

**SPRING TERM MEETING OF THE CURRICULUM & QUALITY COMMITTEE
OF THE SOUTH HAMPSHIRE COLLEGE GROUP**

Wednesday 4 June 2025 at 17.30
Online via Teams

M I N U T E S

Present:	Jennese Alozie	Sarah Harder-Collins
	Andrew Kaye (CEO)	Gregory Kitchin (Staff Gov)
	Emily Morey (Chair)	Collins Ntim
	Sandra Prail	Phillip Wright
In attendance:	Georgina Flood	Director of Governance
	Pete Jodrell	Deputy CEO/Group Principal
	Tracey Mcadam	Director of Safeguarding
	Anoushka Ottley	Exec Director of Business & Civic Partnerships
	Tanya Richardson	Assistant Principal Qual & Student Experience

37/24 Item 1: Deep Dive – Ofsted Results & Action Plan

The Committee received a ‘deep dive’ session on the Ofsted results & Action Plan by the Dep CEO/Group Principal and the APQ&SE, Tanya Richardson. It was noted whilst student governors were not able to attend to share the presentation, they had provided feedback in advance to Tanya specifically in respect of the student enrichment aspect of the deep dive. A copy of the presentation will be circulated after the meeting.

A member gave praise to the team for the number of positive comments received and the fact the report seems to reflect the distance travelled and amount achieved. The Chair of the Corporation echoed thanks and noted that the involvement of the student governor in the inspection interviews was invaluable. Could/should there be a formal letter of thanks to her for her involvement? All agreed.

ACTION: Chair of C&Q to send formal thanks to BR for her involvement in the Ofsted inspection.

POST MEETING NOTE: Letter issued via email to BR on 9 June 2025.

A member acknowledged the Ofsted feedback in respect of careers guidance – from both experience in her role within HE and as parent with a child in FE, there’s lots of careers advice, guidance and support being delivered within the curriculum, but students don’t tend to recognise that this is actually careers advice. It was noted that raising student awareness by being more explicit may help to raise profile. APQ&SE agreed that this and awareness of student enrichment was essentially a branding issue.

APQ&SE, informed members that the Group SAR (reflecting on this academic year) is under planning with self-assessment session for each directorate, taking place on the 7-9 October - this is a change to previous years to try and condense scrutiny and review into a consolidated period. Governors who are interested in being involved are encouraged to liaise with APQ&SE. The final SAR validation is scheduled for the 7 November. The Chair reminded members that involvement of Governors, especially those within this Cttee, was crucial and encouraged members to get involved where possible.

38/24 Item 2: Welcome and Apologies for absence

As agreed via email consent on 29 April 2025, all Summer 2025 Committee's will be recorded for use by our External Board reviewers, NCVO. These recordings will be deleted after use.

Apologies for absence were received from all three students' governors due to course workload pressures. Members were reminded that reduced student governor attendance at this time of year is common and that the Cttee welcomed the student's involvement in the deep dive in advance.

39/24 Item 3: Declarations of Interest

Members were asked to declare any interests relevant to the agenda. None were made.

40/24 Item 4: Minutes of previous meeting

Minutes from the previous meeting held on 5 March 2025 were reviewed for accuracy. A member noted a typo at Page 2, Item 7. Members agreed (subject to those amendments) the minutes were an accurate reflection of the meetings held.

DECISION: Minutes for the meeting held on the 5 March 2025 (subject to typos) were approved as an accurate record.

41/24 Item 5: Actions & Matters Arising

Members reviewed an 'outcomes' document which outlined the decisions made and actions agreed at the previous meeting, noting that actions were either complete or ongoing. There were no additional comments.

The Committee noted the report.

42/24 Item 6: Marketing Strategy and Plan

The Dep CEO/Group Principal introduced this report on behalf of the Direction of Marketing, Communications and Admissions, Corrina Knox.

