

THE WINDSOR FOREST COLLEGES GROUP
(WORKING TITLE)

BOARD OF GOVERNORS
QUALITY & CURRICULUM COMMITTEE

MINUTES OF A MEETING OF THE QUALITY & CURRICULUM COMMITTEE
HELD AT THE LANGLEY CENTRE ON FRIDAY, 9 JUNE 2017

		<u>Meeting Attendance</u>
PRESENT:	Angela Wellings (Chair)	(4 out of 4)
	Kate Webb (Group Principal & Chief Executive)	(4 out of 4)
	David Knowles-Leak	(4 out of 4)
	Gurpreet Nizzar	(3 out of 3)
	Tina Coates	(1 out of 1)
	Jacqui Gerrard	(1 out of 1)
	Jo Classick (from 9.20am)	(1 out of 1)
IN ATTENDANCE:	Richard Kirkham (Assistant Principal Further Education)	
	Rowan Cookson (Principal)	
CLERK:	Lynn Payne	(4 out of 4)

PART I

<u>ITEM</u>		<u>ACTION</u>
	The meeting started at 9am.	
1.	<u>Post-Merger Election of the Chair & Vice Chair</u> It was agreed that Angela Wellings be Chair and Carol Manger (noted as not a Governor) be Vice Chair. All members were agreed. The Clerk reminded Members that the election of the Chair and Vice Chair for the academic year 2017/18 would be on the next agenda as usual in the autumn term.	
2.	<u>Apologies for Absence</u> Apologies were received from Sharon Hayward, Carol Manger and Anthony Haines.	
3.	<u>Declarations of Interest</u> No member declared any conflict of interest.	
4.	<u>East Berkshire College Minutes of the Previous Meeting Held on 28 April 2017</u> The EBC minutes of the 28 April 2017, having been previously circulated to members, were agreed as a true record by members present at the meeting and signed by the Chair. Members were agreed.	
5.	<u>Matters Arising</u> It was noted that all matters arising had been actioned, or would be considered within the agenda.	
6.	<u>Risk Management</u> This item was presented by the Group Principal. Members had received the Risk Management Action Plan Update, in particular to consider the key risks within the remit of the Committee. Members considered and discussed the high risks within its remit. These were noted as the following: 1. Achievement rates 2. Complete readiness for levy implementation and funding receivable in May 2017 3. FE achievement rate & Apprentice success rate	

ITEM**ACTION**

4. Management of incidents as covered in College Annual Safeguarding report
5. Predicted achievement rates and nos. of learners not meeting Condition of Funding as recorded in ILR
6. Meeting planned numbers in financial forecast

The Group Principal referred to the new risk on student recruitment and failure to meet the number projected at Windsor College and Strode's College. Members discussed how the reduced enrolment numbers could be mitigated. The risks were all considered.

The report was noted.

7. Monitoring 2016/17 Performance Targets

a) Student Performance Report

This item was presented by the Group Principal. Members were asked to note the latest student performance and to note that the full report had been scrutinised by the Board in May 2017 and for this Committee, had been updated since then with the latest performance.

The Group Principal highlighted the areas of student performance that were at risk of performing below expectations and these were discussed. These were in relation to East Berkshire College. There was a full discussion on risks relating to ESOL courses. Some students had failed new exams. Governors were reassured that support was in place. The student performance at Strode's College was noted as on target and attendance levels had sustained last year's position and retention showed a good improvement. Members then discussed at length, the overall student performance at all three Colleges, looking at the key in-year indicators of attendance and retention. Attendance on English 7 maths at Langley and Windsor had improved across the board, in some areas significantly, but remained too low. Governors noted the new plans in place for 2017/18. Governors noted predictions of achievement and the areas of in-year improvement since the last report.

The Group Principal advised Members that with regard to Apprenticeships, current indications were that the apprenticeship achievement rate was on target for 68% timely and 78% overall. With regard to Higher Education, she said that at the time of reporting the College had 237 active students across the whole of the Higher Education provision and currently n target for achievement to increase by 1.2%, pending final moderation.

