

**PUBLIC MINUTES OF THE  
CURRICULUM AND QUALITY COMMITTEE  
7 MARCH 2024**

**Present:**

Mr M Burgess (Principal)  
Mr P Carr (External Governor)  
Ms L Dance (External Governor)  
Ms L Hargreaves (Student Governor)  
Ms M James (External Governor) (Chair)  
Dr H Moyes (External Governor)  
Ms A Nutbrown (Staff Governor)  
Ms C Simpson (Student Governor)

**In Attendance:**

Mr D Kettlety - 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  
Ms M Drayson – Rockborn (External Governance Reviewer) – observing via Teams  
Mr I Valvona – Rockborn (External Governance Reviewer) – observing via Teams

**Apologies:**

Ms J Buckland (Staff Governor)

**Attendance: 88.9%**

**1/24 Opportunity for Private Business**

None.

**2/24 Apologies**

Noted as above.

**3/24 Declarations of Interest**

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

**4/24 Confidentiality of Items (C)**

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

**5/24 Minutes of the meeting of 30 November 2023**

Approved as a true record and signed by the Chair.

**6/24 Matters Arising from the Minutes and Actions Matrix**

Members reviewed the Action Matrix and noted the status update.

#### **7/24 Principal's Overview (C)**

MB introduced a report highlighting the key themes arising from the papers.

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

#### **8/24 Quality Improvement Plan Update and School RAG (C)**

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

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

Members discussed progress made in High Needs in the context of the external review report from November 2023.

Members reviewed the rest of the QIP and school RAG rating.

Members discussed work placements and heard from KM that this is the term when the majority take place, with an increase in the number of students going externally. She is confident they are well-planned.

Regarding the embedding of PREVENT in Adults, this is still a struggle. The College has moved away from asking about this in groups as this seems to be off-putting for learners.

The Careers Link Governor asked how the College approaches CIAG for Adults. DK replied that the College offers proportionate support. A new platform has been created which has access to signposting. This received positive feedback in the First Impressions survey. There is also a triage process via staff to the Careers Team. The College is exploring how been to offer CIAG to SEND learners.

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

#### **9/24 External Reviews (C)**

KM presented two external review reports as follows:

**High Needs (discrete provision):** This area had been discussed above.

Members reviewed the Action Plan.

#### **Health and Social Care**

Members were pleased with the report.



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**RESOLVED: Members noted the External Review Reports and associated Action Plans.**

#### **10/24 Headline Progress Data (C)**

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

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

#### **11/24 Safeguarding Update (C)**

DK provided an update on Safeguarding and PREVENT.

The report noted that the Gender Questioning Children guidance is under consultation until 12 March, Martyn's Law (anti-terror guidance for venues) is under consultation until 18 March and Working Together to Safeguard Children 2023 has been published.

DK provided an update on staffing and safer recruitment as well as open safeguarding cases.

In terms of PREVENT and online safety, the PREVENT risk assessment will be updated in line with Martyn's Law expectations in the summer term. Learners have been revisiting PREVENT in sessions and measures are in place to continue to test secure understanding. Learners understand what PREVENT involves when they are given multiple choice answers to questions but find it hard to articulate what it means, so the College is moving away from using the word PREVENT and towards the words extremism and radicalisation.

An update was provided on campus security and incidents and on Everyone's Invited / Sexual Abuse & Harassment. JC reported that the Audit Committee had considered the RSM publication - Protecting students from harassment and sexual misconduct at their last meeting. Although particularly related to HE and the OfS consultation on harassment and sexual misconduct, there may be some useful learnings for the College, and it had been included in the papers for the meeting.

**ACTION: KM/DK to review the Protecting students from harassment and sexual misconduct publication by RSM, undertake a maturity assessment and report to the next meeting on the areas in which the College would be least mature and what the College is doing about it.**

Members noted the wide variety of awareness campaigns run by the College, this year focussed on grooming, gangs and street/knife crime.

