



**Quality and Curriculum Committee – Part I**

Minutes of the second meeting of the Brockenhurst College Quality and Curriculum Committee held on Tuesday, 30 January 2024 via MS Teams.

<b>Present:</b>	<b>Governors</b>		<b>Meetings attended</b>
	Prof A Neill	Chair	(2 out of 2)
	Ms H Odhams	Principal	(2 out of 2)
	Mr S Williams		(2 out of 2)
	Mrs V Essex		(2 out of 2)
	Ms L Bell		(2 out of 2)
	Mrs X Li-Bloodworth		(2 out of 2)
	Ms J Jenkin		(1 out of 2)
	<b>In attendance:</b>		
	Mr S Lovegrove	Vice Principal, Curriculum and Quality	(VP-SL)
	Mrs J Munro	Assistant Principal, Learning and Quality	(AP-JM)
	Mr S Jenkin	Assistant Principal, Vocational	(AP-SJ)
	Mrs L Payne	Clerk to Corporation	(2 out of 2)

**Meeting commenced at 5.30pm**

Minute number		Action
2.1.	<b>WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST</b> The Chair welcomed everyone to the meeting. Apologies had been received from Mr Gary Cooper. No member declared any conflict of interest with the agenda.	
2.2.	<b>COMMITTEE BUSINESS</b>	
2.2.1	<b>Minutes of the meeting held on 5, October 2023</b> The minutes of the meeting held on 5, October 2023, having been previously circulated to members, were agreed as a true record and would be signed electronically by the Chair. <b>All Members were agreed.</b>	
2.2.2	<b>Matters arising from 5, October 2023</b> The matters arising had been actioned. It was agreed in relation to item 7.1.6 that the Q&C meeting in the autumn term would be moved to later in October 2024.	Clerk
2.2.3	<b>Terms of Reference</b> Members noted the Quality and Curriculum committee terms of reference would remain on the committee agendas for the year. The reason for this was to ensure that this newly formed committee, had terms of reference suited to it, and if not, any changes could be made as they arose. Members agreed the terms of reference were currently suitable and working well. <b>Members noted the report.</b>	
	<i>The Chair informed members he would be taking some matters on the agenda out of sequence but they would be reported sequentially in the minutes.</i>	
2.3.	<b>STANDARDS AND QUALITY</b>	



<p>2.3.1</p>	<p><b>Review of the Quality Improvement Plan (QIP)</b>          This item was presented by the Vice Principal, Quality and Curriculum. Members were asked to note that some actions in the QIP were still 'in progress', despite the target completion date having passed. The VP informed members that the completion dates in the QIP had been too ambitious, as the processes that involved implementation required a longer period of time to be fully actioned. This will be updated in future versions of the QIP.          The main QIP report was taken '<i>as read</i>'.          Governor VE felt it would be useful to have the QIP with RAG ratings to enable members to quickly see the issues of concern requiring attention.  <b>This was agreed for the next report.</b>          Members asked who was regularly monitoring the QIP, particularly in relation to the issues and areas not yet complete.          The Chair asked for an update of this report at the next meeting with the new (RAG) colour coding. The QIP will also go to full board in March.  <b>The report was noted.</b></p>	<p><b>VP – C&amp;Q</b></p> <p><b>Agenda item next meeting</b></p>
<p>2.3.2</p>	<p><b>Curriculum Performance Update</b>          Members noted that the initial predictions for some Curriculum Performance were positive and showed that initiatives introduced were beginning to show promise. The key metrics of attendance, retention and achievement were all 'up' on the previous academic year for 16–18-year-olds, although still need improvement and monitoring. Predicted achievement for 19+ was currently showing as lower than expected but this was due to the number of 'quick start' students that had been enrolled. The numbers should improve later in the year.          Apprenticeships were predicting a performance of possibly of 60%, although currently standing at 50%. This would be an improvement on the last academic year. With regard to A-Levels it was noted there had been improvement in retention rates for the current first and second year cohorts, which could result in increased achievement rates.          High grade achievement and value-added scores were still a concern for A Level provision and members were informed that the College had started a new programme aimed at improving A-Level results called, 'Success in 17'. Second year students have recently taken their mock exams. Results of these will allow us to understand predicted performance better.          Members discussed the 'value added' measure generally, as there were still concerns related to the 'value-added' scores for A Level student. More would be known after the mock exams in 2 weeks' time.  <b>It was agreed the updated value-added figures and KPI's showing the way this was measured, would be shared in at the next meeting.</b>          The Principal was pleased to celebrate the GCSE results in Maths and English and thanked the College teams for their efforts in increasing the outcome in those areas.  <b>The report was noted.</b></p>	<p><b>AP-L&amp;Q</b></p>
<p>2.3.3</p>	<p><b>Subject Support Programme Update</b>          This was a verbal update from the Vice Principal, Curriculum and Quality. He advised members that the subject support programme was a pilot scheme of support covering fourteen subjects. The subject support programme was set up first to offer support and then monitor outcomes. The senior management team had been allocated several subjects to monitor and be responsible for. The senior team were approaching the monitoring differently and forming bespoke programmes for all the areas they were dealing with.          The VP was hopeful that this programme would be successful in providing useful and beneficial support. The Principal confirmed the programmes were indeed bespoke that may need to be in place for at least two years to achieve good outcomes.  <b>The report was noted.</b></p>	<p><b>VP – C&amp;Q</b></p>



2.3.4	<p><b>Ofsted Report 2023</b>          The Principal advised members that the College Ofsted Report had been published and circulated to governors today. She confirmed she and the Senior team were pleased with the report and happy with how it read.          The overall grade t was noted as ‘Good’.          The Principal informed members that to get to Ofsted ‘Outstanding’ there was a need for greater consistency, and that arising from the inspection there would be an action plan to monitor and improve key areas. The Action Plan would come back to this committee to show how improvement would be made.          The Principal thanked all SLT for their huge efforts during the inspection. Members felt it was a great report. The Principal explained that the Ofsted action plan would be broader than the three outcomes referred to in the report.          It was noted that there are still some challenges with the delivery of the College’s Apprenticeship provision and there is a separate action plan for this area of provision.          Members felt the College and the Senior team had done extremely well to achieve this Ofsted outcome and congratulated all involved.  <b>The report was noted</b></p>	VP – C&Q
2.3.5	<p><b>Student Union Minutes of 4 December 2023.</b>          Members noted the minutes of the Student Union committee of the 4, December 2023.</p>	
2.3.6	<p><b>Student Union accounts</b>          Members noted the Student Union accounts 2023/2024.</p>	
2.4.	<p><b>Evaluation of Meeting</b>          This was a good interactive meeting with ‘appropriate challenge’ and good ‘added value’ from members in the areas of the QIP and request for RAG rating, and the reports on the Curriculum Performance update and Ofsted report.</p>	
2.5.	<p><b>AOB (to be notified to Clerk in advance of meeting)</b>          No other business was raised.</p>	
2.6.	<p><b>Date of next meeting</b>  <b>Tuesday, 14 May 2024 at 5.30pm</b></p>	

Meeting ended at: 6.15pm