



GOVERNING BODY

QUALITY, TEACHING AND LEARNING COMMITTEE

Minutes of the meeting of the Quality, Teaching and Learning Committee held on Tuesday 2 December 2025 at 17.00hrs via Teams.

Present:

Mr S Jackson	Chair
Mr S Cook	Principal
Mr P Fleming	GB Chair
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
Ms S Vaux	Safeguarding Governor
Mrs A Woodhouse	

In attendance:

Ms C Burkin	Clerk to the Governing Body
Mr J Egan	Dir of Quality
Ms E Mernagh	Dir if 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 Mr Andy Cole.

The Chair welcomed Sarah Vaux as the new Safeguarding Governor.

To be approved by Committee

Date:

3 Minutes of the previous Committee meeting held on 10 June 2025 Paper GBQTL25/401 and Inter-meeting notes held on 30 September 2025 – paper GBQTL25/402

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

4 Matters Arising – Paper GBQTL25/403

No 1 Admissions Policy - on agenda – **complete**.

No 2 Report on the decisions made for those students who were not admitted to the College due to criminal convictions – in Student Experience report – **complete**.

No 3 QTL Committee Terms of Reference – approved – **complete**.

No 4 QTL Committee Self-Assessment for 2024/25 & Improvement Plan for 2025/26 – approved – **complete**.

5 Executive Director of Student Experience - Paper GBQTL25/404

Christina Hart introduced the paper which provided Governors with an overview of the current priorities for the student experience team.

She highlighted:

- The increase in SEND numbers, reviewed in the assurance report on the provision for young people with disabilities.
- The quality measures in place to monitor safeguarding.

Members questioned and discussed the data in the report, the EHCP landscape and the diverse and complex needs of some students. They were assured by the support in place but recognised the resource implications. The Committee also asked about Student Voice and were informed of the improvements being made and how these had been communicated to students.

Emma Mernagh received questions regarding the Safeguarding Report and members held a robust debate around the inclusion of students with criminal convictions and those who have serviced a prison sentence. Members felt it would be useful to evidence the achievements of this co-hort in the same way other vulnerable co-horts are tracked and E Mernagh and C Hart agreed to reflect on this. It was agreed that the presentation of some case studies for this co-hort would be helpful for the Committee and will be included in a future report.

To be approved by Committee

Date:

Action: E Mernagh/C Hart

Governors were assured that all safeguarding arrangements were in place at the College and effective and thanked C Hart for the update.

6 Executive Director of Quality and Curriculum Report - Paper GBQTL25/405.

Jim Mawby introduced the paper which gave an overview of the 2024/25 KPIs and highlighted the 2025/26 KPIs.

Members were pleased with the progress of the KPIs and noted the current data.

The Committee received an update on curriculum projects and held a robust debate regarding English and Maths. They noted the recent White Paper and discussing emerging areas of risk and opportunity that may become available to students in the future. Members were assured that the College will explore and adapt to policy changes to ensure the students have the best opportunities available to them. Members were mindful that the College will be measured on the progress of individual students not just their outcomes and it was agreed that this would be added as a KPIs.

Action: J Mawby

Members discussed and agreed the proposed amendments to the 2025/26 KPI table and looked forward to receiving regular updates.

Action: J Mawby

Members thanked J Mawby for the update.

7 Quality Improvement Plan (QIP) 2024/25 (previous year) – paper GBQTL25/406

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

The Committee noted:

- Good progress made against the 2024/25 QIP.
- A summary of the progress made against the AFI and actions provided with the closure of some areas where improvements have been achieved.
- Assurance that the College is continuing to focus on driving improvements and making progress with some areas of development continuing into 2025/26.

To be approved by Committee

Date:

Members asked about some specific areas of clarify and were assured by the responses. They thanked J Mawby and J Egan for the update.

Peter Fleming left the meeting.

8 College SAR 2024/25 – paper GBQTL25/407

Jim Mawby presented the College SAR and members noted the validation panel was held on the 24 November 2025 with three Governors in attendance.

He explained that each faculty and department had also completed self-assessment activities and undergone individual validation. The overall assessment of Good was presented, in line with the external validation of OFSTED but the Panel discussed and agreed an outstanding grade for personal development.

Members noted that during the process consideration was also given to the changing OFSTED inspection framework with next year's self-assessment being conducted in line with the expectations of the new Framework.

Members recognised the complexity of the process and one member who had attended a faculty SAR meeting, reported the detail of discussion, support and challenge at this level which enabled triangulation with the final document.

