



BOARD OF GOVERNORS QUALITY & CURRICULUM COMMITTEE

MINUTES OF A MEETING OF THE QUALITY & CURRICULUM COMMITTEE HELD AT LANGLEY COLLEGE ON WEDNESDAY 3 APRIL 2019

		<u>Meeting Attendance</u>
PRESENT:	Angela Wellings (Chair)	(3 out of 3)
	Kate Webb (arrived at 6.10pm)	(3 out of 3)
	Tina Coates	(3 out of 3)
	David Knowles-Leak (arrived at 6.15pm)	(3 out of 3)
	Joanne Classick	(2 out of 3)
	Daljit Bains	(2 out of 3)
	Amber Ollington	(3 out of 3)
	Luke Withers	(3 out of 3)
	Alison Wheatley (co-opted Member)	(3 out of 3)
IN ATTENDANCE:	Rowan Cookson (Principal)	
	Maxine Wood (Merger Project Director, Curriculum Transformation)	
CLERK:	Lynn Payne	(3 out of 3)

PART I

<u>MINUTE No</u>		<u>ACTION</u>
	The meeting started at 6.00pm	
	The Chair of the Committee welcomed Maxine Wood to the meeting and introductions were made.	
1.	<u>Apologies for Absence</u> Apologies were received from Natalie Viola and Joseph Critcher.	
2.	<u>Declarations of Interest</u> No Member declared a conflict of interest with the agenda.	
3.	<u>Minutes of the Previous Meeting Held on 14 November 2018</u> The Minutes of the previous meeting held on 14 November 2018, having been previously sent to members, were agreed as a true record and signed by the Chair. All Members were agreed.	
4.	<u>Matters Arising from the Previous Meeting Held on 14 November 2018</u> It was noted that all matters arising had been actioned. The report was noted.	
	The Chair agreed to defer item 5 until the Group Principal joined the meeting, but asked that the minutes be reported in sequence.	
5.	<u>Risk Management</u> The Group Principal referred to the two risks within the remit of the Committee. The first risk regarding quality of provision, including achieving a rating of "Good" or better at the next inspection. It was noted a comprehensive action plan was in place and was being monitored by the Committee and high risks were being monitored via the new Working Group. The second risk related to Slough as a Tier Two priority area with a heightened	

risk that learners might be vulnerable to harm and radicalisation. The Group Principal referred to the Safeguarding action plan and Prevent action plan, that were in place and which were monitored by the Senior Leadership Team and Governors. The Group Principal referred to a new risk being highlighted in the Slough area that arose at the latest Prevent Board meeting, linked to right wing behaviour at Langley. She said a Group called Small Steps were assisting the College, working with students in this area and would be coming to talk to students on 15 May.

The Chair asked the Student Governors whether they were aware of any of this behaviour in the College. They advised they were not, although they were aware of the changing national picture in relation to this.

The report was noted.

6. Monitoring 2018/19 Performance Targets

a) Student Achievement Report 2018/19

This item was presented by the Principal who advised Members on the latest indications of student performance. She confirmed that at this stage of the year the main area of attention for the College was student attendance and retention, English and maths results and predictions of achievements for summer 2019. Members noted the report on these areas and were asked to note that the College management was focusing on student completions and curriculum planning for 2019. This was alongside meeting with each Head of Department to discuss progress in curriculum areas and predicted achievements for summer 2019.

The Group Principal arrived at the meeting (6.10pm).

The Principal said she was confident this year that there was an accurate picture on ongoing achievement and attendance at the three Colleges. The *Merger Project Director, Curriculum Transformation*, explained to the Committee the work she was doing at Langley. Members felt this showed rigour ensuring good student attendance was promoted and poor attendance chased, and staff were held to account for attendance to their classes.

Members noted the retention figures and areas of strength and weaknesses. Level 1 at Langley was highlighted as an area of concern, as was Construction & Engineering. The November GCSE maths & English resit results were reviewed and Members were pleased good progress was made.

The report was noted.

