



**MINUTES OF THE
CURRICULUM AND QUALITY COMMITTEE
4 May 2017
BOARDROOM, CHELTENHAM CAMPUS**

Present: Ms T Burton (Chair)
Mr M Burgess (Principal)
Ms J Haines (Staff)
Ms M James (Co-opted)
Ms M Lawson (Staff)
Mr J Murden (Student)
Mr G Ridgway (Co-opted)

In Attendance:	Ms K Jarvis	Head of HE
	Dr J Kettle	Vice-Principal, Curriculum and Quality
	Dr K Morris	Assistant Principal, Study Programmes
	Ms S Steed	Vice-Principal, Students
	Ms J Tegg	Head of Work Based Learning
	Ms J Cosson	Clerk to Governors

Apologies: Ms G Hayes
Mr A Bates
Mr P White
Ms S Parkin
Mr T Uppington

Attendance: 87.5%

PRELIMINARIES

ACTIONS

15/17 Apologies

Were noted as above. The meeting was not quorate according to the Terms of Reference of the Committee. Any items requiring decisions would need to be ratified subsequently. No decisions were in fact made.

16/17 Declarations of Interest

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

17/17 Confidentiality of items

Items 20, 21 and 23 for reasons of commercial sensitivity, for a period of two years.

18/17 Minutes of the Meeting of 2 March 2017



The minutes of the meeting were approved and signed as a true record by the Chair.

19/17 Matters Arising from the Minutes and Actions Matrix

Members were provided with an actions matrix and noted the status update of each item.

KEY BUSINESS

20/17 Quality and Performance Update - confidential

21/17 QIP Update - confidential

22/17 Sector Update and Developments

JK reported on current developments in the sector which was appreciated by members.

RESOLVED: The Update was noted.

ROUTINE BUSINESS

23/17 Risks to be added to the Risk Register - confidential

OTHER

24/17 Any Other Business

Members discussed the timing of meetings and agreed to trial daytime meetings from 10am-12pm during the next academic year.

25/17 Date and time of next meeting: 6 July 2017, 5.00pm, Cheltenham

Signed..... 

Date..... 5.7.2017