



**Minutes of the Curriculum and Quality Committee Meeting  
held on Microsoft Teams on  
Monday 21<sup>st</sup> February 2022 at 4.30pm**

Present:

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

In attendance:

Carol Horlock (CXH Asst. Principal)	Ken Kehoe (KK Clerk to the Trustees)
Holly Parkes (Health and Well-being Coordinator) Items 1 and 2 only.	Oliver Stevens (ODS Deputy Principal)

		Action
<b>1.</b>	<b>Thanks</b>	
	The Chair expressed the Committee's thanks to Debbie Williams for setting up the Microsoft Teams meeting.	
<b>2.</b>	<b>Health and Well-being Coordinator</b>	
	<p>HP set out her background and her experience at Godalming College so far. She had met 9.1% of the student population, with 96% of those encounters for mental health reasons. 69% of the student encounters had been for anxiety, 25% for suicidal thoughts, and 18% for self-harm.</p> <p>HP had established a triage system, signposting support and conducting short-term interventions (2/3 sessions) when appropriate. She would follow up with referrals to counselling and GP referral if there were no improvement. She would also communicate with parents/carers, look at the student's support network and College safety plans, if there was immediate risk.</p> <p>Valley Trust had run the counselling sessions since September. There were 2 counsellors, HP had bi-weekly meetings with them, and there would be a termly review.</p> <p>Safeguarding issues are recorded on CPOMS.</p> <p>The counselling service was running, for all students, a 4-week anxiety workshop in March to support them in advance of the summer examinations.</p> <p>In addition to her mental health role, HP also:</p> <p><u>Monitored Individual Health Plans</u> – These were put in place for students with diabetes, epilepsy, eating disorders and anaphylaxis, to make staff aware. The IHPs were reviewed annually.</p> <p><u>Acted as DDSL</u></p> <p><u>Provided Training</u> – HP had carried out training on the use of EpiPens, an anxiety workshop for personal tutors, given a self-harm talk, provided a First Responder workshop, provided Safeguarding and 1<sup>st</sup> Responder Training for invigilators.</p>	

	<p><u>First Aid Duties</u> HP led a team of 9 first aiders and managed a small first-aid budget. She attended the health and safety meeting.</p> <p><u>Staff Wellbeing</u> - HP had run the flu vaccination and free NHS Health Checks for staff.</p> <p><u>Student Voice</u> – HP had met the Student Union Representatives 5 or 6 times since the beginning of the year.</p> <p>Trustees thanked HP for her presentation and her work. They asked that she share her presentation with the Trustees. They also agreed that they would like to hear from her again at a future meeting.</p> <p><b>Action:</b> HP to share presentation with Clerk for distribution to Committee.</p> <p><b>Action:</b> Clerk to invite HP to return to a future C&amp;S meeting.</p> <p>Trustees asked about the cost of the new bought-in counselling service versus the previous in-house service. CXH explained that the previous in-house service had been replaced because of the departure of staff and that three quotes had been obtained. The cost of service also reflected the increased level of demand.</p>	
<b>3.</b>	<b>Apologies for Absence</b>	
	There were no apologies for absence.	
<b>4.</b>	<b>Declarations of Interest</b>	
	There were no declarations of interest for any items on the agenda.	
<b>5.</b>	<b>Minutes of the last meeting held on Monday 8<sup>th</sup> November 2021</b>	
	The Committee approved the minutes of the last meeting held on Monday, 8 <sup>th</sup> November 2021 as an accurate record.	
<b>6.</b>	<b>Matters Arising</b>	
	The matters arising either had been completed or were covered elsewhere on the agenda.	
<b>7.</b>	<b>Reporting Metrics</b>	
	<p>ODS introduced his paper setting out the reporting data, noting that the College had appointed an MIS Manager in the summer to enhance and embed data culture across the College. He noted the Key Stage 5 Value Added was still a key target for government but that value added would not be reported on over the next few years, given the disruption to examinations because of COVID.</p> <p>Trustees, in discussion, made the following points:</p> <ul style="list-style-type: none"> <li>• The proposal covered the student life-cycle, which was welcome.</li> <li>• Some granularity would be needed to ensure that the Committee could look at particular demographic groups of students, including those from disadvantaged backgrounds..</li> <li>• The data had to be delivered in a readable way.</li> </ul> <p>The Committee agreed to proceed with the proposal set out in the paper from ODS, with the first data set in the summer term.</p> <p><b>Action:</b> ODS to produce first data set for summer term meeting.</p>	

