



**Minutes of the Curriculum and Quality Committee Meeting
held at Godalming College on
Monday 8th November 2021 at 4.30pm**

Present:

Rachel Gray (RG)	Peg Hulse (PH)
Justin Knight (JK)	Jeremy Pattison (JP)
Shirley Price (SP) Chair	

In attendance:

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

		Action
	Appointment of Chair for 2021/22	
	The committee appointed SP as Chair for the Academic Year 2021/22	
1	Apologies for Absence	
	There were no apologies for absence.	
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 7th June 2021	
	The Committee approved the minutes of the last meeting held on Monday, 7th June 2021 as an accurate record, subject to the correction of a typographic error on page 3.	
	Action: Clerk to correct 7 th June 2021 minutes.	
4	Matters Arising	
	Item 4 – There had been no technical updates to the Exams Policy resulting from updates to JCQ guidance and so there had been no requirement for the policy to be reviewed by the Full Board at its September meeting.	
	Item 6 - CXH would share the parents' conference video with the Committee.	CXH
	Item 7 – The Learning Support Policy had gone to the Full Board for approval in September.	
	Item 8- The Access Arrangement Policy had gone to the Full Board for approval in September.	
5	Curriculum and Quality Terms of Reference	
	The Committee agreed to amend the Terms of Reference to make it explicit that the Committee had oversight of the College's SEND provision. This would include oversight of the Access Arrangements policy and SEND related policies.	
	Action: Clerk to amend draft Terms of Reference, as directed, before the Terms of Reference are considered by the Full Board in December.	Clerk

6	<p>Governance Self-Assessment Review</p> <p>The Committee discussed its objectives for the coming year. Trustees made the following points:</p> <ul style="list-style-type: none"> • A review of the curriculum in light of Government decisions about BTEC was important. This should be tied to the College’s vision and values and any milestones should link with the College’s strategy. • The Committee should consider its actions through lifecycle of a student: entry, retention, progression, attainment, and next steps. • The development of a data dashboard would aid the committee’s work to support and challenge the leadership when there are issues. <p>The Committee agreed that Trustees would offer thoughts on the targets to SP by 18 November and that ODS would let the Committee have information on available data on other S7 colleges. SP would collate Trustee comments and re-circulate to the committee by 21 November.</p> <p>Action: Trustees to provide comments to SP on possible objectives for the committee by 18 November.</p> <p>Action: ODS to let the Committee know what data is available on other S7 colleges.</p> <p>Action: SP to collate Trustee comments and circulate SAR objectives for comment.</p>	<p>All</p> <p>ODS</p> <p>SP</p>
7	<p>Curriculum and Quality Developments</p> <p>ODS updated the Committee on Curriculum and Quality Developments.</p> <p>Examinations 2022 – Guidance issued in October but details of reductions in exam coverage will not be available until February 2022. The consultation on the alternative arrangements should examinations not be possible was launched in October. There was no change to the College’s exam policy and the College’s focus was on preparing for examinations. Trustees asked:</p> <ul style="list-style-type: none"> • Should the College emphasise that mock examinations might be used in TAGs? ODS said that this needed to be balanced against the impact on students’ well-being. The College will store the next benchmark but again they had to be careful not to put undue pressure on the students. • Are the SLT confident that the College would be able to deal with a sudden switch to TAGs? ODS assured the Committee that the College would be able to cope. He advised that an additional benchmark 8 would be created if TAGs were introduced. <p>Curriculum Catch-Up – ODS outlined the various measures that had been introduced to help students. These included coaching for struggling second year students, adjustments to first year schemes of work, the creation of a literacy programme for 77 students with Grade 4 English and a 6-week programme for struggling students to assist with examination and study skills. ODS noted that the College wanted to create a maths programme, similar to the literacy programme, but they had not yet been able to secure a maths teacher. In response to questions about the £55k funding from the Government, ODS confirmed that College did not have to provide match funding.</p> <p>ODS advised that the College would like the literacy programme to become an ongoing offer.</p>	

