



## BOARD OF GOVERNORS QUALITY & CURRICULUM COMMITTEE

### MINUTES OF A MEETING OF THE QUALITY & CURRICULUM COMMITTEE HELD AT LANGLEY COLLEGE ON FRIDAY 9 FEBRUARY 2018

		<u>Meeting Attendance</u>
PRESENT:	Tina Coates (Acting Chair)	(3 out of 3)
	David Knowles-Leak	(3 out of 3)
	Gurpreet Nizzar	(3 out of 3)
	Daljit Bains	(3 out of 3)
	Abby Pullen	(2 out of 3)
	Shaleena Mahmood	(2 out of 3)
	Alison Wheatley (co-opted Member)	(3 out of 3)
IN ATTENDANCE:	Rowan Cookson (Principal)	
	Bernadette Joslin (Assistant Principal Student Services (APSS))	
	Richard Kirkham (Assistant Principal Further Education(APFE))	
CLERK:	Lynn Payne	(3 out of 3)

### PART I

#### MINUTE No

#### ACTION

**The meeting started at 9.30am.**

*As the Chair was unable to attend this meeting, the Vice Chair chaired the meeting.*

1. Apologies for Absence

Apologies were received from Kate Webb, Jo Classick, Angela Wellings & Viktoria Munn.

Amanda Down (Assistant Principal Sixth Form) had also sent apologies.

The Clerk advised Members that Carol Manger was no longer a Member of this Committee.

2. Declarations of Interest

No Member declared a conflict of interest with the agenda.

3. Adult Recruitment

As many of the key Members of the Committee were not present, it was agreed to defer the presentation to the next meeting, or Members felt this would be a useful presentation before the Board meeting in March.

**Clerk**

4. Minutes of the Previous Meeting Held on 10 November 2018

The Minutes of the previous meeting held on 10 November 2018, having been previously sent to members, were agreed as a true record and signed by the Chair.

**All Members were agreed.**

5. Matters Arising from the Previous Meeting Held on 10 November 2018

It was noted all matters arising had been actioned or would be considered on the agenda.

## MINUTE

### No

6.

#### Risk Management

This item was presented by the Principal. Members had received a copy of the risk management action plan 2017/18 and the update on the key risks. The Principal referred to the risks covered within the remit of this Committee, namely:

1. Failure to improve the College's Ofsted rating to 'Good' at the next inspection
2. Learner enrolment numbers in 2017/18 and future years. and the impact on the College's financial forecast and financial health & viability.

**The risks were discussed and noted.**

Members asked whether the Group Principal had received a response to the letter to Stewart Jackson, HMI, as the helpful comments in his letter were something the College wanted to use openly.

#### 7. Monitoring 2017/18 Performance Targets

##### a) Student Achievement Report

This item was presented by the Principal, who went through her report to Members. There was a lengthy, interactive discussion on aspects of this report and Members felt it was a good report and a useful discussion was had. The Principal said that the College overall attendance target was 92% and in the Autumn Term all provision for all ages attendance was, 92% overall. She explained how the attendance statistics compared between the Colleges in the various areas. Members were pleased to note the maths and English results by College and the comprehensive analysis of the outcomes. These were discussed.

**The report was noted.**

##### b) Enrolment, Funding & Growth

Members were updated on the latest enrolment figures against all income streams. The Principal said 16-18 year old headcount number at TWFCG as a whole, was 3,005, which was currently below the target of 3,308, by 303. She said Apprenticeship enrolments were at 489 and currently anticipated to be on target, although funding was forecast to be under the income budget by £240,000.

With regard to adult enrolments, these currently stood at 2,692, and the Principal said the number of students accessing Advanced Learner Loans was down on last year. She said it was assumed that at this stage, there would be a shortfall against the budget and this would be addressed in the Management Accounts.

Finally, in relation to Higher Education, headcount numbers were noted as 221, and anticipated to be below target. Members discussed the numbers and reasons why the enrolment figures were down and Staff Governors present, explained what work was being done to boost enrolment going forward.

**The report was noted.**

##### c) Quality Improvement Plan Update

This item was presented by the Principal. She updated Governors on the 2017/18 Quality Improvement Plans. It was noted the QIP had integrated the key elements identified from the lesson observations into the teaching and learning section of the college improvement plans. She explained that these maybe different for each College depending on what had been identified as areas for improvement.

The Principal said the improvement plans included:

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

The Principal said she had been asked to cross reference the areas for improvement listed by Ofsted in each of the plans. However this became very confusing as each point was referenced a number of times. The Principal went through the QIP in detail, highlighting the changes and updates.

## ACTION

**Group  
Principal**

## MINUTE

### No

Members discussed the benefits of learning walks for managers to monitor the progress of teaching and learning. This was a lengthy discussion at the meeting and Members felt the report had been most useful.

**Members noted the report.**

#### 8. Early Leavers

The Assistant Principal Student Services provided Governors with an update regarding learners who had enrolled at the College, but subsequently left, after the start of the academic year. The APSS said early leavers were defined as, students who had applied and enrolled at the College at the start of the academic year, but who left before or shortly after the census date in October (23.10.2017).

In relation to all three Colleges, the reasons for the students leaving were considered and the APSS indicated what the College was now doing to ensure this situation did not occur again.

Members felt this was a comprehensive report and that a good interactive discussion had taken place, highlighting the reasons why students had withdrawn and the new and diverse efforts staff were going to, to ensure that this did not occur in the future.

**The report was noted.**

#### 9. Lesson Observation Report

This item was presented by the Principal. Members had received a report on the lesson observations carried out between September - December 2017 and it included observations and re-observations. The Principal said she was happy, that overall, the scheme was giving the Senior Leadership team a good picture of the lesson observations. The APFE talked about the need to continue to get staff used to being observed, and for it to be a routine occurrence that could occur at any time, so that it did not disrupt the flow of lessons. In the case of the first lesson observations being recorded as 'amber' many of those had now moved to Green but in some cases staff had either left the college or were being supported with a comprehensive action plan.

**The report was noted.**

#### 10. Feedback from Student Liaison Committees

The Student Governors present reported to the Committee on the report on feedback from, the Student Liaison Committees. The report provided information on progress updates and actions in place since the Committee last met. It also summarised the matters discussed during the second round of Student Liaison Committees in the 2017/18 academic year. Finally, the report outlined the attendance and recruitment arrangements for the Committees. There was a good discussion with all members of the Committee considering the information and impact of the feedback.

The emerging themes were that:

- There should be earlier access to information on careers and progression.
- Better IT arrangements and better access to this.
- Opportunities for additional learning alongside mains study programmes, including online opportunities and taught courses.
- More sports and games activities.
- More external speakers to talk about their post-College experiences, including those taking more non-traditional routes.
- A continuing request for more water on all sites.

**The report was noted.**

#### 11. Learner Induction Satisfaction

Members had received the outcomes from the induction survey, which was conducted with students during October 2017. In the survey responses, 97% had agreed that they felt safe at the College, 95% said they felt respected at the College and 96% said they had been able to access their timetable and felt supported by their teachers to settle into the College. Members noted the high degree of satisfaction in the induction survey.

## ACTION

**MINUTE****No****ACTION**

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.  
The Chair said she felt the meeting had been very interactive and beneficial for all present.
13. Dates and Times of Future Meetings  
Dates and times of future meetings were noted as:  
  
Scheduled for 9.00am at Langley College on Friday 27 April 2018  
Scheduled for 6.00pm at Langley College on Monday, 24 September 2018
14. Any Urgent Business  
There were no items of other business.

**The meeting ended at 10.55am.**