



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

**MINUTES OF A MEETING OF THE QUALITY & CURRICULUM COMMITTEE**  
**HELD ON WEDNESDAY 16 JUNE 2021 VIA ZOOM**

		<u>Meetings Attendance</u>
PRESENT:	Angela Wellings (Chair)	(4 out of 4)
	Tina Coates	(4 out of 4)
	Gillian May (Group Principal & Chief Executive)	(1 out of 1)
	Rob Lewis	(4 out of 4)
	Tom Wainwright	(4 out of 4)
	Anthony Haines	(3 out of 4)
	Mobolaji Alabi (from 6.25pm)	(3 out of 4)
	Natalie Viola	(3 out of 4)
	Jake Smith	(1 out of 4)
CO-OPTED:	Alison Wheatley	(3 out of 4)
IN ATTENDANCE:	Lynn Payne (Clerk)	(4 out of 4)
	Maxine Wood (Principal, Langley College)	
	Amanda Down (Principal, Sixth Form)	
	Ellie Wheeler (Director of Safeguarding & Pastoral Care)	

**PART I**

<u>MINUTE No</u>		<u>ACTION</u>
1.	<p><b>The meeting started at 6.05pm.</b></p> <p><u>Apologies for Absence</u>            Apologies had been received from Daljit Bains, Aimee Malynn and Taha Hussain.</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 17 March 2021</u>            The Minutes of the previous meeting held on 17 March 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></p>	
4.	<p><u>Matters Arising from the Previous Meeting Held on 17 March 2021</u>            The matter arising was related to reviewing the risks and ratings around Coronavirus and Safeguarding, to see if any further detail needed to go into the High Risk Register. It was agreed this would remain as a matter arising.  <b>The report was noted.</b></p>	<b>Clerk</b>
5.	<p><u>Risk Management Action Plan</u>            This item was presented by the Group Principal. Members noted the four risks included in the College's overall risk management action plan that were within the remit of this Committee.</p>	

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 risks were discussed.

**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. Members were informed of the latest indications of student performance against the target retention and attendance figures. Members were also informed of the areas of student performance that might be at risk of performing below expectation, mitigation and interventions have been put in place. Retention and attendance information was being constantly monitored to ensure learners were retained. The Principals were currently leading on the round of review meetings with each department team, regarding predicted achievements, including mock exam results. The Principals were also meeting with each Head of Department to review current progress against agreed actions from their self-assessment report and to discuss courses at risk in terms of achievement rates or summer 2021.

In relation to attendance, the Principal, Sixth Form stressed that there were still issues, and that attendance was under the target of 90%. It was noted that the Teacher Assessed Grades (TAGs) would not be made public, but Functional Skills and ESOL outcomes would be. The Principal, Langley College advised Members that the College would breach minimal standards on the Functional Skills course.

**Members discussed and noted the report.**

b) Enrolment Report & Applications Update

This item was presented by the Group Principal. She updated Members on the latest enrolment figures against all income streams. Members were reminded that the report was the current forecast of enrolment performance in relation to adults and apprentices as their enrolment continued throughout the year.

*(6.25pm – Mobolaji Alabi joined the meeting)*

The Group Principal advised Members that, at the time of reporting, the 16-18 learner headcount across the College group was 2,599, which was noted as 77 below the recorded number this time last year. Apprenticeship enrolment was 330, compared to 371 at this time last year. Adult enrolment for the current year stood at 2,372 and adult work was operating at approximately 77% of the College's AEB finding grant. Higher Education headcount numbers were 93, against the planned target of 97.

The Principal, Langley College spoke about procedures in place to ensure students do get a place at the College, with good advice and guidance available on applications.

**Members noted the report.**

c) TWFCG Quality Improvement Plan (QIP) Update 2020/21

The Chair asked Members to note the Quality Improvement Plan report which outlined the progress of the Group by Colleges, highlighting areas for improvement. It was noted the QIP would be led at each College by the Principals for Curriculum with the Group Vice Principal Curriculum & Quality adding in cross-College input. The next review of progress by the Board would be at the July meeting.

**MINUTE**  
**No**

**ACTION**

The Chair invited questions on the report.

