



# **THE WINDSOR FOREST COLLEGES GROUP CORPORATION**

## **BOARD OF GOVERNORS**

### **MINUTES OF A MEETING OF THE QUALITY & CURRICULUM COMMITTEE** **HELD ON WEDNESDAY 10 NOVEMBER 2021 VIA ZOOM**

		<u>Meetings Attendance</u>
PRESENT:	Tina Coates (Chair)	(2 out of 2)
	Tom Wainwright	(2 out of 2)
	Gillian May (Group Principal & Chief Executive)	(2 out of 2)
	Rob Lewis	(2 out of 2)
	Peter Tyndale	(2 out of 2)
	Natalie Viola	(2 out of 2)
	Alison Wheatley	(2 out of 2)
	George Shewell	(1 out of 2)
	Jake Smith	(1 out of 2)
IN ATTENDANCE:	Lynn Payne (Clerk)	(2 out of 2)
	Amanda Down (Principal, Sixth Form)	
	Gina Moore (Vice Principal, Curriculum & Quality)	
	Ashley Ritchie (Interim Assistant Principal Student Services)	

### **PART I**

**The meeting started at 6pm.**

<u>MINUTE</u> <u>No</u>		<u>ACTION</u>
1.	<u>Apologies for Absence</u> Apologies had been received from Angela Wellings and Student Governor Iqra Abbas.	
2.	<u>Declarations of Interest</u> No member declared a conflict of interest with the agenda.  The Chair welcomed Gina Moore and Ashley Ritchie to the meeting as this was their first meeting of the committee and introductions were made. Gina had been with the College since July 2021 as Vice Principal, Curriculum & Quality at Langley College and Ashley Ritchie joined the Group in September as Assistant Principal, Student Services at Langley. Ella Wheeler had left the college in October, with Ashley Ritchie becoming the senior Designated Safeguarding Lead for the Group. The Chair said she would be starting the meeting with 6e, the Student Services Improvement Plan, but that the minutes would record this sequentially.	
3.	<u>Minutes of the previous meeting held on 22 September 2021</u> The Minutes of the previous meeting held on 22 September 2021, 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>	
4.	<u>Matters Arising from the Previous Meeting Held on 16 June 2021</u> It was noted that all matters arising had been actioned.	

5. Curriculum Risk Register  
This item was presented by the Group Principal. She advised Members that the main risk register would be updated and would come to the next meeting of this committee. There were 10 risks on the committee's risk register and the Group Principal went through them all, detailing the control measures and assurance work undertaken to date in each area. It was noted that a few of the risks were perhaps to be considered as more 'issues' than risks, but the Group Principal confirmed the risks in question to be operational risks to the Group. The observation was noted.  
**Members noted the curriculum risk register.**
6. Monitoring 2021/22 Performance Targets
- a) Enrolment, Funding & Growth  
The Group Principal informed members of the latest enrolment figures against all income streams. Members were asked to note the analysis of the enrolment figures to date and were reminded that the report was an early indicator of enrolment performance for 16–18-year-olds, although numbers may fluctuate until the census date in November, when the funded number was confirmed. With regard to apprentices and adults, enrolment continues throughout the year. Members were advised that at the time of reporting, 16-18 learner headcount across the College Group was 2,529, being 140 below the recorded census number at the same point in time in November 2020. The Group Principal advised members, taking into account the current learner numbers and the 80 assumed growth in learners in the budget, there was forecast to be a significant reduction in funding for 2022/23 of over £0.9 million. It was noted adult enrolment was at 1,888 and Higher Education headcount numbers were at 88. Members discussed the reasons for the reduction in 16-18 learners, mainly at Langley, and asked what measures were in place to cut costs or increase learners. There would be a report at the next meeting.
- b) Student Achievement Report  
This item was presented by the Principal, Sixth Form. Members were informed of the latest indications of student performance and emerging priorities for quality assurance in 2021/22. Members were advised that attendance at TWFCG for all ages was currently 90.7%, which was the planned target for all ages. At Strode's College attendance was 93.5%, at Windsor College 94.6% and at Langley College 86.2%. The departments that were of significant concern were Adult Education at Strode's College and English & maths, and Motor Vehicle and Engineering at Langley College. The Principal, Sixth Form informed members that specific actions were in place to address concerns in English and maths and Adult and Community courses at Strode's College and these were being closely monitored by the Assistant Principal Curriculum & Quality at Langley College and the Head of Adult and Community Learning for Sixth Form.
- In relation to achievement rates, at Strode's College the achievement rate target was met at 82.8%, at Windsor College the achievement rate target was exceeded at 87% and at Langley College the achievement rate target was not met by 7.3%, at 72.7%. Members noted the areas that were significantly below target due to poor retention in some cases and low pass rates in others. It was noted of significant concern was performance in English & maths, where achievement in FS had had a detrimental impact on overall achievement. The Principal, Sixth Form informed members there was a focus on the weaker areas with clear action plans in place for each Head of Department.
- In relation to Higher Education, Members were informed that students and lecturers were back in face-to-face teaching, and feedback from students was extremely positive about being back in the College. At the time of reporting, the College had enrolled 88 students on its HE programmes, against a target of 100. The reduction in target was partly due to the impact on student settings, whereby the students had not been given day release due to staff shortages as a result of the pandemic.  
**The Chair thanked the Principal, Sixth Form for her report, which was noted.**
- c) Draft Quality Improvement Plan  
Members noted the draft Quality and Improvement plan and whole college KPIs. The Equality objectives were noted. The areas for improvement in the SAR 2020/21 were noted.

