



**Minutes of the Meeting of the Curriculum and Quality Committee Held at  
6:00pm on Tuesday 7 February 2023**

**Members Present**

Kate Parsley (Chair) (KP)  
Terry Butland (Vice Chair) (TB)  
Annette Cast (Principal) (SN)  
Amelia President (Staff) (AP)  
Ramin Hashemian (Staff) (RH)  
Sweetsan Manijam (Student) (SM)

**In Attendance**

Lois Vassell (VP Curriculum & Quality) (LV)  
Bob Pattni (Deputy Principal) (BP)  
Robert Heal (Director of Governance) (RoH)  
Justine Gooch (Director MIS) (JG) (for Item 9)

**1. Chair's Opening Remarks**

The Chair welcomed everyone. She explained she had recently been appointed as the College Safeguarding Lead and highlighted the recent open evening on 25 Jan, where she spoke with 5 staff and found the Principals T level speech very useful, especially the excellent College promotion video that was shared with governors.

The Chair invited the Executive to give an Ofsted visit update for the T level thematic visit. The VP Curriculum responded that Stanmore was one of 24 colleges being inspected specifically for T Levels, there was no formal outcome report given. Our areas and engagement were overviewed and went towards a combined report to the DfE. The Principal confirmed this was all about the learners and engagement; and the key learning points had been noted.

**2. Apologies for Absence**

Apologies were received and accepted from Ramya Vadivel, Carlton Downie and Tianna Smith

**3. Declarations of Interest**

There were no declarations of interest.

**4i. Minutes of the meeting held on 15 November 2022**

TB noted that BS was to contact him and was not in the action grid. This was not noted as an action. The Principal requested that the action grid be sent to all committee and staff present at meetings. The minutes were accepted as a true record.

**ii. Action Points**

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

**5. Matters Arising**

There were no matters arising.

## **6. Student Report**

The Student Governor, Sweetsan Manijam, overviewed the Student Respect campaign, tutorial survey and a proposed charity event to support Harrow MIND. He noted Easter events are being worked on. The Principal suggested a video interview idea for the Students to consider.

**The Governors thanked the student for his report, which was noted.**

## **7i. Key Performance Indicators**

The Principal talked to the KPI' report and noted performance, especially absence. The College management are working to improve absence by adding a late desk; and staff walk around between lessons and study programs. The Staff Governor noted that students are occasionally missing morning lessons due to working in salaried positions and arriving late. Governors noted this was a cost-of-living issue as well as absence. The Principal added that timetabling and recruitment processes are going to be targeted to get it right for the student first time. There is student recruitment training for all staff and other student enrollment student processes. Governors noted this is maximizing the experience for all learners. Governors were pleased that there is a full time attendance monitor and challenged the role scope. The principal explained about the role and student support in place. The attendance officer works with the personal tutor, the parents and 1-2-1's with the student. This resolves concerns issues quickly and before they escalate, using Promonitor to manage the data.

Enrolment is down and issues were explained. We are building a demand led curriculum and demand will drive the focus. The College are changing the new curriculum to be bold and drive significant and innovative change, empowering staff and making staff part of the design of the curriculum; and making the curriculum a 4- or 5-day base.

The Principal overviewed the local school engagement and support for ESOL with local communities to drive partnership with the schools, delivering on school premises for their parents. Governors appreciated the change and strongly agreed with the direction.

**The Governors thanked the Principal for her report, which was noted.**

## **7ii Risk Register**

BP overviewed risk headlines and risks that had improved, detailing staff utilization, staff hours and funding management driving a change to green RAG status. Governors challenged the overall RAG status of risks and BP explained that there are no risks that are Red after mitigation. Governors questioned about pension valuation and this was explained that this has become positive after actuarial valuation. The auditors have explained this is likely to be for this year only.

**The Governors thanked the Deputy Principal for his report, which was noted.**

## **8. Quality Improvement Plan (QIP) Review**

The Vice Principal noted that a new QIP has been developed from the SAR. This has also been updated post Ofsted thematic review. A new action is a CAR (Curriculum Area Review) with deep dives and focused review by Executives and the Quality Manager to include a mini inspection of 2 days per curriculum area. Action points are raised and these are fed back to Curriculum Managers. Where issues are raised, the College management create a Rapid Improvement Plan. We have completed our first inspection and the process is in place and works.

The Vice Principal then overviewed key actions, including deployment of further middle manager training and support. Feedback has been positive. This is driving a culture change and is supported by a termly college monitoring report to drive results. Attendance is a key concern and this is the focus for one of the key actions, supported by tracking and monitoring by student services and Curriculum Managers in a timely manner. There is a new Home Visits policy to support home learners and absence. This is a new safeguarding tracking action, making sure students are safe.

The Vice Principal reviewed predicted data and learner voice measures; and actions to drive improvement to exceed target. Support for teachers is through Advanced Practitioners. We also have new trainee teachers being placed and considering starting a teacher training dept.

Subject delivery is being improved through assessment of subjects using a quality check process to address specific subject issues. Industry experience is a concern, so we are implementing a process with curriculum managers to drive work placement and T levels forum to drive better understanding.

Governors felt it was detailed and thorough.

**The Governors thanked the Vice Principal for her report, which was noted.**

**Justine Gooch was invited to present the next item**

### **9 In Year Retention and Predicted Achievement Report**

JG introduced herself as the Director of Management Information and Data and explained the new report format of 21/22 against 22/23 predicted achievement. There are 14 returns to the ESFA and GLA based on current learners. 3 census points and various day length measures. It is based on student starts with monthly fluctuation due to enrolment 14 day cooling off period. This data can be benchmarked nationally next year. The data was explained and compared to national benchmarks; and explained some are new courses that cannot be benchmarked as data is not yet available.

