

Minutes of the meeting of the Curriculum and Quality Committee

on Wednesday 30 April 2025 from 4.00pm – 6.30pm

via Microsoft Teams

16/25 APOLOGIES AND WELCOME

Apologies were received from Dr David Ndzi. The Chair welcomed Members to the meeting particularly Mr Buyanov-Taylor and Mrs Gaudion at their first meeting of the Committee since their appointment.

17/25 DECLARATIONS OF INTEREST

There were no declarations of interest.

18/25 APPROVAL OF THE NON-CONFIDENTIAL MINUTES OF THE MEETING OF 5 FEBRUARY 2025

The non-confidential minutes of the meeting held 5 February 2025 were approved as a true record.

19/25 MATTERS ARISING FROM THE MINUTES OF 5 FEBRUARY 2025

It was agreed that the action related to the Marketing Plan could now be marked as complete. All other actions were complete.

The Committee were assured on the Monitoring of actions and Matters Arising to January 2025.

20/25 DRAFT ACCOUNTABILITY STATEMENT

The Principal presented the Draft Accountability Statement 2025/26. She outlined requirements and background context. The Statement had been updated and was aligned with the College Strategy 2024-2030. There were no major changes but she drew Governors attention to the context regarding devolution and that this may require more significant changes to the Statement in future.

The following amendments were requested: 1) to clarify wording of the paragraph on page 3 beginning 'The College will also support those of working age, circa 50,000 19- to 64-year-olds to upskill or train.' The Committee felt it appeared as though the para indicated 5k extra students. 2) to provide interpretation of the image of page 14. The Principal would ensure that all images were labelled. 3) a comment was visible on page 19 and required removal. 4) it would be more helpful to look at percentage increment on page 26, objective 1.

The Support Staff Governor commented that it had made for interesting reading particularly regarding Island context. She asked if the Statement could be shared with staff in a suitable format. The Principal welcomed the feedback and asked the Support Staff Governor her view on how this could be shared usefully. The Support Staff Governor suggested including key points in *In the Loop*, the College's staff newsletter. The Principal would action this and also present at Staff Development Day. It was agreed that the key points outlined on page 7 would be appropriate to set out in the presentation.

The Committee RECOMMENDED the Accountability Statement 2025/26 to Corporation for APPROVAL subject to the amendments requested.

21/25 DRAFT COSTED CURRICULUM PLAN

The Assistant Principal (Curriculum and Skills) presented the Draft Costed Curriculum Plan. She reported that the report provided draft curriculum costings for 2025/26 but that adult provision costings were not yet complete as a new Head of Learning had joined earlier this month.

The Teaching Staff Governor enquired regarding the expansion of the construction sector announced at the Government Budget in March. The Assistant Principal responded that this would be reflected in the next update.

A Member commented that it appeared as though the College was not planning to meet the apprenticeships target. The Assistant Principal outlined the use of 4Cast to plan and cost curriculum which was a new, trial approach. In response to a further query from the Member, the Assistant Principal confirmed that this did not include carry in. There was some further discussion on the College's expectations and a query for the high rate of contribution. The Assistant Principal stated that this was the cost required to provide the College's breadth of provision. She added that there were tolerance mitigations where possible.

A Member raised a query regarding the breakdown of learner numbers. It was clarified by the Assistant Principal that the total learner count figure included all ages.

The Chair enquired whether more staffing would be required for new courses and the Assistant Principal confirmed that some more staff would be required.

The Committee RECOMMENDED the Costed Curriculum Plan 2025/26 to Corporation for APPROVAL subject to further updating required.

22/25 STUDENT RECRUITMENT AND MARKETING STRATEGY

The Assistant Principal (Education, Progress and Student Support) presented the Student Recruitment and Marketing Strategy. She confirmed the appointment of a new Marketing and Communication Coordinator starting in May 2025.

The Teaching Staff Governor enquired of plans to engage with schools by theme area. He gave the example of the Noel Turner Science Festival. The Assistant Principal confirmed engagement including through Information, Advice and Guidance (IAG). The Support Staff Governor commented that this felt Student Hub focused and suggested more focus in other areas such as the Learning Resources Centre (LRC). The Assistant Principal responded that this was an overarching Strategy and that there would be policies underpinning this looking at facilities.