It was noted that the slide deck had been amended to signpost and highlight some items for discussion by Governors. The following items of consideration and suggested amendments included;

- 'Newly formed' group - when do we stop being new? - members agreed this should be removed
- Ofsted 'Good' now confirmed - we also need to publicise the 'strong' skills judgement
- HE growth has amended to HE consolidation
- Milestones should be reflected to show 25-26 intentions
- Curriculum review in relation to local competitors should be reviewed
- SHCG Readiness for devolution and its potential impact
- Consider if we need to further highlight (if appropriate) the USP of each College

- Can we engage with students to seek their views
- Consideration of an annual marketing plan – aligning to the 3-year strategy is important, but less helpful from one year to the next in respect of key activities and priorities

ACTION: Feedback to be shared with the Director of Marketing, Careers and Admissions.

The Committee noted the report.

43/24 Item 7: Key Performance Indicators – Committee Review

The CEO noted the KPI's (circulated in advance) outlining that these reflect much of the content of the C&Q update report and notably the newly revised dashboard. Governors were informed that there were no significant items to note.

The Committee noted the report

44/24 Item 8: Strategic Risk Register – Committee Review

The CEO presented this report (circulated in advance) outlining the key risk associated with the C&Q Committee which as per the KPI report is well covered in the C&Q report.

Members were informed that the Executive Risk Cttee has agreed to review all risks over the summer as part of a dedicated workshop using a 'blank sheet' approach. It was noted that the current risks remain more static than we would like, and we are looking for a more agile approach to this in the new academic year. The Chair sought (and received) confirmation that the first item on the risk register (quality of education) will be reviewed in line with the recent 'good' judgement from Ofsted.

The Committee noted the report

45/24 Item 9: Curriculum & Quality termly update (QIP as appendix)

The Dep CEO/Group Principal introduced this report circulated in advance and noted it intends to inform the committee of the in-year progress the college are making as well as quality assurance activity and external curriculum policy that will impact the college curriculum offer from September 2025. Governors are asked to find assurance that the quality of education is well managed.

Members were informed that the further developed dashboard was being shared for the first time, and views were welcomed on content. As expected, some new items of disparity for investigation e.g., attendance rates between UAAR students and non UAAR students which enables us to now delve into the reasons behind it. Governors were informed that the intention is this dashboard will be used by staff at all levels as a wider business tool.

- Attendance – an ongoing priority however Ofsted were comfortable with current approach
- M&E – moving attention from attendance to lesson content - 90% attendance at maths exams
- Achievement overall was 80.4% for FT, by end of this academic year expecting c. 84%
- Apprentice achievement is 55% current and expected to end at 61%, last year was X which show consistent progression. Specific position with 'overstayers' explained within the report.

- Application data – this is improving with changes to processes in encouraging students to formally accept places (we have struggled historically post offer, hearing back from them) - this helps us better assess potential over subscription on some courses and campuses. It was noted there were still some applications to process and that this position would continue to fluctuate until September.

A member queried and members went onto discuss the purpose of the 'interview' part of the application process. Deputy CEO/GP confirmed this was used to try and establish what a learner might want to do (and ensure they're registered for the right course), reduce the number of students applying for multiple courses, collect and or discuss criminal convictions, EHCP and additional needs. Governors with HE experience noted that within HE the interview process can act as a barrier - it's possible this is a similar situation and re-branding the 'interview' into a more enabling less 'scary' process might be helpful.

A member commended the improved data provided in the dashboard which provided substance to the assurance provided in the narrative report – they asked the staff governor specifically how useful this information will be to them on a more day to day basis? The Staff Governor confirmed that this was a 'game changer' for most curriculum directors for acting as a one-stop shop for helping to identify patterns which support 'nipping things in the bud' and more widely just providing an accessible management tool to provide information that was previously in numerous places.

A member noted that T'Level's applications look to have increased and queried how many offers made? Dep CEO/GP confirmed we have made around 650 offers with a 65% acceptance rate. There remain a few (c.16) learners left to interview.

