

Present: Sheena Payne-Lunn (Chair), Andrew Forth, Kelvin Hard, Alex Gwinn, Wendy Pickess, Ed Senior, Caroline Shaw, Larik Voitenko

In Attendance: Jane Jenkins (Vice Principal), Jo Payne (PA to the Principal/Clerk to the Local Governing Body)

1. Apologies: Duncan Clark, Sean Devlin, Beth Hallam.

2. Standing Items

- (i) No interests were declared.
- (ii) No items were identified as confidential.
- (iii) No urgent business was identified.

3. Minutes

(i) Minutes of the Curriculum & Quality Committee: 7th February 2024

The minutes of the Curriculum & Quality Committee meeting were **confirmed** as a correct record and an update provided on the action points. It was reported that students do have to give permission for their parents or carers to access the Portal. Parents who do have access can see a clear overview of performance and attendance across their child's programme of study.

4. Management and Strategic

(i) Principal's Update

The Principal presented his update report and noted the following points:

- Whilst recruitment this year was strong, it did not match the levels of the year before. Consequently, the number rolling over into year 2 will be smaller next year, so even with similar recruitment, the overall student number is likely to be around 60 students fewer next year. There are plans to offset this slightly with an additional Business Level 2 group;
- Applications are ahead of the equivalent point last year, but the number of submitted applications is slightly behind;
- In September 2024, there are a number of applied courses where the College will have to enrol students on a two-year qualification due to the defunding of these courses in 2025. This will continue to apply to other courses and the programme of defunding continues, unless there is a change in government as opposition parties have vowed, at least, to pause the defunding programme and review provision;
- The Senior Leader for Teaching and Learning has resigned to take up a post of Deputy Headteacher at the Chantry School. She has provided strong leadership in the areas of teaching and learning, ECT provision, staff development and high school liaison. There will not be a direct replacement for the position, but internal opportunities will be created to cover these important areas;
- Students will receive a second tutorial session from next year with a focus on progression activities in addition to having opportunity for independent study;
- The Safeguarding Officer position has been made permanent with staff and students feeling well-supported.

In response to governor challenge, the following was noted:

- If student numbers fall as anticipated or are even lower, measures have been taken in preparation for next year including being more stringent in terms of staffing, the number of groups and class sizes so the Principal said he would be reasonably confident of mitigating the

reduction in numbers to a significant extent. Should the student number fall significantly, there would be an additional year to take additional measures in response before the impact would be seen in the funding;

- The targeted marketing activities that the College undertakes was outlined and has included highlighting the levels of pastoral support and support for wellbeing and responding to any reduced curriculum offering at other local school sixth forms. It was suggested that the College might focus on those attending private schools in light of the potential introduction of VAT should the opposition party win the general election. Consideration will also be given to conducting a market survey of current provision in the county;
- The bus companies have been very responsive and are reviewing whether they can provide a service from the train stations given the increase in the number of students using the subsidised taxi service;
- Students have not been formally consulted about the use of the timetabled independent study session for more formalised activity, but the focus on progression links to a College priority. The Student Governor said he would find this additional sessions useful. The new Senior Leader for Student Progression had made great strides in identifying the students who were not engaging with the support offered so the College is better able to pinpoint these students without clear plans for their progression.

The Committee **noted** the report and thanked the Principal for his update. Several governors commented on the recent Careers Fair and how impressive this had been in terms of engaging students and parents with universities, employers and apprenticeship providers.

5. Quality Assurance

(i) Quality Assurance

The Vice Principal presented the key aspects of her report and highlighted the following:

- There had been a real focus on attendance and whilst there had been some impact, particularly on level 2 applied courses both in terms of attendance and retention, the data indicates that disadvantaged students are attending less well than those that were not;
- Data on retention, attendance and progress had been disaggregated by disadvantage, gender, ethnicity and high needs and, in general, there have been improvements across the board albeit the percentage of students on target from non-white backgrounds is approximately 5% behind those from white backgrounds and needs to remain an area of focus;
- Departments have been asked to focus on specific strategies to narrow the disadvantage gap and this will be consolidated with a whole day training event for staff in July with sessions on oracy, early intervention, building relationships and coaching to improve metacognition;
- There are plans to improve the tracking of progress and the recording of concerns and interventions and the process for this was outlined. It was also explained that the Portal will be better used so that students will have to reflect on the feedback they are given, identify areas for improvement and revisit this at the next assessment point.

The Committee **noted** the information provided and thanked the Vice Principal for her report. Governors were grateful for the breakdown of data which allowed them to focus their challenge and to be clear on the areas where the College were attempting to improve outcomes.

