

**Minutes of the Curriculum and Quality Committee meeting  
held at the College on  
Monday 16<sup>th</sup> March 2020 at 4.30pm**

Present:

Elizabeth Graham (EG)	Justin Knight (JK)
Jeremy Pattison (JP)	Shirley Price (SP Chair)

In attendance:

Dominic Ferris (DF SU President)	Sharon Harmon (SH Clerk to the Trustees)
Carol Horlock (CXH Asst. Principal)	Oliver Stevens (ODS Deputy Principal)

		<b>Action</b>
<b>1</b>	<b>Apologies for Absence</b>	
	No apologies were received.	
<b>2</b>	<b>Declarations of Interest</b>	
	There were no declarations of interest for items on the agenda.	
<b>3</b>	<b>Minutes of the last meeting held on Monday, 18th November 2019</b>	
	The Committee approved the minutes of the last meeting held on Monday, 18th November 2019.	
<b>4</b>	<b>Matters Arising</b>	
	<ul style="list-style-type: none"> <li>The Clerk confirmed that Jenny Hunter Philips (Senior Tutor) will be invited to the C&amp;Q Committee meeting on 8<sup>th</sup> June 2020 to report back on the College's Mental Health and Resilience Action Plan.</li> <li>CXH confirmed the agreed updates had been made to the College's Safeguarding Policy and the updated policy had been approved by the Full Board.</li> <li>The Clerk confirmed the agreed updates had been made to the C&amp;Q Committee ToRs and the updated committee ToRs have been approved by the Full Board.</li> <li>ODS confirmed that he had had a discussion with regards to the format of the Risk Register with the Principal. Although the changes were considered the Principal had pointed out that the current format of the Risk Register had been agreed by the Full Board at its previous meeting on 9<sup>th</sup> December 2019 and that any proposed change of format by the C&amp;Q Committee should be put forward at a future Full Board meeting by the Chair of C&amp;Q Committee for the Full Board to consider. After some discussion EG as the Chair of the Trustees agreed to discuss the format of the Risk Register at the next Chairs' Forum before this was taken to the Full Board.</li> </ul> <p><b>Action:</b> SH to include Risk Register format on the next Chairs' Forum meeting agenda.</p>	<b>SH</b>
<b>5</b>	<b>Curriculum and Quality Developments</b>	
	<p><u>COVID-19 Update</u></p> <p>ODS gave the Committee an overview of preparations for possible closure of the College as a result of the COVID-19 pandemic. The following measures are being put in place.</p> <ul style="list-style-type: none"> <li>Remote Learning will be delivered via Godalming online.</li> <li>Staff are being given training on remote learning.</li> <li>SMT are providing daily Staff updates.</li> <li>Trips and visits abroad have been cancelled or are in the process of being cancelled for this academic year.</li> </ul>	

- Domestic trips have been cancelled until the Easter break. This position will be kept under review and will be subject to Government guidance as to whether these will be allowed to go ahead.
- Current planned internal College events such as Open Days, Drama Productions etc. are under review and will be subject to Government guidance as to whether these will be allowed to go ahead.

The Committee asked about the risk to the College of financial loss due to cancellation of College trips. ODS reported that there may be a loss, the College is liaising with tour operators and insurance companies to confirm the position and the Full Board will be updated at its next meeting.

The Committee asked what the basic expectation was for staff and students in terms of remote learning. ODS explained that teachers will upload weekly work which students will be required to complete. ODS confirmed consideration was being given as to how the College could support staff and students who may not currently have adequate access to remote learning.

The Committee asked about provision for those staff with caring responsibilities and how the College was going to be able to cover for staff sickness. ODS explained that the workload is flexible which should help all those with caring responsibilities to balance family life with work. In addition, staff have been asked to keep in touch with their department if they are self-isolating or off sick so that the College are able to cover this.

The Committee discussed exam contingencies.

The Committee asked about advice being provided to parents. ODS confirmed that parents are advised that the College is following DfE and Government guidance re exam contingencies.

The Committee agreed they are confident the College is following due process and that appropriate contingency planning is in place.

#### Curriculum

ODS provided the Committee with an overview on developments in the curriculum.

ODS reported that Course Advice sessions are well underway with a focus on students selecting 3 core courses and +enrichment.

ODS outlined options for AS courses for 2020/21. The Committee then had a full discussion around the future of AS courses beyond 2020/21. The Committee were content that the College was clear on how they were working with students to explain what Universities would require going forward.

ODS explained plans for a recovery course package based on destinations.

ODS explained that students who may not be progressing as they would like or enjoying a chosen A Level course could drop down to an AS Course in an area of interest in order for them reengage with their studies.

