

**PUBLIC MINUTES OF THE
CURRICULUM AND QUALITY COMMITTEE
27 SEPTEMBER 2023**

Present:

Mr M Burgess (Principal)
Ms L Dance (External Governor)
Ms M James (External Governor) (Chair)
Dr H Moyes (External Governor) – via MS Teams

In Attendance:

Dr K Morris - Vice-Principal, Curriculum and Quality
Mr D Kettlety - Director of Student Employment and Experience
Ms J Cosson - Governance Professional/Clerk to the Governors

Apologies:

Ms J Buckland (Staff Governor)
Mr P Carr (External Governor)
Ms A Nutbrown (Staff Governor)

Attendance: 57.1%

54/23 Opportunity for Private Business

None.

55/23 Apologies

Noted as above.

56/23 Declarations of Interest

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

57/23 Confidentiality of Items (C)

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

58/23 Minutes of the meeting of 29 June 2023

Approved as a true record and signed by the Chair.

59/23 Matters Arising from the Minutes and Actions Matrix

Members noted the status update. DK provided an update on progress with recruitment of student governors.

60/23 Safeguarding Update (C)

DK provided an initial update on Safeguarding at start of new academic year, covering:

- Staff training
- Learner issues
- Campus security
- Online Safety Bill

Members were pleased to learn that the transfer of files from schools has been more productive this year.

JC referred to new online and social media guidance to be reported in the next regulatory developments update to the Board.

DK reported that a full report will be presented to the October Board meeting along with the Safeguarding Annual Report, once final updates have been added. MJ will have the opportunity to review the Annual Report, as Designated Safeguarding Link Governor, before the final version is published.

RESOLVED: The Safeguarding Update was noted.

61/23 Approval of SAR and QIP (C)

The Chair began by explaining the purpose of the meeting. She stressed the importance of the SAR in looking back over the last year and assessing the College's performance, and the significance of the QIP in looking ahead to the issues to be addressed this year.

SAR

KM reminded Members that the SAR is reflecting upon 2022/23 and the College has used the OFSTED EIF as the basis for assessment. The EIF provides the basis for the assessment and judgements on levels of performance (grades) and as such only covers provision within scope of the EIF. It does not cover the College's Higher Education provision. This is assessed in a separate Self Evaluation Document (SED).

KM reported that the current version of the SAR is in draft form. The final achievement data is awaited and some areas will need further reflection once student outcomes have been confirmed and verified. College level achievement data will be reported to C&Q and headline evaluations added to the SAR once the October ILR return is finalised. However, she does not believe the overall assessments will change significantly, even if the data changes slightly. If they do, the document will be presented to the Board again. The final SAR will be uploaded to the Ofsted portal in January/February 2024.



Gloucestershire College

It was noted that MJ, HM and AN had reviewed the SAR and the QIP at the C&Q Strategy Workshop in August.

Members considered that the SAR was comprehensive. They approved the content of the SAR and endorsed the assessments made, subject to any minor changes, for presentation to the October Board meeting.

QIP

KM reported that there are eight key areas for improvement that are the focus of the Quality Improvement Plan. Certain parts of the QIP will need to be updated with school level QIPs once SAR validations have been completed. The document will be updated with progress and rag-rating for the next meeting. Actions and strategies may evolve during the year following performance reviews.

The Chair was pleased to see that the College is stretching itself through the QIP and to hear that staff are enthusiastic about the action plans.

RESOLVED: The Committee approved the draft SAR and the QIP.

ACTION: SAR and QIP to be presented to the October Board meeting for notification.

62/23 Annual Report on Destinations from Prior Year (C)

KM presented the Annual Report on Destinations for 2021/22 and reported the general conclusions.

She explained why the report looks at the year before last. Although destinations data capture in respect of the previous academic year begins internally in the autumn with progressing students and leavers, UCAS data is not available until later in the year.

Members found the report very interesting. They asked if this data is required externally and if there is any national data to benchmark against. They were informed that, whilst HE data is captured by the Government, FE data is not considered valid data by Ofsted as they cannot verify it. The annual report is produced for internal purposes since the themes (how many go into work related areas, how many set up their own businesses etc.) are important for the College in determining the curriculum offer, evidencing how the College meets skills needs and for publicity purposes.

In terms of national data, there is information of the general destinations of FE students but it is very out of date so not very helpful.

Members agreed that it is an important exercise but questioned whether it is necessary to do it annually since it clearly involves a great deal of work. The Executive Team will review the frequency.

RESOLVED: The Destinations Annual Report was noted.

ACTION: Executive Team to review frequency of report.

63/23 Any Other Business

None.

64/23 Date and time of next meeting

11 October 2023, 5pm, Scudamore Room