



BOARD OF GOVERNORS QUALITY & CURRICULUM COMMITTEE

MINUTES OF A MEETING OF THE QUALITY & CURRICULUM COMMITTEE HELD AT LANGLEY COLLEGE ON FRIDAY 10 NOVEMBER 2017

		<u>Meeting Attendance</u>
PRESENT:	Angela Wellings (Chair)	(2 out of 2)
	Tina Coates (Vice Chair)	(2 out of 2)
	Kate Webb (Group Principal & Chief Executive)	(2 out of 2)
	David Knowles-Leak	(2 out of 2)
	Joanne Classick	(1 out of 2)
	Gurpreet Nizzar	(2 out of 2)
	Shaleena Mahmood	(2 out of 2)
	Darren Bryant	(2 out of 2)
	Daljit Bains	(2 out of 2)
	Abby Pullen	(1 out of 2)
	Viktoria Munns	(1 out of 1)
	Alison Wheatley (co-opted Member)	(2 out of 2)
IN ATTENDANCE:	Tony Dixon (Chair of Corporation)	
	Rowan Cookson (Principal)	
	Ella Wheeler (Head of Safeguarding & Wellbeing)	
	Amanda Down (Assistant Principal Sixth Form)	
	Richard Kirkham (Assistant Principal Further Education)	
	Suzanne Plaister (Director, English & Maths – for item 4 only)	
CLERK:	Lynn Payne	(2 out of 2)

PART I

MINUTE No

The meeting started at 9.05am.

- Election of Chair & Vice Chair for 2017/18
Members agreed to elect Angela Wellings as Chair and Tina Coates as Vice Chair of the Committee, for the next academic year.
All Members were agreed.
- Apologies for Absence
Apologies were received from David Knowles-Leak.

Co-opted Member Carol Manger and Bernadette Joslin (Assistant Principal Student Services) had also sent apologies.
- Declarations of Interest
No Member declared a conflict of interest with the agenda.
- English & Maths Strategy
Members received a comprehensive presentation from the Director of English & Maths, who highlighted key matters relating to the teaching and outcomes of English & maths at the College. She particularly highlighted the strategies for increasing performance at Langley College and these were discussed and noted.
The Chair thanked her for her presentation.

ACTION

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5. Minutes of the Previous Meetings Held on:

a) 9 June 2017

The Minutes of the previous meeting held on 9 June 2017, having been previously sent to members, were agreed as a true record and signed by the Chair.

All Members were agreed.

b) 25 September 2017

The Minutes of the previous meeting held on 25 September 2017, having been previously sent to members, were agreed as a true record and signed by the Chair.

All Members were agreed.

6. Matters Arising from the Previous Meetings Held on:

a) 9 June 2017

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

b) 25 September 2017

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

7. Risk Management

This item was presented by the Group Principal. Members had received the Risk Management Action Plan 2017/18 Update. The Group Principal highlighted the 5 high risks included in the College's overall risk management action plan that were within the remit of this Committee.

Members considered the risks and the report was noted.

8. Draft Self Assessment Reports

This item was presented by the Principal. Members had received the draft Self Assessment reports containing emerging self-assessment from Strode's College and East Berkshire College. Members were asked to note the two draft self-assessment reports, make comment and provide feedback. The Principal said the Chair and Vice Chair would see the full, final drafts of the SARs next week before they were presented to the Board in December, for approval. The Principal also said that Governors would be invited to sit on the SAR panels, validating SAR information.

The Chair of the Committee asked whether all the information was sufficiently evaluative and there was a good interactive discussion on the key information, including noting the good progress made in A-C grades for A Level and high grades for BTEC across the College Group but recognising more improvements needed to be made. It was noted that the self-assessment reports would be further scrutinised by the Chair and Vice Chair of the Board and, subject to that and any further comments. **Members agreed to recommend the SAR to the Board for approval.**

All Members were agreed.

9. Monitoring 2017/18 Performance Targets

a) Student Achievement Report

This item was presented by the Principal. Members were informed of the latest indications of student performance against target retention and attendance. Members were also advised of the areas of student performance that might be at risk of performing below expectation in order to consider what mitigation and intervention processes could be put in place. The report was discussed & challenged in detail and attendance on English and maths, particularly at Langley, was noted as a high risk. Members were pleased to hear the improvement actions in place..

