



# **THE WINDSOR FOREST COLLEGES GROUP CORPORATION**

## **BOARD OF GOVERNORS**

### **MINUTES OF A MEETING OF THE QUALITY & CURRICULUM COMMITTEE** **HELD ON MONDAY 21 SEPTEMBER 2020 VIA MICROSOFT TEAMS**

#### **Meetings Attendance**

PRESENT:	Angela Wellings (Chair)	(1 out of 1)
	Tina Coates	(1 out of 1)
	David Knowles-Leak	(1 out of 1)
	Kate Webb (Group Principal & Chief Executive)	(1 out of 1)
	Rob Lewis	(1 out of 1)
	Tom Wainwright	(1 out of 1)
	Natalie Viola	(1 out of 1)
	Aimee Malin	(1 out of 1)
	Taha Hussain	(1 out of 1)
	 Tony Dixon (Chair)	
	Alison Wheatley (co-opted Member)	(1 out of 1)
	Maxine Wood (AP Further Education)	
	Amanda Down (AP Sixth Form) (minute taker for this meeting)	

### **PART I**

<b><u>MINUTE</u></b> <b><u>No</u></b>		<b><u>ACTION</u></b>
1.	<p><b>The meeting started at 6pm.</b></p> <p><u>Apologies for Absence</u> Apologies had been received from Anthony Haines, Shabnam Ali, Mobolaji Alabi &amp; Daljit Bains.</p> <p>Student Governor Jake Smith was not present.</p>	
2.	<p><u>Declarations of Interest</u> No Member declared a conflict of interest with the agenda.</p>	
3.	<p><u>Election of Committee Chair &amp; Vice Chair for 2020/21</u> Members unanimously agreed Angela Wellings as Chair and Tina Coates as Vice Chair, of the committee for the academic year. Both Angela and Tina were happy to take on the respectively roles of Chair and Vice Chair of the Committee for the next academic year.</p>	
4.	<p><u>Minutes of the Previous Meeting Held on 17 June 2020</u> The Minutes of the previous meeting held on 17 June 2020, having been previously sent to members, were agreed as a true record and the Chair's electronic signature be applied. <b>All Members were agreed.</b></p>	
5.	<p><u>Matters Arising from the Previous Meeting Held on 17 June 2020</u> The Chair of the Committee asked about enrolment performance in 2020. The Group Principal replied that so far performance for 16-18 seemed to be steady state compared to last year, although there was always a risk that numbers would fluctuate over the next few</p>	

weeks, so there was a risk of under-performance. She said that applications had been 2% up on the previous year by end June. However, the GCSE grading had meant that more young people received grades to stay at school.

The Group Principal reminded Members that the concern had also been that, because of Covid-19, young people might be more inclined to stay at school because it was familiar. She said that the trends of enrolment were different this year. We had enrolled less Level 1 and more Level 3, probably because of the GCSE grades awarded this year.

The Principal of Langley College said that we were also seeing a trend of later enrolments as people who had stayed on at school changed their mind. She said that we were open for enrolment drop in sessions over the next two weeks. The Group Principal said that the college had not run drop in sessions initially because of Covid-19 security, but this model may not have suited some of the market at Langley so drop in sessions were now running, and were being managed well. She said that anecdotally, other colleges were receiving less enrolments than expected.

The Chair of the Committee asked about the risk of young people being NEET. The Group Principal agreed that this was a concern and the college was in dialogue with local authorities to offer routes into education and training.

Members asked about adult enrolment. The Group Principal said this was below this time last year, although the start of teaching was delayed compared to last year. She said that she had a working group set up to review the adult offer in response to rising unemployment in the area.

Members asked about plans for higher education in Slough and the Group Principal explained the collaborative working between the college, Royal Holloway and the council in order to gain LEP funds for a FutureSkills Hub in the town centre.

The Chair of the Committee asked for an update on the College Collaboration Fund bid. The Group Principal said she was pleased to inform members that we had been one of only 20 successful bids and work was now starting in partnership with BCA to digitise the apprenticeship curriculum. She also informed members that the college was part of another successful bid working with Heathrow and another 7 colleges to develop adult education and training opportunities. She reminded members that the college had been part of the Skills Partnership with Heathrow. This initiative had now changed focus since the economic downturn and the severe effects on aviation.

