

GOVERNING BODY OF GODALMING COLLEGE

Minutes of the Godalming College Curriculum and Quality Committee meeting held at the College on Monday 4th June 2018 at 4.30pm

Present:

Shirley Price (Chair)	Elizabeth Graham	Hannah Roberts

Apologies:

Zoe Marsden		
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In attendance:

Dean Wyles (Asst. Principal)	Sharon Harmon (Clerk to the Trustees)	Tristan Selvage (SU President)
Carol Horlock (Asst. Principal)	Nick Levy (Learning Support Manager) for Item 3	

		Action
1	Apologies for Absence	
	Apologies were received from Zoe Marsden.	
2	Declarations of Interest	
	There were no declarations of interest for items on the agenda.	
3	Presentation by Nick Levy on Learning Support	
	<p>Nick Levy, Learning Support Manager, presented to the committee on Learning Support at the College. Nick discussed assessments and how learning needs are identified and outlined support provided and how support is delivered across the College.</p> <p>The committee had a further discussion on support for mental health issues. Carol Horlock confirmed the College did have members of staff trained in the introduction to Mental Health First Aid but advised if students presented with serious Mental Health issues they are referred on to mental health professionals.</p> <p>Shirley Price reported that the University of Surrey had run a successful campaign on Mental Health awareness by working in conjunction with students and suggested this approach could work well at the College. Carol Horlock and Tristan Selvage agreed to discuss further with the Student Union and investigate options.</p> <p>Shirley also highlighted that the University works with local charities to utilise resource. Carol agreed this is something the College could explore further.</p> <p>The committee congratulated Nick on the sterling work he and his team are doing in supporting students and thanked Nick for his time and for a very informative presentation.</p> <p>Carol Horlock and Dean Wyles agreed to continue work with departments on programme of presentations to include areas such as careers.</p>	

3	Draft Minutes of the meeting held on 5th March 2018	
	The Chair signed the minutes as an accurate record with two minor corrections Item 4 change 'Manger' to 'Manager' Item 7 change 'examination's' to 'examinations'	
4	Matters Arising	
	Item 6. Hannah Roberts confirmed the College would be introducing a Health and Social Care Level 2 course.	
5	Curriculum and Quality Developments	
	<p><u>+1 Pathways</u> Dean Wyles updated the committee on +1 Pathways and noted that the College is looking at further developing extra-curricular activities and short courses.</p> <p><u>New Courses 2018/19</u> Dean Wyles confirmed that the College will be introducing a Health and Social Care Level 2 Course, GCSE Sociology and Core Maths.</p> <p><u>JCQ Review of Marking Update</u> Dean Wyles reported that two students had requested a review of moderation. It was useful to have the process to refer to. One student did gain an extra mark as part of the review process.</p> <p><u>Lesson Observation IQR</u> Olly Stevens (DoF) and others have been trying alternative ideas for lessons observations this year. Examples includes, learning walks, teaching triangles (three teachers get together to review each other) and observing lessons in other departments. Feedback on new approaches have been positive. Next year HoDs will have the opportunity to design lesson observations scheme they feel fits best for their department. Best practice can be shared across departments.</p>	
6	Development Plan 2017-18 and Risk Register	
	<p><u>Development Plan</u> The committee reviewed updates to the relevant sections of the College Development Plan. Targets. Dean Wyles highlighted the following updates. T6 – review of the Cross College SAR format is ongoing. SMT looking at data and format. T9 – Progression Policy has been produced and shared with staff. T10 – ongoing T13- review of 3+1 curriculum design achieved. T14-20 - ongoing T21 – review of Access Curriculum achieved. T22 – ongoing T26 – ongoing</p> <p><u>Risk Register</u> Dean Wyles outlined the key updates to the sections of the Risk Register relevant to the committee. 1 – L3VA data was shared with staff at the January INSET 2 – subject to exam results in August 3 – no change. The committee discussed the challenges of curriculum reform. 4 - Core Maths to be included in offer for 2018-19.</p>	

7	Policies	
	<p><u>Substance Misuse Policy</u></p> <p>The committee reviewed the updated Substance Misuse Policy. Carol Horlock advised that the procedural elements of the policy had been taken out. Clarification of policy statements. Ensured policy covers all substances that need to be covered.</p> <p>The policy now has clear links with safeguarding and the effective working with outside agencies. Carol confirmed the College had a zero tolerance approach on substance misuse.</p> <p><i>The Committee approved the Substance Misuse Policy for recommendation to the Full Board for approval.</i></p>	
8	AOB	
	None	
9	Date of next meeting	
	19 th November 2018, 4.30pm TBC	

The meeting closed at 5.50pm.

Signed Date.....