The report was noted.

b) Enrolment, Funding & Growth

This item was presented by the Group Principal. Members were updated on the latest enrolment figures against all income streams. The Group Principal went through the

ACTION

Refer to
Corporation

MINUTE

No

16-18 year old headcount, which was down, and detailed where across the three Colleges the reductions were. She also said there was a risk of being down on adult funding as well. Apprenticeship enrolments were scheduled to be on target and the HE headcount numbers were anticipated to be slightly below target. Members noted the detail in the comprehensive report and asked for a further report on in-year adult enrolments at the next meeting in February detailing the final numbers.

The report was noted.

c) Quality Improvement Plan Update

This item was presented by the Principal. Members were updated on the 2017/18 Quality Improvement Plans (QIP) and asked to provide interactive feedback to inform actions. The Principal said the development of the plan had included:

1. A full review of the Ofsted reports.
2. Meetings with key managers of the College & self assessment.

The Chair asked for the QIP to include cross referencing to the Ofsted recommendations referenced at the front of the plan.

Members thoroughly reviewed the plan and noted some differences in updates between Colleges. The APFE commented that the plan would be shared across all managers and it was a chance to share and transfer good practice across the College Group. This was felt to be good practice.

Members noted the report.

10. Student Liaison Committee Feedback

This item was presented by the Head of Safeguarding & Wellbeing, who updated Members on the business of the Student Liaison Committees at Strode's, Windsor and Langley Colleges. The report outlined the arrangements for the student voice within the governance structure and provided a summary of matters discussed at the first round of Student Liaison Committees in this academic year. The Head of Safeguarding & Wellbeing reminded Members that the Student Liaison Committee was part of the Governance structure and existed to enable students to have direct discussion with and provide feedback to, Members of the Board of Governors. She said that the Student Liaison Committee operated at all three Colleges and reported at this Committee. The Head of Safeguarding & Wellbeing said that since this report had been issued, there had been huge changes to the student voice for Langley and Windsor College based on the Strode's College model. She said there had been three Student Parliaments so far and three Student Liaison Committees.

Members noted the detail of the emerging themes, notably where there was commonality on issues raised by students across the three Committees. These were noted as:

1. Better communication with students.
2. Earlier access to information on careers and progression.
3. Access to IT equipment.
4. Timetabling and breaks.
5. Access to water.
6. Provision of mentoring or buddying programmes for the new students.

It was noted in the report who was responsible for moving the emerging themes forward and Members were pleased to see such comprehensive outcomes from students in their feedback.

The Head of Safeguarding & Wellbeing said the student body had been amazing and had a very mature attitude over what they wanted to achieve. The Student Governor, Viktoria, present at the meeting, said that students had found the arrangements hugely beneficial and liked the fact that it gave them direct access to Governors. Shaleena (Student Governor) said that meeting students and student representatives worked well in the smaller Committee settings and was a very positive move. Governors felt the student body was mature and working hard and noted the students say that they find it valuable as Governors to see the triangulation of everything.

ACTION

**Group
Principal**

MINUTE

No

The Head of Safeguarding & Wellbeing said she was looking for feedback on all aspects and areas relating to students to feed into the next round of Student Liaison Committees at the end of November. She said she felt the student feedback was a fantastic response for Managers to work with.

The Chair thanked the Head of Safeguarding and Wellbeing for such a comprehensive report and thanked all three student Governors present for their input.

The report was noted.

11. Annual Report of Complaints

This item was presented by the Principal. Members had received a report detailing the complaints received in the 2016/17 academic year and advising them of the outcomes and management action taken. Members felt it would be useful to see a column which advised whether the complaint was significant or not.

The report was noted.

ACTION

Principal

12. Annual Safeguarding Report

This item was presented by the Head of Safeguarding & Wellbeing. Members had received the annual Safeguarding report for the last academic year and the Head of Safeguarding & Wellbeing went through the key areas.

The report was noted.

13. Committee Self Assessment

This item was presented by the Clerk. Members were asked to consider the Corporation Performance Indicators and comment on the extent to which the Committee had contributed to them, which would be contained in a report to the Board on December.

Members agreed the report.

Refer to Corporation

Members were also asked to consider the Committee Terms of Reference and agree whether the terms had been complied with for a report to the Board.

Members agreed the Terms of Reference.

Refer to Corporation

14. 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.

15. Dates and Times of Future Meetings

Dates and times of future meetings were noted as:

Scheduled for 9.00am at Langley College on: Friday 9 February 2018
Friday 27 April 2018

16. Any Urgent Business

There were no items of other business.

The meeting ended at 10.50am.