



BROCKENHURST COLLEGE
Quality and Curriculum Committee Minutes

Minutes of the seventh meeting of the Brockenhurst College Quality and Curriculum Committee held on Thursday 25 November 2025 via MS Teams.

Present:	Governors	Meetings Attended
	Mrs V Essex Chair	(1 out of 1)
	Mr B Hogg Vice Chair	(1 out of 1)
	Ms H Odhams Principal	(1 out of 1)
	Ms L Bell	(1 out of 1)
	Mr A Lambon	(1 out of 1)
	Mr M Johnson	(1 out of 1)
	Mr G Cooper	(1 out of 1)

In attendance:		
	Ms A Morris Director of Governance	(1 out of 1)
	Mrs J Munro Deputy Principal (DP)	
	Mr S Jenkin Assistant Principal, Vocational (AP-SJ)	
	Ms C Woodsford Assistant Principal, Partnership & Skills (AP-CW)	
	Ms A Bletcher Assistant Principal, Learning & Quality and Development (AP-AB)	

Meeting commenced at 5pm

Minute Number	Paper	Action
7:1.1	<p>Welcome and Apologies</p> <hr/> <p>The Chair welcomed everyone to the meeting, noting apologies for absence had been received from J Jenkin.</p> <p>Members of the Senior Leadership Team, Mrs J Munro, Mr S Jenkin, Ms C Woodsford and Ms A Bletcher were also in attendance.</p>	
7:1.2	<p>Any Conflict of Interest</p> <hr/> <p>No member declared any conflict of interest with the agenda.</p>	
7:1.3	<p>Election of Chair and Vice Chair for 2025-26</p> <hr/> <p>The Director of Governance advised members that the Chair of the Corporation had reviewed the Committee structures, and the Chair and Vice Chair of the Committee were being recommended as Mrs Essex and Mr Hogg respectively. Mrs Essex and Mr Hogg confirmed they were happy to be elected to these roles.</p> <p>Members unanimously agreed that Mrs Essex be Chair of the Committee and Mr Hogg be Vice Chair of the Committee for 2025-26.</p>	
7:2	<p>COMMITTEE BUSINESS</p>	
7:2.1	<p>Minutes of the meeting held on 10 June 2025</p> <hr/> <p>The Minutes of the Quality & Curriculum Committee of 10 June 2025, having been previously circulated to members were agreed as a true record and would be signed electronically by the Chair.</p> <p>All Members were agreed.</p>	
7:2.2	<p>Matters arising from the meeting held on 10 June 2025</p> <hr/> <p>Members noted that all matters arising from the previous meeting had been actioned.</p>	



7:2.3

Terms of Reference

The Chair presented the Committee Terms of Reference, informing members that the proposed minor amendment related to the updating of a title.

Members agreed to recommend the Committee Terms of Reference to the Board for approval.

Refer to Board

7:3

SAFEGUARDING

7:3.1

Safeguarding & Child Protection Policy & Procedures

Mr Jenkin presented the annual review of the Safeguarding & Child Protection Policy & Procedures. Members were advised that the policy had been updated throughout to reflect the changes to Keeping Children Safe in Education (KCSIE) guidance, released in September 2025.

Mr Jenkin detailed the key updates to the policy highlighting the incorporation of staff training and DSL training detail, following recommendation from the previous safeguarding audit.

Members were advised that the format of the document had been updated to clearly distinguish between the policy and procedures. Further minor updates to national documentation and contact details were noted.

Mr Jenkin reminded members that a key consideration in review of the policy was to ensure compliance in meeting statutory requirements of KCSIE 2025. Members also noted the need to be mindful of legislation under Martyn’s Law, due to be enforced in April 2027. Mr Jenkin advised that the policy & procedures may need in-year updates once further guidance had been received and that the document would be brought back to the Committee should this be the case.

The Chair thanked Mr Jenkin for his comprehensive report and welcomed the updated format of the document, differentiating the policy and procedures. It was requested that future updates be presented as tracked changes for ease of review.

Members noted their understanding of Martyn’s Law. The Principal advised that, once it came into force and full guidance was received, there would be a briefing presentation for Governors outlining responsibilities and implications for the College.
Members agreed to approve the Safeguarding & Child Protection Policy & Procedures and recommend it to the Board for approval.

**Principal /
Future Agenda
Refer to Board**

7:3.2

Prevent Procedure

Mr Jenkin presented the Prevent Procedure outlining the College’s responsibilities with regard to the Government PREVENT initiative.

Members were advised that the policy complied with the Government’s National Prevent Strategy and had been cross-referenced with KCSIE statutory guidance. No significant amendments were proposed at this time, following the thorough review of the procedure last academic year. Members noted the minor suggested amendments related to job titles and alignment of responsibilities within staffing structures.

Mr Jenkin advised that the procedure may need in-year updates once further guidance related to Martyn’s Law had been received and that the document would be brought back to the Committee should this be the case

Members agreed to approve the Prevent Procedure and recommend it to the Board for approval.

