J Mawby informed them that 60% of the students participating in the trial were from MidKent College. This had been a positive arrangement and strengthened the relationship with the awarding body.

Members also noted the Employer Certificate is awaiting validation.

5 Executive Director of Student Experience - Paper GBQTL24/391

Christina Hart introduced the paper which provided Governors with an overview of the current priorities for the student experience team and sought approval for the updates to the Admissions policy.

C Hart highlighted the key thinking around extending the offer for SEND and enrichment activities. It was noted that this may lead to future revenue proposals. Members noted positive feedback from students regarding enrichment activities, but that attendance varied and was not currently monitored as the College is experimenting with different ideas.

C Hart explained the significant changes to the Admissions Policy following a review which included clarification on access for all and enabled consistent decisions to be made in the more difficult areas. Members welcomed the changes but suggested that the College gained legal advice to ensure that the Policy is robust if challenged. The Executive felt the Policy would stand up to

legal challenge but agreed to consider gaining advice and decide a way forward.

Action: Exec

Members asked for an annual report on the decisions made for those students who were not admitted to the College due to criminal convictions.

Action: C Hart

Members noted the Safeguarding Report and were concerned about the number of difficult cases that staff encounter. They were assured that all staff have access to a counselling service with specific support for the welfare team.

Recommendation:

Admissions Policy (see item 8 for details) – **approved**

Member thanked C Hart for the update.

6 Executive Director of Quality and Curriculum Report - Paper GBQTL24/392

Jim Mawby introduced the paper which provided an overview of performance against KPIs for academic year 2024-25 to date and an oversight of the Business Planning process for planned courses and provision, and current strategy for growth.

Members noted the summary of College performance against KPIs for the current academic year. They were particularly pleased to see the lower attrition rates. J Mawby informed members that the English and maths (E&M) GCSE exam attendance had increased compared to last year and members discussed the challenges in this area and motivations of students. They noted the work experience KPI and agreed to monitor this going forward.

J Mawby explained the breakdown of growth and curriculum implementation, plus curriculum and growth strategy, noting the challenges around funding and concern around limited space at the Maidstone campus. Members noted that the increase in E&M delivery hours in 2025/26 will put additional pressure on resources and has had an impact on business planning. They were concerned about cuts in funding and were informed the College is exploring other funding streams and models of delivery.

He explained the areas that have grown with less impact on resources such as A Levels and highlighted other areas of growth such as Childcare which is planned to be delivered on both campuses to match demand. Members noted

that T Levels are not restricted by growth and the lower levels are in demand. They were assured that the College has a strong relationship with employers who provide the industry placements required for the qualification. Members discussed and were also assured, that there are jobs in the industries covered by the T Levels being taught at the College.

J Mawby highlighted to members that as the College continues to grow, not all applications will be fulfilled with the current facilities and some proposals will be coming to various committees. He also explained that the College will not grow in areas of local economic development, if it is felt the quality of provision would not be adequate due to resources.

Members discussed areas where growth is meeting demand and how the College intends to facilitate this such as partnerships with other providers.

Members thanked J Mawby for the update.

Ade Orhiere & Angela Woodhouse left the meeting

7 Quality Improvement Plan (QIP) Monitoring – Paper GBQTL24/393

James Egan introduced the paper which provided an update on progress (2) made against the Areas for Improvement (AFI) in the 2024/25 QIP.

Members noted that although many actions remain amber as they are not yet complete, there is good progress in the QIP with all actions on target.

The Committee gained assurance that the College is continuing to focus on driving improvements and making progress. The QIP will be updated over the summer period and progress reported at the next Committee.

Members thanked J Egan for the update.

8 Policy for Review – Paper GBQTL24/394

Admissions Policy 2024-26

Christina Hart informed members that as part of the College's ongoing commitment to inclusivity, transparency and continuous improvement, the Admissions Policy has undergone a major update and therefore required Committee agreement and recommendation to the Governing Body for approval.

Members noted that while the core principles remained the same, the revised policy provided clearer guidance on supporting students with Special Educational Needs and Disabilities (SEND), care experienced applicants, and those with criminal convictions/open police investigations.

These updates were in response to feedback and reflect the College's dedication to equitable access, inclusion and safeguarding.

Governors reviewed and **approved** these updates for **recommendation** to the Board as they will ensure the College continues to meet its statutory duties and uphold best practice in student recruitment.

Action: A Cole

9 QTL Committee Terms of Reference Annual Review – Paper GBQTL24/395

The Chair introduced the paper explaining that it had been reviewed by the Executive Directors, himself and Clerk who made minor amendments.

Members discussed and **agreed** the amended document for **recommendation** to the Governing Body.

Action: A Cole

10 QTL Committee Self-Assessment for 2024/25 & Improvement Plan for 2025/26 – Paper GBQTL24/396

The Chair introduced the Improvement Plan which had been drafted to reflect the performance of the Committee through 2024/25.

The Committee discussed and agreed the following amendments:

Areas of strength:

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. Broad representation of membership on the Committee.
5. Engagement in the SAR process

Areas of improvement:

1. Follow at specific learner journey to ensure that the available information is shared with the Committee and monitored at the inter-meetings.
2. Governor Visits – Committee to lead by example,

Areas to keep under observation in 2025/26.

1. Apprenticeships
2. Attendance
3. English & mathematics

4. Positive destinations
5. Oversight of specific projects linked to strategic priorities and objectives, as identified by Governing Body
6. Student Growth – support the Exec in challenging decisions
7. QIP – challenge the impact of the QIP (“so what”)

Subject to these amendments, the Committee **approved** the Plan for **recommendation** to the Governing Body in July 2025.

Action: A Cole

11 Feedback from Governors Informal Visits – Paper GBQTL24/397-399

Members noted the feedback from the Governors Informal Visits.

- Peter Fleming 27/3/25 – PPT
- Andy Cole 22/5/25 – Apprenticeships
- Alex Hindson 22/5/25 – Sustainability

Members were informed that other visits have taken place, but feedback has not yet been received. They were reminded that the process for visits is changing in 2025/26 with the areas to visit being agreed with the Executive and set dates offered to Governors throughout the year.

The Chair thanked Governors for conducting the visits and encouraged all Board members participate in the new process.

12 Risk Register Review (T&L) – Paper GBQTL24/400

Members were reminded that there is an expectation that each Governing Body Committee 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 **noted** there were no substantive changes, and the risks had been addressed in the meeting.

13 Next meeting agenda and call business

The following was agreed:

September 2025 – Project Work - Executive

November 2025 – TBA

January 2026 – Adult Provision/HE/MSA – J Egan/J Mawby

April 2026 – Ofsted Framework/Skills Consultation – pilot – J Mawby

Members noted these are subject to change as themes become apparent during the year including anything emerging from AI.

It was agreed that at each inter-meeting a short update would be received on the student journey (ref: QTL Committee Improvement Plan Area for Improvement), with a more substantive update at the March Committee.

14 Any Other Business

There was no AOB.

15 Dates of the Committee meetings 2025/26

QTL Committee 2 December 2025 – S Jackson to Chair
QTL Committee 3 March 2026
QTL Committee 9 June 2026

16 Dates of the Inter-meetings 2025/26

30 September 2025
4 November 2025
27 January 2026
28 April 2026

The meeting closed at 18.35hrs.