

**Minutes of a Meeting of the Curriculum, Quality & Standards Committee held  
on Wednesday 13 October 2021**

**Present:** Mr B Armstrong (Chair)  
Ms T Aust (Principal)  
Mr J Bolt (Associate Governor)  
Ms C Singh  
Ms B Sandhu  
Ms L Weatherill  
Mr A Smith  
Mr Z Haulkhory  
Ms L Gnomes

**In Attendance:** Mr J Allen (Clerk)  
Ms M Gajewska-Kopczyk (Vice Principal)  
Ms K Lehman  
Mr M Michaelides

The meeting commenced at 16.30.

**WELCOMES, APOLOGIES & DECLARATIONS OF INTEREST**

1 Zayd Haulkhory, the newly appointed Student Governor, was welcomed to the meeting.

2 There were no declared interests against any of the agenda items.

**MINUTES**

3 It was **RESOLVED** that the minutes of the meeting held on 09 June 2021 be confirmed as a correct record of the meeting (Paper 1).

**MATTERS ARISING**

4. There were no matters arising.

**DEFERRED AGENDA ITEMS**

5. The original meeting date for this meeting was scheduled for 06 October but, due to the Ofsted inspection, it was agreed to defer the meeting until after the inspection. As the Corporation meeting precedes this meeting, it had been agreed to defer the following agenda items to the Corporation meeting:

- Update on Ofsted Inspection
- KPI Data Dashboard
- Performance Monitoring Report
- Post Inspection Action Plan

**HIGHER EDUCATION REPORT**

6. The Committee received for review a report on the College's Higher Education provision that was introduced by Ms K Lehman (Paper 2).

7. The report summarised current enrolment numbers, planning for 2022-23, and partnership updates with St Mary's University, Buckingham New University and West London HE/FE Skills Working Groups.

8. Following review, the following points were noted:

- Enrolments remain a challenge. As discussed in previous meetings, competition for domestic students continues to be very fierce with most students getting offers from up to five Universities each. Very few applications this year have come through UCAS clearing.
- The Committee welcomed the positive updates on partnerships and the various developments and initiatives that are being worked on with regard to meeting the needs of employers and the local community in response to the Covid-19 pandemic.
- It was noted, and welcomed, that the College now has more intelligence on its HE population and this has helped to target and market the College's HE provision.
- The Committee welcomed the updates made available on the West London HE/FE Sector Skills Working Groups. The aim of these groups is to bring together the Higher Education and Further Education sectors and wider partners in West London. This is to develop a collaborative, sub-regional approach to skills interventions relating to the creative industries, digital, health and care and green technology responding to the impact of the pandemic on West London's economy and communities, in line with the West London 'Build and Recover' plan and the London Recovery Board's 'Helping Londoners into Good Work' mission. Arising from the work of these Groups will be a framework for FE/HE development and collaboration. It was **AGREED** to make the framework available to the Committee when published.

9. It was **RESOLVED** to note the report.

## **ANNUAL SAFEGUARDING REPORT**

10. The Committee received for review the Annual Safeguarding Report that was introduced by Mr Michaelides (Paper 3).

11. The report outlined the progress made on the Safeguarding agenda at the College during the academic year 2020-2021 and highlighted the features of the College's safeguarding work that was evaluated at the recent Ofsted inspection.

12. The report demonstrated that the College continues to meet its legal requirements with regards to safeguarding young people and vulnerable adults and demonstrates the ongoing commitment to safeguarding as an organisational priority.

13. The report also outlined the broader background information about how safeguarding is organised at the College and provided trend information regarding incidences. The report summarised the policies and procedures, the links with external agencies and the training undertaken by staff.

14. The comprehensive Safeguarding policy for 2020-21 (that includes PREVENT) reflects the Keeping Children Safe in Education (KCSIE) (DfE, 2020). The policy is shared with the Hounslow Safeguarding Children Partnership (HSCP) and included in annual (mandatory) online training (every August with updates in-year on key topics)

15. Safeguarding covers a wide variety of actions undertaken by the College to ensure that students can learn in a safe and supportive environment. A key area of concern that the College is responding to with additional resources and support is on the mental health and welfare of students. Mental and emotional/stress issues amongst the student body increased by nearly 100% during the pandemic. The Committee noted that behind every statistic is a human story. It is therefore important not to lose sight of the real impact that mental health and stress issues are having on students.

16. The Committee placed on record its thanks to the safeguarding team for the support given to students during and after the pandemic.

17. The Committee welcomed feedback from the Ofsted inspection that confirmed the College's safeguarding arrangements were very effective.

18. The Chair asked the question, as a governing body, are we giving safeguarding enough attention? In response, it was noted that the Committee's schedule of business has been changed this year to enable the annual safeguarding report to be considered at the November meeting. In addition, through an agreed succession planning policy, the new safeguarding link governor is receiving support from the previous safeguarding link governor and the two are working together in conjunction with the College's safeguarding team.

19. To further support the monitoring of safeguarding at a governing body level, it was **AGREED** to make safeguarding a standing agenda item at all future meetings of the Committee for exceptional reporting and general updating on safeguarding matters.

## **RISK REGISTER**

19. The College report '*Risk Register*' was received (Paper 4), highlighting the areas of focus relevant to the Committee. The Audit Committee requested that each Committee be asked to review whether there were sufficient and robust sources of 'Independent Assurances', against each risk, that fall under the terms of reference of the Committee, and whether identified 'Governor Oversight' arrangements are adequate and are fit for purpose.

20. It was agreed no new risks had been identified at this meeting. However, the Principal brought to the Committee's attention a current risk of some staffing gaps, especially at the Skills Centre and that this risk, along with mitigation actions, will be added to the Risk Register.

21. It was reported the risk register for C, Q & S will be subject to further updating on receipt of the Ofsted inspection report.

## **ANY OTHER BUSINESS**

22. There was no other business.

## **DATE OF NEXT MEETINGS**

- (i) SAR Validation Meeting Weds 17 November 2021 @ 12.00 – 18.00
- (ii) Wednesday 23 February 2022 @ 6pm

The meeting closed at 17.00

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### SUMMARY ACTION LIST

MINUTE	ACTION	REVIEW
8	Framework for FE/HE development and collaboration - to make the framework available to the Committee when published.	23/2/22
19	To make safeguarding a standing agenda item at all future meetings of the Committee for exceptional reporting and general updating on safeguarding matters.	23/2/22
21	The Risk Register for C, Q & S to be subject to further updating on receipt of the Ofsted Inspection Report.	23/2/22