



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

Minutes of the fourth meeting of the Brockenhurst College Quality and Curriculum Committee held on Tuesday, 26, November 2024 via MS Teams.

Present:	Governors		Meetings attended
	Ms H Odhams	Principal	(1 out of 1)
	Mrs V Essex	Chair	(1 out of 1)
	Ms L Bell		(1 out of 1)
	Ms J Jenkin		(1 out of 1)
	Mr B Hogg		(1 out of 1)
	In attendance:		
	Mr L Feingold	Vice Principal, Finance	
	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, School Liaison, Progression <i>(For Item 4.2 only)</i>	(ISL-CW)
	Mrs L Payne	Clerk to Corporation	(1 out of 1)

Meeting commenced at: 5pm

Minute No.	Paper title	Action
4.1.	WELCOME AND APOLOGIES Mrs Essex welcomed everyone to the meeting. Apologies had been received from Mrs X Li-Bloodworth and Mr G Cooper	
4.1.1	ANY CONFLICT OF INTEREST Mrs Essex and Mr Hogg declared a conflict of interest in relation to agenda item 4.1.2. They would not take part, in the discussion, that specifically related to them.	
4.1.2	Election of Committee Chair and Vice Chair 2024-2025 The Clerk invited members to elect a Chair and Vice Chair of the committee for the next academic year. It was proposed that Mrs Essex be appointed Chair of the committee 2024/25. Members were agreed and Mrs Essex confirmed she was happy to take on the role. It was proposed that Mr Hogg be appointed Vice Chair of the committee 2024/25. Members were agreed and Mr Hogg confirmed he was happy to take on the role.	
4.2.	COMMITTEE BUSINESS	
4.2.1	Minutes of the meeting held on 14, May 2024 The minutes of the meeting held on the 14, May 2024, having been previously circulated to members, were agreed as a true record and would be signed by the Chair. All Members were agreed.	



4.2.2	<p>Matters arising from the meeting held on 14, May 2024 It was noted that matters arising had been actioned.</p>	
4.3.	<p>SAFEGUARDING</p>	
4.3.1	<p>Child Protection and Safeguarding Policy Members had received a report from the Assistant Principal Vocational (AP-SJ). He referred to the annual safeguarding review which reflected and included the DfE Keeping Children Safe in Education, updates. There was guidance available on updating the referral process for staff and guidance when making a referral. There was an improved layout and order of contents and further detail regarding the management of reports surrounding harmful sexual behaviours. The AP-SJ informed members the college was meeting its statutory requirements as outlined in Keeping Children Safe in Education.</p> <p>The Chair suggested some rewording on the reference to <i>students</i> and Mrs Jenkin would helpfully send some information to edit some points. Members asked whether the annual information on safeguarding was presented to this committee. It was noted the Link Governor was kept up to date on ongoing matters.</p> <p>The risk register was considered good. There was a discussion around the risk to the alleged perpetrator and the AP-SJ detailed the management plan in place to minimise the risks to the learner.</p> <p>Members agreed the Child Protection and Safeguarding Policy and recommended it to the Board for approval. All Members were agreed.</p>	<p>Refer to Board</p>
4.3.2	<p>Prevent Procedure Members received a report from the Assistant Principal Vocational (AP-SJ). The college procedures regarding the government Prevent initiative were outlined, including the process and key contacts. Members noted the annual review of the Prevent procedure that reflected national updates and noted the college conducted an annual risk assessment as good practice. The college embedded educational content for all its learners through the curriculum and tutorial programmes including apprentices, to help them recognise the signs of radicalisation and extremism.</p> <p>The AP-SJ informed members that annual training was provided to all staff on how to recognise key signs arising within Prevent and how to report any concerns both internally and externally.</p> <p>Members noted how the college collaborated with the DfE regional coordinator in this area.</p> <p>Members agreed the Prevent Procedure and recommended it to the Board for approval. All Members were agreed.</p>	<p>Refer to Board</p>
4.3.3	<p>Homestay Statement of Principles and Practice Members had received a report from the Assistant Principal Vocational (AP-SJ). It was noted there were only superficial updates in the document. There was also a reference to the 'outstanding' judgement in the Ofsted - Social Care Framework earlier in the year.</p> <p>Members agreed the Homestay Statement of Principles and Practice and recommended it to the Board for approval. All Members were agreed.</p>	<p>Refer to Board</p>



