CURRICULUM AND QUALITY COMMITTEE of the Governing Body

Minutes of the Committee held on Tuesday 10th February 2026, 5.00pm on MS Teams

Present:
Mrs Hannah Butland (HB) – Chair / Chair of Committee
Ms Kate Parsley (KP) – Vice Chair of Committee / Governor
Mr Paresh Chudasama (PC) – Governor
Mr Chirag Simaria (CS) – Governor
Mrs Annette Cast (AC) – Principal
Mr Ali Isahaq (AI) – Academic Staff Governor
Mr Gerald Brown (GB) – Support Staff Governor
Mr Jawad Musafer (JM) – Student Governor
Ms Milli Nathwani (MN) – Student Governor

In Attendance:
Ms Angela Jackson (AJa) – Deputy Principal
Ms Stephanie Chittendon (SC) – Assistant Principal 16-18
Mr Kevin McCooke (KM) – Assistant Principal Skills
Ms Justine Gooch (JG) – Director of MIS, IT, Admissions
Ms Gayle Brown (GB) – Director of Student Services & Safeguarding
Mr Ruairidh Kane (RK) – Director of Quality, Teaching & Learning
Ms Kayee Chan (KC) – Director of Governance

Apologies:
None.

RESOLUTION
To confirm the minutes of the meeting held on 25 November 2025.

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1. Welcome, Apologies and Introductions

1.1 The Chair welcomed members to the meeting.

1.2 Apologies were received and noted.

2. Conflicts of Interest and Declarations

2.1 No conflicts of interest were declared.

3. Confirmation of Quorum

3.1 The Director of Governance confirmed that the meeting was quorate.

4. Minutes and Actions

4.1 The minutes of the previous meeting held on 25th November 2025 were approved as an accurate record.

4.2 Action Tracker Review - The Committee reviewed progress against outstanding actions.

4.3 Members requested improved visibility of when actions were originally raised to support monitoring of long-running items. It was clarified that meeting dates were already included, but members agreed that additional clarity within progress updates would be helpful.

5. Matters Arising Not on the Agenda

5.1 No additional matters were raised.

6. Performance & Monitoring

6.1 Predicted Achievement, Retention and Attendance Report

6.1.1 The Committee noted the report.

6.1.2 The Committee discussed attendance performance in more detail. It was noted that approximately 51% of 16-18 learners were currently meeting attendance targets, although strong pockets of practice were evident across specific curriculum areas, particularly ESOL and Sport.

6.1.3 It was explained that effective practice was typically characterised by strong tutor ownership of learners, consistent follow-up and relationship-based approaches. A pilot intervention in Media and Art had demonstrated measurable improvement, including attendance increases over short monitoring periods through structured review meetings and consistent follow-up actions.

6.1.4 The Committee heard that attendance responsibility currently sat across multiple roles within the College, creating risks of fragmented accountability. Work was underway to clarify roles and responsibilities and strengthen organisational ownership.

6.1.5 Governors explored whether interventions were sufficiently robust and evidence-based. The senior leadership confirmed that actions were informed by learner feedback, sector practice, pilot outcomes and ongoing monitoring rather than waiting for year-end evaluation.

6.1.6 Discussion also covered:

- differences between 16–18 and adult attendance patterns;
- challenges linked to blended delivery models;
- curriculum design and tutorial structure reviews;
- the importance of teacher-learner relationships in driving engagement.

6.1.7 Governors emphasised the need for a clearer strategic overview of attendance improvement activity to support assurance and Ofsted readiness.

6.1.8 The Committee received assurance that targeted interventions were underway and being strengthened but requested clearer strategic visibility of progress. It was agreed for management to develop a concise attendance strategy summary setting out key actions, responsibilities and progress (RAG-rated) and for behaviour and attendance to be scheduled as a dedicated discussion item at a future meeting.

6.2 KPI Dashboard (C&Q)

6.2.1 The Committee reviewed the KPI dashboard. Members suggested that future reports focus primarily on Curriculum and Quality relevant indicators to avoid duplication with other committees and to strengthen scrutiny.

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6.2.3 Clarification was provided regarding staff utilisation figures, confirming that year-to-date percentages reflected academic year progression rather than underperformance.

6.2.4 The Deputy Principal and Director of MIS was asked to agree a streamlined C&Q-specific KPI set with governance guidance.

6.3 Risk Register (C&Q)

6.3.1 The Deputy Principal presented the risk register summary.

6.3.2 Members welcomed the revised presentation format highlighting overall risk status and key changes, noting this improved readability and governance oversight.