	<p>Turning to benchmarking, ODS advised that S7 is quite weak on sharing data and that there was work to be done, including on the use of standard definitions and common formats.</p> <p>Trustees asked if they could have time-series data. ODS said yes.</p> <p><b>Action:</b> ODS to provide time-series data.</p>	
8.	<p><b>Curriculum and Quality Developments</b></p>	
	<p>ODS updated the Committee on Curriculum and Quality Developments.</p> <p><u>BTEC</u> – DfE had set out further views on the future of BTECs. The situation was still unclear, but the emerging picture appeared to be that some single BTECS with practical components or an element of STEM would be retained, and multi-BTECs would be retained with T-levels. The government has said that it would announce which BTECS would be no longer receive funding shortly. The immediate issue for the College was whether Music Tech and Hospitality BTECS were viable for September 2023. There was more time for the other BTECs.</p> <p>In discussion, Trustees made the following points:</p> <ul style="list-style-type: none"> <li>• The DfE looked to be moving in the right direction. The Extended Project Qualification and Core Maths are saved but Double BTECs looked most at risk.</li> <li>• There was no clarity over how the 45 days of work experience for T levels was defined or would be delivered. The government was offering a £1000 per student now but the T level numbers were still small.</li> </ul> <p>The Trustees asked the ODS continue to provide updates on the future of BTECs as part of his regular reporting to the committee. They also asked that the Clerk add the links from the Teams Chat function to the minutes.</p> <p><b>Action:</b> ODS to regularly update the Committee on the BTEC developments.</p> <p><b>Action:</b> Clerk to add web links to the minutes.</p> <p><a href="https://www.gov.uk/government/publications/post-16-qualifications-at-level-3-guidance-for-providers">https://www.gov.uk/government/publications/post-16-qualifications-at-level-3-guidance-for-providers</a></p> <p><a href="https://www.gov.uk/guidance/industry-placements#how-long-placements-last">https://www.gov.uk/guidance/industry-placements#how-long-placements-last</a></p> <p><u>Examinations</u> – ODS reported that the College had conducted its first Mock Examinations Week for some time. Student attendance had been good. The Examinations Officer and the Directors of Faculty had done well. It had been a great experience for students and the College. The contingency plan for Teacher Assessed Grades remained in place, as the government had not yet confirmed that the arrangements would not be needed. In response to Trustee questions:</p> <ul style="list-style-type: none"> <li>• ODS confirmed that if students missed the Mock Examinations due to COVID, there was an opportunity to re-sit, although this had not been announced.</li> </ul>	

	<ul style="list-style-type: none"> <li>• ODS advised that the announcement of changes to the curriculum for this year had not caused problems as most Departments had covered their syllabi by half-term. Heads of Department have time to think about how to amend their schemes of work. A Trustee noted that the Examination Boards appeared to have taken out the easier elements and retained the more difficult parts.</li> </ul> <p>Trustees asked to be briefed on the outcome of the Mock Examinations at their next meeting.</p> <p><b>Action:</b> ODS to brief on outcomes of Mock Examinations at their next meeting.</p> <p><u>Curriculum Fund Update</u></p> <p>ODS reported on the efforts to support students. The College had not gone ahead with a numeracy programme but instead had put the money into departments to allow focused interventions. Intervention Coaching was offered to 40 students in the Upper 6<sup>th</sup> looking at study skills and how to prepare for examinations. Group coaching seems to work best. There are 45-minute weekly sessions until Easter. 70 Lower 6<sup>th</sup> students had been offered a 12-week study skills programme; there had been lovely emails from parents.</p> <p>The 12-week Literacy Programme for students, with Grade 4 GCSE English, had been offered to 80 students in the Lower 6<sup>th</sup>; 40 students had stayed the course. The student voice was mainly positive, and the College would probably run the programme from the start of the academic year in September.</p> <p>The College had spent about 50% of the money they had been allocated but the criteria for the scheme were very tightly drawn.</p> <p><u>Quality Update</u></p> <p>ODS reported to the Committee on the outcomes of two peer reviews that had been conducted on pastoral and disciplinary support, and on Maths. Both reviews had been very positive. The pastoral and disciplinary review had found clear processes that worked well and that safeguarding was embedded. The areas for development included training to ensure consistency, more emphasis on non-university destinations and the need for analysis of early leavers. CXH noted that how to support applications for apprenticeships will be a focus going forward; the Trustees welcomed this reassurance.</p> <p>The Committee thanked ODS for his update.</p>	
9	<p><b>Student Support Update</b></p>	
	<p>CXH briefed the Committee on Student Support. She made the following points:</p> <ul style="list-style-type: none"> <li>• The primary Safeguarding recording system was the Child Protection Online Monitoring System (CPOMS). It allowed staff to record incidents and the College's response to them and to communicate securely with staff. But it was harder to use for generating and comparing data.</li> <li>• 682 students were being monitored currently. There had been a huge spike in mental health issues. Serious family issues were another large area of concern, but stable. Peer on peer abuse has grown but it is not clear if this is a reporting issue. There is some concern that following lock down some of the students had not socialized properly. The incidents of reported bullying had declined through the</li> </ul>	

	<p>Autumn term. Trustees asked that the data on bullying be broken out between Lower 6<sup>th</sup> and Upper 6<sup>th</sup> in the next report.</p> <p><b>Action:</b> CXH to show bullying data broken down between Lower 6<sup>th</sup> and Upper 6<sup>th</sup> in her next Report.</p> <ul style="list-style-type: none"> <li>• There were 100 students with issues that they did not want to disclose.</li> <li>• There had been increase in the severity of cases with a doubling of students on Child Protection Plans compared with last year.</li> <li>• There had been an increase in unhealthy coping mechanisms among students. The teacher experience was that there was a higher level of academic and social immaturity this year.</li> </ul> <p>Trustees asked to consider how Safeguarding data could be presented and interrogated at the Committee’s next meeting.</p> <p>Trustees thanked CXH for her briefing and her work.</p>	
<b>10</b>	<b>Equality, Diversity, and Inclusion</b>	
	<p>SP deferred this issue to the next meeting and asked that the EDI Lead be invited to the meeting and that it be taken first on the agenda.</p> <p><b>Action:</b> Clerk to add EDI to the next meeting agenda at the start of the meeting.</p> <p><b>Action:</b> Clerk to invite Adam Duce to the next meeting.</p>	
<b>11</b>	<b>AOB</b>	
	There was no other business.	
<b>12</b>	<b>Date of the next meeting</b>	
	The date of the next meeting was confirmed as 6 <sup>th</sup> June 2022.	

The meeting closed at 6.42pm.

Signed ..... Date.....