Refer to Board

7:3.3

Homestay Statement of Principles and Practice

Mr Jenkin presented the Homestay Statement of Principles and Practice providing an overview of the procedures and offering of the College’s Homestay accommodation.



Members were advised the International Manager had scrutinised the current document to ensure robust procedures were in place and no amendments were proposed. Mr Jenkins reminded members of the 'Outstanding' external validation received from Ofsted at the last inspection in relation to the College's homestay arrangements. Mr Jenkins confirmed the College currently had around 90 international learners to whom this procedure related.

The Chair of the Board queried what reassurances were in place to ensure homestay accommodation was of a high standard and complied with relevant health & safety and safeguarding requirements. Mr Jenkin and Mrs Munro outlined the practices in place to ensure compliance with health and safety legislation, including safety checks and evidencing certification. Members were advised that the College's International team work to a clearly defined checklist, scrutinising homestay accommodation to ensure international students receive the best possible cultural experience in a safe environment. Ms Woodsford confirmed all host families also undertook a DBS check.

Mr Cooper confirmed he meets regularly with the International team in his role as Safeguarding Link Governor and was pleased to report his reassurance with the work undertaken by the team regarding accommodation quality and safety. Members discussed the current capacity of the College's homestay provision and noted the benefits of increasing capacity of the provision. The Principal confirmed the team work extremely hard to find local homestay accommodation for international students to provide an authentic experience in the local community.

Members agreed to approve the Homestay Statement of Principles and Practice and recommend it to the Board for approval.

Refer to Board

7:4

STANDARDS AND QUALITY

7:4.1

College SAR 2024-2025 and Quality Improvement Plan 2025-26

Mrs Munro presented the College Self-Assessment Report (SAR) 2024-25 and Quality Improvement Plan (QIP) 2025-26, which represented the culmination of a whole college self-assessment process. Members were advised that departments and cross-college areas of professional and support services had completed their self-assessment reports, evaluated their key strengths and identified areas for improvement and development.

Members noted the headline achievements and key areas of improvement outlined in the SAR under quality of education, behaviour and attitudes, personal development, leadership & management, adult learning and apprenticeships. Mrs Munro confirmed the College continues to be graded within the SAR as 'Good' (Grade 2) across all areas with robust capacity for further improvement.

Achievement continues to improve on a three-year trend, particularly at 16-18, and is currently 86%, being 3% above national average and an 8% improvement since 2023. A Level provision has seen a 10% improvement in achievement over the last 2 years and is currently 3% above national average.

English & Maths GCSE achievement, which was already strong and well above national average, continues to improve and is now exceptional with 4-9 grades for both GCSE English and maths being significantly above the national average. This strong performance also contributes to the overall 16 – 19 level 2 results being 6% above national average.

Apprenticeships have continued to improve. Members noted the impact following the loss of a large cohort of boatbuilder apprentices. Mrs Munro advised that this has been discussed with the DfE who agreed an adjusted target of 55% achievement in



light of this. The year-end apprenticeship achievement rate was 59.3%. Excluding the boatbuilding apprentices, apprenticeship achievement was strong at 76%.

Mrs Munro concluded her report by outlining the priorities for this academic year, noting the challenging targets being set either in line with, or 5% above, national averages which is how the Department for Education grades colleges as green. The Chair thanked Mrs Munro for her detailed report, commending the results and improvements demonstrated in the SAR and requested further detail on plans for monitoring and tracking value added. Mrs Munro advised that ALPs had been reintroduced to allow greater focus on progress, noting improvements have already been seen in A Levels although Vocational progress had declined on the previous year, moving from an ALPs score of 5 to 7. Progress check protocols for vocational learners have also been reviewed, with checks being made across whole qualifications to track in-year progress, providing valuable intelligence to inform actions for improvement.

Members discussed the post-16 curriculum changes following publication of the DfE Curriculum Assessment Review, the associated challenges and anticipated impact on student trajectory. Mrs Munro informed members that changes are being closely tracked and reviewed by the Senior Leadership Team and a watching brief remains on updates from the DfE. The Principal advised members this would be reviewed with Governors at the upcoming Strategy Day, confirming that initial plans involve dual delivery for some qualifications and that all students would complete their qualifications.

The Chair of the Board acknowledged the breadth of work involved in compiling the SAR and thanked the Executive for the realistic review.

Mrs Munro presented the QIP for 2025-26, outlining the targets and performance indicators for quality of education, behaviour and attitudes, personal development, leadership & management, adult learning and apprenticeships aligned to the College's strategic objectives. These were discussed in detail with members providing robust questioning of the targets with reasoning and justifications provided by Mrs Munro.

Mr Johnson enquired as to the planned strategy in achieving the changes and raising standards associated with targets 1-5 and whether there was a need to reference the differences with individual departments QIP targets and checks in place. This was discussed, with Mrs Munro highlighting the headline monitoring nature of the College QIP. It was agreed to update the document to broadly reference the College's actions in ensuring departments are meeting their targets.

