



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

**MINUTES OF A MEETING OF THE QUALITY & CURRICULUM COMMITTEE**  
**HELD ON WEDNESDAY 17 MARCH 2021 VIA ZOOM**

		<u>Meetings Attendance</u>
PRESENT:	Angela Wellings (Chair)	(3 out of 3)
	Tina Coates	(3 out of 3)
	Kate Webb (Group Principal & Chief Executive)	(3 out of 3)
	Rob Lewis	(3 out of 3)
	Tom Wainwright	(3 out of 3)
	Anthony Haines	(2 out of 3)
	Mobolaji Alabi	(2 out of 3)
	Natalie Viola	(2 out of 3)
	Taha Hussain	(3 out of 3)
	Daljit Bains	(2 out of 3)
CO-OPTED:	Alison Wheatley	(2 out of 3)
IN ATTENDANCE:	Lynn Payne (Clerk)	(3 out of 3)
	Maxine Wood (Principal, Langley College)	
	Amanda Down (Principal, Sixth Form)	
	Bernadette Joslin (Group Vice Principal, Student Services)	
	Juliet Holloway (Group Vice Principal Business Development)	
	Julian Bream (CCF Project)	

**PART I**

<u>MINUTE No</u>		<u>ACTION</u>
1.	<p><b>The meeting started at 6pm.</b></p> <p><u>Apologies for Absence</u> Apologies had been received from Aimee Malynn &amp; Jake Smith.</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 11 November 2020</u> The Minutes of the previous meeting held on 11 November 2020, 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 11 November 2020</u> It was noted that all matters arising had either been actioned or would be considered at the meeting. <b>The report was noted.</b></p>	

**MINUTE**  
**No**

**ACTION**

5. CCF Apprenticeship Project Update  
Members received a comprehensive update from Julian Bream. The Chair thanked Julian for his presentation. Members felt the opportunities on the national stage for apprenticeships were excellent and that the College was presenting at the national apprentices **xxx** was exciting. The Group Principal said the College was leading on this and was a partner in another apprenticeship project. It was considered that the Zoom and Teams virtual platforms could be more intimate and focused and moving forward, this could make apprenticeship provision much more practical and financially efficient. There was felt to be a world of opportunity and very exciting prospects here. In relation to employers, Juliet Holloway said employers had an unhappy arrangement in the first lockdown but this project could change all that. The content and material available for Apprentices in apprenticeships was felt to be something that could be used on College taster days to attract students.

**The report was noted and the Chair thanked the presenter.**

6. 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.

Members spoke about the high risk relating to Prevent and Safeguarding and, in particular, the doubling of cases in safeguarding that would require a full report. The Group Principal said the College was seeing a rise in all kinds of safeguarding issues, exacerbated by the lockdown and in many cases linked to mental health and anxiety.

It was agreed to review the risks and rating around Coronavirus and Safeguarding to see if any further detail needed to go into the high risk register on peoples' anxiety & mental health.

**The other risks were considered and Members noted the report.**

**Group  
Principal**

7. Monitoring 2020/21 Performance Targets

a) Student Achievement Report 2020/21

Members were informed of the latest indications of student performance and areas that might be at risk of performing below expectation so that interventions and mitigations could be put in place. The Principal, Sixth Form advised Members that at this stage of the year the main areas were on results from the November GCSE resit exams. She informed Members that due to Covid, no other external exams had been sat to date and there was a constant monitor of retention and attendance to ensure learners were retained. She confirmed the Principals were leading on the current round of review meetings with each department team regarding current predicted achievements, including mock exam results. The Principal are meeting with each Head of Department to review current progress against agreed actions and the self-assessment report to discuss courses at risk in terms of achievement rates for Summer 2021. The student attendance areas for 16-18 & 19+ that were currently under target were considered. It was noted that most of the under-attended classes were at Langley. There were some anomalies in the retention figures. Current retention for TWFCG was on the College target at 92% and 94.3% for all ages overall. It was noted that at Langley, retention was 6.6% above the target at 98.6% for all ages, which was excellent, with only one course below target at 97.3%. Members noted there was 100% retention achieved by Foundation and Travel & Tourism. At Strode's it

**MINUTE**  
**No**

**ACTION**

was noted that only one department was above target in retention and at Windsor, 0.3% were above target.

Members discussed the changing mode of assessment for next year, which might see grades go down overall.

**Members noted the report.**

b) Enrolment Report

This item was presented by the Group Principal. She updated Members on the latest enrolment figures against all income streams. Members were asked to note the analysis of enrolment figures to date and were reminded that the report was the current forecast of enrolment performance for adults and apprentices as enrolment continued throughout the year. At the time of reporting, 16-18 learner headcount across the College group was 2,592. Apprenticeship enrolment was 305 and forecast to be higher, adult enrolment was at 2,321 and forecast to be significantly below target and Higher Education headcount numbers were 94, currently forecast to be below target.

**Members noted the report.**

c) TWFCG Quality Improvement Plan Update 2020/21

The Principal, Langley College and Principal, Sixth Form updated Members on the 2020/21 QIP. The QIP outlined the progress of TWFCG by College against the areas for improvement identified. The QIP would be led at each College by the Principals for curriculum with student services adding in cross-College input. The next review of progress by the Board would be May 2021.

**The report was noted.**

8. Student Destination Report

This item was presented by the Group Vice Principal Student Services. Members were informed of the destinations of full time 16-18 year old students from TWFCG who completed their programme in summer 2020. In the summer of 2020 there were 1,779 full time 16-18 year old students who completed courses across the College Group. This compared to 1,990 students who completed courses in July 2019. The College already knew the destinations of 54% of the students who left in July 2020, either from UCAS data or because they were progressing internally and J2Research were commissioned to carry out field work to identify the destination of the remaining 824 students. With the research the College now knows the destination of 82% of students. Of the 1,458 known destination, 34.91% progressed into Further Education, 25.24% progressed into Higher Education, 2.08% progressed onto an Apprenticeship, 11.36% of students moved on to some form of employment and 9.12% of students were considered NEET. The GVPSS spoke about the progression to University being good, with good Oxbridge success.

**The report was noted.**

9. Equality & Diversity

a) Minutes of the Equality & Diversity Steering Group Meeting Held on 10 February 2021

Members noted the minutes of the meeting.

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 were comprehensive, interactive discussions on the apprenticeship project presentation, risk management, student achievement report and student destination report. Members contributed well and provided good appropriate challenge and added value in their suggestions for some projects.

11. Dates and Times of Future Meetings

Dates and times of future meetings were noted as:

Scheduled for 6.00pm at Langley College on: Wednesday 16 June 2021

Monday 21 September 2020

**MINUTE**  
**No**

**ACTION**

Wednesday 4 November 2020

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

**The meeting ended at 7.20pm.**

Chair .....

Date .....