DRAFT MINUTES
CURRICULUM AND QUALITY COMMITTEE
23 NOVEMBER 2017
BOARDROOM, CHELTENHAM CAMPUS

Present:	Ms T Burton (Chair)	
	Mr M Burgess (Principal)	
	Ms J Haines (Staff)	
	Ms M James (Co-opted)	
	Mr G Ridgway (Co-opted)	
In Attendance:	Ms K Jarvis	Head of HE
	Dr J Kettyle	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 M Lawson (Staff)	
	Mr Nestor Skroban-Korzeniecki	
Attendance:	**71.4%**	

		ACTION
PRELIMINARIES		
60/17	**Appointment of C&Q Chair & Vice Chair**	
	JC explained that Gillian Hayes, who was due to take over as Chair of C&Q, had stepped down from the Board. GRS recommends that Mary James become Chair and Trish Burton become Vice-Chair. **RESOLVED: The position was noted and agreed. The formal appointments will be made at the next Board meeting.**	
61/17	**Opportunity for Private Business**	
	None.	
62/17	**Apologies**	
	Were noted as above.	
63/17	**Declarations of Interest**	

	None, other than those currently recorded on the Register of Interests.	
64/17	**Confidentiality of Items**	
	As marked, for reasons of commercial sensitivity, for a period of two years.	
65/17	**Minutes of the meeting of 28 September 2017**	
	The minutes of the meeting were approved and signed as a true record by the Chair.	
66/17	**Matters Arising from the Minutes and Actions Matrix**	
	Members were provided with an actions matrix and noted the status update of each item. In response to the action from item 31/17, KM presented a paper setting out the new accountability measures in maths and English, for information. **RESOLVED: The report was noted.** **ACTION: KM to present final accountability measures data for 2016/17 at next meeting.**	**KM**
KEY BUSINESS		
67/17	**HE Annual Quality Assessment Return and HE Update – confidential**	
	JK and KJ explained that, in line with the QA revised operating model for higher education in England, as part of the Annual Provider Review, each Further Education College directly or indirectly funded by HEFCE needs to complete an Annual Quality Assessment return. This is an endorsement of internal arrangements for the 2016-17 academic year and must be submitted by the Provider's Governing Body by 1 December 2017. At the October Board meeting it had been agreed that, in view of the deadline for submissions being before the next Board meeting and subject to being satisfied with the return, C&Q would be given authority to endorse the signing of the return on behalf of the Board. The Committee noted the evidence submitted to support the return	

	and the methodologies used as a basis to improve the student academic experience. The Committee noted that the College had received the Awarding Body and University Endorsement of Standards in 2016-17. **RESOLVED: The Committee was satisfied with the arrangements and endorsed the signing of the HE Annual Return for the 2016-17 academic year by the Accountable Officer as a Governor and on behalf of the Board. The Return will be signed and submitted by 1 December 2017.** KJ presented an HE Update covering the design and implementation of a new HE Student Voice Cycle, actions to address the NSS in five key development areas and the HE Marketing and Widening Participation Plan 2017-18. As requested at the last meeting, KJ provided further analysis of the NSS feedback scores and response rates.	
68/17	**Apprenticeships Update - confidential**	
	Members joined MJ in congratulating the College on being awarded a Beacon Award in recognition of its Apprenticeship provision. JT presented a paper setting out current developments, final results for 2016/17 and interim results for 2017/18, along with identifying the challenges for the current academic year. **RESOLVED: The positive Update was noted.**	
69/17	**Safeguarding Annual Report - confidential**	
	SS presented the College's Annual Safeguarding Report for 2016/17 highlighting the key points. **RESOLVED: The Committee was satisfied that the College has in place adequate arrangements for Safeguarding and PREVENT, commended the College on its efforts to tackle these issues and encouraged the College to continue to seek to improve its provision. The Annual Report was recommended to the full Board for approval at its October meeting.**	
70/17	**Equality, Diversity and Inclusion Annual Report and Plan**	
	SS presented the Annual EDI Report setting out the College's objectives and some of the activities in which the College has been engaged.	

	Members noted that, in terms of learner profiles and performance, it is clear that the College caters for a high number of disadvantaged students and that supported students out-perform non-supported students each year. Members enquired about the staff profile and were informed that this information if limited as it depends on what is declared on monitoring forms at recruitment. **RESOLVED: Members noted the Annual Report and commended the College on its efforts in this area, encouraging further improvement where possible. The EDI Report was recommended for presentation to the full Board at its October meeting and will be published on the website following approval.**	
71/17	**First Impressions and FE Choices Discussion - confidential**	
	Members debated the value of these stakeholder feedback surveys. **RESOLVED: It was agreed to continue with the FI and FE Choices student surveys.**	
72/17	**Programmes of Study – Employability/Work Experience Update – confidential**	
	The Committee received a report from SS and KM on the requirements for work placements under the new T levels. The paper provided an overview of the Capacity and Delivery Fund (CDF), available to support capacity building for the current work placement expectations linked to the T levels.	
73/17	**Quality Improvement Plan Update - confidential**	
	JK took members through the QIP. **RESOLVED: The Update was noted.**	
74/17	**Approval of SAR/SED - confidential**	
	JK reported that the annual SAR (FE) and SED (HE) documents have been through three stages of Governor approval: First draft – consultation Second draft – minor amendments Third draft including outcomes – October 2017.	

	RESOLVED: The Committee gave its approval to the final SAR and SED for recommendation to the Board.	
ROUTINE BUSINESS		
75/17	**Sector Update and Developments**	
	The Committee received an update on sector developments which was lengthy but fascinating, the key topics being the apprenticeship procurement process and the introduction of work placements. It was noted that the College will need to align with the new Common Inspection Framework due in 2019.	
76/17	**Approval of Policies:** • **DBS** • **Safeguarding** • **EDI** • **Exams**	
	RESOLVED: Members reviewed the above policies and approved them, subject to an error in the DBS Policy to be corrected.	
77/17	**Quality & Performance In Year Update – confidential**	
	JK presented an In-Year Performance Update as at November 2017. **RESOLVED: The Performance Update was noted and members were pleased to read a summary of the eternal validation of Teaching and Learning.**	
78/17	**Key Items for Board including Risks - confidential**	
	The Key Items for Board report was completed noting the risks to be highlighted/added to the Risk Register.	
OTHER		
79/17	**Any Other Business**	
	MJ thanked Gillian Hayes for her contribution to the Committee and TB for her contribution as Chair. Members thanked Karlee Jarvis for her contribution to the College	

	and to the Committee and wished her well in her new role.	
80/17	**Date and time of next meeting:** 1 February 2018 at 5pm, Cheltenham	

Signed:……

Date:……