

**PUBLIC MINUTES OF THE
CURRICULUM AND QUALITY COMMITTEE
1 FEBRUARY 2018**

Present: Ms T Burton (Chair) Mr M Lawson (Staff Governor)
Mr M Burgess (Principal) Mr G Ridgway (Co-opted)
Ms J Haines (Staff Governor) Mr N Skroban-Korzeniecki (Student Governor)
Ms S Wilman (Co-opted)

In Attendance: 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 R Wilson Teaching Improvement Manager
Ms J Cosson Clerk to Governors

Apologies: Ms M James

Attendance: 87.5%

		ACTION
PRELIMINARIES		
1/18	Supported to the Top	
	<p>The meeting welcomed RW to present an Education and Training Foundation (ETF) funded project supporting the improvement of study programmes for learners with SEND.</p> <p>The purpose of the project is to enable the providers involved in study programmes for SEND learners to cascade the learning from their experiences to other providers in order to help drive forward improvements across the sector and prepare learners for progression into meaningful, sustainable employment.</p> <p>The collaborators in the project (led by GC) wanted to provide a simple resource for employers to encourage consideration of employing SEND learners by removing barriers and the fear of the unknown. A booklet has been produced aimed at employers and those working with employees with SEND to make the transition to work as smooth as possible, and to provide an experience that both the employer and employee can benefit from and enjoy.</p> <p>RW welcomed comments on the resource and suggestions on how best to promote the booklet with current and potential employers.</p>	



	<p>The Committee discussed the changes to SEND funding and how this type of resource can help to bridge the gap. Members, in particular those with publishing expertise, offered their advice and guidance. Members commented that it would be helpful to know how the College intends to monitor the number of employers the booklet reaches and how successful it is in improving outcomes.</p> <p>It was noted that the resource could provide a useful template for similar resources for Work Placements under the T levels.</p>	
2/18	Opportunity for Private Business - confidential	
3/18	Apologies	
	Were noted as above. MJ had provided comments on the papers in advance, which had been provided to the relevant members of staff.	
4/18	Declarations of Interest	
	None, other than those currently recorded on the Register of Interests.	
5/18	Confidentiality of Items	
	As marked, for reasons of commercial sensitivity, for a period of two years.	
6/18	Minutes of the meeting of 23 November 2017	
	The minutes of the meeting were approved, subject to minor corrections required to the attendance details. The Chair signed a corrected copy as a true record of the meeting.	
7/18	Matters Arising from the Minutes and Actions Matrix	
	Members were provided with an Actions Matrix and noted the status update of each item. All items had either been completed or included on the agenda.	
KEY BUSINESS		
8/18	Quality and Performance – confidential	
	JK introduced a report on the quality and performance of the curriculum at mid-year point including:	

	<ul style="list-style-type: none"> • KPIs and In-Year Progress • Performance and Predicted Success in: <ul style="list-style-type: none"> ○ FE ○ HE ○ Apprenticeships ○ Maths ○ English ○ Value Added • HE Update • Apprenticeships Update • Teaching, Learning and Assessment Update • EV/IV Update • Learning Support Update • Stakeholder Feedback • Safeguarding Update • Performance Data following Staff Interim Performance Reviews 	
9/18	Quality Improvement Update – confidential	
	JK presented the updated QIP. Many of the items had been discussed earlier in the meeting.	
10/18	Planning for T Levels and Work Placements	
	<p>SS reported that applications to the Capacity Development Fund closed at the end of January and the College had not yet heard if it had been successful.</p> <p>In the meantime, the College is continuing to work across the College Schools to put arrangements in place for a number of placements to be delivered ready for September 2018, irrespective of whether the CDF will be available.</p> <p>RESOLVED: The update on preparations for T Levels and Work Placements was noted.</p> <p>ACTION: Update on Planning for T levels and Work Placements to be provided to next meeting once outcome of CDF application known.</p>	SS
11/18	Sector Update and Developments	
	JK presented a Sector Update to January 2018. Members noted the volume of new developments and initiatives.	
12/18	Key Items for Board - confidential	



gloucestershire college

	The Key Items for Board report was completed noting the risks to be highlighted/added to the Risk Register.	
OTHER		
13/18	Any Other Business	
	None.	
14/18	Date and time of next meeting: 26 April 2018 at 5pm Cheltenham	

Signed..... *M P James*

Date..... *26 April 2018*