

**PUBLIC MINUTES OF THE
CURRICULUM AND QUALITY COMMITTEE
28 MARCH 2023**

Present:

Ms J Buckland (Staff Governor)
Mr M Burgess (Principal)
Mr P Carr (External Governor)
Mr D Humphreys (Staff Governor)
Ms M James (External Governor) (Chair)
Dr H Moyes (External Governor)

In Attendance:

Mr D Kettleby - Director of Student Employment and Experience
Dr K Morris - Vice-Principal, Curriculum and Quality
Ms H Ridler (External Governor – via Teams, item 13/23 only)
Ms J Cosson - Governance Professional/Clerk to the Governors

Apologies:

Ms L Dance (External Governor)
Ms C Rosser-Mayo - HR Director/DSL

Attendance: 85.7%%

1/23 Opportunity for Private Business

None.

2/23 Apologies

Noted as above.

3/23 Declarations of Interest

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

4/23 Confidentiality of Items (C)

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

5/23 Minutes of the meeting of 12 October 2022

Were approved as a true record and signed by the Chair.

6/23 Matters Arising from the Minutes and Actions Matrix

Members noted the status update.

7/23 Principal's Overview (C)

MB provided a verbal overview of the key curriculum and quality issues for discussion at the meeting.

RESOLVED: The Principal's Overview was noted.

8/23 Quality Improvement Plan Update (QIP) and School RAG (C)

KM presented an overview of progress made against the QIP to March 2023.

She explained that the QIP is developed from the key areas of development in the SAR and may be updated in-year, if required, as performance reviews take place and deep dives/external reviews are completed.

The QIP was reviewed after Ofsted to include any key areas of development that were not already identified.

RESOLVED: The Committee noted the Quality Improvement Plan and the actions in place.

9/23 Internal/External Reviews (C):

KM presented the outcomes of two quality reviews.

External Review of Uniformed Public Services, Business, Travel and Tourism and First Steps (PS1)

This external review took place in October 2022, prior to the Ofsted inspection.

Internal Review of English and Maths

This review took place over one week in January with the aim of reviewing progress in this area since the last external review in June 2022.

KM advised that the programme of internal and external reviews will continue but it is providing harder to find external reviewers this year. Reviews of Hair and Beauty and Construction and the Built Environment will be brought to the next meeting.

RESOLVED: The outcomes of the Internal/External Reviews were noted.

10/23 Approval of HE Partnerships (C)

Members considered a paper requesting approval of proposed quality arrangements for HE partnerships in line with the resolution made by the Board at their December meeting.

11/23 Approval of HE SED and HE APP (C)



Members reviewed the HE Self-Evaluation Document (SED) and the HE Access and Participation Plan (APP).

SED

The SED reflected on the 2021/2022 academic year, assessing the College's HE provision against the UK Quality Code in order to provide reassurance that the College's provision met the HE standards in terms of the expectations, core and common practices for Standards and the expectations, core and common practices for Quality.

KM explained that The Quality Code is a key reference point for UK higher education, protecting the public and student interest. It enables providers to understand what is expected of them and what to expect from each other. It has been developed by QAA on behalf of the UK Standing Committee for Quality Assessment, in consultation with the higher education sector.

KM reported that the College will be reviewing its approach to self-evaluation for 2022/2023 as the QAA code evolves during the year and to reflect OfS B Conditions of Registration. The HE Link Governor agreed that it will be important to plan for development of the SED to reflect the changes to the B conditions.

The HE Co-ordinator and Vice-Principal, Curriculum and Quality had evaluated the College's HE provision (with guidance from an external reviewer) against the expectations, core and common practices to assess the practice at GC and to identify strengths and areas for development within the provision. This evaluation incorporated a review of student outcomes, feedback from students, staff and external examiners and an assessment of procedures, practices and policies.

Key assessments from GC SED:

- There can be confidence that academic standards are reliable, meet requirements, and are reasonably comparable.
- There can be confidence that the quality of the student academic experience meets baseline regulatory requirements.
- Outcomes for learners remain good.

