



Minutes of the Curriculum, Quality and Student Experience Committee Meeting

held at 6.00pm on Wednesday 4 October 2023
at the College.

- Present:** Ms R Turner (RT) Chair
Ms T Aust (TA) CEO/Principal
Mr J Bolt (JB)
Ms A Cornish (AC)
Mr G Casley (GC)
Mr A Smith (AS)
- Apologies:** Mr B Armstrong (BA)
Ms T Kaur (TK)
- In Attendance:** Ms K Frost (KF) Head of Governance
Ms M Gajewska-Kopczyk (MGK) Vice Principal, Curriculum and Quality
Ms S Louisy (SL)
Ms K Lehman (KL)

30/23 **Welcome and Apologies**

The Chair welcomed everyone to the meeting and introductions were made. GC was attending the meeting virtually via Teams. Apologies for absence were received and accepted from BA and TK.

31/23 **Declarations of Interest**

There were no declarations of interest relating to the items on the agenda.

32/23 **Minutes of the Last Meeting**

The minutes from the meeting of the Committee held on 14 June 2023 been received in advance. (Paper 1). IT WAS DECIDED the minutes were a true record of the meeting and they were approved.

33/23 **Matters Arising**

The 'Summary Action Point List' (Paper 2) was received in advance of the meeting. Committee members noted the following updates of previously agreed action points:

No.	Action	Status Update
18/23	Add Apprenticeships to the Data Dashboard.	We are looking to add a page to the dashboard specifically for Apprenticeships – to performance monitor the quality of provision –

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		to include, for example, TLA, Deep Dives, student and employer satisfaction.
21/23	Amend Risk 1 to 'outstanding or good' as the College remaining at 'Good' would not have a reputational or financial impact.	Completed.
23/23	Look into the points raised under the Student Governor report and consider them.	On the agenda for discussion.
24/23	Meet to discuss the impact resulting from actions within the Development Plan.	This meeting took place in July. Discussions centred around the core issues preventing the College from being outstanding, in particular consistency across curriculum areas and staffing stability.
25/23	Include a report in the next Executive Report on how the increase in ESOL students is being managed.	Completed.
27/23	Arrange governor training in the new SAR process.	The Governor Link Visit process for 2023-24 was updated and circulated to all governors. It was felt a separate governor training session wouldn't be needed.

34/23 Higher Education Report

a) Higher Education Report

A 'Higher Education Update' (Paper 7) was received in advance of the meeting. KL drew attention to key points in the report.

KL explained that the recent change made to the Higher Education offer had been relatively successful. 78 Higher Education students had been recruited compared to 102 students last year. This was a reduction in numbers but it was clear there was still a market for Higher Education courses and the courses were still meeting the needs of the community. 47 students had been recruited to the Level 4 Shorter Awards. There was real potential for further growth in numbers on Level 4 Shorter Awards over the course of the year.

Governors asked about QAA. KL explained the Office for Students (OfS) were now the regulator for Higher Education courses. OfS monitored that the College was complying with the requirements. It was a very different system to Ofsted. They would only visit the College if there were concerns.

Governors asked if the Level 4 Diplomas were 2 year courses. KL said they were only 1 year.

Governors congratulated KL for the report which they said was excellent and for making brave decisions about the offer.

Governors said it would be interesting, in the course of time, to find out progression information for students who had completed a Level 4 course. Governors asked whether there was the potential for Level 4 students to progress to a Level 5 course. KL said there was, there was also the opportunity for them to progress to University but the majority of students wanted to progress onto work.

b) Access and Participation Statement

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The 'Access and Participation Statement 2023-24' (Paper 8) was received in advance of the meeting. IT WAS DECIDED to approve the Access and Participation Statement 2023-24.

a) **SEND Policy (Disability Matters)**

The 'SEND Policy (Disability Matters)' (Paper 18) was received in advance of the meeting. IT WAS DECIDED to approve the SEND Policy.

KL left the meeting.

35/23 **Safeguarding Report**

a) **Annual Safeguarding Report**

SL gave a presentation about the changes in the Keeping Children Safe in Education (KCSIE) Guidance 2023.

