



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

**MINUTES OF A MEETING OF THE QUALITY & CURRICULUM COMMITTEE**  
**HELD ON WEDNESDAY 17 JUNE 2020 VIA MICROSOFT TEAMS**

Meetings Attendance

PRESENT:	Angela Wellings (Chair)	(4 out of 4)
	Tina Coates	(4 out of 4)
	David Knowles-Leak	(4 out of 4)
	Kate Webb (Group Principal & Chief Executive)	(4 out of 4)
	Rob Lewis	(4 out of 4)
	Anthony Haines	(4 out of 4)
	Natalie Viola	(4 out of 4)
	Daljit Bains	(3 out of 4)
	Shabnam Ali (by phone)	(2 out of 4)
	Athena Jamaranian	(4 out of 4)
	Alison Wheatley (co-opted Member)	(3 out of 4)
	Maxine Wood (AP Further Education)	
	Amanda Down (AP Sixth Form)	
	Juliet Holloway (AP Marketing & Business Development)	
	Tina Turner (Interim Director of Quality)	
CLERK:	Lynn Payne	(4 out of 4)

**PART I**

<u>MINUTE</u> <u>No</u>		<u>ACTION</u>
1.	<p><b>The meeting started at 6pm.</b></p> <p><u>Apologies for Absence</u> There were no apologies for absence.</p> <p>Student Governors Jake Smith and Urwah Chaudhary were 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 29 April 2020</u> Members were reminded that the meeting on 29 April was held via Written Resolution. The Minutes of the previous meeting held on 29 April 2020, having been previously sent to members, were agreed as a true record and it was agreed in accordance with the recent Board resolution that 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 29 April 2020</u> It was noted that all matters arising had been actioned or would be covered on the agenda. <b>The report was noted.</b></p>	

5. Risk Management

This item was presented by the Group Principal. Members were asked to consider and discuss the high risks within the Committee's remit. These included four high risks:

- a) Failure to meet Ofsted improvement actions and raise standard achievement to achieve a rating of "Good" or better at the next inspection, including a "Good" for Apprenticeships. The Group Principal reminded Members that the College had been subject to a full Ofsted inspection in November 2019 and received a "Good" overall, with "Good" in all areas except High Needs, which was "Requires Improvement". She confirmed actions had been incorporated into the Quality Improvement Plan (QIP). She advised Members that specific action had been taken in relation to discrete High Needs areas, with an action plan to improve teaching, learning and assessment in that area in-year.
- b) Slough is a 2-tier priority area and therefore at a heightened risk that learners may be vulnerable to harm and radicalisation. The Group Principal advised Members on current issues, mainly related to the Covid-19 crisis. She said that, following guidance from the DfE at the end of March, the College had produced adapted guidance for safeguarding procedures during the lockdown. She said the focus was on digital safety and ensuring vulnerable learners were supported to continue to engage in learning. She advised Members that engaging and supporting these students was a key challenge and another area of concern remained student mental health and anxiety issues. She informed Members that during the lockdown the Slough Prevent Board had noted particular concerns related to the use of online gaming to influence and groom young people. Staff had been issued guidance on how to deal with situations in this area.
- c) Inability to recruit and retain high quality staff in all areas, but particularly in Construction and Building Services. This risk was discussed. The APFE said it had been hard to fill some roles, particularly in Construction, but that good progress had now been made in that area: a Head of Construction and a Head of Motor Vehicle had now been appointed and staffing in those areas was now good. Hopefully quality would now become evident from the strengthened staffing. The Group Principal spoke about the virtual staff rooms that exist now to enable new members of staff to engage with other staff in a non-teaching setting. The APSF said there was currently a small turnover of staff within Sixth Form. She advised Members that the dip in the grade regarding High Needs provision at the College in the Ofsted inspection was related to staff issues, which had now been resolved.
- d) Severe disruption and adverse impacts on learners and College operations from the Coronavirus (Covid-19). The Group Principal spoke about the severe disruption and adverse impacts on learners and College operations from the Coronavirus. She confirmed staff had been enabled to work from home with IT equipment and the College systems had enabled a smooth transition to this, with staff being able to access a cross-College system. She confirmed key guidance had been developed and disseminated regarding statutory duties, such as Safeguarding and GDPR during this period. Although campuses were largely shut, they remained open to vulnerable learners and staff had windows of access once a week on each site for administrative work. The Group Principal spoke about exam guidance now being released, and reminded members a full update report had been made to the Board in May on preparing for a limited number of students to return to the College from 15 June. She confirmed a Coronavirus Advisory Group (CAG) of Governors and Senior Post Holders had been established and the Board had approved the arrangements and action plan on the 3 June, for the return of students from 15 June.