A Governor commented that the Strategy was heavily focused on 16–19-year-olds and queried what marketing might look like for adult learners. The Assistant Principal outlined strategies in this area including local newspapers and radio, the website and Facebook.

A Member enquired regarding marketing to existing students for example to progress onto another course. The Assistant Principal would add internal marketing to the Strategy and detail success indicators.

A Student Governor enquired whether the College still visited schools. The Assistant Principal confirmed that there was a dedicated team at the College who visited schools and engaged with pupils in year 10 and 11. There had also been a school careers advisors network event. The Student Governor asked whether students were part of the team visiting schools. The Assistant Principal responded that that this hadn't happened so far but the College would like to develop this with student ambassadors.

A Member enquired regarding communication with former students. The Assistant Principal responded that the Strategy included a focus on former students. The Member enquired how the College kept in touch with students in relation to PECR (Privacy and Electronic Communications Regulations) and GDPR (General Data Protection Regulations). The Assistant Principal responded that there was an alumni network that the College was seeking to enhance.

The Committee RECOMMENDED the Student Recruitment and Marketing Strategy to Corporation for APPROVAL subject to the amendments requested.

23/25 PERFORMANCE IMPROVEMENT PROGRESS REPORT

The Committee considered the Performance Improvement Progress Report.

The Teaching Staff Governor suggested flagging up construction for review in further detail in a year's time as this had been identified as a growth area in the Government Budget in March and he argued it would be important for Governors to consider how improvements in this area had worked out.

In relation to GCSE English and Maths, the Teaching Staff Governor suggested it would be helpful to include absolute figures in the report as providing percentage only figures did not give the whole picture, for example where the percentage figure declined but the absolute numbers had increased. The Assistant Principal (Education, Progress and Student Support) responded that the College needed to provide 'like for like' figures but acknowledged that it would be helpful to include absolute figures in reports going forward.

The Teaching Staff Governor commented that it would be helpful to see a comparison with similar colleges. The Assistant Principal (Curriculum and Skills) confirmed that this was undertaken but the full data was not included in the report. The Principal suggested narrative analysis be provided to Governors on this and the Assistant Principal (Curriculum and Skills) would add this going forward.

A Member raised a question regarding GCSE predictions and learner morale. The Assistant Principal (Education, Progress and Student Support) responded that the College was looking at focusing on Functional Skills where attainment was lower. She agreed that there was a fine balance to be struck and that this was labour intensive especially for English.

The Committee NOTED the report for ASSURANCE and ALERT to Corporation.

24/25 TEACHING, LEARNING AND ASSESSMENT REPORT

The Assistant Principal (Curriculum and Skills) presented the Teaching, Learning and Assessment Report. There had been 145 observations in total. To date, in the current academic year nine staff had been identified as requiring further support, of which four have been re-observed and no longer require support, one has been re-observed and requires further mentoring, two no longer work at the College, and two are awaiting re-observation. She added that for the staff who had left the College, this was not related to the observation.

The Chair asked for further information on non-classroom-based observations. The Assistant Principal responded that these would be observations during apprenticeship with employers.

The Committee NOTED the report for ASSURANCE and ALERT to Corporation.

25/25 PLASC REPORT

The Assistant Principal (Education, Progress and Student Support) presented the PLASC (Pupil Level Annual School Census) Report. She explained that this was data for year 11 students from the Local Authority and the College uses this undertake analysis of expected market share for recruitment and retention.

The Teaching Staff Governor enquired regarding recruitment target. The Assistant Principal responded that this was in the high 50s to 60% with 52% market share achievement in September 2024 considered strong and a positive increase on the previous year attributed to a strong outreach campaign. She added that there was a large NEET (not in education, employment or training) population on the Island and the College was considering different approaches to target this group. In response to a further query from the Chair regarding whether there was anything

further the College could do to reach NEETS, the Assistant Principal responded that the College was working with Island Futures.

The Committee NOTED the report for ASSURANCE to Corporation.

