



THE WINDSOR FOREST COLLEGES GROUP CORPORATION **BOARD OF GOVERNORS**

MINUTES OF A MEETING OF THE QUALITY & CURRICULUM COMMITTEE **HELD ON WEDNESDAY 11 NOVEMBER 2020 VIA ZOOM**

| | | <u>Meetings Attendance</u> |
|----------------|--|----------------------------|
| PRESENT: | Angela Wellings (Chair) | (2 out of 2) |
| | Tina Coates | (2 out of 2) |
| | Kate Webb (Group Principal & Chief Executive) | (2 out of 2) |
| | Rob Lewis | (2 out of 2) |
| | Tom Wainwright | (2 out of 2) |
| | Anthony Haines | (1 out of 2) |
| | Mobolaji Alabi | (1 out of 2) |
| | Natalie Viola | (1 out of 2) |
| | Aimee Malin | (2 out of 2) |
| | Taha Hussain | (2 out of 2) |
| | Daljit Bains | (1 out of 2) |
| | Natalie Viola | (1 out of 2) |
| | | |
| CO-OPTED: | Alison Wheatley | (2 out of 2) |
| IN ATTENDANCE: | Lynn Payne (Clerk) | (2 out of 2) |
| | Bernadette Joslin (Group Vice Principal, Student Services) | |
| | Amanda Down (Principal, Sixth Form) | |
| | Ella Wheeler (Head of Safeguarding & Pastoral Support) | |
| | Pam Richardson (Director of ALS & LLDD) | |

PART I

| <u>MINUTE</u> <u>No</u> | | <u>ACTION</u> |
|--|--|----------------------|
| 1. | <p>The meeting started at 6pm.</p> <p>Members acknowledged the very sad death of our Governor, David Knowles-Leak. The Chair of the Committee spoke of David's involvement in College life and his awareness and concern for students and their life chances. He will be missed. The Chair asked for a minute's silence to pay tribute to David.</p> <p><u>Apologies for Absence</u> Apologies had been received from Shabnam Ali. 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>Minutes of the Previous Meeting Held on 21 September 2020</u> The Minutes of the previous meeting held on 21 September 2020, having been previously sent to members, were agreed as a true record and the Chair's electronic signature be applied. All Members were agreed.</p> | |

MINUTE
No

ACTION

4. Matters Arising from the Previous Meeting Held on 21 September 2020
It was noted that there were no matters arising from the previous meeting.
The report was noted.
5. Risk Management Action Plan
This item was presented by the Group Principal. Members were asked to consider and discuss the high risks within its remit. The Group Principal advised Members there were four high risks that were included in the College's overall risk management action plan and within the remit of this Committee. They were noted as:
- i) Inability to recruit and retain high quality staff in all areas.
 - ii) Severe disruption and adverse impacts on learners and College operations from the Coronavirus (Covid-19).
 - iii) Failure to maintain the "Good" Ofsted rating and the other inspection regime standards and continue to improve to "Outstanding".
 - iv) Slough is a Tier 2 (priority area) Area, and therefore there is a heightened risk that learners may be vulnerable to harm and radicalisation.
- The Group Principal spoke about how the risk relating to Covid-19 had been raised to 6/6.. She advised Members there would be a comprehensive report to the Coronavirus Advisory Group (CAG) next week. She spoke in detail about the adverse impact on learning for students from self isolation and disruption. The Group Principal also spoke about two serious incidents that had occurred outside the College in the last few weeks. This matter would be referred to in the Pt II agenda. The Group Principal spoke about students concerns in Langley College as a result of the incidents referred to above. The Group Principal, Group Vice Principal Student Services and Head of Safeguarding & Pastoral Support all spoke about the impact lockdown was having on young people and resulting boredom and fear had led to some issues.
The other risks were considered and Members noted the report.
6. MONITORING 2020/21 PERFORMANCE TARGETS
- a) Student Achievement Report 2020/21
This item was presented by the Principal, Sixth Form. She informed Members of the latest indications of student performance against target retention and attendance. Members were also advised of the student performance that might be at risk of performing below expectation and invited members' comments. The Principal, Sixth Form advised Members that overall attendance was achieved, meeting the College target of 90%. Members noted the correlation between achievement and attendance and Members asked if staffing issues in some areas had affected achievement in 2019/20. The Principal, FE confirmed that the College had worked hard and recruited some key teachers in hard to recruit areas such as electrical. Members also asked for the impact of Covid-19 on student achievement. The Group Principal spoke about last year and the impact of learning online was difficult for some students, particularly lower level. The impact of delayed assessment for practical courses had also had adverse effects. The Principal, Sixth Form noted that because of lockdown and changes to exams and assessment there would be no published national data. With regards to this year bubbles and zones had been created to enable social distancing, together with face coverings and teachers wearing visors in the classroom. The Group Principal noted that the level of cases the college was experiencing, and the associated self-isolation periods was very disruptive to learning, and might impact on achievement. It was noted that there was a special governor group set up to monitor our response to C-19. Members asked about the student anxiety generally and whether there was informal benchmark data and information from comparable institutions. The Principal, Sixth Form said not currently, and this year results would be difficult to quantify. She said in relation to mental health and anxiety, we had anticipated more need coming through and this was being seen. We continued to work with Together All to provide on line support as well as our tutorial and safeguarding teams.
Members noted the report.