The Committee noted the report

46/24 Item 10: Safeguarding & PREVENT Report

The Director of Safeguarding, Tracy Mcadam, introduced this report (circulated in advance) which provides an update of safeguarding and Prevent for the Summer Term across the College group. This report details progress of the group to date and further indication of areas of focus to ensure Safeguarding is robustly implemented across the College Group.

The Safeguarding Governor provided assurance that they have real confidence that experienced and effective leadership is in place, they are overwhelmed by experience, passion, and drive of the team's whilst meeting them across this term e.g., keenness for an external safeguarding review in September 2025 despite this being a very busy time

A member asked what steps are in place to ensure the long-term stability of the team? DS confirmed they are keen to get each DSL to work closely with their individual teams. It is important to ensure safeguarding presence is elevated with a higher profile working directly with campus principals. Moving forward, DS is looking at how we can engage further with students in terms of their views and opinions on safeguarding.

A member sought assurance in respect of any trends in suspension and exclusions – e.g., is there a pattern across the colleges? What work is done to look at trends and patterns and what is or could be done to combat this? DS agreed that trends and patterns are looked at straight away, often this is first obvious via attendance, then this tends to move into suspensions, data isn't quite there to support this yet, but it is underway. There are intentions to work closely with VPs to look at college specific issues e.g., several level 1 students come from

pupil referral units, and we should be considering the way in which we engage with them. Often early intervention or anticipation of issues is key to maintaining engagement, e.g., specific courses and or areas where we have higher numbers and pre-empt. Members endorsed this approach, noting improved use of the application and interview process could support this. The staff governor suggested that the drop off of exclusion and suspension rates in term 2 is indicative of the establishment of expected standards and behaviors. DS agreed, noting that she was keen to ensure that a distinction was drawn between poor and dangerous behavior.

Members discussed the high court ruling relating to gender identity and queried what (if anything) had been communicated to students. DS confirmed that no specific comms had been issued yet, SHCG are keen to understand the impact of the ruling and as such are waiting for more information expected at the end of June. Whilst waiting for further guidance and developing comms, an initial piece of work is being undertaken to identify any single sex toilets and or washrooms and then consider what steps we may need to take. It was noted that trips and visits will be additional areas that need careful consideration.

The CEO noted that the PREVENT risk register is comprehensive and forms a key part of OFSTED assurance. This is usually reviewed annually as part of the Safeguarding policy but should form part of the committee's assurance in the event of any changes. DS confirmed that any changes to the PREVENT risk register would be communicated to this Cttee.

ACTION: Any changes to the PREVENT risk register to be included within the Safeguarding & Prevent report.
The Committee noted the report

47/24 Item 11: Link Governor Engagement Report

The Chair introduced this item thanking those with Link and Champion roles for their additional time and effort in delivering their roles noting feedback had been provided from SP and SH-C.

Chair noted that the SEND Link Governor had opportunity to meet with SEND staff member in EC campus this week and asked them to provide an update. They confirmed they had had a useful initial conversation and then will aim to meet similar staff at Southampton and then Fareham. Members noted that an update report will be provided to the next meeting as feedback.

The Chair shared some constructive feedback from the EC staff in respect of their perception that there is less visibility of Governors post-merger. The Chair reminded Governors that there are termly events to access and that as members of C&Q members are encouraged to engage in college life as far as possible. It was suggested the Chair of Corporation raise this matter and similarly remind members of way to engage with college life at the Corporation meeting. DG agreed to share the Summer Term opportunities schedule to all Governors.

ACTION: DG to share the Summer Term opportunities to Governors after this meeting.

ACTION: SP to remind members of termly opportunities to engage with college life at the next Corporation meeting.

The Committee noted the reports.

48/24 Item 12: Higher Education Update – report for Summer Term

The EDBCP introduced this item and noted the report provides an update from the latest Higher Education Board of Studies (HEBoS) meeting and associated matters relating to HE for the Summer Term. Governors were also asked to approve the updated HE Strategy in line with the discussions and suggestions made at the Strategic Awayday. All agreed.

The Cttee took the opportunity to thank CN for his role as HE Governor across the last few year – his input and expertise has been invaluable. The Chair confirmed that the Corporation (in line with discussions of wider focus on HE) would be using the opportunity to review the HE Champion role and would feedback to the Cttee in due course.

The Committee noted the report

DECISION: The Committee recommended the Corporation approve the HE Strategy.

49/24 Item 13: Annual Due Diligence - subcontracted activity

The EDBCP introduced this item and noted the report provides an annual review of quality and due diligence for the sub-contracting provision at SHCG for 2024-25. It intends to inform the committee of the quality and review processes used to assess the quality of education provided by our sub-contractors which was commended by Ofsted at their recent visit. There were no additional comments.

DECISION: The Committee recommended the Corporation approved this report at their next meeting.

The Committee noted the report

50/24 Item 14: Governance – annual review of Terms of Reference and Cycle of Business

The DG introduced this item and noted that the reports provide the Cttee with an opportunity to review their Terms of Reference (ToR) and Annual Cycle of Business (ACB) for 2024-25. Results from all Cttees will be collated and fed back to the Summer Term Corporation meeting to enable any suggested changes to be incorporated before the next academic year. The Cttee agreed they felt comfortable these reflected well and should be used for the academic year ahead.

The Chair reminded members that currently (aside from those pre-allocated to e.g. SAR) deep dives are agreed on a meeting-to-meeting basis, enabling us to direct focus topically – are members comfortable with this approach or would they prefer to pre-determine topics? All agreed that keeping arrangements flexible was key.

DECISION: The Committee reviewed and approved their TOR and ACB for use in 2025-26

The Committee noted the reports.

51/24 Item 15: Election of Committee Chair & Vice-Chair

The DG introduced this item and gave a verbal report reminding members that recommendations for the role of Chair and Vice Chair of the Cttee for the next academic year 2025-6 will be set for approval at the Summer Term Corporation on 2nd July – can the Cttee confirm we would like to retain the current position of Emily Morey as Chair and Sarah Harder-Collins as Vice Chair for the year ahead. All agreed.

DECISION: The Committee recommended that the Corporation approve the positions of Emily Morey as Chair and Sarah Harder-Collins as Vice Chair of the C&Q Committee for the academic year 2025-26.

52/24 Item 16: Policies & Strategies for approval

DECISION: The ED B&CP introduced, and the Committee approved the following policies for approval

- **SHCG HE Sexual Harassment and Misconduct Policy**
- **HE Widening and Participation statement**
- **Accountability Statement**

53/24 Item 17: EDI Action Plan 2025-26 Summer Term Update

The AP Student & Quality introduced this item noting that the Governors are asked to review and recommend for Corporation approval, the summer term updates for the EDI action plan for 2024-25 against the 2024-27 action plan focusing on student related outcomes. This is the first iteration of the plan for review.

Members thanked various staff for their input and suggested that a review is made to data collection referencing 'gender' and 'sex' and ensuring these reflect both the latest guidance as well provide consistency across our various methods to collect this type of information.

ACTION: EDI group to note the feedback re: data collection and use of the terms 'gender' and 'sex' to reflect both guidance and developing consistency

The Committee noted the report.

54/24 Item 18: Any other business

There were no items for additional business.

The Chair noted that the next meeting was scheduled to take place from 5.30-7.30 pm on Wednesday 19 November 2025, at Fareham College but that due to a clash with the AOC Conference, will be moved to 12 November 2025.

ACTION: DG to move C&Q Meeting from 19 November to 12 November 2025

55/24 Item 19: Reflections on the meeting/impact assessment

Members were invited to participate in a short SLIDO poll to assess engagement and impact.

The meeting ended at 19.37.