4.4.	STANDARDS AND QUALITY	
4.4.1	<p>College Self-Assessment Report (SAR) 2023-2024 and Quality Improvement Plan (QIP).</p> <p>The Principal presented her report on the college SAR 2023-2024 and the QIP. She informed members that Judith Munro will take this on once she starts in her new role as Deputy Principal. It was noted there we are not expecting a full Ofsted inspection in this academic year. The Principal referred to the significant strides the college had made in improving educational outcomes and student support over the last year. Achievement rates had increased to 85.4%, surpassing national averages with notable gains in A' level and vocational programmes. Targeted initiatives like the A' level <i>retention recovery programme</i> and the <i>subject support programme</i> had driven improvement across multiple subjects. It was noted that GCSE resit results in English and maths significantly outperformed national benchmarks.</p> <p>The Principal informed members that efforts to support student well-being had been impactful with enhanced counselling services. The introduction of the 'Change Begins With Me' mental health programme and improvements to tutorial content had contributed to an increase in retention and on progress. Student feedback remained positive with high satisfaction rates for teaching and progress.</p> <p>The college had also positively developed its work in Personal Development, Leadership, and Management. The key successes included the launch of an innovative online internship programme engaging over 200 Level 3 students and the redevelopment of the 16-19 tutorial programme which had boosted attendance and received a 93% student approval rating.</p> <p>A comprehensive transition programme had supported students' adjustment to college life while enhanced enrichment opportunities had broadened skill development. The re-introduction of the Apprenticeship and Employer Fair had provided vital career insights for 450 students.</p> <p>The Chair asked whether there was a need to grade each area on the SAR and the AP-JM informed members that the college was asked for initial grades then at the start of any inspection asked again whether it wanted to revise those grades having more recent data/information/outcomes. She cited the example of the Homestay inspection carried out earlier in the year where the college had graded itself 'good' and yet was awarded 'outstanding'.</p> <p>The Principal referred to the question around leadership and management and the need for governors to be fully conversant with key college information, data being key in the FE sector. The improvements through subject support programme were noted as good, now the aim for students was judging their next level of study and it was not always university. Mrs Jenkin felt this was an excellent comparative set.</p> <p>Members asked whether graduate destinations beyond university could be tracked. It was noted that intended destination tracking was better now, and will be improved further this academic year. The college receives sustained data from the DfE on performance tables, but this is lagged data and doesn't always match intended destinations. Mrs Jenkin asked whether it was a high-cost resource for this work versus outcome and this was discussed.</p> <p>There were discussions around the areas for development. The college had good partnerships and consideration was being given to developing the apprenticeship programme and the need to develop the college Aspire programme for students who were high achievers.</p> <p>The Principal spoke about 'curriculum reform', the outcomes of which should become known in December and this will inform the new curriculum strategy.</p>	



