

**Minutes of the Curriculum and Quality Committee Meeting
held at Godalming College on
Monday 7th June 2021 at 4.30pm**

Present:

Adam Duce (AD)	Rachel Gray (RG)
Justin Knight (JK)	Jeremy Pattison (JP) Acting Chair

In attendance:

Carol Horlock (CXH Asst. Principal)	Sharon Harmon (SH Clerk to the Trustees)
Christian Brunton (CB SU President)	Oliver Stevens (ODS Deputy Principal)

		Action
1	Apologies for Absence	
	Apologies for absence were received from Shirley Price (SP Chair).	
2	Declarations of Interest	
	There were no declarations of interest for any items on the agenda.	
3	Minutes of the last meeting held on Monday 15th March 2021	
	The Committee approved the minutes of the last meeting held on Monday, 15th March 2021 as an accurate record.	
4	Matters Arising	
	<p>Item 5 – The Committee noted ODS will provide an update on the Coaching Scheme at the November 2021 C&Q Committee meeting.</p> <p>Item 6 – The Committee noted that CXH will provide an update on the enrolment/induction process at the November 2021 C&Q Committee meeting.</p> <p>Item 7 – Exams Policy</p> <p>The Committee noted that the Exams Policy had been updated to make it clear that the College would follow JCQ guidance for requests for Review of Marking for a Cohort.</p> <p>The Committee noted that JCQ updated guidance is issued in August and therefore any technical updates to the Exams Policy resulting from updates to JCQ guidance will be reviewed by the Full Board at the September Full Board meeting.</p> <p>The Committee noted the updated Exams Policy was approved by the Full Board at the meeting on Monday, 29th March 2021.</p> <p>Action: ODS to bring updates to the Exams Policy to the September Full Board meeting for approval.</p> <p>The Committee noted that the Access Arrangements Policy is on the agenda for review at this meeting.</p> <p>Item 8 – The Committee noted the Equality, Diversity and Inclusion Policy was approved by the Full Board at the meeting on Monday, 29th March 2021.</p>	ODS

5	Curriculum and Quality Developments	
	<p>ODS provided the Committee with an update on Curriculum and Quality Developments.</p> <p><u>Teacher Assessed Grades</u> ODS reported that the College was in the process of completing the extensive Teacher Assessed Grades process. ODS provided the Committee with a detailed overview of the TAG process. ODS reported that the deadline for submitting grades to exam boards is Friday 18th June 2021. ODS confirmed that the College’s centre policy has been approved by JCQ.</p> <p>ODS explained the special consideration application process to the Committee.</p> <p>ODS reported that JCQ have just released guidance on the TAGs appeals process which will be thoroughly reviewed by the College.</p> <p>The Committee asked for further detail on the special consideration process. ODS explained the application process closed before half-term and provide examples of what may constitute special consideration and what evidence could be accepted.</p> <p>The Committee asked about communication about TAGs to students and parents. ODS explained about communication between the College and students and parents. It was noted there had been significant positive feedback from parents.</p> <p><u>Planning Ahead</u> ODS explained there had been an unprecedented amount of recruitment taking place this year. ODS noted this position is mirrored across the sector and not just specific to the College. ODS reported that recruitment for vacancies had been very successful to date.</p> <p>ODS further reported that students application numbers are higher than previous years and student numbers look to be on the rise. It was noted there is a growing demographic of College age students in the area.</p> <p>The Committee had a full discussion about student applications, demographic trends and curriculum planning for the years ahead. ODS confirmed that the College is monitoring possible growth subjects and planning ahead for any increase in numbers.</p> <p>ODS reported on plans for the student taster days at the end of term and confirmed these would be in person this year.</p> <p>ODS reported that upper management / Head of Department away days and Inset days were planned for this term. ODS highlighted that some key areas of focus would be looking at student retention over 2 year courses, reflection on the impact of the Covid-19 pandemic and student tracking.</p> <p><u>Applied General Qualifications</u> The Committee discussed the Government consultation on the introduction of T-Levels. ODS reported that no decision had been confirmed by the Government. The Committee discussed how the introduction of T-Levels would integrate with the College curriculum and what impact this may have on BTEC courses. The Committee were confident the College was monitoring closely proposed curriculum reform and giving thorough consideration to the potential impact.</p>	

<p>6</p>	<p>Student Support Update</p> <p>CXH to provide the Committee with an update on student support. CXH reported that the student support team had been focused on safeguarding student mental health and supporting students with mitigating circumstances. The team also participated in a Waverley Federation parents’ conference which went really well and was very positive. The Committee asked that CXH share the video associated with the event. The team is working with students on progression, looking were L6 students may need extra support and looking at U6 students destinations. CXH reported that the CPOMS system in now well embedded and all staff experienced is using the new system. CXH further updated the committee on the careers team work. CXH advised the committee that the College now works with an enterprise adviser. CXH informed the committee that the College had appointed a Health and Wellbeing coordinator. CXH reported that the outcome of the audit of the safeguarding area had resulted in a grading of strong from the external auditors.</p> <p>Action: CXH to share parents’ conference video with the Committee.</p>	<p>CXH</p>
<p>7</p>	<p>Learning Support Policy</p> <p>CXH provided the Committee with an overview of the updates to the policy. The Committee reviewed and discussed the updates to Learning Support Policy. The Committee noted that the main change was that the access arrangements had been removed to form a separate policy.</p> <p>The committee suggest an update to the language of the policy to make all third person references gender neutral. The Committee asked that the acronym ESOL be expanded on. The Committee further asked that under role and responsibilities the sentence on prioritisation be removed to avoid confusion.</p> <p>Action: CXH to make updates to policy as agreed.</p> <p>The Committee approved the Learning Support Policy for recommendation to the Full Board for approval pending agreed updates.</p>	<p>CXH</p>
<p>8</p>	<p>Access Arrangements Policy</p> <p>The Committee reviewed the new Access Arrangements Policy. CXH provided the Committee with an overview to the policy. The Committee agreed that the policy be reviewed annual at the September Full Board meeting following the release of updated JCQ guidance published each August.</p> <p>The Committee asked that names in the policy be replaced with job titles.</p> <p>Action: CXH to make updates to policy as agreed.</p> <p>The Committee approved the Access Arrangements Policy for recommendation to the Full Board for approval pending agreed updates.</p>	<p>CXH</p>
<p>9</p>	<p>Equality, Diversity and Inclusion Update</p> <p>AD (EDI Officer) reported that he had been working with the new SU Diversity and Inclusion Officer, May Howe, to discuss priorities for the year ahead. Key ideas from discussions included looking at language used on campus, optional use of gender pronouns, optional pronoun badges, changing the name of student society from LGBTQ+ to Equality Society to be more inclusive for all minority groups. AD noted that for incoming students the application process allows for the selection of preferred gender pronouns including non-binary pronouns.</p> <p>AD confirmed students from the College will be participating with Godalming Pride.</p>	

10	AOB	
	There was no other business.	
11	Date of the next meeting	
	To be confirmed.	

The meeting closed at 6.00pm.

Signed Date.....