

**PUBLIC MINUTES OF THE
CURRICULUM AND QUALITY COMMITTEE
24 September 2025**

Present:

Mr M Burgess (Principal)
Mr R Cousins (Staff Governor)
Ms S Dalby (Staff Governor)
Ms M James (External Governor) (C&Q Chair)
Dr H Moyes (External Governor)
Ms S Robertson (External Governor)
Mr M Williams (External Governor)

In Attendance:

Dr K Morris - Vice-Principal, Curriculum and Quality
Ms J Cosson – Head of Governance

Apologies:

Ms L Dance (Co-opted Member – SEND Link Governor)

Attendance: 85.7%

41/25 Opportunity for Private Business

None.

42/25 Apologies

MJ welcomed Members and noted apologies as above.

43/25 Declarations of Interest

None other than those currently recorded on the Register of Interests.

44/25 Confidentiality of Items (C)

As marked, for reasons of commercial sensitivity, for a period of two years.

45/25 Minutes of the meeting of 26 June 2025

Approved as a true record and signed by the Chair.

46/25 Matters Arising from the Minutes and Actions Matrix

Members reviewed the Actions Matrix and noted the status update.

47/25 Update on Start of Year

MB provided an update on the start of the year.



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He reported that staffing gaps, particularly in Safeguarding and Inclusion, have been addressed with new appointments: and Interim Head of Safeguarding, who will remain with the College until Easter; a new Head of Safeguarding (and DSL) who started this week, and an Interim Director of Inclusion and Learner Experience. Additional resources have been allocated to support these areas, ensuring better coverage and capacity for development.

Enrolment appears to have gone well. Applications for the year have been strong, up 14% for 16-18-year-old learners. Enrolment across Adults, Apprenticeships and HE is also positive. Learner experience of the enrolment process has changed enormously in recent years and is now very positive.

MB reported on changes to the lanyard colours and access permissions. Student lanyards are now blue which is easier to identify than the previous black.

Outcomes for last year are still being worked on but FE outcomes appear to be better than the previous year, with the exception of English and maths.

School SAR Validation meetings have taken place this week with good discussions and positive language being used. The Chair asked if MB could give examples of this. MB responded that there has been much more talk about teaching strategies, learners and the new inspection framework. He has noticed a shift from staff being operational managers to leaders of learning.

Members asked how the transition from schools had gone. KM answered that it was much improved due to the additional capacity within the Safeguarding Team, meaning the Principal's EA can focus on obtaining information from schools. Also, most schools do not want to be seen to be unhelpful.

MB reported that, despite the positive aspects mentioned, there have inevitably been some challenges with some students and some community tensions have arisen.

A Staff Member confirmed that, on the whole, they had noted more students deliberately choosing their area as a career and, as a result, the students were generally more focused and motivated. This enables staff to devote more time to teaching and learning and enrichment activities. Getting to know the students in the first few months of the year is crucial.

The Chair concluded that, overall, it appeared that there had been a good start to the year.

RESOLVED: The Committee noted the Update on Start of Year.

48/25 Approval of College's Self-Assessment Report (SAR) and Quality Improvement Plan (QIP) (C)

SAR



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The Chair explained that this was the first meeting of the year, dedicated to reviewing the College's Self-Assessment Report (SAR) for the previous academic year and setting the agenda for the year ahead.

The SAR looks back at the achievements from 2024–2025 and the areas for development are taken forward to this year in the Quality Improvement Plan (QIP). KM led a comprehensive review of the SAR, highlighting achievements, areas of improvement, and the validation process involving Heads of School, with input from staff.

She explained that the SAR was validated through presentations by each Head of School, who reviewed their respective areas and provided supporting examples. The process included both internal and external data sources, and focused on provision types within Ofsted's inspection scope, such as High Needs, some Adult provision (depending on how it is funded), and Education for Young People. HE is not in scope, with the exception of Degree Apprenticeships.

Performance reviews are conducted three times a year, involving Heads of School, senior leaders, and governors. These reviews use comparative data to inform course evaluations and feed into both school-level and College-wide quality improvement plans.

Members were encouraged that the College has assessed itself as 'Good' across all aspects of the SAR. This was seen as a commendable result given the size and diversity of the student body. There was recognition of sustained efforts over recent years leading to these positive outcomes. Congratulations were extended to the Executive Team and academic teams for their hard work.

QIP

KM outlined the development and implementation of the QIP, derived from the SAR findings, with a focus on priority areas including High Needs provision, teaching quality, staff development, attendance, and employer engagement. The plan was developed collaboratively, with input from Heads of School and the Teaching and Learning Team.

The QIP is formulated using evidence from the SAR, performance reviews, and educational research. The Teaching and Learning Team, Heads of School, and Apprenticeship Managers work together to identify and prioritise the key actions for the College, while individual Schools develop their own targeted improvement plans.

The QIP for the year was set out, focusing on seven priority areas.

Members asked about the implications of the new Ofsted inspection framework effective from November 2025, on the self-assessment and quality assurance processes.

KM explained that the SAR for 2024/25 used the old EIF as its reference. The new framework removes the overarching effectiveness grade, replacing it with 16



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separate grades across the provision types. Grades are now colour-coded, with 'expected standard' as the baseline and additional levels above and below.

Inclusion is now both a standalone grade and embedded within all other criteria. The framework specifically focuses on learners with EHCPs, those classified as disadvantaged, and those known to care, requiring colleges to demonstrate inclusive practices across all provision types.

KM reported that the College is beginning to measure itself against the new framework. By October half term, the SAR will be mapped against the new Ofsted Toolkit criteria, with adjustments made to the QIP as needed. The College will use its best judgement in the absence of prior inspection data, and will update reporting and action plans to align with the new requirements.

Inspections will focus on selected areas rather than the entire College, with evidence collected and moderated by a central quality team. The process is expected to evolve as more inspections are conducted and feedback is gathered.

Members questioned what the intervention regime will look like, based on the new framework. This is not clear at present.

RESOLVED: The SAR and QIP were noted and approved. They will be provided to the Board at the next Board meeting.

49/25 Approval of Policies

- **Conflict of Interests**
- **Examinations**
- **HE Student Protection**
- **GC SEND Local Offer**

Members reviewed the above policies.

KM explained that a new conflict of interest policy had been introduced as a standalone document, separated from the assessment policy at Pearson's request. The content remains unchanged, but the policy is now more clearly delineated.

It was noted that the examinations policy had been updated to explicitly address the use of AI in marking and assessment. Staff are advised to be transparent with learners about the use of AI, and the policy includes guidance on its implementation.

It was noted that the footer on the SEND Local Offer needed to be updated.

ACTION: KM to ensure that the footer on the SEND Local Offer is updated.

50/25 Any Other Business

None.

51/25 Date and time of next meeting

20 November 2025, via Teams.

JC raised the matter of the scheduling and format of future meetings, considering the use of Microsoft Teams for larger meetings and addressing technical challenges with hybrid participation.

Members agreed to hold some committee meetings via Teams, particularly when the agenda is substantial, while reserving in-person meetings for sessions requiring more engagement. Flexibility was maintained to adjust formats as needed. Technical issues with hybrid meetings were acknowledged, with plans to consult with IT staff to improve equipment and ensure a better experience for remote participants.

Signed 

Date 20.11.25