Governors said KCSIE only covered pupils up to the age of 18 but safeguarding needed to be in place for people up to the age of 24 if they had special educational needs. SL said the College did safeguard vulnerable adult learners but the KCSIE didn't cover anyone over the age of 18. AC explained that adults were covered by the Care Act.

The 'Annual Safeguarding Report 2022-23' (Paper 9) was received in advance of the meeting. Governors said it was a brilliant report and thanked SL.

Governors asked what proportion of DSLs were at Feltham. SL said there were two safeguarding officers at the Feltham site, both trained to DSL level but one took the lead DSL role. The Principal said the College had more members of staff trained as DSLs than were required.

IT WAS DECIDED to recommend the Safeguarding Report to the Corporation for approval.

b) **Safeguarding Governor Report**

A 'Safeguarding Governor Visit Form' (Paper 10) was received in advance of the meeting.

Governors said they were concerned that it had not been possible to find a person to provide supervisions for DSLs and SLAs. SL explained the steps that were being taken to find the necessary support.

The Committee reviewed the recommendations made by the Safeguarding Link Governor:

- Future safeguarding reports to contain details of the numbers of staff who have completed the statutory training.
This would be taken forward.
- Future safeguarding reports to contain details of all relevant training that staff complete that supports them in their safeguarding work. In particular the use of free training through the Hounslow Partnership can be highlighted.
This would be taken forward.
- The safeguarding team should consider how the increased complexity of safeguarding issues can be evidenced.
This would be taken forward.

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- The safeguarding team should consider how to evidence the impact of KOOTH training.
The Committee discussed this action. It was agreed it would be difficult to achieve due to the level of confidentiality involved and decided not to proceed with the action.
- The safeguarding team should consider how the impact of all safeguarding training could be assessed.
To be taken forward.
- Include the response to analysis of My Concern in future reports.
To be taken forward.
- GC to review the Single Central Record on the next monitoring visit and termly thereafter.
The next monitoring of the Single Central Record was already planned.

Governors asked whether Safeguarding was revisited in tutorials on a regular basis. SL said safeguarding formed part of the induction process and was re-visited regularly throughout the year.

c) **Safeguarding Policy**

The 'Safeguarding Policy 2023-24' (Paper 11) was received in advance of the meeting. IT WAS DECIDED to recommend approval of the Safeguarding Policy to the Corporation.

SL left the meeting

36/23 **Risk Register**

A 'Cover Sheet CQS Risk Register' (Paper 3a) and the 'CQS Risk Register' (Paper 3b) were received in advance of the meeting.

Since the last meeting of the committee, the following amendment had been made to the risk register following feedback from governors: Risk 1: the wording had been changed to 'outstanding or good' as the College remaining at 'Good' would not have a reputational or financial impact.

There hadn't been much change to the Risk Register since the last meeting of the Committee. Some changes might be needed once the Development Plan for 2023-24 had been approved. Work was ongoing on changes to the risk register and the risk management process.

Governors referred to the risk about Curriculum Design and Development and in particular the risks relating to the transition to T Levels, asking whether there were any particular mitigations relating to that. MGK confirmed that measures had been taken to mitigate against the risks and said these would be added to the risk register. The College was taking a cautious approach towards T Levels.

Action: MGK

37/23 **Data Dashboard**

The committee reviewed the Key Performance Indicators (KPIs) that fell under the Committee's remit.

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a) **Achievement**

An 'Ofqual Letter to Governors and Trustees regarding Qualification Results' (Paper 4) was received in advance of the meeting and was noted.

The final results for 2022-23 were still provisional as some results were outstanding but it was expected they would be in line with expectations:

Overall: 89.2%
16-18: 88.0%.
19+: 91.0%

35% of students achieved GCSE English high grades which was a 3.5% drop compared to last year but in line with 2018-19. 37% achieved GCSE Maths high grades which was a drop of 4% compared to last year but higher than 2018-19. Both compared very favourably to national figures.

Governors asked why the College was doing so much better than the national averages. MGK said the College had a lot of strategies in place, identifying where the gaps were and focusing the teaching on what students didn't know. Staff had revised the way they planned for students. There was a lot of emphasis on ensuring students came to their exams and they had mock exams to build their exam confidence. The standard of teaching was good and there was a focus on ensuring good levels of attendance. Staff had taken part in research which, particularly for Maths, ensured the curriculum was working for the students.