AP-JM

Mr Johnson referenced the increase in the number of students applying to University reported at item 24 and asked whether this target was aligned to the growth outlined in the College's HE Strategy and Level 4 & 5 retention targets. It was agreed this target would be amended to *"increase the numbers of students applying to study Higher Education to a minimum of 650."*

AP-JM

Mrs Essex noted the development of a staff wellbeing strategy referenced at item 32 and queried whether the success criteria should be amended to show the impact of the strategy on staff wellbeing. Mrs Munro advised this year's survey is currently underway and the results will inform the new strategy. It was agreed to amend the completion date of this target to allow inclusion of a KPI focusing on survey outcomes.

AP-JM

The Chair of the Board acknowledged the comprehensive, challenging and ambitious QIP, noting the need to reference the strategies to be presented to Governors, as appropriate.



Mr Johnson asked whether the QIP will require adjusting in light of potential impacts of the Post-16 and Curriculum Assessment Review. The Principal noted the SAR and QIP have been drafted on the old Ofsted inspection framework and confirmed the QIP will be mapped to the new framework for reporting to the Committee later this academic year. This will provide a clear and accurate picture of the College's grading.

Members discussed the number of performance measures in the QIP and that it would be beneficial to highlight those of strategic importance for Governor engagement in future iterations. The Principal noted it was anticipated to see a reduction in the number of targets as the document is mapped across to the new Ofsted inspection framework, but in the interim, the QIP contains both short- and long-term targets to address curriculum strategy taking into account the post-16 review and changes that are occurring.

Members agreed to approve the Self-Assessment Report 2024-25 and Quality Improvement Plan 2025-26 and, subject to the requested updates, recommend it to the Board for approval.

Refer to Board

7:4.2

Admissions Analysis 2025-2026

Mrs Woodsford presented the analysis of recruitment for 2025-26 academic year, detailing the key highlights.

Applications increased by 6% compared to 2024, attributed to stronger school liaison activity and the implementation of a new application system.

Enrolments were 3,140, surpassing the target of 3,113 with new start enrolments of 1694, being 26 above the target of 1668. Most notable was a 4% increase in A Level enrolment, further to the 17% increase seen last year. Retention and progression remain areas of focus.

EHCP enrolments rose to 228 in line with expectations, and Apprenticeship enrolments were 41.

Home educated student enrolments had increased considerably to 41.

Members noted current market share with 45% of learners enrolling from the BCP area and 41% from the New Forest.

Mrs Woodsford outlined the next steps as being a focus on Level 1 and 2 progressions, with internal targets set at 75% and 70% respectively. Work will also continue to improve year 1 to year 2 retention for continuing students and strengthen school liaison work in the New Forest.

The Chair thanked Mrs Woodsford for her concise report and invited questions from members.

Mr Johnson asked whether there had been any changes in recruitment for underrepresented groups. Mrs Woodsford advised this data is not currently tracked in admissions reporting; however, it would be valuable to do so moving forward to ensure a broad demographic that could be mapped against retention and achievement.

AP-CW

The Chair queried whether there had been any impacts on recruitment given the increase in students with EHEs and EHCPs. Mrs Woodsford confirmed an increase had been seen in students who had been home educated. This was discussed in consideration of retention and attendance, and the need ensure appropriate support was in place. The Chair of the Board noted the need to tailor curriculum delivery to address support requirements and further enquired whether the increase seen in



students with an EHCP has had any resource impact or adverse effects on progression.

Mrs Munro confirmed students at the College with an EHCP had shown a three-year improvement trend above the college achievement rate. Home educated students will require enhanced tracking under the new Ofsted framework for inclusion and barriers to learning. The Principal reminded members of the focus on developing learner data within the QIP and confirmed that home educated students can be included in this.

AP-CW

The Chair asked whether the adverse trend with Apprenticeship enrolments was expected or due to availability or courses. Mr Jenkin noted a review of the strategic direction of Apprenticeships key action, noting the College's strong relationships with employers. Members were advised that the nature of seasonal work, especially in the hospitality sector, requires a robust onboarding process to ensure learners are retained to complete on programme.

Members noted the report.

7:5

Evaluation of Meeting

Members agreed the content and format of the papers was clear and concise, and were received on time, enabling full consideration of the required decisions.

Members participated in several areas of detailed conversation, most notably in relation to the Homestay Statement of Principles & Practice, the Quality Improvement Plan 2025-26 and Admissions Analysis. Governors also provided key points of challenge during consideration of the Quality Improvement Plan 2025-26.

7:6

Any Other Business

No items of other business were raised.

7:7

Date of Next Meeting

Members noted the date of the next meeting as being scheduled for Tuesday 4 March 2024 at 5.00pm.

Pt I meeting ended at 6.11pm