

**PUBLIC MINUTES OF THE
CURRICULUM AND QUALITY COMMITTEE
29 JUNE 2023**

Present:

Mr M Burgess (Principal)
Ms L Dance (External Governor)
Mr D Humphreys (Staff Governor)
Ms M James (External Governor) (Chair)
Dr H Moyes (External Governor) – via MS Teams

In Attendance:

Dr K Morris - Vice-Principal, Curriculum and Quality
Mr D Kettleby - Director of Student Employment and Experience
Ms J Cosson - Governance Professional/Clerk to the Governors

Apologies:

Ms J Buckland (Staff Governor)
Mr P Carr (External Governor)

Attendance: 71.4%

33/23 Opportunity for Private Business

None.

34/23 Apologies

Noted as above.

35/23 Declarations of Interest

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

36/23 Confidentiality of Items (C)

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

37/23 Minutes of the meeting of 23 May 2023

Approved as a true record and signed by the Chair.

38/23 Matters Arising from the Minutes and Actions Matrix

Members noted the status update.

39/23 Principal's Overview (C)



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

MB provided an update on the proposals discussed at the last meeting in relation to staffing in Engineering. These have now been communicated to staff.

ACTION: JC to invite Gary Ridgeway and Julie Tegg to the October meeting and Gary Henderson to the November meeting to meet the Committee and provide a short overview of their area.

MB reported that work is underway on the College SAR and there are unlikely to be any surprises as key themes. A C&Q strategy workshop is being arranged for the summer to give an early indication of themes, and provide an opportunity for input into plans for next year.

The Government are announcing further lists of qualifications to be defunded to make way for T Levels. This will be the focus of the next strategic session of the Board in November.

KM provided an update on Ofsted themes. A new EIF is likely when the next Chief Inspector is appointed.

RESOLVED: The Principal's Overview was noted.

40/23 Quality Improvement Plan Update (C)

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

As the academic year was coming to a close, the Chair invited KM to set out what had gone well during the year and what still needs to be done. KM took Members through the QIP highlighting the progress made and the areas for improvement.

The QIP detailed the shifts in judgement during the year in each school and demonstrated that improvements had been made in many areas but that there is still work to be done.

Members were pleased to note the progress made and that the assessments made were supported by evidence.

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

41/23 Internal / External Reviews (C)

KM reported that external assurance reviews have continued during the year and continue to confirm that the College's judgements are accurate.



Gloucestershire College

KM presented the outcomes of two recent quality reviews carried out to test the robustness of the self-assessments of the departments made through the Performance Review Checkpoint, QIP and SAR processes.

Internal Review of BE1 and HR1 (Hair and Beauty departments).

This review of the Hair and Beauty provision across all campuses and provision levels at the College took place over one week beginning 20 March 2023. The review was undertaken by the Head and Deputy Head of Teaching, Learning and Improvement and also involved a Practitioner Observer and the Head of School for Hair and Beauty.

The performance review for these areas took place in February 2023 and this review aimed to confirm and triangulate evaluative judgements made in the current SAR and QIP for both BE1 and HR1.

Actions are embedded in the school SAR and QIP and were discussed at the May performance review.

Members were pleased to see examples given in the report and were reassured that improvements in teaching and learning are being triangulated.

External Review of CS1 (Construction Management)

A review of the Construction Services area at the Cheltenham campus took place on 13, 21 and 22 March 2023. The reviewer looked at the HNC in Construction, years 1 and 2, T Level in Design, Surveying and Construction Year 2 and part-time BTEC Level 3 Year 1 combined with Level 3 apprentices. The reviewer observed sessions, talked to students, talked to staff and managers, reviewed information on Pro-Monitor and received employer feedback via email. (T Levels are not currently in Ofsted scope but the College wanted a full review of TLA.)

Many of the recommendations were acted upon immediately. The remaining longer-term actions have been embedded into the school SAR and QIP.

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

42/23 Headline Progress Data and School Performance Update (C)

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

This had been covered in the review of the QIP.

RESOLVED: The Committee noted the Headline Progress Data and School Performance Update. A summary would be provided in the next Board papers.



Gloucestershire College

43/23 HE Partnerships Update and Internal Audit of Subcontracting Controls for information (C)
Internal Audit of Subcontracting Controls

Members had reviewed the report provided for information and were reassured that it provided comfort that the College's sub-contracting processes are compliant.

It was noted that the HE arrangements proposed do not constitute sub-contracting but are partnerships.

44/23 Office of the Independent Adjudicator (OIA) Annual Statement 2022 (C)

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.

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.

RESOLVED: The OIA Annual Statement 2022 was noted.

45/23 Careers Update (C)

Deferred to July Board meeting.

46/23 Safeguarding Update (C)

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

KCSIE 2023

The DfE has uploaded the latest version of Keeping Children Safe in Education ready for implementation in September 2023. The updates will be reviewed and form part of the early safeguarding briefing for staff and governors in September 2023. Any required actions/updates will be included within the 2023-24 Safeguarding Operating Plan.

Members thanked DK for being quick to respond to the new requirements.

Staffing

DK has been permanently appointed as DSL following a period as acting DSL since November 2022. An update on staff recruitment procedures and mandatory training was provided.

Learners

DK provided an update on cases, incidents and attendance.

Ofsted Action Plan Progress

Specific actions have been embedded into the Safeguarding Operational Plan. A summary of key threat progress made post-inspection was reviewed.

MJ continues to meet regularly with DK and members of the Safeguarding Team as Designated Safeguarding Link Governor. At their last meeting, MJ and DK reviewed the KCSIE filtering and monitoring guidance and a GC magazine article written by DK about the threat of Incel and the Manosphere. They had talked through the process for absent students, the monitoring of staff in 'out of school' settings, e.g., apprentice workplace supervisors and how GC safeguarding statistics compare with national rates.

RESOLVED: The safeguarding update and progress with the safeguarding operating plan were noted.

47/23 Sector Update and Developments

The update was taken as read.

The main concern remains curriculum reform and the list of defunded qualifications that might impact the College.

RESOLVED: The Sector Update and Developments paper was noted.

48/23 Item for Information from Audit Committee (C)

Members had been provided with the Internal Audit Report on Examinations from the Audit Committee meeting, for information.

Members noted the recommendation to review the number of awarding bodies used by the College.

RESOLVED: The report was noted.

49/23 Approval of Policies (C)

- **Quality Assurance**
- **Scholarship and Research Ethics**
- **Assessment Malpractice**
- **Student Assessment**

Members reviewed the changes made to the above policies.

RESOLVED: The policies were approved.

50/23 Committee Matters

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 and suggested a minor amendment to the 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 minor amendment.

It was recommended that MJ be reappointed as Chair and HM as Vice-Chair of the Committee for 2023-24, for approval by the Board at their July meeting.

51/23 Key Items for Board (C)

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

52/23 Any Other Business

It was noted that this was DH's last full Board meeting. DH was thanked for the contribution and insight he has brought to the Board as Staff Governor during his two terms in office.

53/23 Date and time of next meeting

27 September 2023, Scudamore Room, Llanthony Priory.

C&Q Strategy Workshop scheduled for 24 August 2023.