

**PUBLIC MINUTES OF THE  
CURRICULUM AND QUALITY COMMITTEE  
25 JUNE 2024**

**Present:**

Mr M Burgess (Principal)  
Ms L Dance (External Governor)  
Ms L Hargreaves (Student Governor)  
Dr H Moyes (External Governor) (meeting Chair)  
Ms A Nutbrown (Staff Governor)

**In Attendance:**

Ms K Crook - Head of School, Foundation Studies  
Mr D Kettley - Director of Student Employment and Experience/DSL  
Dr K Morris - Vice-Principal, Curriculum and Quality  
Ms J Tegg - Director of Employer Training  
Ms J Cosson - Governance Professional/Clerk to the Governors

**Apologies:**

Ms J Buckland (Staff Governor)  
Ms M James (External Governor) (C&Q Chair)  
Ms C Simpson (Student Governor)

**Attendance: 62.5%**

**17/24 Opportunity for Private Business**

None.

**18/24 Apologies**

Noted as above.

**19/24 Declarations of Interest**

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

**20/24 Confidentiality of Items (C)**

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

**21/24 Minutes of the meeting of 7 March 2024**

Approved as a true record and signed by the Chair.

**22/24 Matters Arising from the Minutes and Actions Matrix**

Members reviewed the Action Matrix and noted the status update.

## **23/24 Principal's Overview**

MB introduced a report highlighting the key themes arising from the papers as the College approaches the end of the academic year and work will soon begin on the Self-Assessment Report.

**RESOLVED: The Committee noted the Principal's Update.**

## **24/24 Quality Improvement Plan Update and School RAG (C)**

KM gave an overview of the progress made against the College QIP up to May. The paper also included a RAG-rating of each School.

KM reported that many areas are now assessed as Outstanding. The College is confident that its internal judgements are being validated externally.

The two key areas of focus for the College arising from the Ofsted inspection are still High Needs (discrete provision) and Personal Development.

Members reviewed the QIP and school RAG rating.

English and maths will never come off the QIP as it requires continuous focus but KM is pleased with the improvements that have been made this year and will be assessing the area as Good.

The Chair asked what it would take to shift the College to an overall assessment of Outstanding. KM explained that overall effectiveness would have to be Outstanding, and the College is some way off that in certain areas of its provision.

The Chair followed by asking what the College's ambitions are for the next academic year in order to move the College towards Outstanding in all areas. KM replied that the College will aim for Outstanding in Adults and Apprenticeships as this is achievable. Also, Behaviour and Attitudes is very nearly Outstanding.

**RESOLVED: The Quality Improvement Plan Update and School RAG was noted.**

## **25/24 External Reviews**

KM presented the latest external review report from the ESOL area, which was judged as Outstanding, in line with the College's own assessment. The report suggested some small areas for development such as improving employability and progression routes, which have since been embedded in the School SAR and the College QIP.

Members considered that it was a very positive report and congratulated the ESOL Team. They were informed that it is not easy to get an assessment of Outstanding in this area. They were reassured that the review had triangulated the College's judgement.





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The Chair asked if the judgement was linked to progress in Personal Development. KM answered that Personal Development is a strong element in the ESOL programme and includes interacting with schools, setting up bank accounts and liaising with health professionals.

**RESOLVED: Members noted the External Review Report.**

## **26/24 Headline Progress Data (C)**

KM reported on the quality and performance of the curriculum to the end of May.

Members discussed the ongoing concerns regarding attendance in English and maths. The Chair noted that this is going in the wrong direction and wondered if the College is still confident in its bold 'workshop' approach. KM replied that the College is confident that what is taking place in the classroom is good. There are simply not enough students present. The model is working for those who want to engage and learn.

The headline attendance figure is impacted by some learners who are below 20% attendance in English and maths. Attendance at exams was better this year due to the policy of not entering learners for exams if they had poor attendance.

MB added that it will be interesting to discover, in the autumn, how those who did engage in English and maths performed at the exams.

Members were pleased to learn of the growth in the partnership with CLC.

KM provided an update on the anonymized student case studies who are still with the College.

The Chair asked if the AI in the classroom competition is getting good engagement and was informed that it is. It is good to see that there are staff truly embracing AI, whilst approaching it with a critical eye. All entries should be commended but there are three prizes and judging will take place tomorrow. The judges will be looking for a good overview of the AI tool used, advice on how to use the tool(s) and that the tool can be shared as good practice across subject areas. The College will work with all of those that entered the competition going forward to help the TLA Team to promote the appropriate use of AI tools by utilising their findings, expertise and ideas to help others across the organisation save time, develop resources and personalise learning.

**RESOLVED: The Committee noted the in-year update and the actions in place.**

## **27/24 OIA Annual Statement**

KM provided an overview of the College's OIA Annual Statement.

