

GOVERNING BODY OF GODALMING COLLEGE

Minutes of the Godalming College Curriculum and Quality Committee meeting held at the College on Monday 5th March 2018 at 4.30pm

Present:

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| Shirley Price (Chair) | Hannah Roberts | Brian Richards |
| Elizabeth Graham | Zoe Marsden | |

Apologies:

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| Carol Horlock (Asst. Principal) | | |
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In attendance:

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| Dean Wyles (Asst. Principal) | Sharon Harmon (Clerk to the Trustees) | Konstantina Nouka (SU President) |
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| | | Action |
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| 1 | Apologies for Absence | |
| | The Chair, Shirley Price welcomed members to the meeting. Apologies were received from Carol Horlock. | |
| 2 | Declarations of Interest | |
| | There were no declarations of interest for items on the agenda. | |
| 3 | Draft Minutes of the meeting held on 13th November 2017 | |
| | The Chair signed the minutes as an accurate record. | |
| 4 | Matters Arising | |
| | <u>Staff Presentations</u> Dean Wyles confirmed that he and Carol Horlock are liaising with relevant staff to coordinate a programme of staff presentations covering areas such as SEN, Wellbeing, the Library, supporting the student experience and the Student Body. There would be a programme to cover individual departments at committee level and provide general overviews at the Full Board of Trustees level. Once a programme has been agreed this will be circulated to all trustees. It is hoped that Nick Levy, Learning Support Manager, will be available to present at the start of the next meeting of the Curriculum and Quality Committee. Carol Horlock to confirm. | DPW/CXH |
| 5 | Curriculum and Quality Developments | |
| | <u>3+1 Update</u> Dean Wyles updated the committee on the development of the 3+1 model. SMT are reviewing the plus 1 options and merits. The thinking at present is that the plus 1 option still provides an advantage to those students who take it up. Uptake of the plus 1 option was lower this year than last year. There is still significant uptake from U6 students looking to add a course. SMT are considering expanding the plus 1 offer to include a wider breadth of activities such as DoE, Sport, SU Activity, etc. | |

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| | <p><u>L3 VA Headlines</u> Dean Wyles reported that the overall College measure had dipped from last year. The move to linear A levels has impacted this year's results.</p> <p><u>Quality Support Programme</u> Dean Wyles reported that four areas have been identified for support. Regular support meetings have taken place. The committee discussed the merits of the Philosophy Pre U course. The intensive delivery of the Pre U course helps students to do well and the evidence to date shows students perform well on this course.</p> | |
| 6 | Development Plan 2017-18 and Risk Register | |
| | <p><u>Development Plan</u> Dean Wyles outlined updates to the relevant sections of the College Development Plan. Targets. The following paragraphs within the College Development Plan were highlighted: 6. Ongoing action, looking at layout and format of Cross College SARs. 9. Progression Policy produced to reflect move to Linear A-Levels. 10, 13 and 14 Ongoing actions. 15. Improved Markbook for BTEC courses. 16. Continue to promote the 50/50 mantra - 50% percent independent learning (homework). 17. Experienced teachers coaching new teachers-Peer Support. 18. Ongoing action. 19. Looking at new ideas for lesson observations. 20. Markbook, review data and benchmarking reports centralised. 21. GCSE Sociology to be introduced. The College is also considering introducing Health and Social Care Level 2. Noted: If of interest to the College Shirley Price could arrange a talk on the subject from colleague at Surrey University (Dr Melanie Coward, Head of School of Health Sciences). 22. Dean Wyles explained to the Committee how the College used Action Plans to help struggling students move forward. 26. Dean Wyles gave an overview of the Personal Tutor Dashboard.</p> <p><u>Risk Register</u> Dean Wyles outlined the key updates to the sections of the Risk Register relevant to the committee. Dean Wyles highlighted the Ofsted change to inspection Framework timing, dip in High Grades, adapting to change and dip in Plus 1 uptake. Noted: Amendment on page 1, last paragraph should read '16-19' not '16-9'. Shirley Price raised issue of GDPR and the impact this may have on the business of the College and in particular areas relevant to this committee. The committee had a brief discussion around the implication of the new GDPR requirements and agreed this issue should be considered in detail at a future meeting.</p> | DPW |
| 7 | Policies | |
| | <p><u>Progression Policy</u> Dean Wyles outlined the methodology and purpose of the Progression Policy. Dean Wyles explained that the 540 hours referenced in the policy is the funding criteria for a full-time learning programme. Shirley Price asked if students have the right to appeal. If this was correct then the policy should link to the appeal process. Shirley Price suggested clarity in the policy on dealing with students over the age of 18 i.e. should parents be informed or should it be the student only. Shirley Price thanked Dean Wyles and SMT for their work on the policy.</p> <p>Konstantina Nouka left the meeting at 5.50pm. Shirley asked Konstantina to email Dean Wyles with any comments she may have on the Examination's Policy. Shirley</p> | |

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| | <p>Price thanked Konstantina, whose term of office as SU President will end on 11th March, for her valuable contribution to the meetings.</p> <p><u>Examinations Policy</u> Dean Wyles outlined the main updates to the Examinations Policy and highlighted section 9.2 – JQC stipulate that students need to be told numbers electronically and have a right to marks, access to marking criteria and broadly how work will be moderated and the timeline.</p> <p>Shirley Price thanked Dean Wyles and colleagues for their work on the Examinations Policy. Shirley Price felt the content of the policy was sound but the layout and structure could be improved. Shirley Price suggested the policy would benefit from being separated out into the policy itself and the operational aspects with links throughout to regulations, Code of Practice, other relevant policies and procedures.</p> <p>The committee agreed the policy required further work before it could be approved. It was agreed that committee members would forward any feedback and comments on the Examinations Policy to Sharon Harmon no later than w/c Monday 12th March. Dean Wyles to review comments and respond by end of March.</p> <p>It was agreed that once the policy had been reworked the committee would approve the updated version either at the next committee meeting.</p> <p>Elizabeth Graham passed on her thanks to SMT for the introduction of the front cover sheet and tracking of changes on policy updates. This had proved useful.</p> | DPW ALL |
| 8 | AOB | |
| | Noted: Brian Richards term of office is due to end on 31 st March 2018. Shirley Price thanked Brian for his service on the committee in this term of office. | |
| 9 | Date of next meeting | |
| | 4 th June 2018, 4.30pm | |

The meeting closed at 6.35pm.

Signed Date.....