6.3.3 Governors observed that the number of red risks had reduced compared with previous reports and were satisfied that mitigation actions were in place. The Committee was assured that curriculum and quality risks were appropriately monitored and managed.

6.4 Destinations Report 2024–25

6.4.1 The report was received for noting. Members welcomed the clear executive summary and noted that outcomes aligned with expectations. No significant concerns were raised.

7. Curriculum

7.1 Curriculum Planning 2026–27 Update

7.1.1 The Deputy Principal provided an update, including progress since the report was written.

7.1.2 The Committee noted the appointment of a new Director of Business Development, who had already initiated employer engagement activity, including employer forums and partnership development across priority sectors.

7.1.3 Successful delivery of Skills Bootcamps was reported, alongside a funding bid aligned to LSIP priorities. Governors discussed the importance of strengthening employer engagement and welcomed early progress. The Committee was assured that curriculum planning was progressing appropriately and aligned to local skills priorities.

7.2 LSIP Responsiveness (Accountability Statement)

7.2.1 The Committee noted the report on progress against accountability priorities. It was noted that areas previously rated red had improved following strengthened employer engagement activity and leadership capacity. The Committee was assured that responsiveness to LSIP priorities was improving.

7.3 Post-16 Qualification Reform Update

7.3.1 The Deputy Principal provided an update for the Committee to note.

7.3.2 Governors noted the complexity of the national reforms and welcomed the use of learner case studies within the presentation to illustrate pathways. The Deputy

Principal advised that national timelines may change following emerging government discussions.

8. Quality and Assurance

8.1 Ofsted Readiness Update

8.1.1 The Committee discussed Ofsted preparation. The senior leadership reported early work to understand the new inspection framework and emerging inspection reports across the sector. The Committee discussed Ofsted preparation. The senior

8.1.2 The Committee discussed the importance of ensuring governors remain well-informed and prepared in relation to the evolving Ofsted framework. Members noted the value of drawing on emerging sector intelligence and inspection outcomes to support collective understanding. It was agreed that governance preparation for inspection would continue to be developed through periodic updates and briefing activity, ensuring governors are confident in articulating the College's strategic priorities, risks and impact.

8.1.3 The Committee was satisfied that preparation had begun but requested early groundwork to support governance readiness.

8.2 Quality Improvement Plan (QIP) Mid-Year Progress

8.2.1 The Director of Teaching, Learning and Quality presented progress against the QIP.

8.2.2 The revised RAG rating system was welcomed as providing clearer visibility of progress. Governors supported the distinction between completed actions and those progressing as planned. The Committee noted positive progress and improved clarity of reporting.

8.2.3 Members suggested incorporating trend indicators to demonstrate direction of travel over time.

9. Teaching, Learning and Assessment Mid-Year Update

9.1 The Director of Teaching, Learning and Quality reported progress on the revised observation and quality assurance model.

9.2 Initial implementation had been slower than anticipated to ensure consistency; however, observation activity had since accelerated significantly and remained on track. Redesigned work scrutiny process had been introduced, modelled on external quality assurance approaches to strengthen robustness and provide more meaningful developmental feedback for staff.

9.4 The Committee discussed links between feedback quality, learner engagement and attendance. Individual feedback reports were shared with teachers and summarised for curriculum managers to support performance discussions. Cross-college work was underway to introduce a consistent marking approach where inconsistencies had been identified.

9.5 Governors enquired how findings linked to performance management. It was explained by management that developmental support would be embedded before formal accountability measures were strengthened.

9.6 The Committee was assured that improvements to teaching, learning and assessment quality processes were progressing effectively.

10. Safeguarding

10.1 The Director of Student Services and Safeguarding presented an update report and confirmed that safeguarding arrangements remained effective, with no significant incidents requiring escalation to governors since the previous meeting. Safeguarding referrals continued to be managed appropriately, with strong collaboration between curriculum teams, student services and external agencies where required.

10.2 Governors discussed emerging themes within safeguarding activity, including mental health and wellbeing concerns and the continued need for early intervention support. Assurance was provided that safeguarding training remained current and that staff awareness levels were strong.

10.3 The Committee noted that safeguarding oversight remained embedded through regular operational monitoring and reporting structures. Governors were satisfied that safeguarding responsibilities were being discharged effectively and that statutory duties continued to be met.