**The report was noted.**

6. Student Achievement Report – Results Summer 2020

The Group Principal introduced the report. She said that the summary report detailed results. However, some of these were still incomplete because of delayed assessments, particularly on vocational courses. She stated that the service from some awarding bodies had been poor, with changing guidance and late advice.

The Principal, Sixth Form outlined the very good A Level results, explaining the robust process that had been undertaken by teachers to award grades. She explained that this would be an unusual year with no national reporting or benchmarks. She outlined BTEC results and highlighted areas of required improvement including performing arts (retention in year 2) and continuing work to improve teachers' predicted grades. She noted that there was evidence that teachers had assessed with probity in the main as the first set of results (driven by the algorithm) had shown a demonstrable year on year improvement.

The Principal, Sixth Form noted the lower retention on some adult courses due to lockdown and some ESOL learners returning home because of loss of employment. Members asked whether any lessons from lockdown had been learned regarding on line teaching that could be applied this year. The Group Principal said that the college's evidence base was that Level 3 learners engaged better than lower levels partly because of technical capability, but also because of the ability to self-motivate. This evidence was backed up by recent national research from AoC and JISC. The Principal Sixth Form and

**MINUTE**  
**No**

**ACTION**

the Principal Langley College commented that this was why we had planned for blended learning for Level 3 courses in the main. The Principal, Langley College also spoke about arrangements for adult learners. Members asked about particular arrangements for groups of learners with protected characteristics. The Principal, Langley College spoke about Covid-19 secure arrangements for ESOL learners.

The Principal, Langley College said that results for vocational learners were still being collated due to a range of issues with awarding bodies. Good and improving results were demonstrated in IT, Child Care, Public Services, Sport, Health and Social Care.

Construction and Engineering and Motor Vehicle results were still coming in, and students had undertaken assessments over the summer but in some areas, results in these sectors would be poorer. In some trades such as painting and decorating and electrical, students were continuing study and being assessed in 2020/21.

The Principal, Langley College spoke about English and maths results and said that despite evidence of better engagement during lockdown, results for functional skills were poorer than expected. She said that GCSE English and maths was being taught on-line but because of this evidence base, functional skills was being taught face to face in 2020/21. A detailed quality improvement plan was in place. The Group Principal said that the senior leadership team recommend that this area be subject to a deep dive report in the February 2021 committee meeting to review progress against actions.

The Group Principal spoke about apprenticeship results and reminded members that a number of apprentices had been suspended in order to ensure they had the best chance of achievement post lockdown, or after furlough. She noted that there were still a small number of apprentices suspended because of furlough or loss of employment. Members asked what measures were in place to support these individuals. Members asked that these apprentices be tracked as a separate cohort.

The Principal, Langley College spoke about Higher Education and noted the very good results.

Overall members felt that the report was clear. It outlined the areas for development and improvement as well as showing progress overall.

The Chair of the Corporation asked that thanks be passed onto all staff for their hard work.  
**Members noted the report.**

7. Evaluation of Meeting

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

8. Dates and Times of Future Meetings

Dates and times of future meetings were noted as:

Scheduled for 6.00pm at Langley College on: Wednesday 11 November 2020  
Wednesday 17 March 2021  
Wednesday 16 June 2021

9. Any Urgent Business

The Chair of the Committee asked about the Ofsted regime in Autumn 2020. The Principal, Sixth Form explained that Ofsted are conducting a series of 'interim visits' and monitoring visits to view how providers have responded to the challenges of COVID19. Ofsted have identified the following priorities for the scope:

- providers with an inadequate or requires improvement inspection grade for overall effectiveness
- providers that we have identified risks and concerns about, in accordance with the indicators set out in our inspection handbook
- a sample of good and outstanding providers and newly merged colleges

**MINUTE**  
**No**

**ACTION**

The College was preparing and collecting evidence against the three Ofsted themes for inspection

- What actions are leaders taking to ensure that they provide an appropriate curriculum that meets the reasonable needs of learners and stakeholders and adapts to changed circumstances?
- What steps are leaders, managers and staff taking to ensure that the approaches used for building knowledge and skills are appropriate to meet the reasonable needs of learners?
- How are leaders ensuring that learners are safe and well informed about potential risks, including from online sources?

**The meeting ended at 7.05pm.**

Chair .....

Date .....