	<p>Retention Project 2021/22 – ODS advised that OFSTED looked at QAR. The appointment of a new MIS manager would enable the SLT to look at retention by department but also by categories such as re-starters. He highlighted that, now that the College had moved away from the 3+1 model, retention was very good. There were issues regarding BTEC that needed to be investigated. Trustees said that they would welcome advice on the impact of the BTEC assessment system, that meant that if a student failed one unit, then they failed the whole qualification, on retention. They would also welcome advice on whether the retention data on BTECs was for 1-year or 2-years.</p> <p>Action: ODS to provide further advice on BTEC retention.</p> <p>Digital Strategy 2021/22 – ODS updated the Committee on the timetable for development and approval of the Digital Strategy. The Digital Strategy would be open for consultation with staff in the new year and would subsequently be considered by the committee and the Board. ODS hoped that the Strategy could be launched by the June INSET day.</p> <p>BTEC – ODS advised that 22.3% of Godalming’s students were on mixed BTEC/A-Level programmes. Trustees asked for a breakdown of those on mixed programmes into those taking BTEC and 2 A-levels, and those taking BTEC and 1 A-level. In discussion, Trustees noted the following:</p> <ul style="list-style-type: none"> • The requirement for 45 days of work experience in T- levels would cause problems: while, for apprenticeships, funding was available to companies, it was not for T-levels. • Economic geography meant that it would be harder for students in some areas to access relevant work experience than in other areas. • BTEC did not have a good reputation with the Russell Group Universities. • The first tuition in T-levels would need to take place in September 2023 so the College would need to start preparing by March 2022. <p>Action: ODS to provide Trustees with a further breakdown of those studying mixed BTEC/A-level programmes.</p> <p>Action: Clerk to add BTEC to agenda of next meeting, allowing sufficient time for an extended discussion.</p>	<p>ODS</p> <p>ODS</p> <p>Clerk</p>
<p>8</p>	<p>Student Support Update</p>	
	<p>CXH briefed the Committee on the well-being of students and support for students. She made the following points:</p> <p>Student retention and feedback on enrolment/ induction – Student retention was good. Since enumeration, 4 students had moved to employment. Student feed-back suggested that they liked the orientation days and had been positive about the enrolment process. The course induction programme had been successful.</p> <p>Safeguarding and multi-agency working- There had been a surge in the demand for safeguarding and student support services. The number of social services cases in the first two months was greater than in the whole of last year. Criminal sexual exploitation had also increased dramatically. There had also been significant increases in potential suicide and eating disorder cases. In two months, there were 31 cases with eating disorders, 72 cases with depression (compared to 96 for the whole of last year), and 176 cases of anxiety (compared with 128 for the whole of last year).</p>	

	<p>Trustees asked:</p> <ul style="list-style-type: none"> • How are you and student support staff coping? CXH said that it was tough. Extra resource had been put in place to support staff, but they were working extended days. • What do you need? CXH said more money for more staff was needed. • What help were you getting from external agencies? Was there anything the Board could do to lobby for greater external support? CXH said that outside agency support was not what it should be and that lobbying by the Board may be necessary. • Was a student suicide on the risk register and did we have the procedures to deal with such an event? CXH confirmed that it was on the risk register and that the College did have a student death procedure. <p>The Committee agreed that budget options to increase safeguarding and student support should be developed.</p> <p>Action: JP to raise the development of budget options for increased safeguarding and student support with the Principal.</p> <p>Health and Well-Being Coordinator – CXH briefed the committee on the new Health and Well-being Coordinator and the brilliant work that she was doing. The committee asked that she be invited to a future meeting to brief the committee.</p> <p>Action: Clerk to invite the Health and Well-being coordinator to a future meeting of the committee.</p> <p>OFSTED Rapid Review into Sexual Abuse and Harassment – CXH set the College’s response to the OFSTED Review. The College had in place a Healthy Relationships Action Plan and had undertaken a survey of students. There had been 1018 responses. CXH noted that there were increased reports of sexual abuse.</p> <p>Trustees made the following points:</p> <ul style="list-style-type: none"> • How would the success of the College’s programme to tackle peer on peer abuse be measured? CXH said that the results of the programme would be evaluated through future survey results and through case by case reporting. Trustees asked whether it might be possible to survey the lower 6th next year to assess changes. • The College needed to ensure that a support and report mechanism was in place. • Was spiking of drugs an issue? CXH said that this would be covered in the College’s safety week. The police and a lawyer were coming in to talk to students about sexual harassment. <p>Trustees thanked CXH for her briefing and her work.</p>	<p>JP</p> <p>Clerk</p>
9	Safeguarding Policy 2021	

	Trustees approved the 2021 Safeguarding Policy. They suggested that hypertext links should be included to other policies when they were referred to.	
10	Equality, Diversity, and Inclusion	
	<p>CXH reported that for the first time there had been a request to start a society for students of colour. The College were supporting.</p> <p>SP noted that there was a planned conference with a university group; this would likely happen towards the end of the year.</p>	
11	Link Trustees	
	<p>JP introduced his paper on Link Trustees, setting out the benefits and drawbacks and noting that the only Link Trustee that the College was required to have was a Safeguarding Link Trustee. A SEND Trustee was required if SEND provision was not explicitly covered by a Committee Terms of Reference.</p> <p>SP noted that she was the current EDI Link Trustee, but she would be happy for EDI to become a standing item on the Committee's agenda.</p> <p>The Committee agreed that EDI would become a standing item on its agenda, rather than retaining the EDI Link Trustee role. The Committee also proposed that the Full Board should discuss the need for a Progression Trustee, considering the impact of the role on the College's GATSBY score.</p>	
12	AOB	
	There was no other business.	
13	Date of the next meeting	
	The date of the next meeting was confirmed as 21 st February 2022.	

The meeting closed at 6.20pm.

Signed Date.....