Governors asked whether staffing was stable for Maths and English. MGK said staffing had been problematic. The College's preferred approach at the moment was to train College staff to teach who could then be trained in the College's way of teaching Maths and English.

Functional skills overall achievement was 83% which had improved by 1% compared to 2021-22 and was slightly above the target of 82%. Functional skills English overall was 78%, an improvement of 7% compared to 2021-22. Functional skills Maths overall was 87% which was in line with last year and above the College target.

Governors asked whether it was too early to have a breakdown of male/female and ethnicity. MGK said it was too early but would be added to the next report.

b) **Attendance**

Attendance this year was 88.6% against the target of 89%. Attendance was still being impacted by the COVID pandemic.

Last year attendance ended on 85% which was below target. A number of changes had been made to support better attendance. The attendance toolkit had been updated and the attendance processes changed. Some positive impact had been seen as a result with a number of curriculum areas now meeting attendance targets.

c) **Deep Dives**

MGK reported that Deep Dives would start for this academic year in November 2023.

Governors asked how Deep Dives linked to the SAR process. MGK said that areas of improvement identified in Deep Dives would appear in the Development Plan if they hadn't been achieved in year.

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d) **Learning Walks**

The targets for learning walks had been achieved last academic year. Learning walks for this academic year would start in November 2023.

Governors said the Learning Walks were starting earlier this year. MGK explained that last year the Learning Walks started in January but this didn't give teachers time for quality improvement between learning walk 1 and 2.

Governors asked how they would know that teaching and learning was moving towards 'Outstanding' rather than 'Good' as learning walks weren't graded as 'Good or Outstanding' rather than having two separate categories. MGK said this information would come from the Deep Dives which were undertaken by curriculum area.

Governors asked when achievement data would be known for other London Colleges. The CEO said it would be known in April 2024.

Governors thanked MGK for the update.

38/23 **Development Plan**

a) **Final Position for Development Plan 2022-23**

The 'Development Plan 2022-23 – Final Position October 2023' (Paper 5) was received in advance of the meeting. The Committee reviewed the final position, noting the objectives that remained amber.

The Committee discussed whether the impact of actions was clear enough in the Development Plan. The CEO/Principal said that often the RAG rating related to activities being achieved rather than whether there had been an impact. In next year's Development Plan there would be more focus on targets driving impact and this would be separated from the activities. Governors said it was important to focus on the impact of the actions, for example the College hadn't met the staff absence target but this didn't appear to have impacted the results.

Governors said that often when an objective was amber in October, it tended to remain amber for the rest of the academic year. It would be good to see the amber turning to green.

Referring to objective '3.3 - to increase the proportion of BAME staff by 2%', governors asked what measures were in place to encourage BAME staff to go for promotion and into management. The CEO/Principal said there were measures in place to encourage BAME staff. A lot of work was being undertaken around EDI and it was an area of focus to make sure the College was doing all it could. Particular thought was being given to whether some targeted activities for particular staff groups were needed.

b) **Development Plan 2023-24**

The 'Draft Development Plan 2023-24' (Paper 6) was received in advance of the meeting.

The Committee reviewed the proposed Development Plan 2023-24. Governors said they thought the attendance target was too high. It was agreed to revise the target to 87% which would still involve a level of challenge.

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Governors said it would be useful to include the previous year's data in the Development Plan.

Governors asked for the term 'skills' in objective 1.1 to be better defined as it would then be more measurable.

Action: MGK

Governors said there was no mention of any achievement gaps. The CEO/Principal said this would appear under objective 1.3. In last year's Development Plan there had been no gaps and so it hadn't appeared. If any gaps were identified in the SAR process this year, they would be added to the plan.

The CEO/Principal asked for any feedback on the way the plan was structured.

Governors said they thought the targets were very clear. Having more focus on the impact would be good.

39/23 **Student Experience**

a) **Actions from Student Governor Report**

A 'Student Governor Report Update' (Paper 12) was received in advance of the meeting. The paper detailed the actions that had been taken to address comments raised by the Student Governor at the last meeting of the committee.