26/25 GATSBY BENCHMARKS

The Assistant Principal (Education, Progress and Student Support) presented a report on the Gatsby benchmarks and Information, Advice and Guidance (IAG). She explained that the purpose of the report was to update Governors on proposed changes to the Gatsby benchmarks and to recommend the appointment of a Designated Lead Governor for IAG. She reported that the College was reviewing plans to meet the new benchmark targets.

A Member shared her experience in another college and asked whether this would be a significant change for the College. The Assistant Principal responded that this was not a 'tall order' but that review was required. She outlined current work noting that some areas were more challenging than others.

A Member enquired what positive changes would be seen by the students. The Assistant Principal responded that there was a good IAG offer from student induction and responsive to students' own reflections.

The Chair confirmed that liaison was ongoing to identify a potential Designated Lead Governor for IAG as requested.

The Committee NOTED the report for ASSURANCE and ALERT to Corporation.

The Teaching Staff Governor left the meeting at this point.

27/25 LEARNER SURVEY AND ACTION PLAN

The Assistant Principal (Education, Progress and Student Support) reported on the Learner Survey and Action Plan. She explained that a survey was conducted annually and that there had also been work with student focus groups on a half-termly basis. She reported that there had been poor facilitation of the survey and that this had been rectified with re-surveying.

A Member enquired whether there was any further detail by full-time and part-time learner categories. The Assistant Principal confirmed that data could be analysed by category. The Member enquired regarding action taken and the Assistant Principal confirmed that action was taken using the data to identify curriculum areas requiring further development.

A Member commended the high response rate. She also asked whether the College would consider bespoke questions rather than using national benchmarks. The Assistant Principal confirmed that there were conversations on this with the Quality Team. The Member queried what the QDP survey offered and asked whether it was providing meaningful data. The Principal thanked the Member for her feedback and said that the College would take away a recommendation to review the survey questions.

The Support Staff Governor reported that she had successfully used branching in LRC surveys, for example to offer additional questions where a particular response had been given.

The Chair noted the value of a 'You Said, We Did' approach following survey.

The Committee NOTED the report for ASSURANCE and ALERT to Corporation.

28/25 PARENT/CARER SURVEY AND ACTION PLAN

The Assistant Principal (Education, Progress and Student Support) reported on the Parent/ Carer Survey and Action Plan. She reported that the response rate of 52% was 6% lower than the previous year. The College was looking at engagement with parents at events where information was provided and a survey conducted at the end to encourage survey engagement.

The Chair enquired whether survey feedback was shared with staff and the Assistant Principal confirmed that it was.

A Member enquired whether it was possible to identify responses by particular categories such as Looked After Children. The Assistant Principal confirmed that it was possible to interrogate data in this detail.

The Committee NOTED the report for ASSURANCE and ALERT to Corporation.

29/25 TERMLY SAFEGUARDING REPORT

The Assistant Principal (Education, Progress and Student Support) presented the Termly Safeguarding Report. She reported that there had been a considerable amount of work undertaken in relation to Martyn's Law which had received Royal Assent on 3 April 2025. This included regular lockdown drills and promotion of 'Run, Hide, Tell'. She also reported that at the end of the current term there would have been a full year's use of *MyConcern*. She outlined work with the Designated Lead Governor for Safeguarding and reported on transition preparation for year 11 students coming to College in September 2025. Next steps were outlined as updating the Safeguarding Policy and processes following the annual summer update to *Keeping Children Safe in Education* (KCSIE); further staff and student training; and refining recording systems.

The Chair enquired regarding the impact on the trans community of the recent Supreme Court ruling and any implications for colleges. The Assistant Principal reported that specific guidance was awaited but that the College had already introduced inclusive toilet facilities.

The Committee NOTED the report for ASSURANCE and ALERT to Corporation.

30/25 TERMLY EDI REPORT

The Assistant Principal (Education, Progress and Student Support) presented the Termly EDI (Equality, Diversity and Inclusion) Report. She had been reviewing year one targets and working with EDI specialists at the Prison Service and the NHS (National Health Service) to learn more of their work in this area.