MINUTE
No

ACTION

b) Enrolment, Funding & Growth

This item was presented by the Group Principal. Members were asked to note the analysis of enrolment figures to date for 2020/21. Members were reminded that the report was an early indicator of enrolment performance for 16-18 year olds and that numbers may fluctuate until the census date in November, when the funded number was confirmed which might mean that numbers would be lower than last year. For adults and apprentices enrolment continues throughout the year, although apprentices were projected to be on budget and adult enrolment was below expected. She advised Members that as anticipated, Covid-19 has meant that enrolment trends were not following historical patterns and there were more level 2 and 3 students on study programmes.

Members noted the report.

c) TWFCG Student Outcome Targets 2020/21

The Principal, Sixth Form informed Members of the student achievement college targets set for 2020/21.

These were discussed and the report was noted.

7. Deep Dive – High Needs

The report to Members was in-depth and because of the sensitivity it was agreed it would be reported in the Pt II agenda.

The Director of ALS & LLDD left the meeting.

8. Student Liaison Committee Feedback

This item was presented by the Group Vice Principal, Student Services. Members were updated on the business of the Student Liaison Committees (SLC) at Strode's, Windsor and Langley Colleges. The report outlined the purpose of the arrangements for the convening of Student Liaison Committees within the Governance structure and summarised the matters discussed during the first round of Student Liaison Committees in the 2020/21 academic year. Members were reminded that the Student Liaison Committee was part of the Governance structure that existed to enable students to have a direct discussion with and provide feedback to members of the Board of Governors. The Student Liaison Committee operated at all three Colleges and reported into this Committee and the Student Governors were ex-officio Members of the Student Liaison Committee for their College and each Student Liaison Committee was chaired by a Member of TWFCG Board of Governors.

Members noted the Committee feedback.

9. Annual Report of Complaints 2019/20

This item was presented by the Group Principal. Members were updated on the complaints received in the 2019/20 academic year and advised of the outcomes and management actions.

The report was noted.

10. Safeguarding

a) Annual Safeguarding Report 2019/20

This item was presented by the Group Vice Principal Student Services and the Head of Safeguarding. Members had received a comprehensive report on Safeguarding for the last academic year. This was to update members on safeguarding cases dealt with during the 2019/20 academic year and to ensure members were fully compliant with current safeguarding and child protection legislation. Members were advised that the College group was meeting its legal requirements with regard to safeguarding children and vulnerable adults and its ongoing commitment to safeguarding as an organisational priority. Members received statistical data about child protection referral and incidents over the last year at each of the three Colleges in the group. The report also set out the wider activity that each College undertook as part of its safeguarding provision. Members noted the arrangements for safeguarding across the College group and the recommendations for ongoing developments in safeguarding across the College group in 2020/21.

| <u>MINUTE No</u> | | <u>ACTION</u> |
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| | <p>Members noted the report.</p> <p>b) <u>Safeguarding & Child Protection Policy & Procedures</u> Members considered the Policy & Procedures, noting there were no major changes since the last revision. Members agreed to recommend the Safeguarding & Child Protection Policy & Procedures to the Board for approval. All Members were agreed.</p> | Refer to Corporation |
| 11. | <p><u>Covid-19 Update</u> This matter had been covered earlier in the agenda.</p> | |
| 12. | <p><u>Committee Self-Assessment</u> Members considered the key Committee self-assessment points and agreed to recommend these to the Board for approval together with the terms of reference. All Members were agreed</p> | Refer to Corporation |
| 13. | <p><u>Evaluation of Meeting</u> Members felt the length of the meeting had been about right, with appropriate time spent on each agenda item. The structure of the papers was easy to follow, the content was clear and full to enable good decision making. There were lengthy discussions on the Deep Dive – High Needs Provision and Safeguarding.</p> | |
| 14. | <p><u>Dates and Times of Future Meetings</u> Dates and times of future meetings were noted as:</p> <p>Scheduled for 6.00pm at Langley College on: Wednesday 17 March 2021 Wednesday 16 June 2021</p> | |
| 15. | <p><u>Any Urgent Business</u> There were no items of other business raised.</p> | |

The meeting ended at 7.20pm.

Chair Date