The Chair expressed her thanks to all staff of the College, doing an amazing job in these difficult times.

**Members noted the report.**

6. Monitoring Performance Targets

a) Student Achievement Report 2019/20

This item was presented by the Group Principal. Members were informed of the latest indications of student performance, which were primarily about student engagement and indicative progression as a result of the impact of Covid-19. Members noted the recent changes to qualification achievements and were updated on the progress being made. Members were informed of the areas of student performance that might be at risk of performing below expectation for discussion and to be advised of mitigation and interventions that could be put in place.

On student attendance and engagement Members noted the areas, particularly at Langley where there were some concerns and these were discussed. At Langley, this related to the areas of Construction, Engineering and Travel.

On student retention it was noted that at Langley, retention was 3% above the target of 93% for all ages, at Strode's retention was at 85%, being 6% below target and at Windsor, retention was 89%, being 3% below target.

There was a discussion about student progression into the next year.

The AP Sixth Form advised members that the majority of students on a level 3 programme of study at the Sixth Form at Windsor and Strode's College were on a two-year linear programme, therefore expected to continue into a second year of study. She said that students who were a cause for concern had been identified and would have 1-2-1 reviews to discuss their progression. The AP FE confirmed that Langley College had introduced a new process with regard to progression. This year, progression panels had been implemented, Chaired by the APFE and the panel membership involved all stakeholders that had a direct involvement with the individual students. The AP FE said that each individual student on a programme of study was reviewed using a range of data, including attendance, behaviour, academic ability and what interventions had been put in place. The impact of the process was a transparent, evidence based approach that would ensure the right student was on the right programme and also gave the panel the option to progress a student, where they felt insufficient evidence had been given on any poor performance identified. Members discussed the report.

**Members noted the report.**

b) Enrolment, Funding & Growth

This item was presented by the Group Principal. Members were updated on the latest enrolment figures against all income streams. Members noted the applications and marketing data for enrolments in 2020 and noted the good rise in applications at Windsor. However, across the Group, since Covid-19, the level of applications had receded to around the same as this time last year. This was a decline as in March the college group applications were around 20% up. Members challenged the marketing and were advised about the new summer campaign- stay safe, progress at college, protect your future. Members noted the uncertainty surrounding the potential of enrolments at this time. Members noted the strategies in place to maximise enrolments previously discussed at the Board including timetables and the laptop leasing scheme.

**Members noted the report.**

c) College Quality Improvement Plan

Members noted the update on the QIP and the Group Principal highlighted the key areas for information.

**Members noted the report.**

7. Annual Lesson Observation Report

This item was presented by the Group Principal. Members were updated on the College's Lesson Observation process. Members noted the excellent progress in the important areas.

**Members noted the report.**

8. Safeguarding
- a) Safeguarding Update  
 This item was presented by the Group Principal. Members were advised of the safeguarding issues that had arisen over the year to date. The Chair of the Committee was noted as the designated Safeguarding Governor and she advised Members this was a robust report, well thought through ensuring safeguarding was well managed.  
**Members noted the report.**
9. Update on Teaching & Learning During Lockdown  
**Members noted the report.**
10. Evaluation of Meeting  
 Members felt they had contributed well to this meeting, on a virtual platform using Microsoft Teams. There were interactive discussions and there was plenty of time for debate and papers were comprehensive enough to inform Members on the key information brought before this Committee.
- Members made some very useful points by way of challenge in the Risk Management and monitoring performance target areas.
11. Dates and Times of Future Meetings  
 Dates and times of future meetings were noted as:
- Scheduled for 6.00pm on: Monday 21 September 2020  
 Wednesday 4 November 2020
12. Any Urgent Business  
 The title (Tina Turner) confirmed she was working alongside the AP Marketing & Business Development for a College collaborative bid with Berkshire College of Agriculture (BCA), mainly for Apprentices. The deadline as 28 June and the bid needed to go to the DfE to enable this work with BCA. This would be looking at ways that the College could adapt and much discussion about that would be in relation to more structured training.  
**The meeting ended at 7.15pm.**

Chair ..... Date .....