



**Quality and Curriculum Committee – Part I**

Minutes of the first meeting of the Brockenhurst College Quality and Curriculum Committee held on Thursday, 5 October 2023 via MS Teams.

<b>Present:</b>	<b>Governors</b>	<b>Meetings attended</b>
	Prof A Neill                      Chair	(1 out of 1)
	Ms H Odhams                  Principal	(1 out of 1)
	Mr G Cooper	(1 out of 1)
	Mr S Williams	(1 out of 1)
	Mrs D Hawkins	(1 out of 1)
	Mrs V Essex	(1 out of 1)
	Ms L Bell	(1 out of 1)
	Mrs X Li-Bloodworth	(1 out of 1)
	<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	(1 out of 1)

**Meeting commenced at 5.30pm**

Minute No:		Action
1.1.	<p><b>WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST</b> The Chair welcomed everyone to the meeting.</p> <p>Apologies had been received from Ms J Jenkin.</p> <p>No member declared any conflict of interest with the agenda.</p>	
1.1.1	<p><b>Election of Committee Chair and Vice Chair 2023-2024</b> Members agreed to appoint Alex Neill as Chair and Jenny Jenkin as Vice Chair. <b>All Members were agreed.</b></p> <p>The Chair noted it would be Davina Hawkins’s last meeting of this committee having been on the Board for eight years and thanked her for all her hard work and efforts on behalf of the College on this committee.</p>	
1.2.	<p><b>COMMITTEE BUSINESS</b></p> <p><b>Minutes</b> There were no minutes to consider. The business of the (former) Employment and Personnel committee would be received at the (newly formed) Resources committee, that would meet in November 2023.</p>	
1.2.1	<p><b>Terms of Reference</b> Members noted the new Terms of Reference for this new Quality and Curriculum Committee and agreed to recommend them to the Board for approval. <b>All Members were agreed.</b></p>	<b>Refer to Corporation</b>



<p><b>1.3.</b></p>	<p><b>SAFEGUARDING</b></p>	
<p><b>1.3.1</b></p>	<p><b>Annual Safeguarding Report 2022-2023</b>            The Assistant Principal -SJ updated members on the operational safeguarding arrangements within the College and provided an overview of the service. Safeguarding training was provided to all staff. The safeguarding activities and improvements made to safeguarding practices, were noted.            Members asked about the reference to the 'campus entry issues', and what had prompted it. The Assistant Principal informed members that the consultant who had assisted in the audit provision, on the 30<sup>th</sup> November last year, had referred to Brockenhurst College being a safe place to learn, work and visit, but in her considerations, she made mention of the easy accessibility to the campus.             The Principal advised members that in the student survey 96% of students had confirmed they felt 'safe' on the campus.  <b>Members noted the report.</b></p>	
<p><b>1.3.2</b></p>	<p><b>Child Protection and Safeguarding Policy</b>            The Assistant Principal-SJ presented his report on the Child Protection and the Safeguarding Policy. Members were asked to note the change to the layout of the Policy. Members were informed that the policy reflects and incorporates the annual updates to Keeping Children Safe in Education (Sept 2023).            The Chair made reference to a point, made from a member of the committee (not present), where she had asked about a policy referral. The reference was in relation to dealing with allegations against staff. It was noted that a referral would be made to the Principal. It was felt useful and helpful to identify what would happen next in relation to investigations under a specific HR policy.            The Chair agreed this would be most useful and it was agreed that under page 11 of the Policy, reference would be made to the relevant policies of the college that would be followed in such cases.            Members agreed to recommend the policy to the Board for approval.  <b>All Members were agreed.</b></p>	<p><b>AP-SJ</b>   <b>Refer to Corporation</b></p>
<p><b>1.3.3</b></p>	<p><b>Prevent Procedure</b>            The Assistant Principal -SJ presented his report to members. He outlined the college procedures with regard to the Government Prevent initiative. There were small amendments to the existing procedure to reflect national information shared with educational settings by the DfE Regional Co-ordinator.            The Chair asked whether the Board had a requirement to report annually to Ofsted on Prevent matters or whether that was a matter for the Executive.            The Assistant Principal informed members that the Board did not have a requirement to report to Ofsted but the Executive did, and would also advise the Board of any ongoing referrals.            Members agreed to recommend the Prevent Procedure to the Board for approval.  <b>All Members were agreed.</b></p>	<p><b>Refer to Corporation</b></p>
<p><b>1.3.4</b></p>	<p><b>Homestay Statement of Principles and Practice</b>            The Assistant Principal -SJ went through his report. It was noted there were no changes to the Homestay Statement of Principles and Practice and these would be recommended to the Board for approval.  <b>All Members were agreed.</b></p>	<p><b>Refer to Corporation</b></p>



