



THE WINDSOR FOREST COLLEGES GROUP

MINUTES OF A MEETING OF THE QUALITY & CURRICULUM COMMITTEE

Tuesday 25 April 2023 at 5.00 pm

Held online via Zoom

PRESENT:	Tina Coates	Chair
	Nathan Garat	Governor
	Anthony Haines	Governor
	Rob Lewis	Governor
	Janet Robertson	Staff Governor BCA
	Signe Sutherland	Governor
	Natalie Viola	Staff Governor Strode's
	Gillian May	Group Principal & Chief Executive
	Antonia Spinks	Co-opted Member of Q&C Committee
	Angela Wellings	Chair of Corporation
	Alison Wheatley	Staff Governor Langley
	Sali Adams	Student Governor 6 th Form
	Aaina Khan	Student Governor FE

IN ATTENDANCE:	Amanda Down	Principal, Sixth Form
	Anne Entwistle	Principal, FE
	Kathryn Seal	VP Apprenticeships, Adults and Commercial
	Jessica Berry	VP Curriculum Quality and Innovation
	Tracy Reeve	Director of Governance

MINUTE

No

1.

Apologies for Absence

Apologies had been received from Mobalaji Alabi.

Reena introduced herself.

Recording will be put onto BI.

Why changed format of the meeting – Ofsted due. L&M post inspection plus any areas which RI

- Apprenticeships (RI @ BCa)
- High Needs (RI @ Langley) Assurance around challenges

Open up to a wider audience of governors.

Kathryn:

Presentation - Deep Dive Review.

Key documents to follow.

KS – overview for Langley & BCa.

In-year data – found data during deep dive last few weeks. RAG rated.

Achievement – 53.2% TWFCG Langley already at 50.8% (same as year end last year). BCA at 15.4% - down on last year due to admin and data issues. Starts – as per.

Starts 2023/24 strong.

Keeping an eye on withdrawals to ensure end-year achievement is reached.

BCa withdrawals – 22 many from Horticulture.

BCa achievers – 4 should be 45.

ACTION

SS asked for prior year comparator data to be added – ACTION ks
40 past planned end date – electrical/ carpentry a % of this.
Only 4 merit and distinctions ((at BCa is local data not ILR data)
Predicted ach better than prior year – green 'good'. 65% (BCA – 58% relies on
local data not ILR.)
KS explained issues with BCA data.
Rob – asked for further explanation around 'achieved' and terminology standards v
framework.

BCA data challenges: Historically always had issues with uploading WBL data and
achievement. Merged BCA into TWDCG and during that process all of BCA
employer accounts had to be reset (300 employers to create new paperwork for to
reinstate employers as TWFCG employers). Failings come out of woodwork during
last two weeks. Not drawn down funding.
Rob – if presenting data needs to be accurate and consistent on any line.
Rob – withdrawals – if 22 and 29 are amber than why withdrawals are red. All
need to be red. ACTION.
KS – 15.4% in there to highlight issue with BCA. KS – yes 15.4% on the ILR.
Need to remove the 53% from that line.
SS – appr on right trajectory last year. Need briefing to let you know what
happened. Why gone down hill. KS – issues with data before November. Now got
data people in Apprenticeships not MIS. Using Langley processes and knowledge
and systems to give group perspective.

Angela – scared by data. Need narrative and need a detailed briefing for Ofsted.
ACTION – a more detailed introduction – KS issue a detailed briefing paper with
narrative.
SS – also need a timeline to show progress. Data for WBL needs to equal data on
16-18 – staff need visibility.
Tina – any question around data for previous years.? Gillian – yes at BCa for last
2 years. Back office @ Langley better resourced re data and tracking. Internal
audit of WBL in May – audit risk around funding £1.3m under recovery risk. Now
got hands on data fail and can turn it round before the internal audit.
GM – recognise risk but now correctly resourced back-office to remedy it. Come
back in one month to show remedy around data. Now done a restructure and can
move forward. GM should have picked it up earlier but now confident can remedy
funding and presentational programme. ACTION – remedy within one month.
Reena – BCA team now at Langley – 200 errors (35 fixed since yesterday). If
struggling will put more resource in there.
Anne E – Not sure that we sorted it last year. KS found ongoing errors. SS – have
we under or over claimed last year funding. QRB meeting Friday and need to talk
through this SS.
Gillian - majority of errors in year so ££ not at risk as will sort out data issues.
KS – going through every start to double check all elements of apprenticeship
journey. So get fully clean data.
Predicted achievement looks good – as per.

LANGLEY CURRENT POSITION

Reena talked about past-planned end date learners 6 of 29 going into EPA during
next 3 weeks. Booking EPA during weekends and half-term to get through back
log. Action Plan in place for every past end-point learner. Clear action plan – FS
additional lessons and 1:1 support where necessary.
Jess – any at risk of not getting an EPA (over booked at many EPA associations).
Reena – met and set a future schedule so got the slots. Good working relationship

with associations and end point assessors. Tina questioned acronyms – Reena explained what was involved in each.

EPA – end point assessment @ Gateway.

EPAO – end point assessment organisation

NOCN (awarding body)

ACTION – share infographic and include in the pack.

KS shared document which detailed Apprenticeship Journey – use as bible across the group especially at BCA. Split by Employer, Apprentice, College quality perspective (quality of delivery and funding).