David Knowles-Leak joined the meeting (6.15pm).

b) Enrolment, Funding & Growth

The Principal updated Members on the latest enrolment figures against all income streams.

The report was noted.

c) College Improvement Plan Update

Members were updated on the 2018/19 Quality Improvement Plan (QIP). The Principal reminded Members this was the first update of TWFCG plan as a whole. She referred to the Ofsted recommendations from November 2016.

Members scrutinised the updates and challenged leaders on progress on maths & English and teaching, learning & assessment. Areas of progress were recognised and Members noted the areas of challenge at Langley around securing good on-going management of Apprenticeships and in Construction & Engineering in order to continue to improve student outcomes. There had been staffing gaps that had affected some curriculum areas in Construction & Engineering. These gaps had now been filled by interim staff (managers and teachers).

The report was noted.

MINUTE**No**

7.

Strategic College Improvement Fund

The Group Principal updated Members on progress regarding the Strategic College Improvement Fund. There was an update on the Strategic College Improvement Fund (SCIF) monies that were awarded to the College following a detailed submission and were an important quality improvement resource. The Group Principal detailed the good working relationship with Brockenhurst College and hoped that the partnership/working relationship would have longevity. She said sharing techniques in key areas had been extremely useful and beneficial.

The report was noted.

8.

Employer Engagement Strategy

The Group Principal updated Members on the Employer Engagement Strategy and reminded them of its importance to drive up income and enhance the curriculum and quality of education. David Knowles-Leak stressed the importance of the strategy for a number of reasons and asked how students benefitted from links with employers. It was noted there were more opportunities for work experience. A recognition process for employers assisting with students was being worked on.

The report was noted.

9.

Lesson Observation Report

The Principal updated Members on the College's Lesson Observation process. The Lesson Observation process was carried out annually and included a number of ways to measure and review progress of teaching and learning. The Principal referred to the two reports of January and February 2019. Overall, of 298 lessons observed, 86.5% met College expectations. Tina Coates asked if students' view of lessons was taken into account and compared and contrasted with the Lesson Observation reports. The Group Principal said the College could share a department self-assessment report that demonstrates how student satisfaction, along with other matters, is considered in the whole for Governors' information.

The report was noted.

10.

Feedback From Student Liaison Committees

The Principal updated Members on the business of the Student Liaison Committees at Strode's, Windsor and Langley Colleges across 2018/19. She said students contributed well to these Committees and that the support managers had been effective. Members scrutinised the report and commented on good work.

The report was noted.

11.

Student Destination Report

Members were advised about the destinations of full time 16-18 year olds from TWFCG who completed their programmes in summer 2018. This was a comprehensive report, which Members found very helpful and enlightening. Tina Coates asked whether students were asked what they wanted to achieve when they started their course and then this compared to their progression, looking at whether they achieved what they set out to achieve at the start of their course. It was noted there were statistics of the start of a course and progress detailed to end of the student journey. The Chair referred to the student telephone survey and the in particular the question to the student on the impact of the College on their lives. This was felt useful. The Chair said it was helpful to see the increased mental wellbeing reported. The Group Principal said that this report would be shared with the marketing service to see what they could usefully add. The Principal said she would consider how student ambition could be tracked against outcome using the new ILP.

12.

Equality & Diversitya) Minutes of the Equality & Diversity Steering group Meeting of 5 March 2019

The minutes of the recent meeting were noted.

13.

Evaluation of Meeting

Members were pleased to complete an evaluation of the meeting showing where they felt they had added value and made appropriate challenge.

ACTION**Group
Principal****Group
Principal
Principal**

MINUTE

No

14.

Dates and Times of Future Meetings

Dates and times of future meetings were noted as:

Scheduled for 6.00pm at Langley College on: Wednesday 19 June 2019
Monday 23 September 2019
Wednesday 6 November 2019

15.

Any Urgent Business

There were no items of other business raised.

ACTION

The meeting ended at 7.30pm

Chair.....

Date.....