



**Quality and Curriculum Committee
Minutes – Part I**

Minutes of the fifth meeting of the Brockenhurst College Quality and Curriculum Committee held on Tuesday, 4 March 2025 via MS Teams.

Present:	Governors		Meetings attended
	Ms H Odhams	Principal	(2 out of 2)
	Mrs V Essex	Chair	(2 out of 2)
	Ms L Bell		(2 out of 2)
	Ms J Jenkin		(2 out of 2)
	Mr B Hogg		(2 out of 2)
	Ms X Li-Bloodworth		(1 out of 2)
	Mr G Cooper		(1 out of 2)
	Mr M Johnson		(1 out of 1)
	In attendance:		
	Mrs J Munro	Deputy Principal	(DP-JM)
	Mr L Feingold	Vice Principal, Finance	(VP-LF)
	Mr S Jenkin	Assistant Principal, Vocational	(AP-SJ)
	Ms C Woodsford	Assistant Principal, Partnership & Skills	(AP-CW)
	Ms A Bletcher	Assistant Principal, Learning and Quality And Development	(AP-AB)
	Mrs L Payne	Clerk to Corporation	(2 out of 2)

Meeting commenced at: 5pm

Minute No:	Paper title	Action
5.1.	WELCOME AND APOLOGIES The Chair welcomed everyone to the meeting. There were no apologies.	
5.1.1	ANY CONFLICT OF INTEREST The Chair of the committee, Mrs Essex, expressed a conflict of interest in general terms, relating to her role as Head of Greenwood School. Although she had no specific conflict in this agenda, she asked for her potential conflict to be noted for all meetings. In the case of any conflict, she would declare it promptly and not take part in any related business and the Vice Chair would take over chairing the meeting. There were no other conflicts of interest expressed.	
5.2.	COMMITTEE BUSINESS	
5.2.1	Minutes of the meeting held on 26, November 2024 The minutes of the 26 th November 2024, having been previously circulated to members, were agreed as a true record and would be signed by the Chair. All Members were agreed.	
5.2.2	Matters arising from the meeting held on 26, November 2024 It was noted that all matters arising had been actioned or would be covered by the agenda.	



<p>5.2.3</p>	<p>Terms of Reference Members considered the committee Terms of Reference (ToR). There were no proposals for change to the current ToR.</p> <p>It was agreed to recommend the ToR to the Board for approval. All Members were agreed.</p>	<p>Refer to Board</p>
<p>5.3.</p>	<p>STANDARDS AND QUALITY</p>	
<p>5.3.1</p>	<p>Quality Improvement Plan update This item was presented by the Deputy Principal.</p> <p>Members were reminded that the College Quality Improvement Plan (QIP) came from the annual Self-Assessment Report. It identified the priorities for improvement and development for 2024/25. The QIP had been to the Board in December 2024 and this report was to update members on the progress against the actions.</p> <p>It was noted there had been good progress in most actions.</p> <p>There were three main areas of concern RAG rated red in the QIP.</p> <ol style="list-style-type: none"> 1. <u>A Level pass rate of 96% or above and high-grade pass rates.</u> An analysis of the results of the mock exams held at the end of January 2025, gave a pass rate of 90%. In the last academic year, the January mock exam pass rate was 88% and then this improved to 94.7% due to interventions taken between February and May of the academic year. The Deputy Principal confirmed that interventions were now already in place, including the Assistant Principal meeting with each Head of Curriculum to set targets for pass rates at 97% and high grades at 45%, in line with college expectations. The Deputy Principal detailed the actions being taken to improve the results for the main exams later in the year. 2. <u>16-18 attendance</u> It was noted that attendance was tracking at 2% above the 2023/24 year at 87% - which is the college minimum attendance - with 5 months of the academic year left. Attendance at Level's 1 and 2 were of particular concern at 81% and 82% respectively. The senior leadership team had agreed an action plan to address the concerns with attendance, and the action plan was now being implemented. The College curriculum team were proactively trying to increase attendance and resetting expectations with students and their parents. Members asked whether students were able to see some of the data on general college attendance as well as their own attendance and were advised students could only see their own attendance data. The staff governor spoke about the ways in which students were being praised and encouraged to attend regularly. 3. <u>Apprenticeship achievement rates</u> Members were advised that the apprenticeship achievement rate was predicted to be 50% which was below the national average rate of 57%. At the college apprenticeship achievement rates were being affected by several boatbuilding apprentices who were withdrawn from the college by their employer in 2020. These were 4-year apprenticeships and so were only affecting the college data now in 	



