



## BOARD OF GOVERNORS QUALITY & CURRICULUM COMMITTEE

### MINUTES OF A MEETING OF THE QUALITY & CURRICULUM COMMITTEE HELD AT LANGLEY COLLEGE ON FRIDAY 27 APRIL 2018

		<u>Meeting Attendance</u>
PRESENT:	Angela Wellings (Chair)	(3 out of 4)
	Tina Coates	(4 out of 4)
	David Knowles-Leak	(3 out of 4)
	Kate Webb	(3 out of 4)
	Gurpreet Nizzar	(4 out of 4)
	Daljrit Bains	(4 out of 4)
	Shaleena Mahmood	(4 out of 4)
	Alison Wheatley (co-opted Member)	(4 out of 4)
IN ATTENDANCE:	Tony Dixon (Chair of the Corporation)	
	Rowan Cookson (Principal)	
	Bernadette Joslin (Assistant Principal Student Services (APSS))	
	Richard Kirkham (Assistant Principal Further Education (APFE))	
	Amanda Down (Assistant Principal Sixth Form (APSF))	
CLERK:	Lynn Payne	(4 out of 4)

### PART I

<u>MINUTE</u> <u>No</u>		<u>ACTION</u>
	<b>The meeting started at 9.35am.</b>	
1.	<u>Apologies for Absence</u> Apologies were received from Jo Classick and Abby Pullen.  The student Governors, Viktoria Munn was not present.	
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 9 February 2018</u> The Minutes of the previous meeting held on 9 February 2018, having been previously sent to members, were agreed as a true record and signed by the Chair. <b>All Members were agreed.</b>	
4.	<u>Matters Arising from the Previous Meeting Held on 9 February 2018</u> The Group Principal was asked to provide an update at the meeting on whether she had received a response from the letter to Stewart Jackson, HMI. The Group Principal informed the Committee that the Deputy Director of Ofsted had been in contact to inform the College that Ofsted were aware that the current TWFCG page on the Ofsted site was inaccurate as it only included the legacy EBC report and not the legacy Strode's report. The Deputy Director extended his apologies to the Board and the matter was being urgently looked at. The Group Principal had also raised issues with the publication of legacy data (Strode's legacy data omitted) with the DfE and ESFA and awaited a reply. The Committee emphasised the urgency of this and expressed concern that these matters had not been addressed. The Group Principal agreed to write again on behalf of the Chair.	

All other matters arising had been actioned, or would be covered on the agenda.

5. Risk Management

This item was presented by the Group Principal. She reminded Members that there were five high risks that are included in the College's overall risk management action plan that were within the remit of this Committee. Members noted the report on them. The Group Principal said nothing had changed since the last Committee meeting in these areas and reminded Members, as discussed in the previous item on the agenda, that TWFCG at the moment had no rating.

**The summary of high risks was considered and the report was noted.**

6. Monitoring 2017/18 Performance Targets

a) Student Achievement Report

This item was presented by the Principal. The report was to inform Governors of the latest indications of student performance and of areas of student performance that might be at risk of performing below expectation for Governor challenge and intervention. The Principal advised members that at this stage of the year, the main areas of attention were student attendance, English and maths results, quality of teaching and learning, mock exams results, student engagement activities and preparation for exams. She said TWFCG overall attendance target at this time was 92%, and TWFCG was on target (excluding English and maths) with some areas achieving 96%.

The Principal said the A Level provision had a current retention rate of 78% but Members were reminded that this was the first year of linear (two-year) A Levels for Windsor College and the second year for Strode's College. She said the traditional retention measure across the entire qualification was therefore, difficult to compare, with the previous data, which measured retention by AS and then A2. The Principal said there were currently no available national benchmarks to use for comparisons, although recent intelligence suggested that the 2016/17 national average for retention over a two-year A Level course was 77.8%. She said in 2016/17 TWFCG two-year A Level retention was 84%.

On quality reviews, the Principal said all curriculum and support departments had met with her and reviewed their current progress against agreed actions from their improvement plans. She said in-depth discussions had taken place relating to predicted success, current attendance, student activities and staffing. The Chair of the Board referred to retention and the improved in year retention in some areas including ESOL and asked what the College was doing differently to get those improved results. The Principal said better monitoring including the quality reviews and better awareness at departmental level had helped achieve better retention. The APFE said that the new tutorial system had been a key factor in many areas.

**Members noted the report.**

b) Enrolment, Funding & Growth

This item was presented by the Group Principal. Members had received a report updating them on the latest enrolment figures against all income streams. Members were asked to note the analysis of enrolment figures to date for 2017/18. The Group Principal said that 16-18 year-old headcount numbers at TWFCG were 3,005, which was currently below the target of 3,308. This figure included 19 year old continuing learners. Apprenticeship enrolments were currently anticipated to be on target. It was assumed that Adult enrolments would have a shortfall against budget as noted in the Management Accounts.

The Group Principal said the new Marketing service in place was already demonstrating real improvements, with enrolments at Windsor College, up. She said enrolments at Strode's College were down and although Langley College had been ahead, there had been a slight 2% dip in March. The Group Principal said that marketing and recruitment would be a focus at the next Strategy session in May.

There was a discussion on the maths and English enrolment and it was noted that there were 1,625 enrolments of young people on maths and English GCSE retakes, or Functional Skills, the bulk of which it was noted were based at Langley College.

Members were advised that, at the time of reporting, the College had 220 students on its HE programmes, which was slightly lower than anticipated and would result in a shortfall of income of about £160,000.