The Chair asked if there is any benchmarking data to compare the College's figures with other colleges. DK replied that there is no data on open safeguarding cases. The best benchmarking data available is the pupil wellbeing survey, the results of which are due at the end of April. This is essentially the voice of young people.





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DK and MB attended a workshop concerning emergency preparedness following recent high-profile cases in schools and the College is reviewing its emergency procedures. Members discussed the implications. A Member reported that their organisation tests its emergency procedures weekly.

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

## **12/24 Student and Employer Experience Updates (C)**

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

He reported that the First Impressions survey results indicate an improvement in learner satisfaction by 6%. However, participation was 40% less than in 2022-23, and very low among Apprentices. Whilst it is encouraging that the satisfaction rates across all learner types have improved significantly, it is important to note that adults are the only learners with satisfaction rates above the target 90%. DK will spend time with Heads of School in the lower scoring areas to understand the picture in more detail course by course.

Alongside feedback sessions and learning walks, a mini dive of learner experience was undertaken by the TLA team between December and February, highlighting some key themes.

A report on Talkback Complaints for 2023-24 was included.

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

It is a positive overall picture. The College is performing as 'Good' in the AS Satisfaction scores. There is a significant improvement in the 'in year' external feedback reported via the Apprenticeship Accountability Framework. There has been a significant reduction in the volume of employer complaints and concerns, most likely due to improved communication with employers especially at an early stage to head off low level concerns. The stability in the Training Co-ordinator role has been particularly helpful in this respect.

MB observed that it was pleasing to see the improvements in feedback from those employers who are still working with the College but wondered how feedback is obtained from those who have not voiced any concerns but simply left.

**ACTION: JT to report back in the next report on what is being done to obtain feedback from employers who have left the College.**

Members enquired as to whether the improvements in customer service have attracted new employers. JT replied that several employers have returned to the College recently having left. DK added that the improvement in telephony services due to the recruitment of more staff has contributed to this.

The report summarised the action plan to address the issues identified.

Members thanked JT for a positive report.

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

#### **13/24 Curriculum Update (C)**

Members had received a paper from KM reporting on curriculum updates. She drew their attention to the ongoing issues with the roll out of T Levels and the defunding of certain Level 3 qualifications.

The College is monitoring the Level 2 reforms. KM highlighted the plans for a 2-year Level 2 programme for occupational technical qualifications which appear to be back on the agenda. It is not known what these will look like yet and the consultation runs until July 2024 so the timescale for implementation looks tight.

Members discussed the introduction of the ABS, which looks likely to happen, notwithstanding a general election, and noted that it is aimed at a typical A Level learner. It will require students to take English and maths until they are 18 and will involve a significant increase in delivery hours but with no indication of any funding increase. Members remain concerned about the offer for disadvantaged, PT and SEND learners and the availability of staff to teach the qualification. A Member asked if the College had received any queries from employers regarding the ABS. KM replied that many employers still do not understand T Levels, so the ABS is not really on their radar yet.

HTQs are still moving forward as approval is received.

The 1.89% increase to 16-18 funding has been accompanied by changes to the condition of funding rules, introduced in 2014, which require colleges to help students who failed to achieve a pass – grade 4 or above – to retake their GCSEs, or else risk losing funding. The College will need significantly more maths staff to cover the additional hours required by the condition from 2024/25 and potentially need to make significant changes to the timetable structure to incorporate the extra hour for maths. KM is considering the options for the College without upsetting the timetable design. The previous English and maths tolerance of up to 5% where the College can, in exceptional circumstances, allow some learners to not study English and maths, will also be phased out from 2025/26.

There was no sector developments paper as the main source of information has been withdrawn. KM is researching new sources.

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

#### **14/24 Key Items for Board (C)**

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

#### **15/24 Any Other Business**

None.

**16/24 Date and time of next meeting**

25 June 2024, 5pm, Scudamore Room, Llanthony Priory, Gloucester Campus.

Signed MP James

Date 25th June 2024