Governors challenged the report and appreciated the precise measures that will assist Governors monitor going forward. **Governors requested the report be added to the Board workplan at regular intervals - ACTION**

**The Governors thanked the Director of Management Information for her report, which was noted.**

**Justine Gooch then left the meeting**

### **10i. Teaching & Learning and Assessment**

The Vice Principal spoke to key points in the report, drawing attention to the positive to the positive effect that more robust weekly and themed observations were having. Satellite centres are also being included, conducted by Heads of School and Centre Managers. There have been some excellent good practices seen and students are well

engaged. It was noted that there are always improvement opportunities and support has been put in place for these.

The schemes of work audit are ongoing and stakeholder surveys are positive. Governors challenged the observations and results of those not completed at the time of the report. The Vice Principal took note of report timing and will understand why the observation process exceeded the timeline. Governors also challenged whether the observations catch the timetable accuracy, **The Vice Principal took on board this point and would include in future.- Action**

**The Governors thanked the Vice Principal for her report, which was noted.**

### **10ii. CPD Interim Report**

The Vice Principal overviewed teaching issues and CPD practices cross college to drive improvement. There was a 2 day CPD for all staff at year start inc: safeguarding and supporting SEND students. We have continued with managing behaviour, KCSIE training, Recruitment and Ofsted ready. Total CPD hours were overviewed as an average of 14 hours per member. All Curriculum Managers are being encouraged to develop their skills through set online course modules. There have been specific support staff training supporting learners.

Governors appreciated the CPD and challenged how the executive monitor and evaluate the effectiveness of CPD. The principal suggested we report attendance in the report. All sessions have an evaluation report and staff have personal evaluations. Training is being shared with Part Time Staff to ensure coverage.

**The Governors thanked the Vice Principal for her report, which was noted.**

### **11. Curriculum Area Review (CAR) - Business**

The Vice Principal explained this is a new program of a 2 day deep dive of each area, discussed in Item 8 QIP above. The key judgements and recommendations are shared and each area will have an action plan. There are two areas that currently have action plans in place. The Business area report was discussed.

**The Governors thanked the Vice Principal for her report, which was noted.**

### **12 . HE Report Taken as read for brevity**

### **13. Interim Safeguarding Report**

A new Head of Safeguarding has been appointed, Alice Whitehouse; who has identified policy updates and put these in place. The My Concern safeguarding reporting system has been fully deployed. CPD has been used to train all staff and use has been seen.

There has been an increase in recorded incidents and these have been noted as a rise in welfare concerns that have been then been dealt with appropriately. There are now more students needing intervention and these are being tracked. We also have a revised safeguarding action flowchart.

Governors understand there is a large volume of activity currently in the safeguarding workload and challenged whether it is being well managed? The Vice Principal responded, the systems are in place and are capable of handling the volume. The process is robust to deal with all concerns and the staff

are highly trained to deal with issues and give good conclusions. It is being well managed, but we are adapting to a change in management.

It was noted that KP is the new Governor safeguarding Lead.

**The Governors thanked the Vice Principal for her report, which was noted.**

### **15. Annual Report on Equality & Diversity**

The Deputy Principal overviewed the 2010 Regulations, moral and ethical requirement to follow E&D practices; noting that he is the new college lead on this subject. He overviewed the report of College HR and Student E&D data and detailed how this interacts with other College reports.

**Some data appears to be missing, and we need to supply an update at a later date – Action**

One key recommendation is making sure the policies have EDI statements attached.

**Governors highlighted the number of “other” groups and challenged the executive to look more closely at the variables and ensure we get better defined data. The Quality & Diversity committee were requested to look at how we encourage each group and monitor exclusions and rigor of process. – Action**

Students noted that there are more session for boys than for girls.

**The Governors thanked the Deputy Principal for his report, which was noted.**

### **16. Progress Report on Meeting Local Needs**

The Principal spoke about the work being carried out to meet local needs. Particularly through revisiting skills and employer needs, meeting employers, having conversations on construction and analysing job vacancies. The College are developing and aligning a curriculum to meet local employer needs to meet the DfE skills requirements.

**The Governors thanked the Principal for her report, which was noted.**

### **17. Update on Environmental & Sustainability Planning**

The Deputy Principal explained about the Green skills hub development, which has been awarded funding by the DfE. Also the presentation to the student parliament on the new build and tghier positive reaction.

Staff Programs and upskilling are being undertaken to deliver green skills; and there is a module for green agenda and tutorials and enrichment for students.

**The Governors thanked the Deputy Principal for his report, which was noted.**

### **18. AOB**

Governors raised ChatGBT AI that has been reported on the news. There are opportunities and issues. This is a particular issue for non-face to face students, where staff are not fully aware of their subject. Can we keep this on radar and **review in future for a report.**

**18. Meeting Review, Learning & Reflection**

Governors noted it was good debate and good papers  
Executive noted robust challenge.

**19. Date of Next Meeting** -- Tuesday 9 May 2023 at 6pm.

**Meeting closed at 8:07 pm**

**Signed**

**Chair**

**Date**

**Action Points**

<b>Item</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>
Previous	Curriculum planning to include an environmental sustainability plan tackling climate change and carbon reduction in consultation with the students	LV	June 2023
9	Governors requested the Predicted Achievement report be added to the Board workplan at regular intervals.	RoH	May 2023
10i	Observations to catch the timetable accuracy	LV	May 2023
15	Some EDI Report data appears to be missing. To resubmit at a later date.	BP	May 2023
15	Governors highlighted the number of "other" groups and challenged the executive to look more closely at the variables and ensure we get better defined data. The Quality & Diversity committee were requested to look at how we encourage each group and monitor exclusions and rigor of process.	BP	May 2023
AOB	ChatGPT review requested	LV	May 2023