<p><b>1.4.</b></p>	<p><b>STANDARDS AND QUALITY</b></p>	
<p><b>1.4.1</b></p>	<p><b>Review of College results 2022-2023</b></p> <p>This item was presented by the Vice Principal C&amp;Q (VP C&amp;Q). It was noted that significant challenges had been navigated by the College with regard to changes to the way certain qualifications were funded. The overall achievement rate had dropped by 7.7% caused by a decrease in the volume of the 19+ enrolments in the Colleges QuickStart provision. Overall, 16-18 achievement remained stable compared to the previous academic year but was noted as 3.2% below the national average and so needed to improve.</p> <p>Overall 19+ performance was strong with 89.9% achievement and sits 3.2% above national average.</p> <p>Within A Level provision, the programme decreases in retention and pass rates, had resulted in an overall 5.4% drop on the previous academic year and was now 8.8%, below the national average. It was noted this would be a strategic priority to improve.</p> <p>There had been good increases on vocational courses with diploma achievement improving by 7.6% on the previous academic year and these courses were noted as 3.3% above national average.</p> <p>It was noted that high grade achievement for A Level programme had returned to 2019 levels, in line with the change to the grading boundaries. 37% of A level students had received a high grade. This was noted as below the national average and again would be a strategic priority to improve.</p> <p>High grade achievement on vocational courses remained strong at 73.5% with no significant variations seen across different groups of learners. However, the performance of female students was being monitored as they tended to perform less well than males.</p> <p>English and Math resit results were noted as strong, with significantly above national average outcomes in both GCSE English and Math, Basic Skills. English and Math results also continued to improve.</p> <p>Apprenticeship performance was noted as underperforming and a concern. Despite a number of legacy apprentices affecting the data the College had predicted performance to improve closer to the national average. Achievement had improved by 3% which was still 20% below the national average.</p> <p>Higher Education achievement rates remained steady at 80%.</p> <p>Members asked about the apprenticeship provision, noting that it had increased slightly. Questions were asked about why the apprenticeships were not being completed on time and the current years data on apprentices was discussed. Members asked whether there were specific areas that had caused concern and were receiving subject support assistance. The VP-C&amp;Q spoke about the 14 subjects receiving subject support and the systems in place to ensure robust support and information.</p> <p>The VP-C&amp;Q reported on the 16-18 A-Level provision where many areas had underperformed and that it might be related to a grading boundary shift on A-Levels. There was a discussion about the accuracy of predictions and how it was possible to target where students would be.</p> <p>The VP-C&amp;Q agreed the predictions were about right but learners were not well enough supported.</p>	



