



**PUBLIC MINUTES OF THE  
CURRICULUM AND QUALITY COMMITTEE  
BOARDROOM, CHELTENHAM CAMPUS  
15 NOVEMBER 2018**

**Present:** Ms M James (External) (Chair) Mr J Ingram (Student Governor)  
Ms S Baldry (Co-opted) Mr R O'Donnell (Co-opted)  
Mr M Burgess (Principal) Mr K Rog (External – November 2018 meeting only)  
Mr P Derrick (Co-opted)  
Ms J Haines (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 E Bowstead (Student)  
Ms T Burton (External)  
Mr M Lawson (Staff Governor)  
Ms S Wilman (Co-opted)

**Attendance: 66.7%**

		<b>ACTION</b>
<b>PRELIMINARIES</b>		
<b>79/18</b>	<b>Opportunity for Private Business</b>	
	None.	
<b>81/18</b>	<b>Apologies</b>	
	Were noted as above.	
<b>82/18</b>	<b>Declarations of Interest</b>	
	None other than those currently recorded on the Register of Interests. As a new member, PD declared his interest in the HE items as a senior manager at UCAS, which is recorded on the Register. It was agreed that there was nothing on the agenda or in the papers which was directly or indirectly in conflict with his role.	
<b>83/18</b>	<b>Confidentiality of Items (C)</b>	
	As marked, for reasons of commercial sensitivity, for a period of two	

	years.	
<b>84/18</b>	<b>Minutes of the meeting of 13 September 2018</b>	
	Were approved and signed as a true record by the Chair.	
<b>85/18</b>	<b>Matters Arising from the Minutes and Actions Matrix</b>	
	None. All actions were either complete or would be discussed at the meeting.	
<b>KEY BUSINESS</b>		
<b>86/18</b>	<b>Principal's Overview (C)</b>	
	MB provided a verbal overview highlighting the key matters of significance for the meeting.  <b>RESOLVED: The Overview was noted.</b>	
<b>87/18</b>	<b>HE – Review of 2017/18 and SED (C)</b>	
	KM presented the review of HE during 2017/18, the Self-Evaluation Document (SED) and the position with the introduction of the OfS and the annual assurance return.  <b>RESOLVED/ACTION: The HE position was noted. The draft SED and HE action plan were approved. MB was authorised to sign the annual assurance statement on behalf of the Board and to submit it by 3 December.</b>	<b>MB</b>
<b>88/18</b>	<b>Quality and Performance In Year Update (C)</b>	
<b>89/18</b>	<b>Update on Areas of Significant Concern (C)</b>	
	Items 88 and 89 were taken together.  KM provided an update on the quality and performance of the curriculum to October 2018.  The report covered: <ul style="list-style-type: none"> <li>• 16-18 retention and attendance</li> <li>• Adult retention and attendance</li> <li>• High Needs</li> <li>• FCM and Looked After Learners</li> </ul>	

	<ul style="list-style-type: none"> <li>• Maths and English</li> <li>• Value Added</li> <li>• HE attendance and retention</li> </ul> <p>JT provided an update on the current position with apprenticeship provision, including 2017/18 final success rates, interim success for 2018/19, positive developments and challenges.</p> <p>KM presented a report prepared by Rebecca Wilson, Head of Teaching Learning and Improvement, which provided an update on the actions in Teaching, Learning and Assessment to improve student experience and outcomes.</p> <p><b>RESOLVED: The in-year Quality Update and Update on Areas of Concern were noted.</b></p>	
<b>90/18</b>	<b>Update on Work Placement Pilots (C)</b>	
	<p>SS provided an update on the progress and challenges of the pilot Work Placement Programme (now called Industry Placements) as part of the proposed T Level reforms.</p> <p><b>RESOLVED: The Update on Work Placement Pilots was noted.</b></p>	
<b>91/18</b>	<b>Stakeholder Feedback (C)</b>	
	<p>KM provided an overview of stakeholder feedback and responses for 2017/18. Each area of provision was RAG-rated.</p> <p><b>RESOLVED: The Stakeholder feedback report was noted.</b></p>	
<b>92/18</b>	<b>Safeguarding Annual Report and Review of Policy (C)</b>	
	<p>SS presented the annual report for 2017/18 summarising the data and progress made during the year and the key objectives for 2018/19. Many of the headlines had been presented to the Board at the training session on 20 September e.g. the themes from the online pupil survey.</p> <p>MJ reported that, as the link governor for Safeguarding and for mental health, she continues to be briefed by and to have regular, termly meetings with SS as DSL.</p> <p>During the year she has also attended Safer Recruitment training along with the Chair of the Board, the Principal, the Executive and the Clerk.</p> <p><b>RESOLVED/ACTION: The Safeguarding Annual Report was noted</b></p>	



	<b>and approved for recommendation to the full Board.</b>	<b>MJ</b>
<b>93/18</b>	<b>Equality, Diversity and Inclusion Annual Report and Review of Policy</b>	
	<p>Members reviewed the report which they noted is required to be published on the College's website and therefore contains prescribed information.</p> <p>Members commented on the learner profiles, particularly the Deprivation Index. Much of the information is referenced in the SAR.</p> <p>Members requested more information on how the College compares against national and county benchmarks for next year along with a narrative overview of the main themes.</p> <p>The College intends to carry out some further work internally in terms of staff profile.</p> <p><b>RESOLVED/ACTION: The Equality, Diversity and Inclusion Annual Report was noted and approved for recommendation to the full Board.</b></p>	<b>MJ</b>
<b>94/18</b>	<b>Operating Plan (C)</b>	
	<p>Members reviewed the Operating Plan, much of which had been discussed. MB reported that it had since been rewritten and would be circulated in preparation for the Strategic Planning Day.</p> <p><b>RESOLVED: the Operating Plan was noted.</b></p>	
<b>ROUTINE BUSINESS</b>		
<b>95/18</b>	<b>Sector Update and Developments</b>	
	<p>The update was taken as read and there were no questions. Members noted that the College had been active during Love Our Colleges Week organised by the AoC.</p> <p><b>RESOLVED: The Sector Update and Developments report was noted.</b></p>	
<b>96/18</b>	<p><b>Approval of Policies:</b></p> <ul style="list-style-type: none"> <li>• <b>Safeguarding</b></li> <li>• <b>EDI</b></li> </ul>	



	Members reviewed the above policies. SS reported that the Safeguarding Policy had been comprehensively reviewed to take into account the changes to KCSIE. It had recently been provided to the Internal Auditor who had no concerns regarding the content.  <b>RESOLVED: The policies were approved for recommendation to the full Board.</b>	<b>MJ</b>
<b>97/18</b>	<b>Key Items for Board</b>	
	The Key Items report was completed noting the risks to be added to/highlighted on the Risk Register.	
	<b>OTHER</b>	
<b>98/18</b>	<b>Any Other Business</b>	
	None.	
<b>99/18</b>	<b>Date and time of next meeting</b>	
	31 January 2019 at 5pm, Cheltenham.	

Signed..... *MP James* .....

Date..... *31st January 2019* .....

