



BOARD OF GOVERNORS QUALITY & CURRICULUM COMMITTEE

MINUTES OF A MEETING OF THE QUALITY & CURRICULUM COMMITTEE HELD AT LANGLEY COLLEGE ON WEDNESDAY 14 NOVEMBER 2018

		<u>Meeting Attendance</u>
PRESENT:	Angela Wellings (Chair)	(2 out of 2)
	Kate Webb	(2 out of 2)
	Tina Coates	(2 out of 2)
	David Knowles-Leak	(2 out of 2)
	Daljit Bains	(1 out of 2)
	Anthony Haines	(1 out of 2)
	Amber Ollington	(2 out of 2)
	Luke Withers	(2 out of 2)
	Alison Wheatley (co-opted Member)	(2 out of 2)
IN ATTENDANCE:	Rowan Cookson (Principal)	
	Richard Kirkham (Assistant Principal Further Education (APFE))	
	Bernadette Joslin (Assistant Principal Student Services)	
	Amanda Down (Assistant Principal Sixth Form (APSF))	
CLERK:	Lynn Payne	(1 out of 2)

PART I

<u>MINUTE No</u>		<u>ACTION</u>
	The meeting started at 5pm.	
	The Chair of the Committee welcomed everyone to the meeting.	
1.	<u>Apologies for Absence</u> Apologies were received from Jo Classick and Gurpreet Nizzar.	
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 19 September 2018</u> The Minutes of the previous meeting held on 19 September 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 19 September 2018</u> It was noted that all matters arising had either been actioned or would be covered on the agenda. The report was noted.	
5.	<u>Risk Management</u> This item was presented by the Group Principal. Members considered the key risks from the Risk Management Action Plan that were within the Committee's remit. There were two high risks to consider. The first was to the quality of provision, including achieving a rating of "Good" or better at the next inspection. Members noted the comprehensive action plan in place that was monitored by the Committee. The second was the risk on Safeguarding and the risk to learners from harm and radicalisation. The Group Principal said a	

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safeguarding action plan and a Prevent action plan was in place. She also reminded Members that the College's Risk Register 2018/19 and Risk Management Action Plan 2018/19 were considered by the Board at its meeting in October 2018. She said that as part of the risk management reporting arrangements it had been agreed that the College Committees systematically consider the individual risks relevant to their responsibilities as per the Terms of Reference. The Board receive an overview and detail of the high risks.
Members considered the risks in detail and the report was noted.

6. Draft Self Assessment Report

This item was presented by the Principal. The Principal said that for the Self Assessment Report for 2017/18, there would be one report for The Windsor Forest Colleges Group, which would outline the progress of the College as well as identify the strengths and areas for improvement for each College. Members noted the draft summary SAR and noted there was some further data to be finalised and added and the moderation of the self assessment grades, to be completed. The Committee considered the suggested College grading and agreed with the draft grades.

Members noted a draft improvement plan for the College as a whole for 2018/19 and that it required further data once the 2017/18 College SAR was finalised and the moderation of the self assessment grades at department level completed. However, the SAR & QIP were substantively complete and not expected to change significantly.

Members discussed the SAR and Governor congratulated the College for the work done by the various teams. Members robustly challenged the draft judgements and considered the improvements made and the challenges of further improvement. Members asked how Leadership & Management were driving improvements and suggested that the SAR could provide more detail on the judgement of Leadership & Management. This was very useful feedback. Members felt the SAR document was very detailed. The Group Principal said she would look at the document again with a view to making the changes. The Committee felt that the QIP was very detailed and thorough.

Members noted the draft Self Assessment Report and Quality Improvement Plan and, pending changes suggested, recommended to the Board in December for approval.

**Group
Principal**

7. Monitoring 2018/19 Performance Targets

a) Student Achievement Report 2018/19

This item was presented by the Principal. Members were advised on the latest indications of student performance against target retention and attendance. Members also received information on the areas of student performance and areas at risk of performing below expectation. The information was challenged and mitigation and interventions put in place discussed.

The report was discussed and 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. It was noted that the key headline was that 16-18 learners were currently 216 below and the Group Principal reminded Members this was the same as the trend last year: the majority of the decline was again 17 and 18 year olds. It was noted this would have an impact on funding for next year and the impact of that would be considered at the Development Day on Friday.

The report was noted

8. Strategic College Improvement Fund

This item was presented by the Group Principal who informed the Committee of the College's successful bid for improvement money. The Strategic College Improvement Fund (SCIF) was part of a package of measures announced in 2018 by the Department for Education. Colleges rated "Requires Improvement" or "Inadequate" overall, or for their Apprenticeship provision, were able to apply for grants between £50,000 and £250,000. The Group Principal said each application had to be supported by a college rated at least "Good" at its most recent Ofsted inspection. Over the summer the window for applications opened and the College devised a project to put forward in conjunction with Brockenhurst

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- College. As partner, Brockenhurst College receives some of the funds and TWFCG is also required to match fund. The Group Principal said the application process was detailed and onerous but the College was successful in securing £122,350 to fund two projects.
The Committee monitored the proposed plan and timings. The report was noted.
9. Student Liaison Committee Feedback
This item was presented by the Assistant Principal Student Services. Members were updated on the business of the Student Liaison Committees at Strode's College, Windsor College and Langley College. The APSS advised Members that Student Liaison Committees happen every term. One Governor thought that it should not be Governor led but that the students themselves should have the opportunity to Chair the meeting. It was discussed that the Committees would evolve to this as students grew in confidence.
The item was considered at length and the report was noted.
10. Annual Report of Complaints
This item was presented by the Principal. Members were updated on the complaints received in the last academic year and advised of the outcomes and management action.
The report was noted.
11. Safeguarding
a) Annual Safeguarding Report
This item was presented by the Assistant Principal Student Services. This was a lengthy item providing assurance to Governors that the College was fully compliant with current safeguarding and child protection legislation and provided an update on safeguarding issues dealt with during the past academic year. Governors asked question on particular situations and the matters were explored thoroughly.
The report was noted.
b) Safeguarding & Child Protection Policy & Procedure
Members had received the Policy & Procedures and agreed to recommend them to the Board for approval.
All Members were agreed.
12. Equality & Diversity
a) Equality & Diversity Strategic Group Minutes of 6 November 2018
Members had received the minutes of the meeting of Tuesday 6 November 2018.
The minutes were noted.
13. Committee Self Assessment
This item was presented by the Clerk. Members were asked to review the effectiveness of the Committee during 2017/18 and:
1. Consider the Corporation Performance Indicators and comment on the extent to which the Committee contributed to them and make a report to the Board.
Members considered the Performance Indicators and these were agreed.
2. Consider the Committee's Terms of Reference and whether they had been complied with in the year and report to the Board.
Members considered the Terms of Reference in detail and agreed they had been complied with and recommended them to the Board in their present form.
All members were agreed.
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.

**Refer to
Corporation**

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15. Dates and Times of Future Meetings
Dates and times of future meetings were noted as:
- Scheduled for 6.00pm at Langley College on: Wednesday 7 November 2018
Wednesday 20 March 2019
Wednesday 19 June 2019
16. Any Urgent Business
There were no items of other business raised.

The meeting ended at 6.40pm.