

**PUBLIC MINUTES OF THE  
CURRICULUM AND QUALITY COMMITTEE  
11 OCTOBER 2023**

**Present:**

Ms J Buckland (Staff Governor)  
Mr M Burgess (Principal)  
Mr P Carr (External Governor)  
Ms L Dance (External Governor)  
Ms M James (External Governor) (Chair)  
Dr H Moyes (External Governor)  
Ms A Nutbrown (Staff Governor)

**In Attendance:**

Dr K Morris - Vice-Principal, Curriculum and Quality  
Mr D Kettleby - Director of Student Employment and Experience  
Ms J Cosson - Governance Professional/Clerk to the Governors  
Ms J Tegg – Director of Employer Training  
Mr G Ridgway – Engineering Manager

**Attendance: 100%**

**65/23 Opportunity for Private Business**

None.

**66/23 Apologies**

None.

**67/23 Declarations of Interest**

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

**68/23 Confidentiality of Items (C)**

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

**69/23 Minutes of the meeting of 27 September 2023**

Approved as a true record and signed by the Chair.

**70/23 Matters Arising from the Minutes and Actions Matrix**

Members noted the status update.

**71/23 Quality Improvement Plan Update and School RAG (C)  
Review of Engineering**



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JT and GR attended to meet the Committee and provide an overview of progress within Engineering.

### **QIP and School RAG**

KM presented an overview of progress made against the QIP and School RAG.

**RESOLVED: The Committee noted the Quality Improvement Plan and the actions in place.**

### **72/23 Headline Progress Data (C)**

KM reported that the report provides an overview of the quality and performance of the curriculum. It is difficult to provide in-year data at this point in the year since the census period has not yet passed. The document showed what will be reported in year and how the data will be monitored for clues as to where the College needs to focus. The paper will also update on HE partnerships.

**RESOLVED: The Committee noted the Headline Progress Data and School Performance Update.**

### **73/23 Safeguarding Update (C)**

DK provided an update on Safeguarding activity and progress with the Safeguarding Operating Plan.

DK reported that had met with MJ prior to the meeting for their regular Link Governor meeting and that MJ had reviewed the Safeguarding Annual Report presented in draft to the last Board meeting. This is now ready to be published.

A Member thanked DK for his recent Safeguarding update session to the Board, which was thorough and informative, if somewhat disturbing. The Member was reassured that the Safeguarding Team is well equipped to deal with emerging concerns.

**RESOLVED: The Safeguarding Update was noted.**

### **74/23 Curriculum Update (C)**

KM provided an overview of key curriculum changes.

Since the paper was written the Government has announced their intention to introduce the Advanced British Standard - a new qualification that aims to take the best of A-levels and T Levels and bring them together into a single qualification.

Curriculum reform will be the main focus for the next strategic planning session of the Board in November. Planning is underway in the College in terms of what the changes might mean for recruitment, curriculum areas and the shape of the College going forward, but it is very difficult to predict what will happen with certainty.



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KM reported that Ofsted are now inspecting T Levels from September 2023 and these will be the focus of deep dives on inspection. The Ofsted thematic review into the introduction of T Levels to date is not very complimentary.

A Member asked if changes to HE funding e.g. the Lifelong Loan Entitlement (LLE), will impact the College's HTQ plans and the College's portfolio as a whole. KM reported that the Executive Team had agreed not to take part in the LLE pilot but to wait and see what lessons emerged from it. She acknowledged that it may impact the College's HE Partnership work. The College will monitor the potential impact as it becomes clearer.

**RESOLVED: The Curriculum Update was noted.**

### **75/23 Sector Update and Developments (C)**

The update was taken as read.

The main concern remains the raft of curriculum reform.

**RESOLVED: The Sector Update and Developments paper was noted.**

### **76/23 Approval of Policies (C)**

Members reviewed the changes made to the following policies:

#### **Examinations Policy**

The Chair asked if the policy ought to include more reference to AI. KM advised that in person exams are completed under controlled circumstances and devices are prohibited. For remote assessments the College comes under the awarding body regulations so the challenge is with them, although they do ask the College what steps it has taken to prevent the use of AI, so the ability to use AI in exams is limited. There is more scope for abuse of ongoing assessments and coursework.

A Member pointed out that the reference to the DDA should be to the Equality Act.

**ACTION: KM to amend it.**

#### **HE Student Protection Policy**

The HE Link Governor was content with this policy.

#### **Learner First Observations Policy**

KM reported that this had undergone a thorough review to link it to the College's HR and performance management policies since the approach to teaching and learning in the EIF has changed.

**RESOLVED: The policies were approved.**

**77/23 Key Items for Board (C)**

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

**78/23 Any Other Business**

None.

**79/23 Date and time of next meeting**

30 November 2023, 5pm, G121, Cheltenham Campus