



**Quality and Curriculum Committee**

Minutes of the third meeting of the Brockenhurst College Quality and Curriculum Committee held on Tuesday, 14, May 2024 via MS Teams.

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| <b>Present:</b> | <b>Governors</b>      |  | <b>Meetings attended</b> |
|                 | Prof A Neill          | Chair  | (3 out of 3)             |
|                 | Ms H Odhams           | Principal  | (3 out of 3)             |
|                 | Mrs V Essex           |  | (3 out of 3)             |
|                 | Ms L Bell             |  | (3 out of 3)             |
|                 | Mrs X Li-Bloodworth   |  | (3 out of 3)             |
|                 | Ms J Jenkin           |  | (2 out of 3)             |
|                 | Mr G Cooper           |  | (1 out of 1)             |
|                 | <b>In attendance:</b> |  |                          |
|                 | Mrs J Munro           | Assistant Principal, Learning and Quality  | (AP-JM)                  |
|                 | Mr S Jenkin           | Assistant Principal, Vocational  | (AP-SJ)                  |
|                 | Ms C Woodsford        | Interim Senior Lead - Admissions,<br>School Liaison, Progression<br><i>(For Item 3.1 only)</i> | (ISL-CW)                 |
|                 | Mrs L Payne           | Clerk to Corporation   | (3 out of 3)             |

Meeting commenced at 5.30pm

| Minute No | Paper title  | Action                      |
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| 3.1.      | <b>WELCOME AND APOLOGIES</b><br>Mr G Cooper and Ms C Woodsford were welcomed to the meeting.   |                             |
| 3.1.1     | <b>CONFLICT OF INTEREST</b><br>No member declared any conflict of interest with the agenda.  |                             |
| 3.2.      | <b>COMMITTEE BUSINESS</b>  |                             |
| 3.2.1     | <b>Minutes of the meeting held on 30, January 2024</b><br>The minutes of the meeting held on the 30th of January 2024, having previously been circulated to members, were agreed as a true record, and would be signed electronically by the chair.<br><b>All Members were agreed.</b>   |                             |
| 3.2.2     | <b>Matters arising from 30, January 2024</b><br>It was noted all matters arising from the minutes had been actioned or would be covered within the agenda.   |                             |
| 3.2.3     | <b>Quality &amp; Curriculum (Q&amp;C) Terms of Reference (ToR)</b><br>Members discussed the report on the Q&C committee ToR.<br>The ToR had been a 'live' item on all the Q&C agendas this academic year to ensure they were fit for purpose, after the changes made last August.<br>The Chair of the committee was happy that the ToR accurately covered the work of the committee and were fit for purpose.<br><b>Members agreed the ToR and they were recommended to the Board for annual approval.</b> | <b>Refer to Corporation</b> |



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| <p>3.2.4</p>       | <p><b>Review of Effectiveness of Committee</b><br/> Members considered the annual review of effectiveness evaluation, as part of their continuous self-assessment. The questions and data were reviewed. Members were satisfied they complied with the terms of reference and were pleased to confirm that the role of the Chair had been carried out effectively in the year.<br/> <b>All Members were agreed.</b></p>   | <p><b>Refer to Corporation</b></p> |
| <p><b>3.3.</b></p> | <p><b>STANDARDS AND QUALITY</b></p>   |                                    |
| <p>3.3.1</p>       | <p><b>Destinations Report</b><br/> Members noted the destinations report from Charlie Woodsford (CW), providing an annual breakdown of the number of students entering the different types of post-college destinations, together with a detailed summary of those entering higher education.<br/> CW reported on the new process in place for capturing destinations from the 2024-25 academic year onward is designed to increase the number of responses gained. The target response rate moving forward will be 95%. The new system would enable the college to improve the richness of its data and analysis, and there would, for example, be an analysis of positive destinations for disadvantaged students to ensure the college promoted equality, diversity, and inclusion. The new system would also include destination data for apprentices and adult learners across the college provision.<br/> The destination data for 2023 would inform the structure of the progression programme for 2024-25 including building links with those universities that had seen an increased numbers of applications.<br/> Members noted the targeted support for students classified as disadvantaged to enable them to progress to positive destinations. There was an aim to increase the number of students going to higher education destinations and progressing to Oxbridge.<br/> There would be a positive destination target of 90% for all learners in 2025 which would exceed the DfE destination rate of 82.6%.<br/><br/> Members discussed the report.<br/> The Chair asked members to consider whether the report was giving the committee what it needed and what the next steps should be.<br/><br/> Mrs Jenkin (JJ) felt this was a very thorough report and acknowledged that the College will be using the new system to analyse EDI destination data to improve activities in this area. The Chair asked about the lack of increased progression to Oxbridge and enquired about the desire to increase this. CW referred to the ‘college offer’ needing to be attractive to every learner aiming for the highest achievement. There was much in the Next Steps programme to support aspirations and members continued the discussion on the decline of applications to Oxbridge.<br/> The Chair of the committee felt that <i>‘raising aspirations to apply to places better for them’</i> might be a better way of expression it in the report. Members questioned the positive destination rates of 90% and asked where the percentage figure came from. The Chair felt it would be good if the college could get ahead of the DfE destination rate but the target might be better expressed as ‘getting ahead of the DfE destination rate’ rather than setting a percentage figure.<br/> JJ asked about the apprenticeships and the balance of students going to ‘where their aspirations would take them’. She asked where apprentices fitted in? CW spoke about apprenticeships in general and members were reminded it was an area that the college was currently considering and would be focusing on more in the next academic year. JJ felt that not everyone should be going to a Russell Group university and degree apprenticeship was a huge achievement.</p> |                                    |