**Members noted the report.**

c) Quality Improvement Plan (QIP) Update

This item was presented by the Principal. Members were advised that the QIP had integrated a proportion of the improvement plans for the College to avoid an abundance of plans to monitor with the same College performance targets. The Principal said that the development of the plan has included:

1. A full review of the Ofsted reports
2. Meetings with key managers of the College
3. Discussions with Managers relating to the availability of management data
4. Identification of current monitoring processes and procedures

The Principal advised members that the Ofsted statements within 'what does the provider need to improve further' had been used within the plan as the Ofsted recommendations column and had been cross referenced throughout the plan to ensure that the document did not highlight any significant issues not falling within those statements. She said the themes under the specific headings, for example outcome for learners, had been the key driver within the development of the plan.

The Principal informed members of key developments and updates in the plan. Members were pleased to note the progress in quality assurance and improvement processes. Members also noted the good progress in learner voice activities that were contributing to quality improvement.

**Members noted the report.**

d) Lesson Observation Update

This item was presented by the Principal. Members had received a report on the lesson observation updates informing them of the outcome of lesson observations carried out in March 2018, as part of TWFCG quality assurance process. Members were asked to note that the report was draft and final reports and re-observations were still in progress. The current overall position for TWFCG on lesson observation reports received was 79% as good or better. Members welcomed the detailed report and noted that it gave a very honest and full picture of teaching and learning at TWFCG. The Chair commended the format which highlighted areas of strength and weakness at department level and felt this was very detailed and rich information. Members noted the emerging areas for development and challenged senior managers on initiatives to help and support staff. The Principal advised members of the swift and targeted professional development activities for teachers and advised that it had been identified that more needed to be done to share and transfer good practice across the Group. Peer learning walks were currently underway.

**Members noted the report and looked forward to an update at the next meeting.**

7. English & Maths Strategy Update on Progress

This item was presented by the Principal. Members had received an update to the detailed plan, which had been reviewed by the relevant Directors and Assistant Principals to address all the areas for concern. The Principal said the results for all courses would be finalised in the summer term. The Principal highlighted attendance as an ongoing concern, in English & maths, and at Windsor and Langley in both GCSE and Functional Skills groups, although she said there are some curriculum areas that had shown improvement in these areas. There was a detailed discussion on the challenges of mandating English and maths and members challenged senior management on the strategies in place. It was noted that the strategy to use vocational teachers for some functional skills was somewhat successful, but preparing and motivating for exams in FS and GCSE was an ongoing concern. Revision sessions were being attended well. Governors noted concern that attendance on English and maths, in some curriculum areas was still lower, although noted good improvements in some curriculum areas such as Hair and Beauty.

**The report was noted.**

**MINUTE****No**

8.

Work Placement Strategy

This item was presented by the APFE. Members had received a report on the progress being made on the work placement (WEX) strategy. He reminded Members that last year the College Group invested in a new in-house WEX unit and more staff to drive forward good quality WEX. He said the plan was to deliver WEX to all eligible students and to prepare for the new T Level requirements of delivering 340 hours of work placement for eligible students. The Group CEO said as part of this action, the team had led a successful bid to the Capacity Fund for WEX and won £233,000 for the next academic year.

The APFE advised Members that last year work placements were outsourced but it had not produced good result or engagement and it was noted that the work placement in-house, had had significant improvements. He said 80% of learners at Langley had started placements, and the requirement for WEX was greater at Langley due to the nature of the provision. The APSF advised members that WEX arrangements were in place for eligible students at Strode's and Windsor. David Knowles-Leak asked whether the College rewarded employers who provided work placements and felt that an award might be to promote the organisations in some way, perhaps in College literature. It was agreed that the Marketing team would look at how to potentially provide acknowledgement for those who took the College work experience students. The Group Principal also advised the Committee that a new Strategy Working Group leading Careers and Employability across the Group had been set up to lead work on this important area which had recently been set in legislation. The College Group was working towards the Gatsby benchmarks- the new benchmarks for careers advice.

**The report was noted.**

9.

Student Union Constitution

This item was presented by the APSS. Members had received TWFCG Student Union Constitution document and were asked to consider this and recommend it to the Board for approval. The APSS went through the terms of the constitution and **it was agreed.**

10.

Level 3 Progress Measure and English & Maths Progress Report

This item was presented by the Principal. Members had received an update on the latest Level 3 progress measures and the English & maths progress report, for information. The Group Principal said the national picture was poor, but the summary of the 2016/17 Level 3 progress measure of English & maths was useful information for the committee.

**The report was noted.**

11.

Terms of Reference

This item was presented by the Clerk. The Terms of Reference were considered and at item 3.1.1 it was agreed to replace the first two words of "at least" by "around" so that the Membership of the Committee read that around eleven Members of the Corporation, including the Group Principal and CEO would form the Membership.

**All Members were agreed.**

12.

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.

13.

Dates and Times of Future Meetings

Dates and times of future meetings were noted as:

Scheduled for 6.00pm at Langley College on Monday, 24 September 2018

Members discussed the dates and times of meetings for this year and the next academic year. It was agreed:

1. There would be another meeting in June and going forward there would be four meetings a year – September, November, March and June.
2. All meetings would now start at 6pm on a Wednesday
3. The Clerk was asked to consider the dates and advise Committee Members.

**ACTION**

**Group  
Principal**

**Refer to  
Corporation**

**Refer to  
Corporation**

**Clerk**

**MINUTE**

**No**

14.

Any Urgent Business

There were no items of other business.

**ACTION**

**The meeting ended at 11.20am.**

Chair.....

Date.....