However, AS course options have been reduced and will cease to be offered so the College is developing a recovery course package for students which is based on destinations. For example, if a student wishes to progress on to higher education, they stay within three A Levels or BTECs. However, if they want to go into a foundation HE package, they can look at reducing down to two A Levels or BTECs and a taught EQP

	<p>package. A further option is to have a course specifically for employment destinations. Students would reduce down to two A Levels or BTECs certificates and be offered non accredited employment course.</p> <p>ODS reported on feedback from students on first phase of +enrichment courses. Feedback has been positive and attendance has been high at 75%. DF reported that feedback to the SU from students is that they are enjoying +enrichment courses.</p> <p>The Committee asked how the +enrichment courses are represented on students' CVs and whether students had e-portfolios. ODS reported that every student that completes a +enrichment course receives a certificate at the end of the course and +enrichment will be mentioned in personal statements. CXH confirmed students do have access to Unifrog online CV.</p> <p>ODS outlined that the next step was to launch the second year +enrichment offer which will be rolled out w/c 23<sup>rd</sup> March.</p> <p>ODS updated the Committee on changes to courses for the academic year 2020/21 onwards. The Committee noted the removal of the Pre-u Qualification in Philosophy to be replaced with an A-Level course from September 2020.</p> <p>ODS gave the Committee an update on the position with BTEC reforms.</p> <p><u>Quality</u></p> <p>ODS updated the Committee on the progress with quality initiatives across the College.</p> <p>The Coaching Programme is going very well for both staff and students. The Quality Support Programme was moving forward and progressing well. A number of quality reviews are to be carried out in the next few months.</p> <p>The Committee asked ODS for a presentation on Assessment Cycle and Flipped Learnings at the next C&amp;Q Committee meeting on 8<sup>th</sup> June.</p> <p><b>Action:</b> ODS to present on Assessment Cycle and Flipped Learnings at next C&amp;Q Committee meeting on 8<sup>th</sup> June.</p> <p>ODS reported that the College was looking at retention on courses to see if there are any lessons to be learned. The Committee asked whether the College conducted exit interviews for students. CXH confirmed students leaving the College were given exit interviews and are required to complete a leaver's form.</p> <p>ODS reported that the College was reviewing the SAR formats in view of new Ofsted framework. ODS is a member of a S7 Quality Assurance group with a remit to review the presentation of SAR data.</p> <p><b>Action:</b> ODS to provide an update on retention figures and an action plan at next C&amp;Q Committee meeting on 8<sup>th</sup> June.</p>	<p><b>ODS</b></p> <p><b>ODS</b></p>
<b>6</b>	<b>Future Fridays</b>	

	<p>CXH provided the Committee with an update on the progress with 'Future Fridays'. The focus of 'Future Fridays' is to deliver a range a career based pathway talks. A number of speakers have already been invited to the College to talk to students on a broad range of subjects to help students decided on their future career's pathways.</p> <p>The Committee asked what contingency plans are in place for 'Future Fridays' presentations should the College close as a result of the COVID-19 pandemic. CXH confirmed that options are under review including a possibility of streaming presentations and providing links on the Career's area on College website.</p>	
<b>7</b>	<b>Prevent Action Plan</b>	
	<p>The Committee reviewed the College's Prevent Action Plan. The Committee discussed options for training for Trustees. The Committee agreed that Prevent training was to be provide by the Assistant Principal at the next Trustee Annual Conference and Trustees to complete Educare Safeguarding/Prevent Training. The Clerk is to keep a log to ensure all new Trustees complete appropriate training.</p> <p>The Committee agreed the following minor updates to the Prevent Action Plan:</p> <ul style="list-style-type: none"> <li>• Under Training on page 3 should read 'general student behavior'</li> <li>• Amend Action Plan to read staff 'and Trustee' training.</li> </ul> <p>The Committee asked about student engagement with Prevent. CXH confirmed that students are provided with a Prevent presentation in their Tutor group and the Student Union are exploring options to engage with students on Prevent.</p> <p><b>Action:</b> CXH to update the Prevent Action Plan as agreed.  <b>Action:</b> SH to keep training log for Trustees and ensure all new Trustees complete Safeguarding/Prevent training.</p>	<p><b>CXH</b> <b>SH</b></p>
<b>8</b>	<b>College Development Plan 2019-20</b>	
	<p>The Committee reviewed and discussed the updates to the relevant sections of the College Development Plan. The Committee noted 5 targets are already achieved and all other targets are ongoing and on target.</p> <p>The Committee asked for more clarity on performance indicators for target 1, 2, 4 and 7. It was noted these are discreet measures (not against national average)</p> <p><b>Action:</b> ODS to review targets 1, 2, 4 and 7 to ensure indicators match up with targets and report back to the next meeting on the 8<sup>th</sup> June.</p>	<p><b>ODS</b></p>
<b>9</b>	<b>Risk Register</b>	
	<p>The Committee reviewed updates to the relevant sections of the Risk Register. The Committee discussed update on COVID-19 risk and noted this is the highest priority now. The Committee discussed strategies to mitigate risk relating to COVID-19. The Committee agreed they felt confident the College has put in place appropriate contingency planning.</p>	
<b>10</b>	<b>AOB</b>	
	<p>The Committee discussed young carers and considered ways to capture nonacademic skills acquired through a caring role. CXH confirmed the College does encourage students to consider all experience and skills in personal statements and to highlight employability skills to potential employers.</p>	

<b>11</b>	<b>Dates of next meeting</b>	
	Monday, 8 <sup>th</sup> June 2020	

The meeting closed at 6.00pm.

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