



**Minutes of the Meeting of the Curriculum and Quality Committee Held at
6:00pm on Tuesday 16 May 2023**

Members Present

Kate Parsley (Chair)
Terry Butland (Vice Chair)
Annette Cast (Principal)
Ramin Hashemian (Staff Governor)
Sweetsan Manijam (Student)
Tianna Smith (Student),

In Attendance

Lois Vassell (VP Curriculum & Quality)
Bob Pattni (Deputy Principal)
Robert Heal (Director of Governance)

1. Chair's Opening Remarks

The chair welcomed everyone and noted the previous Board meeting and review by FE commissioner. The Chair has since spoken with FE Commissioner.

2. Apologies for Absence

Amelia President (Staff Governor), Ramya Vadivel, Carlton Downie

3. Declarations of Interest

There were no declarations of interest.

4i. Minutes of the meeting held on 7 February 2023

The minutes were accepted as a true record.

5. Action Points

The action points were reviewed, and all were noted as within the body of this meeting.

6. Matters Arising

There were no matters arising.

7. ChatGPT briefing paper

The report showed that ChatGPT was a concern for the College and that measures were in place to prevent student use of software to complete their work. Also, that policies and procedures were being developed, along with educating students in the importance of academic integrity.

The Chair noted that ChatGPT is developing and has errors, especially in quotation. There is a definite need for integrity of use. It was noted that it can be useful in film, animation and games; suggested to be viewed as misconduct unless attributed in their document. Governors suggested a review of student disciplinary policy and code of conduct – **ACTION**

Staff Governors requested CPD on ChatGPT **to take advantage of opportunities - Action**
The Governors noted the report.

8. Student Report

The student overviewed a video presentation in production about Respect. This has developed into a film about bullying and are ¼ of the way through with a release planned in June.

The Governors thanked the student governor and noted his report.

9. Key Performance Indicators (KPI's)

The Principal overviewed the KPI's and noted performance, key focus is 16-18 meaning a drop in funding next year. Any increase next year will be at our cost, therefore focus is maximizing class size next year. Working to bridge the gap in funding by increasing the adult contingent.

Governors challenged the Ofsted questioning related to attendance and punctuality and requested actions towards this. The Principal would complete as part of Ofsted feedback.

The Governors thanked the Principal and noted her report.

10. Risk Register

Governors noted progress and that no red rag items existed. Dep Princ advised that Pension actuarial valuation is likely to swing to a deficit and this will create a red.

The Governors thanked the Principal and noted her report.

11. Ofsted Inspection feedback

The Principal noted an inspection was due as the last inspection was 2017, and the inspection happened after Easter 2023. Ofsted are very focussed on safeguarding and this was a key focus of our Ofsted inspection. Positively, there was a weeks notice, as this was the enhanced inspection with skills element. We had 11 inspectors and this was considerable compared to 4 in 2016.

Key issues were student attendance and punctuality. A previous inspection of a West London College was negative and the same inspectors were on our plan. So, it was a nervousness with staff and leaders before the inspection started.

The Lead inspector did the thematic inspection for T levels here previously and had preconceived ideas. However, the VP and Principal made a good effort to hard work to enthuse staff.

Areas for improvement from 2017 were similar to present and these were a focal point for staff. The VP was the nominee for full inspection and Stephanie Chittenden was the Skills nominee. The outcome was that we knew our college, that the SAR was well constructed, read well and supported a Good outcome.

The Principal overviewed the journey, the issues, the actions in progress; inc strong courses, staff development, learner engagement, student attendance support and timetabling improvements. This honesty was appreciated by the inspectors. Ofsted saw amazing Teaching & Learning and student behaviour; and the team really pulled together. There were the odd bumps and these were countered with strong actions. The Principal thanked those Governors who attended the Ofsted questioning sessions. inc: three members of this committee. In summary the result was a positive outcome for all, for both inspections, and this will be published in due course after moderation. Until then it is confidential.