Sales process linked to new TWFCG CRM system.

Interview and enrolment

Onboarding and review

On programme

Gateway

EPA

Achievement and claim

KS used with Ofsted at previous college and worked well – provided a template for Ofsted review and link to Risk Register.

Rob – commended. Does MIS capture steps for each of these steps ATM. KS – no need to do work. Working with Bus Dev Team around better use of the CRM system.

Developing a training programme for staff (KS and Reena) Soft launching CRM in June.

Reena already aligned sign-up paperwork. Next phase looking at quality paperwork during delivery. To get standardisation across all campuses.

SS – good but how does it work over 'hard lines' how know apprentices done things. Via CRM (employers) and e-portfolio system to see actions been completed. SS – need checks and balance between MIS systems / ILR and e-portfolio. KS assured that this will be reviewed within monthly checks and balances. Apprenticeship Team and MIS Manager.

Reena – review every 6 weeks at Langley ATM – manual process ATM. Moving to OneFile to develop (MIS involved). SS – asked other colleges that OneFile works well – yes. Done - KS used before.

RISK REGISTER – will send that out

Other priorities:

Working on LSIP and Accountability priorities

ALS for apprentices

Looking at BV, Prevent, radicalisation and safeguarding.

Tina: March meeting- workstreams covered – not all covered today. Need an update RAG rated on workstreams . ACTION: in next meeting.

List by subject/ RR upload after the meeting.

Tina – don't hear Apprenticeship Voice? Good idea to take forward.

SS – do a focus group with Apprenticeships and bring back to Q&C.

SS – Employer survey. Changes will not go well with employers. KS - Team managing comms with employers (DAS change not college fault). Trying to mitigate giving them lunch and training.

Employer Survey has a bearing on outcomes/ accountability. Ongoing – employers can rate us at any time as can apprentices. KS – included in RR.

OFSTED UPDATE:

AE – days of QRBs. 7 today. Deep Dives in every area. Focus on being Ofsted ready. Focus on skills and employer engagement.

AE – invite governors in at any time.

Tina welcomed Antonia – as coopted member of Q&C Committee. Gillian introduced her. T&L knowledge. Pedagogical knowledge. 25 years in education. Lead small MAT in RBWM and Slough.

APPLICATIONS UPDATE:

Gm shared data.

110 progressing students added since last week.

Working hard to convert to enrolments.

Continued recovery of Langley 730 v 649. Only 2 soft – sport and protective services (downward trajectory).

Strode's steady as goes

Windsor – up 60 last year so good to hold its own.

Positive trajectory.

ACTION – detail and trajectory to next meeting.

AEB also strong.

BRING Apprenticeships back before year end – using internal audit as assurance.

Give us 6 weeks. Size of issue needs review. Add to June meeting.

ACTION: reschedule QRB so SScan be in the room.

2. **Notification of any other urgent business**

There was no other business notified.

3. **Declarations of Interest**

No member declared a conflict of interest with the agenda.

4. **Minutes of the previous meeting held on 15 March 2023**

The Minutes of the previous meeting held on 15 March 2023, having been previously sent to members, were agreed as a true record and would be taken as signed by the Chair.

All Members were agreed.

5. **Matters Arising from the Previous Meeting Held on 15 March 2023**

It was noted that all matters arising had been actioned or would be covered within this agenda.

6. **Apprenticeships 'Deep Dive'**

7. **Ofsted Update** (*standing agenda item*)

8. **Applications Report**

- *16-18 Learners*

The Group Principal (GM) presented the current position with applications for 2023/24 as recorded on 7 March 2023. Across the group applications were 12.6% higher than at the same point in the prior year. The individual colleges were showing growth in applications as follows:

- BCA 1218 applicants (19% increase)
- Langley 545 applicants (27.6% increase)
- Strode's 1128 applicants (7.1% increase)
- Windsor 681 applicants (2.4% increase)

GM reminded the meeting that as discussed earlier in the meeting the applications at Windsor had seen a very large increase for 2022/23 so any further growth on the current baseline was impressive. Governors noted that updated data would be brought to the Corporation on 22 March 2023. It was also highlighted that the majority of interviews would be completed by the end of April 2023.

- *Adult recruitment*

GM highlighted the strong in-year funding performance against the GLA allocation. The College was currently forecasting to be at 120% of allocation and had submitted a growth

request. The performance against the Adult Education Budget was also very strong – 75% achievement Year-to-date with 110% predicted at year-end. GM highlighted the positive impact made by the new VP Adults (KS) who was confident that the previous poor AEB performance could be turned around. The meeting commended this major step forward and agreed that it was very positive to be able to talk about growth in this provision. This improved performance would be reflected in the mid-year reforecast 2022/23 coming to the Governing Body on 22 March 2023 along with the increased Apprenticeship income now forecast at £2.1m for 2022/23 (£1.6m in the prior year).

The Applications Report was NOTED.

9. Dates and Times of Future Meetings

These were noted as:

- Tuesday 23 May Deep Dive into High Needs provision
- Tuesday 20 June 2023 Deep Dive into Langley College QIP

Both meetings to be held online via Zoom starting at 5pm.

10. Any Urgent Business

There was no urgent other business notified.

The meeting ended at 6.00pm

Chair

Date