Members discussed the current Ofsted rating of the College and about how to maintain the "Good" rating and move to "Outstanding". The Principal, Sixth Form informed Members she would share the current Ofsted performance improvement action plan before the next meeting.

**Principal,  
Sixth Form**

The Chair referred to the item on the improvement and achievement rate of learners with LLDD to be in line with learners without LLDD and in line with national benchmarks across all areas of TWFCG provision. She felt the report showed no progress in this area. The Principal, Langley College informed members this item would be referred to at the autumn meeting of this Committee. Members would then be introduced to the new team, looking at this area and their plans for Foundation Learning.

**The report was noted.**

7. Annual Lesson Observation Report

This item was presented by the Principal, Sixth Form. Members were updated on the College's lesson observation process. It was noted the Group completed 116 observations in June 2021. Some observations were cancelled due to TAGs and priority given to securing achievement for all students. Members noted the impact of Covid 19 on staff workload. Some annual lesson observations had taken place online to ensure peer learning continued. The Principal, Langley College spoke about 'Teach Meets', which had worked well, particularly on the virtual platforms.

There was a general discussion around learning walks and about how it was intended that these continue and be considered normal practice for the future, with staff being encouraged to desensitise to such observations.

**The report was noted.**

8. Safeguarding

a) Safeguarding Termly Update

This item was presented by the Director of Safeguarding & Pastoral Care, who advised members of the safeguarding work and cases, arising over the year to date 2020/21. She informed members that additional arrangements and changes to existing safeguarding arrangements, had been put in place to respond to the first and second lockdowns arising from the Covid-19 pandemic. Members noted what the arrangements were.

On return to the College from 8 March, arrangements to specifically contact vulnerable students had continued on an increasing basis, to ensure each of those students was back in College and their attendance was regular. Their wellbeing was then carefully monitored and tracked in person.

It was noted since the return to College in March, there had been an increased focus, with personal tutors, on digital safety and supporting mental health issues. The team had been very busy with increased disclosures and referrals, which were in a likelihood related to the extended period of lockdown and ensuing problems.

It was noted there was now weekly monitoring, of students to ensure engagement with learning and access to IT equipment.

The Director of Safeguarding & Pastoral Care spoke about the reference to sexual harassment, that had been in the media recently, and at the next meeting of this Committee there would be an action plan around this area.

**Director of  
S&PC**

The discussion around safeguarding continued, but it was agreed this would be reported in the Pt II minutes.

**The report was noted.**

**MINUTE**  
**No**

**ACTION**

9. Student Liaison Committee Spring Term Report  
Members were updated on the business of the Student Liaison Committees (SLCs) at the Strode's, Windsor and Langley Colleges. The report outlined the purpose of and arrangements for, convening SLCs together with the governance structure, and summarised the matters discussed.

The Group Principal said she had met two SLCs and was impressed with the calibre of students involved. The biggest issues for them, related to the Covid 19 disruption as they had only known one year at the College.

Rob Lewis advised members that he had the privilege of attending the SLC meeting in Strode's College this week, and had been very impressed with the quality of the subjects raised in the meeting. He felt it was the best student link meeting he had been to and it was the first meeting in the year not held on the virtual platform, Zoom. The meetings had enabled really good discussions.

One of the key matters discussed related to mental health and access to counsellors. It transpired that many students had not been aware of the counselling service at the College. The Principal, Sixth Form informed members that the counselling service was heavily used and currently bookings were full. The staff Governor NV, informed members that it was helping enormously to have a counsellor on the campus. Students were being referred to other agencies, outside the College, but it was noted that services to assist in this area were heavily booked.

**The report was noted.**

10. Evaluation of Meeting  
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 sufficient to inform recommendations. The length of the meeting was good. There was good challenge and added value from members in the discussions on the Quality Improvement Plan, and the report on Safeguarding.

11. Dates and Times of Future Meetings  
Dates and times of future meetings were noted as:

Scheduled for 6.00pm at Langley College on: Monday 21 September 2020  
Wednesday 4 November 2020

12. Any Urgent Business  
There were no items of other business raised.

**The meeting ended at 7.15pm.**