Members thank J Mawby and the Validation panel noting a significant amount of work to produce the document supported by several stages in the process.

They **recommended** the SAR to the Governing Body for approval and publication noting this was subject to the amendments post validation.

Action: S Jackson/J Mawby

9 College Quality Improvement Plan (QIP) 2025/26 – paper GBQTL25/408

James Egan presented the draft QIP noting this had been completed following the Self-Assessment activity and validation. Members noted the format of the QIP for this year had been further revised with a view to not only matching the actions from the SAR, but also considering the OFSTED inspection, and with a view to the new inspection framework.

He presented each area for improvement and answered questions from the Committee. Members noted that the QIP will be presented with progress monitored at every QTL Committee meeting.

To be approved by Committee

Date:

Members discussed the inclusion of a measure regarding student confidence around E&M with possible links to Student Voice. S Cook and J Mawby agreed to explore how this could be included and report back at a future meeting.

Action: S Cook/J Mawby

Members thank J Egan and **recommend** the QIP to the Governing Body for approval.

Action: S Jackson

10 Policies for Review - GBQTL25/409a-b

Members noted the following policies:

Admissions Policy – this had been updated by Christina Hart to prioritise places for young people on study programmes by restricting the enrolment of students on study programmes to young people aged 16- 19, progressing students and those with an EHCP. This will be a more consistent approach with prospective students only be able to apply for one pathway.

Student Engagement – the policy had been reviewed by Christina Hart with minor changes following an internal audit and amendments to DfE guidance.

Members noted that if policies had undergone minor changes, they did not need to be recommended to the Governing Body but were **noted** for publication. They also noted both policies had undergone an Equality Impact Assessment (EIA) before presentation to Committee.

Action: C Hart

11 Feedback from Governors Visits – Paper GBQTL25/410

Members noted the feedback from the Governors Informal Visits.

- Angela Woodhouse - Sustainability Committee 30 September 2025
- Peter Fleming and Angela Woodhouse - UCM visit 9 October 2025

The Chair thanked Governors for conducting the visits and encouraged members to attend at least one of the remaining planned visits for 2025/26:

- 5 December 2025 – MSA
- 2 February 2026 – Curriculum at Medway
- 19 March 2026 – Curriculum at Maidstone
- 29 April 2026 – SEND at Medway

12 Risk Register Review (QTL) – Paper GBQTL25/411

To be approved by Committee

Date:

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 reported to the GR&A Committee.

Jim Mawby informed members that in line with the new approach to risk, the updated register for QTL was presented with the recommendation of changes to the following risks:

- Risk 15 Failure to improve student attendance and punctuality – proposal to reduce the impact as mitigations are in place. Members agreed there is significant discussion at Committee and the impact would be amended.
- Risk 7 Failure to improve standards of Maths and English across the College – to remain as a high risk to ensure focus and review the likelihood at year end. Members noted this risk is outside of appetite and should remain with no changes.
- Risk 3 Failure to provide high quality provision for 16-18 students with SEN – proposal to consider amending to balance the risks more appropriately. Members agreed for J Mawby to re-word this risk.
- Risk 5 Impact of Maths and English condition of funding reforms (2025) on outcomes. Members agreed to increasing appetite to Neutral.

S Cook and J Mawby agreed to review the risk around English and maths generally regarding scores and controls to ensure they are correctly presented.

Action: S Cook/J Mawby

Members **noted** the risks and **agreed** the amendments. J Mawby agreed to feed this back to colleagues and GR&A Committee.

Action: J Mawby

13 Committee Improvement Plan monitoring (QIP)

Members reviewed the Committee QIP and noted the progress being made on each of the areas. They also discussed the areas for observation and felt these were also progressing well.

They agreed much of the discussion during the meeting covered the items in the improvement plan and no amendments were requested.

14 Next meeting agenda and call business

To be approved by Committee

Date:

Inter-meeting 27 January 2026 – theme agreed: Adult/HE/MSA/SWAP

Committee meeting 3 March 2026 - items agreed: Student destinations and a more detailed report on student journey plus the standing items.

15 Any Other Business

There were no items of business.

16 Date of the next Committee meeting

The next QTL Committee meeting is scheduled for Tuesday 3 March 2026 on teams at 5pm.

17 Date of the next Inter-meeting

The next Inter-meeting is scheduled for Tuesday 27 January 2026 on teams at 5pm.

The meeting closed at 18.55hrs

To be approved by Committee

Date: