

GOVERNING BODY OF GODALMING COLLEGE

Minutes of the Godalming College Curriculum and Quality Committee meeting held at the College on Monday, 18th November 2019 at 4.30pm

Present:

Elizabeth Graham (EG)	Justin Knight (JK left at 6.00pm)	Jeremy Pattison (JP)
Shirley Price (SP Chair)		

In attendance:

Sharon Harmon (SH Clerk to the Trustees)	Carol Horlock (CXH Asst. Principal)	Peter Hopwood (PH SU President)
Oliver Stevens (ODS Deputy Principal)	Jenny Hunter Philips (JHP Senior Tutor) for Item 3 & 4	

		Action
1	Apologies for Absence	
	Apologies were received from Zoe Marsden and Hannah Roberts.	
2	Declarations of Interest	
	There were no declarations of interest for items on the agenda.	
3	Presentation by Senior Tutor, Jenny Hunter Philips - Mental Health Action Plan	
	<p>Jenny Hunter Philips (Senior Tutor) gave the committee an overview of the College's Mental Health and Resilience Action Plan including an outline of the research and methodology used to help create the plan.</p> <p>The Committee discussed the impact on the College of the increasing percentage of the student population who are being supported with their mental health issues. The Committee noted there is a marked increase in students seeking help and support who have disclosed mental health issues across the sector and this is not just specific to the College. The Committee asked JHP for her thoughts on what factors may be contributing to the increase in students requiring extra support and how those students can be best supported. The Committee wanted to be assured that the Mental Health and Resilience Action Plan would support the students and asked how the success of the interventions included within the Plan would be evaluated over the next academic year. Following a thorough discussion the Curriculum and Quality Committee were reassured by the College's approach.</p> <p>The Committee noted that students do have access to counselors on site but students who require professional medical support are referred to their GP. The Committee also discussed the support that was in place for staff and noted the importance of considering their wellbeing along with students. Again it was clear that staff were well supported within the College.</p> <p>The Committee thanked Jenny Hunter Philips for her informative presentation and would be keen for an update on the evaluation of the interventions at the end of this academic year.</p> <p>Action: Jenny Hunter Philips to be invited to the meeting at the end of the academic year to provide a report on the evaluation of the interventions.</p>	Clerk / JHP

4	Safeguarding Policy	
	<p>The Committee reviewed the Child Protection and Safeguarding Policy. CXH explained to the Committee that the updates to the policy are in line with both statutory guidance 'Keeping Children Safe in Education' 2019 (KCSIE), and Surrey Safeguarding Children Partnership (SSCP) Procedures.</p> <p>The Committee briefly discussed the frequency and tracking of staff Safeguarding training and were reassured that the College's approach is rigorous.</p> <p>The Committee discussed how Safeguarding incidents are monitored and dealt with operationally. CXH explained the robust system in place for monitoring and supporting vulnerable students and handling Safeguarding incidents. CXH also advised the Committee that the College will be transferring to the Child Exploitation and Online Protection (CEOP) system this year. The Committee were satisfied the College's approach is appropriate.</p> <p>The Committee agreed the following minor amendments to the policy:</p> <ul style="list-style-type: none"> - On page 7 under 'Monitoring and Review' replace 'x' with figure. - On page 15 under 'Sexual Abuse' remove reference to further information on pages 45-46. - Where appropriate, when referring to training and responsibilities of 'staff' include 'and Trustees'. - On page 16 under 'Radicalisation and Extremism' consider wording in the first paragraph – should this include prevent from being drawn into extremism as well as terrorism. - Some further thought to be given to how we let people know about the Safeguarding team i.e. who they are and how to contact them. <p>The Trustees agreed to email CXH if they have any further suggestions for amendments to the policy.</p> <p>The Committee thanked CXH for her work on the Policy.</p> <p>Action: CXH to update the Policy according to agreed amendments.</p> <p>The Committee approved the Child Protection and Safeguarding Policy for recommendation to Full Board for approval pending agreed amendments.</p>	CXH
5	Minutes of the last meeting held on 3rd June 2019	
	The minutes of the last meeting held on Monday, 3 rd June 2019 were approved by the Committee and signed by the Chair as an accurate record.	
6	Matters Arising	
	<ul style="list-style-type: none"> • CXH (College Safeguarding Lead) confirmed that she had met with Zoe Marsden (Link Trustee for Safeguarding). CXH reported that in this first meeting they covered an overview of systems in place at the College and have agreed to meet at least once a term to discuss safeguarding. • The College's updated Careers Policy is still in development and will be structured with direct links to the Gatsby Benchmarks. • ODS updated the committee on progress with podcasts for incoming students. ODS and CXH will work with Admissions to move this idea forward. • SP and CXH confirmed they would find a date to meet. 	