Governors said it would be good to encourage students to report on the education. It was noted that a lot of progress had been made towards achieving the actions.

b) **Annual Summary Report of Complaints**

An 'Annual Summary of Complaints Cover Sheet' (Paper 13a) and a 'Summary of Complaints Stats' (Paper 13b) were received in advance of the meeting.

62 complaints had been received compared to 50 last year but there was a higher student baseline. The majority were complaints relating to the curriculum rather than business support areas. The areas with the highest number of complaints were Teacher Education and Health, Care and Science. Multiple complaints related to a single incident. The Principal explained the actions that had been taken.

c) **Complaints Procedure**

The 'Complaints Procedure' (Paper 14) was received in advance of the meeting.

Governors said it was interesting that governors weren't involved in the complaints procedure. The CEO/Principal said if people weren't satisfied with the way their complaint had been handled, they were able to complain to external bodies.

IT WAS DECIDED to approve the Complaints Procedure.

d) **Annual Summary Report of Student Disciplinary**

An 'Annual Summary of Student Disciplinary (Paper 15a) and a 'Summary of Student Disciplinary' (Paper 15b) were received in advance of the meeting.

The CEO/Principal reported that last year, the College had reviewed the Misconduct and Disciplinary process which had made a difference in terms of the number of disciplinarys and meant more issues could be dealt with immediately. Under the new process, students were only missing education for the most significant cases and managers had better visibility about incidents in their areas.

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There had been a high number of disciplinaries in ESOL in the Autumn term due to the increase in ESOL students. Some of the students lacked appreciation of the expected standards. Training had been provided to staff around behaviour and trauma informed practice to better equip staff to support students.

e) **Academic and Misconduct Disciplinary Procedures**

The 'Academic and Misconduct Disciplinary Procedures' (Paper 16) was received in advance of the meeting.

Governors asked for vaping to be added to the low level misconduct list. It was agreed this would be added in.

Action: MGK

With the proposed amendment, IT WAS DECIDED to approve the Academic and Misconduct Disciplinary Procedures.

f) **Admissions Arrangements Policy 2023-24**

The 'Admissions Arrangements Policy 2023-24' (Paper 17) was received in advance of the meeting.

Governors asked about over subscription criteria which said admissions would be judged on a first come first served basis taking into account the strength of application. They asked for more detail to be added about they would be judged, for example, how would strength be judged. It was agreed to add more detail to the policy and bring it back to the next meeting of the Committee for review.

Action: MC

40/23 **Careers Link Governor Report**

The 'Careers Link Governor Role Description' (Paper 19) was received in advance of the meeting.

JB explained that the Careers Link Governor Role Description had been circulated to Committee members so they could see the scope of the role. An initial meeting had been held with staff although the staff structure in this area was changing comprehensively. The CEO/Principal said a new senior Careers lead had been appointed who had the Level 6 qualification which meant they would be able to offer impartial advice and guidance. The College would be recruiting a Work Experience Co-ordinator and had outsourced industry placements to Spark. There were also employability coaches and new Careers champions roles had been created. The Youth Hub would be used to offer careers support and would bring in external organisations like the National Careers Service.

Governors said the changes made sense to meet the new requirements with Skills as well as the Gatsby benchmarks.

41/23 **Date of the Next Meeting**

The dates of the next meetings of the committee were:

- SAR Validation: Wednesday 22 November 2023 at midday.
- Committee Meeting: Wednesday 28 February 2024 at 6.00pm

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Date:

Summary of Actions

No.	Action	Lead	Target Date
18/23	Add Apprenticeships to the Data Dashboard.	MC	Nov 23
34/23	Find out what Level 4 Higher Education students progress on to after completing their course.	KL	Feb 24
36/23	Add into the Risk Register, the measures being taken to mitigate against risks relating to T Levels.	MGK	Feb 24
38/23	In objective 1.1 of the Development Plan 2023, add further definition to the term 'skills' to enable it to be more measurable.	MGK	Feb 24
39/23	Add vaping to the low level misconduct list in the Academic and Misconduct Disciplinary Procedures.	MGK	Feb 24
39/23b	Amend the over subscription criteria in the Admissions Policy to add more detail about how applications will be judged. For example, how will 'strength' be judged.	MC	Feb 24

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