The Chair commended the positive progress made in areas targeted. There was some discussion regarding accessibility champions. The Assistant Principal explained that these roles would likely be SEND (special educational needs and disability) staff linked in with the EDI Lead. She also reported on work undertaken with Mr Bateman, Student Governor looking at accessibility throughout the College.

The Committee NOTED the report for ASSURANCE and ALERT to Corporation and RECOMMENDED the next steps and actions for EDI Objectives for APPROVAL by Corporation.

31/25 GOVERNOR CONTACT DAY FEEDBACK

The Director of Governance reported on Governor feedback on Governor Contact Day. She reported that feedback had been positive particularly for the presentation by international students and lunch with students and staff. However, it was important to note that the limited response rate should be taken into account and she invited further feedback.

The Principal considered the low response rate to be problematic and was insufficient for meaningful feedback.

A Student Governor suggested distributing a paper survey on the day to increase the response rate. The Director of Governance welcomed the feedback and would consider how to incorporate this next year. It was agreed that for the current year the survey would be redistributed with Governors who had not yet completed the survey requested to do so to enable meaningful feedback for SLT in planning the next Governor Contact Day. The Director of Governance would reproduce the report subject to further feedback being received.

The Committee NOTED the report for ASSURANCE and ALERT to Corporation.

Rebecca Taylor left the meeting at this point.

32/25 ANNUAL REVIEW OF COMMITTEE EFFECTIVENESS AND SELF-ASSESSMENT REVIEW AGAINST FE CODE OF GOOD GOVERNANCE

The Committee considered the Annual Review of Committee Effectiveness. It was noted that this was the first review for the new Committee at the end of its first year following the revised governance structure. The Principal commended the Committee as achieving a spotlight on curriculum and quality matters, providing useful insights and having a high impact. The Assistant Principal (Curriculum and Skills) agreed adding that it would be helpful to do more work to synchronise Committee business with the quality cycle. The Director of Governance confirmed that this was being reviewed with meetings arranged for Committee Chairs and SLT leads to review the Committee's business cycle.

There was some discussion regarding the volume of business and it was agreed that an additional meeting per year would be helpful and enable deep dives.

The Director of Governance reported on the Self-Assessment Review (SAR) against the FE Code of Good Governance recommended by Search & Governance Committee and approved by Corporation. This would comprise the focus for Governance SAR for 2024/25 to be considered in advance of the SAR meeting scheduled 24 September 2025. Following discussion it was agreed that a small group from this Committee would be formed to particularly look at the Code's Principle 4 regarding Collaboration and stakeholder engagement and the College's strengths and areas for development in this area but that feedback was welcome on all principles of the Code.

The Committee NOTED the report for ASSURANCE and ALERT to Corporation.

33/25 ANNUAL REVIEW OF COMMITTEE TOR

The Committee considered the Annual Review of the Committee's Terms of Reference (ToR).

The Principal suggested reviewing the Committee's delegated powers for decision-making and it was agreed to consider this as part of the work between Chair, SLT Leads and Director of Governance when reviewing the Committee's business cycle.

The Committee considered the composition of the Committee. The Principal suggested that it would be helpful to have a current Ofsted inspector on the Committee.

It was agreed to recommend amendments to the Committee's ToR as follows: to increase the number of members to up to 14; to increase the number of meetings per year to 4; and to increase the quoracy in line with the increased number of members to 6.

The Committee RECOMMENDED the Annual Review of the Committee's ToR for APPROVAL subject to the amendments requested.

34/25 DRAFT 3AS REPORT TO CORPORATION

The Director of Governance explained that this would form the Committee's report to Corporation of those items that the Committee wished to alert Corporation to, assure Corporation on, and recommend for approval or action. The report would be drafted in consultation with the Chair and SLT lead and circulated to Members for comment and approval prior to inclusion in the board pack.

35/25 SELF-ASSESSMENT OF MEETING

The Chair led Members in a self-assessment of the meeting. It was considered that the meeting was productive and well-chaired.

36/25 FOR INFORMATION ONLY

The Chair drew Members attention to the internal audit reports on Maths and English, and Student Recruitment, both of which had awarded Significant assurance.

37/25 ANY OTHER BUSINESS

There was no other business.

38/25 DATE OF NEXT MEETING

24th Sept 2025