Members were asked to noted and endorse the following recommendations, which would be monitored by Senior Managers:

- For the College Business Review Document (CBR) to be further developed by managers and monitored by managers and C&Q members on a six weekly basis.
- For managers to act on the recommendations arising from the review of the teaching & learning in English & maths & ESOL and report outcomes to C&Q in the Autumn.
- For managers to act on the actions arising from the March & May round of Quality Reviews and report outcomes to C&Q in the Autumn.
- For managers to conduct the next round of Quality Reviews in June 2017.
- For managers and teachers to continue to identify students with very poor English and maths attendance and implement individual interventions, including disciplinary.
- For managers and teachers to implement interventions for A Level subjects and BTEC Science at risk of under-performing.
- For managers & teachers to review emerging test results and achievement for ESOL and put support strategies in place.

Members were happy to endorse the recommendations above.

The report was noted.

ITEM

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b) Enrolment, Funding & Growth

This item was presented by the Group Principal. Members had received the latest enrolment figures against all income streams. Members were asked to note the analysis of enrolment figures to date across both Colleges and the latest application figures for 2017-2018. The Group Principal advised Members that 16-18 enrolment at East Berkshire College was currently slightly below the target of 2,220. She said 16-18 enrolment at Strode's College was currently 1,030. The Group Principal went through the report, presenting summary performance for EFA and SFA funded enrolments, as at 30 March 2017. FE 16-18 learner headcount at East Berkshire College was 22 below what was needed to meet the financial forecast target.

Adult learning enrolments stood at 3,132 at East Berkshire College and 853 at Strode's College. The Group Principal said the potential shortfall in adult funding at East Berkshire College had been reported previously and was contained in the management accounts. It was noted that 16-18 apprenticeship numbers were 264, reflecting an improved position on that in the last academic year. 19+ apprenticeship enrolments were 294, being a small increase in enrolments from the same time last year.

The Group Principal said the overall target of 3,320 for 16-18 enrolments in 2018/18 was being monitored carefully as a decline in overall applications at Windsor College and Strode's College may impact on achieving target.

The report was discussed and the reasons for the lower enrolment at Windsor College and Strode's College considered. The Group Principal said there would be several open events and a summer recruitment campaign.

The report was noted.

c) Quality Improvement Plan

This item was presented by the Group CEO, who updated Members on the latest Quality Improvement Plans (QIPs) and asked for comment to inform actions. Members were asked to scrutinise and approve the latest Post Inspection Action Plan (PIAP) and campus QIPs. The Group Principal reminded Members that the PIAP had integrated a proportion of the improvement plans for the College to avoid an abundance of plans to monitor, with the same College performance targets.

She said the development of the plan had included:

1. A full review of the Ofsted reports
2. Meetings with key Managers of the College
3. Discussions with Managers relating to the availability of management data
4. Identification of current monitoring processes and procedures.

The Group Principal said the PIAP was a dynamic document, linked to the key College campus QIPs and would be monitored through 6-weekly Quality Reviews for each area and also the production of a 6-weekly College Business Report. Key activities were considered. Governor were pleased to note progress on work experience and value added. The risks of attendance and English & maths were being managed but more work was needed and plans were in place for September 2017. Governors noted the improvements (EBC) in in-year monitoring. The Group Principal said she may call a meeting of this Committee in September to consider the examination results in the Summer.

The report was noted.

Clerk

8.

Evaluation of Meeting

Members were pleased to complete an evaluation of the meeting recording where they felt they had added value and made appropriate challenge.

ITEM

ACTION

9.

Dates and Times of Future Meetings

Dates and times of future meetings were noted as:

Scheduled for 9.00 am on: Friday 9 June 2017
Friday 10 November 2017
Friday 27 April 2018

10.

Any Urgent Business

The Group Principal tabled the College Management Team's 'Safeguarding and Prevent Update' and referred Members to the comprehensive list of what has been done in relation to 'Prevent' this year. Members were also advised of what was sent to all students following the recent terrorist events in the country.

Members noted the update.

The meeting ended at 10.30am

Chair

Date