

**PUBLIC MINUTES OF THE  
CURRICULUM AND QUALITY COMMITTEE  
30 NOVEMBER 2023**

**Present:** Mr M Burgess (Principal)  
Ms L Dance (External Governor)  
Ms L Hargreaves (Student Governor)  
Ms M James (External Governor) (Chair)  
Dr H Moyes (External Governor)  
Ms A Nutbrown (Staff Governor)  
Ms C Simpson (Student Governor)

**In Attendance:** Dr K Morris - Vice-Principal, Curriculum and Quality  
Mr D Kettleby - Director of Student Employment and Experience/DSL  
Ms J Cosson - Governance Professional/Clerk to the Governors  
Mr M Fabian – External Governor  
Mr P Lachecki – External Governor  
Mr G Henderson – Deputy Head of Technology and Engineering

**Apologies:** Ms J Buckland (Staff Governor)  
Mr P Carr (External Governor)

**Attendance:** 77.8%

**80/23 Opportunity for Private Business**

None.

**81/23 Apologies**

Noted as above.

**82/23 Declarations of Interest**

None other than those currently recorded on the Register of Interests.

**83/23 Confidentiality of Items (C)**

As marked, for reasons of commercial sensitivity, for a period of two years.

**84/23 Minutes of the meeting of 11 October 2023**

Approved as a true record and signed by the Chair.

### **85/23 Matters Arising from the Minutes and Actions Matrix**

Members noted the status update.

### **86/23 Principal's Overview (C)**

MB's report highlighted the key themes from the papers, and other developments at the College.

Members had heard from Julie Tegg and Gary Ridgway at the last meeting. Gary Henderson, Head of School for Technology, Construction and Motor Vehicle, had been invited to attend the meeting to meet the Committee and provide an update on progress in his area.

**RESOLVED: The Committee noted the Principal's Update and reports provided by GH and KM.**

### **87/23 Annual Report on Student Outcomes 2022/23 (C)**

This report provided an overview of the 2022/23 achievements of 16-18, Adult and Apprentices. It also examined any gaps between different groups of students.

**RESOLVED: Members noted the Annual Report on Student Outcomes 2022/23 and congratulated the College on raising achievement rates overall and maintaining the momentum post-Covid.**

### **88/23 Review of HE SED (C)**

KM presented the HE Self-Evaluation Document (SED).

**RESOLVED: Members approved the College's HE SED. It will be presented to the full Board for notification.**

### **89/23 Quality Improvement Plan Update and School RAG (C)**

KM gave an overview of the progress made against the College QIP up to November 2023. The paper also included a RAG-rating of each School.

Members found the RAG-rated summary very helpful in order to see progress. The RAG-rating will be updated following the November Performance Reviews, which have just been completed.

**RESOLVED: The Quality Improvement Plan Update and School RAG was noted.**

### **90/23 Internal / External Review Update (C)**

KM provided an overview of the internal and external TLA reviews scheduled for the year. She explained the different layers of internal and external verification employed by the College as a key part of its quality assurance measures.

The College commissions external reviewers to complete themed deep-dives to provide an evaluation of provision against the EIF criteria. These reviews are completed by critical friends with current experience inspecting and/or as FE quality practitioners. They provide an overview of strengths and areas for development alongside recommendations that the College generates into actions. It is not always easy to find suitable external reviewers.

The schedule can be flexed, if necessary, if it is thought a particular area needs to be looked at during the year.

External reviews are underpinned by internal deep-dives and ongoing lesson observations completed by the Teaching and Learning Team.

In addition, Heads of School and Apprenticeship Managers complete mini-dives throughout the academic year; acting as critical friends by peer reviewing outside of their areas. They provide an overview of 'what's working well' and 'even better if'.

DK gave an update on the three-week inspection of Gloucestershire County Council's SEND provision by Ofsted and CQC. The College will play a significant role with some of its learners being chosen as part of the inspection. The inspection is intense and complex as it spans care as well as education. MB, DK and KM are likely to be interviewed.

**RESOLVED: Members noted the Internal / External Review Update.**

### **91/23 Headline Progress Data including HE Partnerships Update (C)**

KM reported on the quality and performance of the curriculum up to end of November 2023

**RESOLVED: The Committee noted the in-year update and the actions in place.**

### **92/23 Student Experience Update (C)**

DK presented an update on learner experience during Term 1.

The First Impressions survey closed on 24 November. The initial indication from current responses is a good level of improvement in satisfaction rates.

Members asked about the Which 3 Skills initiative. This is an approach used by the College to help learners understand and remember which key skills they need to work on for their own personal development and to be successful within their particular sector e.g., confidence/resilience; working with employers; professional standards and independence. The Student Members confidently articulated their own Which 3 Skills to demonstrate what it involves.

**RESOLVED: Members noted the update on learner experience.**

**93/23 Safeguarding Update (C)**

DK provided an update on Safeguarding and PREVENT.

Members found the report very reassuring.

**RESOLVED: Members noted the update on Safeguarding and PREVENT.**

*MB left the meeting.*

**94/23 Key Items for Board (C)**

The Key Items report was discussed noting the risks to be added to/highlighted on the Risk Register.

**95/23 Any Other Business**

The Student Members issued a plea for governors, staff and members of the public to visit Restaurant No1 at lunchtime on a Tuesday as there is a lack of customers at present and the students are keen to provide service. Members and staff would be delighted to support the students. The Student Members were asked to provide details for circulation.

**96/23 Date and time of next meeting**

7 March 2024, 5pm, G121, Cheltenham Campus.

Signed..... *MP James* .....

Date..... *7th March 2024* .....