6. Governance

The Clerk presented her report and noted the following:

- Governors are asked to complete the skills audit. This follows the Trust format this year to enable an overview across the Trust of the skillset of local governors;
- The Trust has asked local governors to complete a self-assessment of its performance. The Director of Governance is joining the LGB meeting on 5th June and the self-assessment framework might aid governors in formulating the questions they wish to ask in relation to their delegated roles and responsibilities;

- The annual training needs survey will be shared and will inform the training sessions at Local Governing Body meetings next academic year;
- The Committee terms of reference and cycle of business will need to be reviewed to align with the Trust cycle.

The Committee **recommended** the meeting schedule for 2024-25 for approval.

7. Annual Reports

(i) Safeguarding

The Principal presented the Safeguarding report prepared by the Designated Safeguarding Lead. The number of students at need level 2, 3 and 4 were noted with 456 students presenting with anxiety, stress, low mood, low level behavioural concerns, progression concerns or with difficult home circumstances. The resource the College continues to invest in supporting students with their wellbeing, in addition to support from local volunteer agencies, was outlined. The College is in the process of developing a whole College approach to mental health which will be presented to staff at the start of the new academic year.

In response to governor challenge, the Principal reported that the increasing numbers of young people affected by mental health issues had been seen nationally for some time. Similarly, the schools are reporting a significant increase in the number of pupils with EHCP's which will impact the College at some point in terms of the resource needed to support these students.

The Committee noted the contents of the report and thanked the DSL for a commendable summary which provided reassurance and encouragement about the provision in place to support students.

(ii) Learning Support

The Committee noted the contents of the Learning Support report, in particular, the high number of students requiring exam access arrangements and the resource required to provide this support.

(iii) Student Union

The Committee noted the report and extended their thanks to the Student Union for their efforts. The Principal added that the Culture Day, which the Student Union were involved in organising, was a great success. Possible links with the City Council's Eurofest event next year were identified to extend the involvement within the community.

Policy Reviews

(i) Complaints Policy

The Committee **approved** the policy with minor change to make specific reference to AI following the publication of Ofsted's approach to AI. The Principal presented the record of complaints and concerns. The Committee provided challenge in relation to concerns about students driving or parking inappropriately and whether the College ask students to register their vehicles. The Principal advised that students were asked to register their vehicles, but not all did, and consideration could be given to how to make this compulsory.

The Committee **noted** the content of the concerns register.

(ii) Admissions & Fitness to Study Policy

It was noted that the policy omitted to state, in line with our entry criteria, that to study a level 2 programme a student must have at least one GCSE at grade 4, a majority of grade 3s and none lower than grade 2. The Committee **approved** the policy with the addition of the wording as proposed.

8. Closing Standing Items

- (i) Risk Management: Governor challenge around the need to mitigate any fall in student numbers will be reflected in a review of the risk register.
- (ii) Safeguarding: The Committee's scrutiny of the annual safeguarding report was noted and governors were reassured with the arrangements in place to provide robust support for students.
- (iii) Impact: The focus on narrowing the disadvantage gap was noted and challenge provided as to whether enough was being done in relation to the attendance and retention of these students.
- (iv) Any Urgent Business: No items were raised.
- (v) Date of Next Meeting: 6th November 2024 (to be confirmed)

The meeting finished at 6.46pm

Signed:.....
Sheena Payne-Lunn (Chair)

Date:.....

CURRICULUM & QUALITY COMMITTEE: ACTION POINTS ARISING FROM MEETING ON 15TH MAY 2024

Report Reference	Action Point	Person Responsible	Completion	Check
C&Q/15.05.24/4(i)	Conduct a market survey of current curriculum provision in the county.	EYS/JJP	September 2024	

ACTION POINTS CARRIED FORWARD

Report Reference	Action Point	Person Responsible	Completion	Check

ACTION POINTS COMPLETED

Report Reference	Action Point	Person Responsible	Completion	Check
C&Q/07.02.24/4(i)	Remind parents of the importance of driving safely on the College site.	EYS	February 2024	✓
C&Q/07.02.24/4(i)	Check whether parents are automatically given access to the Portal or if this relies on the student allowing access.	EYS	May 2024	✓
C&Q/07.02.24/4(ii)	Consider whether teachers can more easily see an overview of student performance across their programme of study.	JLJ	May 2024	✓
C&Q/07.02.24/4(ii)	Reinforce expectations about the amount of homework that should be set in each subject.	EYS/JLJ	May 2024	✓
C&Q/08.11.23.6(i)	Develop a strategy aimed at addressing the under-performance of disadvantaged students.	JLJ	Ongoing*	✓