Staff Governors explained the additional messages to students has improved the student behaviours and this has continued post Ofsted.

Governors noted this showed a rich community of staff and learners and offered congratulations to all staff, especially to VP as nominee.

The Governors thanked the Principal and noted her report.

12. Quality Improvement Plan (QIP) Progress Report

The Vice Principal highlighted key differences, inc MOT's and CARs that have helped towards Ofsted and we are monitoring termly. All reports were ready for Ofsted and Rag rated. This is a live document. The leadership training is progressing with management training now progressing to the second group, with the evaluation of the first group demonstrating improvements. Survey results best response rate of 86%, with strong results.

Governors noted a good focus shown in the report.

The Governors thanked the Vice Principal and noted her report.

13. In Year Retention and Predicted Achievement Report

The VP reviewed the predicted achievement best and worse case scenarios overall 16-18 90% to 76.8% , v nat bench 83.4

overall 19+ best 95.8% to worse 83.5% , v nat bench 89.9

The impact of TAGS was discussed and noted that all Colleges have reverted to 19/20 levels post TAGs.

The Governors thanked the Vice Principal and noted her report.

14. Teaching & Learning and Assessment

The VP noted observations completed and outstanding. Ofsted completed observations which graded the same, ratifying our observation results and observer training. Lesson visits conducted are 213, with key themes noted. Good reports from subject external verifiers, college graded as low risk by exam boards. A real positive. A previous whistleblowing to the exam board was seen to be unfounded.

Governors encouraged the use of e-learning and digital curriculum improvements. Governors challenged the impact of Eng & Maths consultant use. The VP advised the improvements seen across the teaching staff in satellites and online; and the improvements in the GCSE result resits demonstrated the outcomes.

The Governors thanked the Vice Principal and noted her report.

15. Curriculum Plan 2023/24

The plan has gone to all staff, timetabling has changed to support Maths and English attendance. Taken on board non-attendance and this year rewritten the timetable in full with fixed session times. The section on directions on what happens, and delivery is detailed as a "Bible". Last two pages. Executives noted a staggered break improves flow in the college and refectory.

Governors challenged student access to services and felt the plan was strong.

The Governors thanked the Vice Principal and APPROVED the Curriculum Plan 2023/24 to go to the Board.

16. Annual Careers Report

The VP presented the report requested by the committee. Matrix accreditation current, next due 2025 following protocol and policies to meet standards. Gatsby benchmarks in use and these are met. The amount of drop ins are 403 sessions with full details.

Governors felt this was a good level of compliance and good accountability. The careers team appear busy and felt that a **link governor would be appropriate- ACTION**

17. Policies

Observation policy – unchanged - APPROVED

18. Committee Terms of Reference

Add use of electronic signature

APPROVED to go to the Board after amendment.

19. Selection of Chair and Vice Chair for ensuing year

The only nominations of which the Director of Governance is aware are:

Chair – Kate Parsley; Vice Chair – Terry Butland

The Committee approved the nomination.

The Chair thanked everyone for their continued support.

APPROVED

17. AOB

Big thank you to students as this was their last C&Q meeting this year.

Proposed that meetings to be 5pm -7pm from next year

18. Meeting Review, Learning & Reflection

Happy, good timing, well chaired.

19. Date of Next Meeting -- Tuesday 7 November 2023 at 5pm.

Meeting closed at 7:45 pm

Signed

Chair

Date

Action Points

Item	Action	Responsibility	Timescale
Previous	Curriculum planning to include an environmental sustainability plan tackling climate change and carbon reduction in consultation with the students	LV	June 2023
7	Governors suggested a review of student disciplinary policy and code of conduct in relation to ChatGPT	LV	November 2023
7	Staff Governors requested CPD on ChatGPT to take advantage of opportunities .	LV	November 2023
16	The careers team appear busy and felt that a link governor would be appropriate	RoH	November 2023