The annual statement published by the OIA refers to HE complaints where learners are not satisfied with the outcome of internal complaints procedures.



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The OIA statement was set out in the papers as per the recommendation in the guidance that it should be shared with the governing body.

The Chair asked if the College is satisfied that there are no problems because there are no complaints. KM replied that the College is satisfied that there are no complaints of substance or that the College has been unable to work with learners to resolve. The College provides forums for learners to voice their concerns and keeps an eye on areas where there have been issues in the past. Learners have responded well to the improvements in Construction.

**RESOLVED: The OIA Annual Statement 2022 was noted.**

## **28/24 Careers Update**

DK presented a report comprising the annual update on careers provision. This is underpinned by termly Careers Link Governor meetings.

During 2018-19, the College was successful in achieving two significant accreditations: Matrix Standard and Quality in Careers Standards. These accreditations recognised the performance against the Gatsby Benchmarks and a college-wide embedding of careers education.

In November 2022, the Ofsted report highlighted that improvement was needed in relation to careers and IAG, specifically related to Adults and Apprentices. The inspection indicated that the above accreditations did not offer the level of assurance in the EIF as they would have done in previous frameworks.

Various developments have taken place since then to address this and to continue to progress the College-wide offer of embedded careers education, as well as accessibility to individual careers advice.

DK reported that the College continues to support the growth of careers/IAG qualified staff to support this.

16-18 and HE provision remains strong. There have been improvements in provision for Adults and Apprentices but there is further work to do as identified in the QIP.

The College continues to perform above national averages on the Gatsby benchmarks – with the exceptions of benchmarks 7 and 8.

The College's Matrix Accreditation is due for full renewal in Spring 2025 under new standards.

The College has a strong schools' outreach offer, supporting increased 16-18 applications from feeder schools.

An external review of Personal Development next academic year will include a review of careers provision. One of the aims is for Adults to be able to recognise and articulate that they are getting good careers advice from the College.



Members considered that Careers provision is in good position. It was noted that there is a need for a replacement Link Governor for Careers/Skills as part of Matrix accreditation.

The Staff Governor remarked that, during staff mini-dives, Adults have articulated good conversations that they have had with their tutors at enrolment.

The Student Governor confirmed that she had been given appropriate careers advice and guidance on her next steps, including assistance with writing her CV.

**RESOLVED: The Careers Update was noted.**

## **29/24 Student and Employer Experience Updates (C)**

DK presented the latest **student experience report**.

The paper detailed emerging and ongoing themes of feedback from all learner types, Talkback complaints and results from learner surveys.

DK reported that learner experience at the College is generally positive and there is evidence of further improvement during 2023-24. There are improved survey satisfaction rates across all learner types, including the areas for concern in 2022-23. Talkback complaints have reduced significantly in comparison to 2022-23.

In addition to this, feedback throughout the year has been mainly positive, captured in learner feedback forums and teaching and learning mini-dives. Most commonly, the vast majority of learners speak very positively about the teaching they have received and the support available from staff.

There are some notable areas for improvement in 2024-25. These include the volume of information given to Apprentices during onboarding, secure knowledge of safeguarding and PREVENT for all learners, target setting (a lot of work has gone into making this consistent this year), enrichment activities for Adults, pastoral support for HE learners and the participation of Apprentices in satisfaction surveys.

JT presented an update on **employer experience**.

JT reported that the College is performing as 'Good' in the Apprenticeship Service satisfaction scores, which provides an external measure that employers look at when searching for a training provider.

Employer and Apprentice feedback is now reported through the Apprenticeship Accountability Framework (June 2024). This is the ESFA/DfE approach for apprenticeship quality based on a range of quality indicators. These are used as triggers for reviewing provider performance where they do not meet thresholds. They are therefore internal, not externally published figures. The Employer feedback score is Green/good but the Apprentice feedback score is lower than hoped and lagging behind the external measure, meaning there are areas for development.

A Member asked what the low AAF Apprentice feedback score means for the College and was informed that if it falls below 2.5 (currently 2.7) the DfE will write to the College asking for the reasons and an action plan to address them.

JT reported that there has been a reduction in the volume of employer complaints and concerns.

Generally, therefore, employer feedback remains positive and is captured in a variety of ways to try to ensure coverage and depth. This is monitored regularly and there is significant 'informal' feedback which is addressed and resolved. The external measures are good and remain high.

Apprentice feedback, although deemed good externally, is an area for improvement internally and one to develop an action plan and strategy to improve moving forward.

For the new academic year, feedback and experience for work placement/CPD/T Level employers will be formally captured, refined and reported.

Members were pleased to learn that progress has been made around both employer and learner experience and feedback but noted that further work is required to improve response and satisfaction rates.

