Godalming College

Minutes of the Curriculum and Quality Committee Meeting
held on
Monday 5th June 2023 at 4.30pm

Present:

Peg Hulse (PH) - Chair	Rachel Gray (RG)
Justin Knight (JK)	Jeremy Pattison (JP)

In attendance:

Carol Horlock (CXH Asst. Principal)	Ken Kehoe (KK Clerk to the Trustees)
Oliver Stevens (ODS Deputy Principal)	

		Action
1.	**Apologies for Absence**	
	There were apologies from Ed Sylvester (ES)	
2.	**Declarations of Interest**	
	There were no declarations of interest for any items on the agenda.	
3.	**Appointment of Chair**	
	The Trustees agreed to appoint Peg Hulse as Chair of the meeting.	
4.	**Minutes of the last meeting held on Monday 20th February 2023**	
	The Committee approved the minutes of the last meeting held on Monday, 20th February 2023 as an accurate record.	
5.	**Matters Arising**	
	There were no matters arising.	
6.	**Student Support Update**	
	CXH briefed the Committee on the student support data, highlighting the continuing situation regarding student mental health. In response to Trustee questions, CXH noted that there were data issues, including a Counsellor allocating incidents incorrectly. Trustees asked, given the caveats, whether CXH's judgement was that there was more student anxiety? CXH noted that this was difficult to say. Students were reporting more, and staff were increasingly proficient with the use of CPOMS. The data gave a picture of day-to-day activity, but not necessarily the complete picture. Trustees noted that their main interest was whether the interventions that had been put in place were working. Was investment being put in the right place? CXH advised on the work to get the CIS and CPOMS systems to work together and she said that the aim was to allow tracking of student interventions with student outcomes.	
	The Committee agreed that establishing a system of tracking the effectiveness of interventions should be added to the Committee's development plan for next year.	**PH/KK**
	The Committee also agreed that the format of the data presented should be consistent so that they could more easily track developments between meetings.	**CXH**

	CXH advised that there had been 3 potential PREVENT incidents logged of which 1 was referred to the programme.	
	There were 131 bursary students, with 4 on vulnerable bursaries.	
	Attendance was at 91.5% across the College, but Access Year group attendance was low. In response to Trustee questions, CXH advised that there were 40 students in the Access Year group.	
	Turning to Fitness to Study, Trustees asked whether the system was working. CXH advised that it was too early to tell, but the number of re-starters was fewer as there is so much intervention to support the students. In response to Trustee questions, CXH advised that the Fitness Study programme was a College initiative and that when a student went on the programme then they stayed on it. But she noted that the pastoral system, covering Fitness to Study, discipline, and academic support was being reviewed.	**CXH**
	The Committee asked that they be briefed on the outcome of the review at their next meeting in the Autum term.	
7.	**Careers and Progression Policy**	
	CXH introduced the draft Careers and Progression Policy.	
	Trustees asked whether the College had the capacity if every student asked for a careers interview? CXH advised that the College had 1 qualified careers adviser, plus staff members were qualifying, and there was external support.	
	The Committee asked CXH to provide data on the numbers of students seeking careers advice interviews.	**CXH**
	The Committee approved the policy, subject to final proof-reading.	
8.	**Curriculum and Quality Developments**	

ODS updated the Committee on Curriculum and Quality developments.

External Quality Review of Barriers to Learning
It was a useful exercise conducted by a very impressive team. They had welcomed much that was being done to tackle Barriers to Learning including the support for students receiving bursaries and the provision of information and training around key physical health conditions through the Individual Health Plan (IHP) programme that Holly Parkes had introduced. For students with SEND needs there was good early intervention but more work was needed on support within the classroom. The team had proposed better support for teachers in terms of their roles supporting SEND and EHCP students and better communication between teaching staff and the pastoral and learning support teams to ensure consistency. They had also highlighted a need for mental health training for all teachers, not just tutors, and more quiet spaces for students, rather than the First Aid room. The Fitness to Study programme also needed further work to clarify roles. There was also a need for greater clarity on the learning platforms that are to be used across the College.

A number of actions had been put in hand to address the issues raised including specialist training in January, before the mock examinations, to allow teachers to better understand what evidence needed to be presented to seek access support for students in examinations; the e-register will be amended to include generic strategies for teaching staff to use with SEND students, and there will be external mental health training for teachers in September 2023. ODS noted that Moodle was being kept for another year, largely for support staff needs, but there was going to be a concerted training effort with HODs to get Departments off Moodle. Trustees welcomed this.

The Committee asked that ODS report to its next meeting on the progress of the steps that were being taken in response to the EQR Report.	**ODS**

Retention

Trustees asked whether the College looked at which courses are transferring students to other courses. ODS advised that 40 to 60 students changed courses.

The Committee asked ODS for data on the number of students on each course from census day to the beginning of Year 2, and for the number of students reducing from 3 A-Levels to 2.5 A-levels.	**ODS**

ODS advised that course retention was up, and that the College would meet the QAR requirement but that the focus would move to student body retention. He wanted to get a two-year retention to 90%. He noted that there were anomalies in the DfE data that he was trying iron out so that the data that he presented to the Committee was in-house data. Trustees questioned the relationship between the 1–year retention data and the 2-year retention data. ODS undertook to check the relationship between the 1-year and 2-year retention data. **ODS**

Trustees questioned the high number of exclusions; ODS advised that this was a consequence of a drugs incident.

BTEC Update

ODS advised that decisions would need to be made in the Autumn term regarding the College's response to the Government's decisions on BTEC. The Government would not

make their final announcement until July 2024, but Pearson would set out their position, as the main provider, in July 2023. The Trustees noted that the matter would also need to be considered by the Finance and Estates Committee, and possibly by the Governance and HR Committee, if there were staffing implications.

The Committee took note.

9.	Governance Self-Assessment Review: 2022/23 Objectives	
	The Trustees discussed the current year's objectives and possible objectives for the next year. Regarding Objective 1, the Committee did not feel that it had met the objective for Safeguarding data. There needed to be greater consistency in the data, and it needed to address the impact of interventions. Th objective should be rolled over to next year. The objective for OFSTED has been met but it should be rolled over for next year. The EDI Objective has failed. It needed to rolled over, and the objective changed to ensure that the Committee received termly reports on EDI, including on the impact of any initiatives. JP to amend objective. Objectives 4 and 5, regarding T-Levels and Retention Data, had also been achieved.	**JP**
10.	**AOB**	
	Trustees discussed Digital Skills Training for student, and what more could be done to enhance student skills. ODS noted the discussion fitted well with the Teaching and Learning workshop programme that was starting on 26th June. He also noted that digital skills would be part of the SAR for 2024/25. The committee agreed that a proposal for the enhancement of student digital skills should be brought to the Committee's February meeting.	**ODS**
11.	**Date of the next meeting**	
	This was to be confirmed.	

The meeting closed at 6.10pm.

Signed ………………………………………………………………… Date…………………………………………………………………….