11. Student Voice and Engagement

11.1 The Committee received an update on student engagement activity.

11.2 Governors welcomed the increasing visibility of student voice mechanisms across the College, including Student Parliament activity and feedback channels used to gather learner perspectives. Members noted the value of recent student governor contributions, including surveys undertaken to gather wider student views and perceptions of governance.

11.3 Discussion focused on strengthening opportunities for governors to engage more directly with learners. Members agreed that meaningful engagement would support governors’ understanding of the learner experience and strengthen assurance regarding culture, inclusion and student wellbeing.

11.4 The Committee discussed proposals to develop a more structured approach to governor engagement with students, including attendance at Student Parliament meetings and clearer links between governors and curriculum areas.

11.5 The Committee welcomed progress in strengthening student engagement and supported further development of structured governor involvement.

12. Any Other Business

12.1 No other business was raised.

13. Meeting Review and Effectiveness

13.1 Members reflected briefly on the effectiveness of the meeting. Governors commented positively on the clarity of reporting and the quality of discussion, noting that papers supported meaningful scrutiny and challenge. The Committee agreed that the revised reporting formats introduced across several papers had improved readability and enabled more focused discussion.

13.2 No further improvements were identified at this stage.

14. Date of Next Meeting

14.1 The next meeting of the Curriculum and Quality Committee was confirmed as 19th May 2026.

The meeting ended at 7.00pm
Kayee Chan, Director of Governance

Schedule of Actions:

	Action	**Responsible**	**By When**	**Progress**
	6th May 2025			
6.2	To provide an updated IAG report based on the new framework at the next governors' meeting.	Director of SS/ GB	Autumn 2025	Completed
6.5.1	To review and implement a more efficient IAG process particularly around referrals.	Director of SS/ GB	Autumn 2025	Completed

7.5.1	To provide an update on the Post 16 Qualification Reform after the Curriculum and Assessment Review in autumn 2025, or January 2026, to report on progress, government decisions, and curriculum developments. To include a summary of current qualifications offered by the college, to give context and aid clarity and progression pathways.	Deputy Principal/ AJa	Autumn 2025 / January 2026	Completed
9.3.1	To receive a RAG rated summary of the Accountability Statement/LSIP report.	Assistant Principal/ SC	Autumn 2025	Completed
10.4.1	To promote and publicise the College's successful achievement rates.	Director of MIS, IT, Admn/ JG	Autumn 2025	
	4th November 2025			
9.1.3	Bring back clearer data on what constitutes an "acceptable" late enrolment window and risks to learner experience.	Director of MIS, IT, Admn/ JG	Next meeting February 2026	
9.1.4	Conduct deeper analysis into reasons for late enrolment and its impact on attendance, retention and progression.	Director of MIS, IT, Admn/ JG	Next meeting February 2026	
10.3	Provide further detail on curriculum development planning and curriculum alignment for 2025/26, including local schools competition, employer engagement and pathway coherence.	Deputy Principal/ AJ	Next meeting February 2026	Completed
14.2	Bring feedback from planned student focus groups / engagement cycles to the next C&Q meeting, including insights beyond formal surveys.	Dir. of QTL/ RK	Next meeting February 2026	
15.1	Provide clearer behaviour data in future reports review the complexity of the five stage model and amend the policy to reference reasonable adjustments (e.g., medical phone use).	Dir. of SS & Safeguarding/ GB	Next meeting February 2026	
15.2	To incorporate into the Learner Behaviour Policy the amendments as discussed (Including clarification on	Dir. of SS & Safeguarding/ GB	November 2026	Completed

	reasonable adjustments and escalation), before finalising.			
	10th February 2026			
6.1.8	To develop a concise attendance strategy summary setting out key actions, responsibilities and progress (RAG-rated).	Dir. MIS	Next meeting May 2026	
6.1.8	Behaviour and attendance to be scheduled as a dedicated discussion item at a future meeting.	Deputy Principal to present /DoG to schedule	Next meeting May 2026	
6.2.4	To agree a streamlined C&Q-specific KPI set with governance guidance.	Deputy Principal/ Director of MIS.	Next meeting May 2026	
8.1.2	To provide governor preparation and briefing arrangements ahead of inspection.	Executive / DoG	Spring & Summer Terms	
8.2.3	To consider inclusion of trend indicators within future QIP summaries.	Dir. QTL	Next meeting May 2026	
11.4	To develop and consider proposals to strengthen governor engagement with students, including opportunities for structured interaction and clearer communication of the governor role.	Chair & DoG	Spring Term	