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|              | <p>The Principal referred to the difference between college intended destinations and DfE-led sustained destinations data and that as a college we need to be clearer about the difference between those to help support career and progression planning, as well as tracking the final destination of students. The Principal indicated that there was a need do more work in this area.</p> <p>The Chair thanked CW for her report.</p> <p><b>The report was noted</b><br/> <i>CW left the meeting.</i></p>   |  |
| <p>3.3.2</p> | <p><b>Quality Improvement Plan (QIP) Update</b><br/>         This report was presented by the Principal. The report showed the progress that had been made against targets set in the college quality improvement plan 2023-24.</p> <p>Members noted progress had been made in several key areas of the QIP in particular: -</p> <ul style="list-style-type: none"> <li>- the “Change begins with me” programme to support a level achievement.</li> <li>- the training of staff to support a level teaching.</li> <li>- the development of the “Success in 17” programme to support a level achievement.</li> <li>- the progress made in supporting progress in apprenticeship achievement.</li> <li>- the development and achievement of the timetabling model.</li> <li>- the increase in the number of students taking part in a work placement, internship, or employability courses across the year.</li> </ul> <p>The Principal advised members of the issues that were emerging but asked them to note that following the recent changes in the senior leadership team, some targets were not as far forward as planned, and indeed may not be achieved this year. There had been a re shuffle of workload for the senior team and a re-allocation of work for the achievement of targets over a temporary period.</p> <p>The Principal detailed progress in general, highlighting the issues that were emerging and where she felt the college was slightly behind. Members noted the targets, and where the current responsibility had changed, together with those areas that were not yet complete. With the new Deputy Principal (DP) appointment later in the year, matters would improve, as the DP would have oversight of this area and be working on the Curriculum Strategy. In relation to the Digital Strategy this would need to wait for the outcome of the IT Strategy at the end of the year.</p> <p>The real area of concern was noted as the A level provision, as the mock results showed the college efforts had not yet had the desired effect.</p> <p>Questions.<br/>         JJ was pleased to see progress on the Digital Strategy, but it was a long-term project with much left to do. She asked about the next steps to solve the issues. The Principal advised members that structurally the college needed the right people to ensure any change in the Strategy would be beneficial for students.</p> <p>The Chair of the committee suggested that the Curriculum Strategy and Estates Strategy, both needed to be in place before the Digital Strategy could be considered. The Principal agreed and also added the Strategic Plan.</p> |  |



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|              | <p>Members discussed the Improvement Plan and the large number of items included. It was noted that not all targets had KPI's. The granularity was considered helpful but felt it was key to have information on how the deliverables connected to the target.</p> <p>The Principal informed the Committee that they have planned for and will be developing a more succinct QIP for the 2024-25 academic year that will address some of the issues raised.</p> <p>The Chair thanked the Principal for her report <b>which was noted.</b></p>  |  |
| <p>3.3.3</p> | <p><b>KPI Update</b></p> <p>This report was presented by Assistant Principal, JM.</p> <p>Members noted the report, which was to gain an understanding of the main key performance indicators for quality of provision and the projected achievement rates for August 2024. Members were advised that the college overall performance was positive, aligning with national averages for all providers. The key performance indicators now showed improvement across various metrics, with an overall achievement rate of 83.7%, indicating a 1.9% increase from the previous year. Retention rates for both 16-18 and 19 plus age groups were stronger, with notable improvements compared to the previous academic year.</p> <p>JM highlighted the concern that A level performance, based on recent mock exams, reflected lower pass rates compared to the previous year. She confirmed that in addressing targeted interventions that had been implemented, <i>including settling individual subject targets, launching support programmes like "success in 17" and providing tailored assistance to some students</i>, there was still a risk of lower pass rates.</p> <p>It was noted efforts were underway to close learning gaps identified through the mock exams, and to enhance understanding of exam requirements, to then provide additional support through workshops and the individualised plans. Despite challenges in performance, overall college metrics indicated positive progress and alignment with national standards. Retention rates for different learner groups were positive and there was no evidence of gaps in performance.</p> <p>The Chair invited questions.</p> <p>The Chair thanked JM for her helpful report indicating there were matters to be concerned about. He said it was reassuring to know that the areas had been identified and the college was proactively working on improving the position. VE asked whether there was any feedback on the "success in 17". JM advised there had been feedback from teachers and heads of centre, but the impact measures were not available at this time. VE asked about the exit data in particular the drop in the exit data and asked when this would come into place. JM confirmed this was the colleges informed view at this time. The Principal noted that the timing of data/grades shared with students was of real importance and that we need to provide grades to students where there is still an opportunity to provide support and guidance to improve. VE expressed concern there was no exit data yet but pleased it was coming in.</p> <p><b>The report was noted.</b></p> |  |
| <p>3.3.4</p> | <p><b>Quality Strategy</b></p> <p>This item was presented by Assistant Principal JM.</p> <p>Members were given an overview of the colleges strategic approach to quality and reminded that the institution's core mission was to provide an excellent education by fostering an equality driven culture of innovation and reflection. Within the framework the self-assessment process stood out as the cornerstone driving the institutions commitment to excellence and sustained improvement.</p>   |  |