	<p>The Principal confirmed there was a Governors SAR and QIP that would come to the board in December. The Chair of the board spoke about the Governors SAR and QIP which would reflect much of the governor’s involvement. He confirmed that sitting on review meetings had provided insightful information. The implementation of the three-year review and link governors would be included in the governors SAR.</p> <p>Mrs Jenkin asked about Artificial Intelligence (AI) and where the consideration of its use was referred to. The Principal informed members that the VP-F and Head of IT would be considering this as the college would need to scope out its AI use for the longer term. The AP-JM spoke about the need for policies to be clear on the use of AI for Learners, stating where they can and cannot use it. The Principal agreed to add in information about how the college is developing AI to the SAR and QIP.</p> <p>On the QIP the Chair of the board had more to add on smart targets and would send these through after the meeting.</p> <p><i>(The Chair of the board left the meeting 6:00pm)</i></p> <p>Mrs Jenkin asked about lead indicators for the targets and how they would be monitored to ensure they were achieved. The Principal confirmed that at each meeting of the senior leadership team there were updates and that there would be a Link governor attached to the area of quality. The Principal confirmed there would be RAG rated information in the QIP moving forward enabling better identification of progress towards outcomes.</p> <p>The Chair referred to Ms Li-Bloodworth’s comments from prior to the meeting and her question on target setting against aiming to be outstanding. The Principal noted that colleges are outstanding for many different reasons and therefore it is a challenge to mark against outstanding colleges in one area. In terms of results, the college aim was to continue to improve results and to be above national averages. Members were reminded that the college was non-selective, and progress was a good measure for the college to judge results against. The Chair asked whether students’ special needs had been considered as there had been an increase in EHCP students at the college. It was noted there were 200 EHCP students at Brock. It was agreed that the Principal would add a target to the QIP around the work with EHCP students.</p> <p>Members agreed, pending amendments, to recommend the SAR & QIDP to the board for approval. All Members were agreed.</p>	<p>Agenda item</p> <p>Agenda item</p> <p>Refer to Board</p>
4.4.2	<p>Admissions Analysis 2023-2024</p> <p>This item was presented by the ISL-CW. Members were asked to note the analysis of recruitment for the 2024- 2025 academic year that would inform the Recruitment Strategy.</p> <p>The 2024 admission cycle had revealed encouraging progress in progression from Level 1 to Level 2, and Level 2 to Level 3, resulting in an overall increased number of enrolments for the September 2024 entry, although it was noted a higher than reasonable number of withdrawals had occurred in the first 42 days.</p> <p>This year the total enrolment figure of 2958 Learners fell short of the target of 3059 Learners. It was however noted as an increase on the 2891 Learners enrolled in 2023.</p> <p>The college fell short of its total for new starts by 79 Learners despite seeing a 7% increase in enrolments in the previous year.</p> <p>The college achieved 1637 new start enrolments on Day 1, against a target of 1716. By Day 42 this figure had fallen to 1564. In total the college lost 183 Learners</p>	



	<p>between Day 1 and Day 42. As a result of this outcome retaining students who enrol at the college has now becomes an area of priority. In considering the new Learners who did not attend Day 1 of learning it was noted the main reason was travel related, the other reason a desire to stay with their friends in choice of destination. The number of students attending the college from the New Forest area was noted as 39%, further illustrating a decline in the New Forest market. It was also noted the college had recruited more vocational than A' level students.</p> <p>The ISL-CW spoke about the next steps and clear way forward for the college around admissions and recruitment. Mrs Li-Bloodworth, a member of the committee but not present, had asked in advance of the meeting about the students from feeder schools, enrolment subjects chosen and about the distribution of the college brochure with its 'offer'.</p> <p>The Principal advised members that much work was being done on the reasons Learners did not stay at Brock after enrolling, and the work the ISL-CW was doing in this area would help. Members discussed the location of the college in relation to Learners, and other sixth form providers that the college had not considered before who were having an impact. The Principal spoke about students' health and well-being needs as being paramount. Consideration was being given to trying to compress timetables to a four-day week, not just for cost (<i>being mainly rail fares</i>) but also to enable students to have a study day.</p> <p>Mrs Jenkin considered the report contained a good analysis and the data was fascinating, she asked whether it had been looked at for protected characteristics. The ISL-CW advised members that it had not, but such a report could be included in future reporting. The Principal advised members that protected characteristics was in four EHCP's. The next steps were noted as looking at the Level 1 and Level 2 retention as part of transition work. The Chair thanked the ISL-CW for the good report. The report was noted.</p>	<p>Next meeting</p>
<p>4.5.</p>	<p>Evaluation of Meeting Members considered the papers were complete enough to inform their decisions and to make recommendations to the board. There was much discussion on the college SAR and the Admissions Analysis with much 'added value' and appropriate 'challenge' from governors. The meeting papers had been dispatched on time and it was agreed sufficient time had been spent considering the key matters in this meeting.</p>	
<p>4.6.</p>	<p>AOB (to be notified to Clerk in advance of meeting) No other business was raised.</p>	
<p>4.7.</p>	<p>Date of next meeting</p>	
	<p>The date of the next meeting was noted as: Tuesday, 4 March 2024 at 5.00pm</p>	

Meeting ended at: 6.20pm