7	C&Q Committee Terms of Reference	
	<p>The Committee reviewed the Terms of Reference for the Curriculum and Quality Committee. The Committee agreed to add 'outcomes' to point 2.1.</p> <p>Action: The Clerk to update the Committee Terms of Reference with agreed amendments.</p> <p>The Committee approved the ToRs for the Curriculum and Quality Committee for recommendation to the Full Board for approval pending agreed amendment.</p>	Clerk
8	Curriculum and Quality Developments	
	<p>ODS provided the Committee with an update on curriculum and quality developments.</p> <p><u>+Enrichment</u> ODS provided the Committee with an overview of the development of the +Enrichment curriculum programme. The College has rolled out a programme of 9 week explore courses. Around 644 students signed up to explore courses at the start of the academic year. To date feedback from students and staff has been very positive. Attendance on courses will be monitored. A learner voice survey will be carried out to monitor success.</p> <p>The Committee discussed qualification pathways.</p> <p>The Committee asked about enrichment opportunities for U6 students. Oliver Stevens reported that the College is also encouraging U6 students to participate in enrichment courses. In particular U6 students are encouraged to complete an Extended Project Qualification (EPQ). The Committee discussed the merits of EPQ.</p> <p>The Committee discussed the registering of attendance on enrichment courses.</p> <p>The Committee agreed the introduction of the +enrichment course programme is a positive development.</p> <p><u>Coaching</u> ODS gave the Committee an overview on the coaching programme designed to support students who may require additional support. There will be a survey at the end of the academic year to measure the success of the programme. There is also a planned programme of peer coaching for staff.</p> <p><u>Applied General Reforms and Future</u> ODS discussed with the Committee the introduction by the government of T-Level qualifications and the development and future of Btec qualifications.</p> <p><u>Cross College Internal Quality Reviews 2019-20</u> ODS provided the Committee with an overview of the planned Cross College Internal Quality Reviews for 2019-20.</p> <p><u>OFSTED Framework</u> ODS provided the Committee with a brief update on the introduction of the new OFSTED Framework.</p> <p>The Committee had a brief discussion of the expectation of curriculum intent.</p> <p>It was noted that the New OFSTED Framework is on the agenda for the Trustees Annual Conference in December where the framework will be discussed in detail.</p> <p><u>Gatsby Benchmarks Developments</u></p>	

	<p>ODS explained that the College are looking at a more curriculum based approach to the Gatsby Benchmarks.</p> <p>The Committee discussed the focus of the Gatsby Benchmarks in the context of a sixth Form College.</p> <p><u>Communication on Student Tracking</u> ODS provided the Committee with an overview of improvements to communication on student tracking. The Committee briefly discussed student tracking and outputs.</p> <p><u>Review of Level 2 Provision</u> ODS advised the Committee that the Access Programme and the Waverley Federation 14-16 courses are currently under review in order to ensure these opportunities for students are optimised.</p>	
9	Reflections on Department and Cross College Self-Assessment 2019	
	<p>ODS reported that the process of Self-Assessment was very positive and constructive again this year. Following feedback from this year's process the College is looking at simplifying the data for next year's review. Also looking at the grading system. The Committee discussed the merits of grading.</p> <p>ODS thanked the Trustees for their participation on the validation panels and noted it was beneficial to have Trustees involved in this process. The challenges and critique was very welcomed by staff.</p> <p>The Committee thanked the College for involving Trustees in the process which is also very informative.</p>	
10	Risk Register	
	<p>The Committee reviewed updates to the relevant sections of the Risk Register. The Committee discussed the merits of a traffic light system for risks and asked the College to give some thought to this format.</p> <p>Under R10, the Committee discussed the additional funding for students studying two or more STEM subjects.</p> <p><u>Action</u> ODS to discuss format of Risk Register with the Principal.</p>	ODS
11	AOB	
	<p>PH asked about opportunities for students to have preparation for interviews both for university or employment. CXH and ODS confirmed sessions on interview preparation are included within the Shaping Futures programme and within the Aim High programme.</p> <p>The Committee further discussed the merits of homework tracking systems.</p>	
12	Dates of Future meetings	
	<p>Monday, 16th March 2020 Monday, 8th June 2020</p>	

The meeting closed at 6.30pm.

Signed Date.....