	<p>2024-25. It was noted the achievement rates without the board builders would be 75.6%.</p> <p>Mrs Jenkin felt the level of granularity in the reports of the three areas of concern just considered, was good, and so from a governor's point of view there was not too much concern that the areas were being fully considered and supported.</p> <p>Members felt there had been good progress in most areas. The report was noted.</p>	
<p>5.3.2</p>	<p>Destinations Report 2023-2024 This item was presented by the Assistant Principal Partnership and Skills (AP P&S). Members had received an annual breakdown of the number of students entering the different types of post college destination with a detailed summary of those entering higher education.</p> <p>The Chair of the committee was pleased with the amount of relevant and interesting information in the report. Colleagues agreed this was an exceptionally good report.</p> <p>The key findings were:</p> <ul style="list-style-type: none"> • In 2024 there was destination data for 84% of leavers. • 98.6% of students reported positive destinations. • In Higher Education (HE), 34% of leavers had progressed to HE, with an additional 7% deferring for a gap year. • In employment and apprenticeships 14% of leavers had started employment and 11% started apprenticeships. This was an increase from previous years. • Internally 25% of students had enrolled on new courses. • In relation to student groups, the data on care experiencing students, ethnic minorities, those in receipt of free college meals or a bursary, those living in areas of deprivation and those with Education Health Care Plans, were included for the first time so that the success of the career and next steps activities could be monitored for specific student groups. <p>Mrs Jenkin offered some helpful proposals for a change to some terminology referring to some groups which would be included in the next report. There was a mixture of predictions on where students may continue to, and where they were this time last year. The achievement rates and progress measures were considered. The report was noted.</p>	
<p>5.3.3</p>	<p>Curriculum Performance Update This report was presented by the Deputy Principal. Members had received an update of the current and predicted performance of the curriculum. The progress measures to assess the 'value added' to students' outcomes based on their starting points, were detailed. There was a full discussion on performance with questions from members. The staff governors spoke about the extra support offered to students. The Principal spoke about in year data and target grades and how students were encouraged depending on their stage. She confirmed that mock exam outcomes were a really good measure of progress.</p>	



	<p>The Chair of the Board asked whether there was enough information for the executive to feel confident there was an upward trend and was advised there was.</p> <p>The report was noted.</p>	
5.3.4	<p>Careers, Education and Guidance Policy The AP P&S informed members that the intent of the Careers, Education and Guidance Policy was to offer transparency for all stakeholders about the college offer and practice. The Policy outlined the key staff and their responsibilities, and how the college implemented its strategic and operational offer. It further outlined how the college provision was monitored and reviewed to drive up further improvement and best practice.</p> <p>The current Policy had been updated and members were asked to agree it.</p> <p>It was felt that restating the college values in the Policy would be useful.</p> <p>Members agreed the Policy should remain with the committee for approval and not be removed from governor business.</p> <p>The Careers Education and Guidance Policy was approved.</p>	
5.3.5	<p>Student Union Minutes of 25 November 2024 The minutes of the Student Union 25th November 2024 were noted.</p>	
5.4.	<p>Evaluation of Meeting Members had contributed well to the key items of business. There had been many questions and helpful suggestions from colleagues. Papers had been considered sufficient to inform decisions. The length of the meeting was considered appropriate, and papers had been received well in advance of the meeting to enable a considered view of the reports.</p>	
5.5.	<p>AOB (to be notified to Clerk in advance of meeting) No other business was raised.</p>	
5.6.	<p>Date of next meeting Tuesday, 10 June 2025 at 5.00pm</p>	

Meeting ended at: 18.15.