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|              | <p>JM advised members that key activities included curriculum and professional service self-assessments, joint reviews, and continuous monitoring. The quality manual detailed various initiatives such as internal quality audits, professional performance reviews, and student surveys to ensure ongoing improvement. It also highlighted probationary reviews for new staff, engagement with stakeholders, and external scrutiny process on the annual cycle of activities which encompassed strategic planning, quality assessments, and stakeholder feedback, culminating in continuous improvement and development.</p> <p>Members were reminded that the quality and curriculum committee scrutinised the colleges approach to quality assurance and improvement, ensuring alignment with strategic goals and regulatory requirements. Governors also participated in joint reviews, contributing their insight to enhance understanding and decision making. Their engagement in the approval of key documents and the settling of quality targets underscored the commitment to holding upholding educational standards and promoting continuous enhancement.</p> <p><b>Members unanimously agreed to recommend a quality strategy to the board for approval.</b></p>   | <p><b>Refer to Corporation</b></p> |
| <p>3.3.5</p> | <p><b>Ofsted Report 2023 – Action Plan</b></p> <p>The Principal reported on the Ofsted action plan 2023-24 and shared with the committee the operational process currently underway to support the college improving their Ofsted outcomes at the next inspection. The range of targets and actions to achieve, to take the college forward had been identified. Targets had been developed in key areas of provision aligned with the inspection framework, with members of the SLT and other senior lead staff taking responsibility for their delivery. Targets had been developed in the areas of:</p> <ul style="list-style-type: none"> <li>- Quality of Education</li> <li>- Behaviour and Attitudes</li> <li>- Personal Development</li> <li>- Leadership and Management</li> <li>- Apprenticeships</li> <li>- Skills</li> </ul> <p>The Principal confirmed many targets were quite specific, which in many cases would lead to further targets being required to achieve the desired outcome. For example, the target relating to reviewing the colleges assessment process would naturally lead to the development of the agreed process, following the review. She advised members that most actions were currently not in progress, with only one achieved and a few still not started. In terms of those not yet started, developing the college intent statements would be taken forward once the new strategic plan was in place. For targets related to careers and employer boards, once staffing was in place they would be taken forward and the college would make progress on other teaching and learning related targets this term.</p> <p>The Principal spoke about the areas where the college needed to develop and improve. Some of the issues and actions that had arisen from Ofsted were just a starting point and the action plan would be ongoing for 4-5 years. The complete action list would be an SLT operational working document. The Principal confirmed that all actions were important to achieve Ofsted ‘Outstanding’.</p> |                                    |



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|       | <p>Members discussed the proposal and the Chair asked why this ‘action plan’ was necessary, he asked the SLT to consider the relationship between this document and the broader QIP so that it could become a slimmer document. The Principal informed members that the action plan had been developed following a request from the Committee after the full Ofsted inspection, noting that the College QIP had already been developed by that point and that these targets needed to be held somewhere so that items were not lost. Moving forward this would be an ongoing operational document for SLT.</p> <p><b>The report was noted.</b></p> |  |
| 3.3.6 | <p><b>Subject Support Programme update</b><br/>This was a verbal report from the Principal on the subject support programme. She advised members that in terms of A level subjects, in particular, current projections for pass rates in 11 subjects, all but two had improved. For the high-grade pass rates, current projections show that there was not much improvement and achievement was an issue. What the College were doing to improve had been discussed under items related to the QIP and KPI update.</p> <p><b>The report was noted.</b></p>   |  |
| 3.3.7 | <p><b>Homestay Ofsted Report</b><br/>Members noted the official report of the colleges Homestay provision. It confirmed that all areas of provision were ‘outstanding’ with no areas requiring improvement.</p> <p><b>Members were delighted to note the report.</b></p>   |  |
| 3.3.8 | <p><b>Student Union Minutes of 18 March 2024</b><br/>The student union minutes of the 18th of March 2024 were considered and noted.</p>  |  |
| 3.4.  | <p><b>Evaluation of Meeting</b><br/>Members were happy that papers had been dispatched on time and reports were sufficient to inform their decisions. This was an interactive committee meeting with good discussion on the destinations report. There was added value and good interaction questions and challenge on the KPI update.</p>   |  |
| 3.5.  | <p><b>AOB (to be notified to Clerk in advance of meeting)</b><br/>No other business was raised.</p>  |  |
| 3.6.  | <p><b>Date of next meeting</b><br/><b>To be confirmed (likely to change)</b></p>   |  |

The meeting ended at 7:00pm.