**RESOLVED: Members noted the Student and Employer Experience Updates.**

### **30/24 Safeguarding Update (C)**

DK provided an update on Safeguarding and PREVENT and progress with the Safeguarding Operating Plan.

#### **KCSIE 2024**

The DfE has published the latest version of Keeping Children Safe in Education ready for implementation in September 2024. DfE have indicated that KCSIE 2024 will feature technical changes only. The updates will be reviewed and form part of the early safeguarding briefing for staff and governors in September 2024. Any required actions/updates will be included within the 2023-24 Safeguarding Operating Plan.

#### **Staffing**

DK provided an update on staffing and safer recruitment as well as mandatory training. DK confirmed the changes within the Safeguarding team, including the appointment of 2 Deputy DSLs and a member of the team with experience of High Needs Students.

#### **Learners**

DK provided an update on cases, incidents and attendance.



This term, learners have reported that pastoral and mental health support is having a positive impact on their wellbeing. Learners have also given feedback on the culture around sexual harassment – see below.

Online safety Securus alerts have continued to decrease with the lowest monthly total of 2023/24 in May.

Plans around emergency incident preparedness were taken to Audit in June 2024. All Governors will be briefed during the annual Safeguarding Workshop in September 2024.

Safeguarding training is now bespoke for various areas of the College and DL will be focusing on testing the impact of training next academic year. The Chair asked what he will be looking for. DK replied that he is confident that Safeguarding arrangements are effective provided staff know what to do in all the different circumstances. He will be testing their knowledge by asking them what matters they are currently dealing with and assessing whether they are secure in their knowledge of Safeguarding and PREVENT policies and procedures.

KM and DK had been asked by the Audit Committee to review the 'Protecting students from harassment and sexual misconduct' publication by RSM, undertake a maturity assessment and report on the areas in which the College would be least mature and what the College is doing about it. DK provided the results of a survey on the topic.

The Staff Governor commented that some students contradict each other when questioned about harassment and sexual misconduct and it would be helpful to understand why. She would like to know what learners' expectations are and would like to see more HE students and Adult evening groups spoken to.

DK advised that the RSM publication and the outcomes of the survey will be specifically addressed in the next version of the Safeguarding Action Plan.

DK was pleased to report that the anonymous case studies being followed by the Committee are still with the College.

MJ and LD continue to meet regularly with DK and members of the Safeguarding Team as Designated Safeguarding Link Governors. An external review of Safeguarding will be carried out in the autumn term, which will seek recommendations that go beyond the judgement that 'Safeguarding is effective'.

**RESOLVED: Members noted the update on Safeguarding and PREVENT.**

### **31/24 Curriculum Update**

Members had received a paper from KM reporting on curriculum updates.



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Many developments are on hold pending the general election result so there is a lot of uncertainty at present. The AoC have set out the dates by which the sector will need answers.

The defunding of certain Level 3 qualifications (particularly Computing and HSC) is the main concern for the College.

The Chair asked if a delay would be as difficult to manage as a change in policy. MB replied that a pause is the most difficult thing to manage. The sector and the College need certainty.

**RESOLVED: The Curriculum Update was noted.**

### **32/24 Approval of Policies**

- **Assessment Malpractice Policy**
- **Scholarship and Research Ethics Policy**
- **Student Assessment Policy**

Members reviewed the changes to the above policies.

**RESOLVED: The policies were approved.**

### **33/24 Committee Matters**

- **Self-Assessment**
- **Terms of Reference**
- **Appointment of Chair and Vice Chair**

Members considered the Committee Self-Assessment against the Terms of Reference of the Committee. They noted that the Committee was compliant and had achieved its core purpose this academic year.

Members reviewed the revised Terms of Reference and Agenda Cycle. KM and MB will review in more detail and the revised draft will be presented to the next Board meeting for approval.

Members discussed the reappointment of the Chair and Vice-Chair.

**RESOLVED: The Self-Assessment was noted, and the findings confirmed.**

**The Revised Terms of Reference were approved for recommendation to the Board, subject to any subsequent amendment by MB/KM.**

**It was recommended that MJ be reappointed as Chair and HM as Vice-Chair of the Committee for 2024-25, for approval by the Board at their July meeting.**

### **34/24 Key Items for Board (C)**

The Key Items report was discussed noting the risks to be added to/highlighted on the Risk Register.





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### **35/24 Any Other Business**

It was noted that this was LH's last C&Q meeting. LH was thanked for the insight she had brought to C&Q as a Student Governor during the academic year. Members wished her good luck with her future plans and encouraged her to keep the College updated about her progress.

### **36/24 Date and time of next meeting**

25 September 2024, 5pm, Scudamore Room, Llanthony Priory, Cheltenham Campus.

Signed

MP James

Date

24 Sept 2024