d) Langley Quality Improvement Plan

This item was presented by the Vice Principal, Curriculum & Quality. Members were advised of the plan for quality improvement at Langley College. The Vice Principal, Curriculum & Quality informed members that a number of factors had been identified, which required prompt attention to bring about significant improvement in outcomes needed at Langley. Some factors in progress would be effective in-year and some would be implemented ready for the academic year 2022/23. The Vice Principal, Curriculum & Quality discussed the areas of improvement needed and the key priorities in this year were noted as:

1. Increased study programme ownership by teaching staff
2. Progress tracking
3. Lesson observations identifying themes and areas for improvement
4. Work experience and industry placement

**Members noted the report.**

e) Student Services Improvement Plan

The Assistant Principal, Student Services informed Members of the improvement within the Student Services department at Langley College. Members were advised that the issues had been:

- Lack of ALS support in vocational theory and practical sessions at Langley College.
- Issues with staff contact hours and staff utilisation at Langley College
- The impact of support on student outcomes.
- ALS funding and support for adult students.
- Relationships with local Authorities leading to late consultations and variable funding claims.

The actions taking place for the ALS support had been costed for each session for all EHCP students. Eight new ALS posts had been approved and once they had been advertised and staff were in-post, all theory and practical sessions for EHCP and SEND students would have support in place. It was noted that contracts needed to be reviewed in order to be fit for purpose, and established staff needed to be moved to support contracts, which would facilitate greater contact hours. Sessional staff would be moved to established and many had been with the College for 6 or more years.

There would be a review of funding and income in progress, and it was noted contact had been made with Slough & Windsor Local Authorities and that the Assistant Principal, Student Services had joined the SEND Improvement Board. The Assistant Principal, Student Services hoped that the impact would be consistent support in all sessions with a positive impact on student outcomes, and that all staff would be able to attend training and planning sessions positively, impacting on ownership, quality of support and leading to a more stable workforce. It was hoped staff would feel valued and would be retained and there would be increased contact and support and resulting increased ALS income. The relationship with the Local Authorities would be improved, leading to better planning potential of joint planning commissioning and block funding, therefore a more sustainable financial model. This would also have the effect of better planning for student transitioning and support and more secure funding for more effective budget planning. Members discussed the Student Services Improvement plan and were pleased to have such a comprehensive report.

**The report was noted.**

f) SAR Validation panels 2021/22

Members noted the Principal, Sixth Form's report and this was taken as read.

7. Student Liaison Committee Feedback

This item was presented by the Group Principal. Members were updated on the business of the Student Liaison Committees at Strode's, Windsor and Langley Colleges. The report outlined the purpose of and arrangements for the convening of Student Liaison Committees within the governance structure and summarised the matters discussed in the second round of Student liaison Committees in the last academic year. It was noted each Student Liaison Committee was chaired by a member of the governing body. In this academic year, Rob Lewis would chair the Windsor College Student Liaison Committee, Nathan Garat would chair the Langley College Student Liaison Committee and Tom Wainwright would chair the

Strode's College Student Liaison Committee. At the meeting the Student Governor said he felt the Student Liaison Committee meetings were very positive and helpful.

**The report was noted.**

8. Annual report of Complaints 2020/21  
The Group Principal updated Members on the complaints received in 2020/21 and advised on the outcomes and management actions.  
**The report was noted.**
9. Distance & Blended Learning Policy  
Members noted the proposed Policy, which was noted.
10. Covid Update Report  
Members noted the Group Principal's report of actions taken at the College relating to the latest situation regarding the Covid pandemic.  
**The report was noted.**
11. Committee Self-Assessment  
The Clerk outlined the extent to which the committee contributed to the performance indicators of the Corporation. Of particular note was that the attendance at Quality & Curriculum Committee meetings which was noted as 100% during the last academic year and members commented on how the virtual platform was suiting excellent attendance at committee meetings. Members considered the terms of reference of the committee and agreed to recommend them to the board for approval.  
**All Members were agreed.**
12. Evaluation of Meeting  
This was a comprehensive meeting with much interaction, added value and constructive challenge from members. The Chair of the Committee expressed some concern that for many of the reports there was no summary paper, and it was therefore difficult to navigate and rationalise why some things were happening. She asked for a fuller executive summary for all agenda items for future meetings. Members agreed and felt this was essential for future meetings.
13. Dates and Times of Future Meetings  
It was noted that the 10 November was felt to be too early in the month for this committee and members asked for it to be rescheduled to the end of the month for the meeting next year.  
**All members were agreed.**  
  
Dates and times of future meetings were noted as:  
  
Scheduled for 6.00pm via Zoom on: Wednesday 16 March 2022  
Wednesday 15 June 2022
14. Any Urgent Business  
There were no items of other business raised.

**Refer to  
Corporation**

**The meeting ended at 7.30pm**



Chair:

Date: 16 March 2022