

**PUBLIC MINUTES OF THE
CURRICULUM AND QUALITY COMMITTEE
BOARDROOM, CHELTENHAM CAMPUS
14 JUNE 2018**

Present: Ms M James (External) (Chair) Mr G Ridgway (Co-opted)
 Ms T Burton (External) Mrs S Wilman (Co-opted)
 Ms S Baldry (Co-opted)
 Mr M Burgess (Principal)
 Mr M Lawson (Staff Governor)

In Attendance: Dr K Morris Vice-Principal, Curriculum and Quality
 Ms J Cosson Clerk to Governors
 Mr D Kettleby Head of Learning Support

Apologies: Ms J Haines (Staff Governor)
 Ms S Steed, (Vice-Principal, Students)
 Ms J Tegg, (Head of Employer Engagement)

Attendance: 87.5%

| | | ACTION |
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| PRELIMINARIES | | |
| 42/18 | Opportunity for Private Business | |
| | None. | |
| 43/18 | Apologies | |
| | Were noted as above. | |
| 44/18 | Declarations of Interest | |
| | None other than those currently recorded on the Register of Interests. | |
| 45/18 | Confidentiality of Items (C) | |
| | As marked, for reasons of commercial sensitivity, for a period of two years. | |
| 46/18 | Minutes of the meeting of 26 April 2018 | |
| | Were approved and signed as a true record by the Chair. | |

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| 47/18 | 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 | | |
| Regular Performance Update (C) | | |
| 48/18 | Principal's Overview and Operating Plan | |
| | MB provided an overview highlighting the key matters of significance for the meeting. | |
| | RESOLVED: The Overview and Operating Plan were noted. | |
| 49/18 | FE Update (including Maths and English and Value Added) | |
| | <p>KM provided an update on the quality and performance of the FE curriculum to May 2018 covering KPIs and in-year progress across:</p> <ul style="list-style-type: none"> • 16-18 retention, attendance and progress • Adult retention, attendance and progress • High Needs Students • FCM and Looked After Learners • Maths and English • Value Added <p>RESOLVED: The FE Update was noted and members encouraged the College to continue with its positive approach to driving improvement in all of the areas of concern.</p> | |
| 50/18 | Apprenticeships Update | |
| | In JT's absence, MB reported on the current position with apprenticeship provision, including 2017/18 indicative success rates, positive developments, challenges and issues. | |
| | RESOLVED: Members noted the progress report. | |
| 51/18 | HE Update | |
| | KM presented the HE update, providing an overview of KPIs and in-year progress, student feedback and the position with regard to registration with the Office for Students. | |



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| 52/18 | Teaching, Learning and Assessment Update (including Learning Support Update) | |
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| | KM introduced a paper setting out progress on Teaching, Learning and Assessment. | |
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| 53/18 | Stakeholder Feedback Update | |
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| | KM provided an overview of stakeholder feedback and responses. | |
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| 54/18 | External Verification/Internal Verification Update | |
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| | KM presented a paper setting out the final update for the academic year 2017/18 on progress with Assessment, Internal and External Verification. RESOLVED: The Committee noted the positive picture for Assessment, Internal and External Verification and commended the work of the verification teams in achieving these positive outcomes. | |
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| 55/18 | Safeguarding Update | |
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| | SS provided an update from the Safeguarding Team. RESOLVED: The Committee commended the College on its efforts in this very difficult area and the Safeguarding Update was noted. <i>TB left the meeting.</i> | |
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| 56/18 | SAR – Key Themes | |
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| | KM provided an initial outline of the key SAR themes/headlines, much of which had been covered during discussion under item 49. RESOLVED: The SAR key themes were noted. | |
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| ROUTINE BUSINESS | | |
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| 57/18 | Sector Update and Developments | |
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| | A member noted that a recent ETF report reveals that, on average, male FE staff earn 14.4% more than women and asked about the College's gender pay gap. The College responded that its GPG | |

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| | <p>report is published on the College's website and is relatively favourable within and outside of the sector at a median gender pay gap of 15.7%. GPG has been reviewed by BRC.</p> <p>Members discussed progress with T Levels and the response to consultation published recently which has produced a number of changes to the proposals.</p> <p>RESOLVED: The Sector Update and Developments report was noted.</p> | |
| <p>58/18</p> | <p>Approval of Policies:</p> <ol style="list-style-type: none"> 1. Learner First Observations 2. Student Assessment 3. Assessment Malpractice 4. Quality Assurance 5. Talkback (Complaints and Compliments) 6. Student Entitlement 7. Examinations 8. Local Offer 9. Scholarship and Research Ethics 10. English and Maths Policy 11. Programme Monitoring and Progress Measures 12. Positive Behaviour Strategy | |
| | <p>Members reviewed the above policies. It was noted that the Programme Monitoring and Progress Measures Policy was a new policy arising out of an Internal Audit recommendation.</p> <p>RESOLVED: The Policies were approved.</p> | |
| <p>59/18</p> | <p>Committee Matters:</p> <ul style="list-style-type: none"> • Self-Assessment • Review of Terms of Reference and Agenda Cycle • Appointment of Chair and Vice Chair | |
| | <p>Members considered the annual Committee Self-Assessment, which confirmed that the committee had achieved its core purpose this academic year.</p> <p>Members also reviewed the Terms of Reference of the Committee and the Agenda Cycle for the coming year.</p> <p>RESOLVED: The Committee:</p> <ul style="list-style-type: none"> • Confirmed the findings in the Self-Assessment; • Approved the revised Terms of Reference and Agenda | |



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| | Cycle for recommendation to the Board; <ul style="list-style-type: none">• Approved the proposed re-appointment of Mary James as Chair and Trish Burton as Vice-Chair for recommendation to the Board. | |
| 60/18 | Key Items for Board | |
| | The Key Items report was completed noting the risks to be added to/highlighted on the Risk Register: | |
| OTHER | | |
| 61/18 | Any Other Business | |
| | The Chair noted that this would be GR's last meeting as a co-opted member of the Committee before stepping down to take up a position as an assessor at the College. The Committee thanked him and wished him well in his new role. | |
| 62/18 | Date and time of next meeting: 13 September 2018 at 5pm, Cheltenham | |
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Signed..... *MP James*

Date..... *13/9/18*



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