

**PUBLIC MINUTES OF THE
CURRICULUM AND QUALITY COMMITTEE
BOARDROOM, CHELTENHAM CAMPUS
31 JANUARY 2019**

Present: Ms M James (External) (Chair) Mr R O'Donnell (Co-opted)
Ms T Burton (External) Ms S Wilman (Co-opted)
Mr M Burgess (Principal)
Mr D Kettleby (Staff Governor)

In Attendance: Dr K Morris Vice-Principal, Curriculum and Quality
Ms S Steed Vice-Principal, Students
Ms J Tegg Head of Employer Engagement
Ms J Cosson Clerk to Governors

Apologies: Ms S Baldry (Co-opted)
Ms E Bowstead (Student)
Mr P Derrick (Co-opted)
Mr J Ingram (Student Governor)
Mr M Lawson (Staff Governor)

Attendance: 54.5%

		ACTION
PRELIMINARIES		
1/19	Opportunity for Private Business	
	None.	
2/19	Apologies	
	Were noted as above.	
3/19	Declarations of Interest	
	None other than those currently recorded on the Register of Interests.	
4/19	Confidentiality of Items (C)	
	As marked, for reasons of commercial sensitivity, for a period of two years.	
5/19	Minutes of the meeting of 15 November 2018	



	Were approved and signed as a true record by the Chair.	
6/19	Matters Arising from the Minutes and Actions Matrix	
	None. All actions were either complete or would be discussed at the meeting.	
KEY BUSINESS		
7/19	Principal's Overview (C)	
	MB provided a verbal overview highlighting the key matters of significance for the meeting. RESOLVED: The Overview was noted.	
8/19	Teaching, Learning and Assessment Update (C)	
	KM reminded members that the planned changes had been presented at the last meeting. The report provided an update on progress in Term 1. RESOLVED: The Teaching, Learning and Assessment Update was noted.	
9/19	Performance Update – Areas of Concern (C)	
	LM reported on progress in the schools identified as areas for concern. RESOLVED: The Committee noted the update on the areas of concern and the actions, strategies and interventions implemented.	
10/19	Industrial Placements Update (C)	
	SS provided an update on the progress and challenges of the Industry Placement Programme as part of the proposed T Level reforms. The College is one term into the pilot of the new Industrial Placements using the Capacity Development Fund. RESOLVED: The Update on Industry Placements was noted.	
11/19	HE Update (C)	
	KM provided an update on the current progress with HE provision, the	

	<p>areas of concern and the actions in place. She reported on progress with regard to the introduction of the OfS.</p> <p>RESOLVED: Members noted the position and the actions in place to mitigate the areas of concern.</p>	
12/19	Policy Developments and Implications (C)	
	<p>Members spent some time reviewing three new policy developments and their implications including the steps the College is taking in response.</p> <p>RESOLVED: The Committee noted the new policy developments, their potential implications and the actions being taken by the College to address them.</p>	
	ROUTINE BUSINESS	
13/19	<p>Quality and Performance In-Year Update: (C)</p> <ul style="list-style-type: none"> • FE 16-18 and Adult including English and maths and Value Added • HE • Apprenticeships 	
	<p>KM provided a report on the quality and performance of the curriculum up to December 2018.</p> <p>RESOLVED: The Committee noted the in-year update and the actions in place.</p>	
14/19	Stakeholder Feedback Update (C)	
	<p>KM provided an overview of in-year stakeholder feedback and responses. Each area of provision was RAG-rated.</p> <p>RESOLVED: The in-year Stakeholder Feedback report was noted.</p>	
15/19	Safeguarding Update (C)	
	<p>SS reported on the outcome of the recent internal audit of Safeguarding and Prevent. The draft report, which had been returned with management responses and timescales for action, was included in the papers.</p> <p>The final report will be presented to the next Audit Committee meeting.</p>	



	RESOLVED: The Safeguarding Update was noted.	
16/19	Complaints and Compliments Annual Report (C)	
	Members reviewed the report relating to complaints and praise received through Talkback in 2017/18, which had been presented to the September meeting but not discussed. RESOLVED: The report was noted.	
17/19	Review of Operating Plan (C)	
	Members reviewed the Operating Plan, much of which had been discussed. RESOLVED: the Operating Plan was noted.	
18/19	Sector Update and Developments	
	KM presented the Sector Update, which was taken as read. RESOLVED: The Sector Update was noted.	
19/19	Key Items for Board	
	The Key Items report was completed, noting the risks to be added to/highlighted on the Risk Register.	
OTHER		
20/19	Any Other Business	
	None.	
21/19	Date and time of next meeting	
	21 March 2019 at 5pm, Cheltenham	

Signed..... *MP James*

Date..... *21st March 2019*