	<p>The Chair of the Committee noted A-Levels did not do well and that much work needed to be done in this area. He said it set a clear programme for what needed to be done and he spoke in particular about the future of apprenticeships and that they needed to be part of the overall College Strategy.</p> <p>Members were advised there would be a report on this information that would be challenged by Ofsted as they would receive all the data.</p> <p>The Principal informed members there was an Ofsted risk on this data.</p> <p>The Chair of the Committee asked the Principal to ensure that all the relevant information on the data provided was succinctly recorded in a report for all members of the Board so that they could effectively engage with Ofsted.</p> <p>On distance learning, overall, it was felt that there were insufficient distance learning learners on fully funded programmes to make the overall provision work but noted it would be monitored.</p> <p><b>Members noted the report.</b></p>	
<p><b>1.4.2</b></p>	<p><b>Recruitment and Enrolment 2023/2024</b></p> <p>Members received a report reviewing the College’s Enrolment and Recruitment for the current academic year and were asked to note that for some provision, particularly Adults and Apprenticeships, recruitment was ongoing throughout the academic year.</p> <p>The VP-C&amp;Q provided information on the current recruitment and enrolment.</p> <p>It was noted that recruitment onto full time programs was largely flat and the College was on track to achieve its allocation of 2,877 learners.</p> <p>A’ Level recruitment was noted as down due to the change in grade boundaries, meaning that some students had moved onto vocational programs. Recruitment in vocational areas was noted as up.</p> <p>High needs recruitment continued to grow with 210 learners at the College.</p> <p>Apprenticeship recruitment was noted as low with 68 apprentices currently on program at the college.</p> <p>Members were advised that recruitment to adult programs largely happened in-year however there had been growth in professional studies and distance learning. Numbers in Access to HE and Higher Education courses remained flat.</p> <p>Although Mrs Jenkin (Governor) was not present at this meeting, she had submitted a question asking whether there was any external peer dimension to the quality assurance processes as it looked largely internal and asked whether there was a related risk. The VP-C&amp;Q spoke about the Governor Champions and how they challenged the QA processes.</p> <p><i>(6.30pm Mr Williams left the meeting)</i></p> <p><b>Members noted the report</b></p>	
<p><b>1.4.3</b></p>	<p><b>Quality Strategy 2023-2024</b></p> <p>This item was presented by the AP-JM. Members discussed the Quality Strategy 2023-2024 at length.</p> <p>The Strategy was aimed to provide strategic oversight of the key quality processes undertaken by the College.</p> <p>The College’s key purpose was noted as - “helping people making the most of their lives through learning”. Putting people and processes at the centre of all</p>	



	<p>quality-based activity, the college approach drew on research that focused on creating an environment of “intelligent accountability” in a culture of high challenge low threat, thereby creating the conditions for staff to thrive.</p> <p>The strategy identified the College’s key quality assurance and development activities:</p> <ul style="list-style-type: none"> <li>• The College’s Annual Self-Assessment Report was noted as a key document used by Ofsted during an inspection. It was a review of performance at the end of the academic year, identifying key strengths and weaknesses that needed to be addressed to improve quality of provision. Members were advised that all curriculum areas wrote their own Self-assessment Reports which contributed to the whole College report.</li> <li>• The College’s Quality Improvement and Development Plan which identified how strengths and address weaknesses would be maintained.</li> <li>• Internal Quality Audit – this was noted as about developing teachers and assessors in their practice. This could include lesson observations, but also other activity such as work scrutiny and focus groups to identify areas of strength and those requiring development.</li> <li>• Professional Performance Review – annual appraisal</li> <li>• Student surveys</li> <li>• Quarterly Head of Curriculum review cycle with Principal, Vice Principal Learning and Quality.</li> </ul> <p>The other types of review new for this academic year were the Subject Support Programme for departments to support subjects and teachers to improve their educational outcomes. Heads of Curriculum would work with their senior leader “sponsor” who would work closely with the department, collaboratively agree quality improvement strategies and support need to move towards outstanding progress</p> <p>Also included were probationary reviews; cross college surveys; parents’ surveys; engagement with external bodies, such as the Sixth Form College’s Association.</p> <p>The annual cycle of activity identified the proposed timings of the activities identified over the course of an academic year.</p> <p>Members agreed to recommend the Quality Strategy to the Board for approval. <b>All Members were agreed.</b></p>	<p><b>Refer to Corporation</b></p>
<p><b>1.4.4</b></p>	<p><b>Equality, Diversity and Inclusion Policy</b> This item was presented by AP-JM. Members noted the Equality, Diversity and Inclusion policy and agreed to recommend it to the Board for approval. <b>All Members were agreed.</b></p>	<p><b>Refer to Corporation</b></p>
<p><b>1.5.</b></p>	<p><b>Evaluation of Meeting</b> Members contributed to the meeting well, making appropriate challenge, and adding value. The papers were despatched on time and the content of them sufficient to inform members decisions.</p>	
<p><b>1.6.</b></p>	<p><b>AOB (to be notified to Clerk in advance of meeting)</b> The Principal informed members that in the usual course of business the College SAR and QIP would have been presented to this meeting but as the meeting has occurred too early in the academic year, it will now go to the Strategy, Governance and Search Committee.</p>	



	It was proposed that for next year this Q&C meeting be moved to later in October.	<b>Agenda item</b>
<b>1.7.</b>	<b>Date of next meeting</b>	
	<b>Tuesday, 30 January 2024 at 5.30pm</b>	

**Meeting ended at 6.40pm**