APP

The College had also assessed progress against its APP milestone targets.

Where there were target milestones, the College had achieved 60% of these. In each of these, final targets had been exceeded. It was noted, however, that, in most of the targets and milestones, the small number of learners (except for POLAR 4 low participation with 60+ learners) may result in significant % fluctuations year on year.

It was noted that the OfS is proposing a new approach to APPs. As part of recent OfS letters sent to Accountable Officers, John Blake indicated that a full response to



gloucestershire college

OfS consultation on a revised approach to access and participation will be published in March. In the meantime, in response to feedback from the FE sector (including from AoC) OfS is proposing to make changes to timing for the submission of new APPs.

OfS intends to ask a first cohort of 30 to 50 providers to submit new plans this summer. Most remaining providers would then need to submit new APPs in spring or summer 2024.

OfS has separately confirmed its approach to monitoring of APPs for the 2021/2022 academic year. OfS will not be asking providers to submit a monitoring return for 2021/2022, and will not be asking students to submit an optional independent student submission.

The College intends to continue to monitor and support all HE learners through red flag process and individualised interventions, to provide learners with the best opportunities to achieve.

RESOLVED: The HE SED and HE APP were noted and approved.

12/23 Student/Employer Experience (C)

DK provided an update on learner experience via the First Impressions Survey results.

The First Impressions Survey was sent out late due to the Ofsted inspection in November.

RESOLVED: The Student/Employer Experience Update was noted.

13/23 Safeguarding Update (C)

HR joined the meeting.

DK provided an update on safeguarding activity, further information about the threat of INCEL and an update on progress post-Ofsted.

MJ and HR continue to meet regularly with DK and members of the Safeguarding Team as Designated Safeguarding Link Governors.

RESOLVED: The Safeguarding Update was noted.

HR left the meeting.

14/23 Annual Report on Student Outcomes 2021/22 (C)

KM presented the Annual Report on Student Outcomes for 2021/22. This data report was shared prior to the Ofsted visit and was included for completeness, as it had not yet been presented to C&Q.

The report provided an overview of the 2021/2021 achievements of 16-18, Adult and Apprentices. It also examined any gaps between different groups of students.

The main comparisons had been made with data from 2018/2019 as this was the last set of data without TAGs and CAGs. 2019/2020 and 2020/2021 data was provided but was not reliable.

Key areas for development had been incorporated into the SAR and QIP.

RESOLVED: The Annual Report on Student Outcomes 2021/22 was noted.

15/23 Headline Progress Data (C)

KM provided an overview of the quality and performance of the curriculum up to the end of February 2023.

There were no new in-year issues to add into the QIP from this analysis.

RESOLVED: The Committee noted the Headline Progress Data Report containing the in-year update and actions in place.

16/23 Curriculum Update (C)

KM provided an update on forthcoming changes to the curriculum including T Level roll out, Level 3 and Level 2 qualification reform, HTQs and HNC/Ds.

None of the qualifications offered by the College are on the defunded list at present, except Early Years Cache from 2024. The T Level will be the only funded option for an Early Years qualification from 2024.

2025 will be a difficult year for curriculum planning with L2 and L3 changes coming in at the same time.

Members wondered why certain T Levels had been delayed and were informed it is because there is not enough appetite from employers to create the specifications.

17/23 Sector Updates and Developments

The update was taken as read.

RESOLVED: The Sector Update and Developments paper was noted.

18/23 Approval of Policies

Capability Policy

Members reviewed the changes made to the Capability Policy.



gloucestershire college

It was noted that there is some work required to link it with the Learner First Observations Policy.

RESOLVED: The Capability Policy was approved.

ACTION: Learner First Observations Policy to be reviewed in line with Capability Policy.

19/23 Items for Information

Members had been provided with the Internal Audit Reports of Relevance to C&Q from the Audit Committee meeting, for information.

20/23 Key Items for Board

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

21/23 Any Other Business

None.

22/23 Date and time of next meeting

Additional meeting to be arranged in May.

29 June 2023, Scudamore Room, Llanthony Priory.