

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

Boardroom, Eastleigh College
Wednesday 5 March 2025 at 17.30

MINUTES

Present: [OBJ]	Jennese Alozie (via TEAMS)	Sarah Harder-Collins
	Andrew Kaye (CEO)	Gregory Kitchin (Staff Gov) [OBJ]
	Emily Morey (Chair)	Collins Ntim
In attendance:	Georgina Flood	Director of Governance
	Pete Jodrell	Deputy Principal Curriculum & Quality
	Sandra Prail	Chair of Corporation
	Ashley Martin	Director of Student Experience
	Anoushka Ottley	Exec Director of Business & Civic Partnerships

20/24 Item 1: [OBJ] Deep Dive – SEND

The Committee received a ‘deep dive’ session on SEND by the Director of Student Experience and DPCQ. A copy of the presentation will be circulated after the meeting.

A member asked for clarification of the funding levels and the ability of the conversation to navigate this in the current financial climate. Members discussed the levels of funding and the revision of responsibilities to dedicate this role within the Finance team. It was noted that the curriculum planning for 25-26 has paid additional attention to the likelihood there will be an increase in SEN students and is looking at options for teaching/class sizes etc.

A member noted they found the presentation reassuring – what risks are there in respect of teachers having increased numbers of students with SEN and HN? What are we doing to ensure our teachers are equipped to the changing needs. DPC&Q confirmed the internal quality and teaching and learning cycle has both a ‘planned’ and a ‘reactive’ training cycle. Additionally, we have three College based Additional Learning Support (ALS) leads in place to provide additional support and CPD for both staff as required.

The Staff Governor noted that they had experienced in their teams (in an area with traditionally very low numbers of ECHP students) five EHCP students. Lecturers responsible, sought and gained valuable support from the ALS team to equip themselves and access the skills they might need to support those students.

21/24 Item 2: Welcome and Apologies for absence

Apologies for absence were received from Phillip Wright and Student Governors – Celie Fulcher, Anna Mae Castillo, and Benita Raphaels. Jennese Alozie joined the meeting via TEAMS due to an emergency.

22/24 Item 3: Declarations of Interest

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

23/24 Item 4: Minutes of previous meeting

Minutes from the previous meeting held on 20 November 2024 were reviewed for accuracy.

Members agreed the minutes were an accurate reflection of the meetings held.

DECISION: Minutes for the meeting held on the 20 November 2024 were approved as an accurate record.

24/24 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 Chair informed members that Phillip Wright has agreed to pick up the role of SEND Link Governor and sought the Cttee's approval to recommend his appt to the Corporation. All agreed.

DECISION: The Cttee recommend the Corporation approve the appointment of Phillip Wright as SEND Link Governor

25/24 Item 6: Student Voice – using QR codes for feedback

The DPC&Q introduced this item noting that VP Rosie Sharp has been trialing the use of QR codes to seek feedback from EC students on a variety of subjects. It was noted that this will be rolled out across remaining campuses with the ability to either make a cross-group survey or seek college/campus specific feedback.

The Cttee were walked through various short questionnaires on various subjects including safety and quality of teaching. Response rates were positive. It was noted that results were shared with staff, 'you said we did' posters are used and then focus groups held with students to enable them to provide richer feedback.

A member queried the quantity of students participating (in respect of data integrity) and how we are best ensuring we are capturing as many students as possible. DPC&Q confirmed we are using as many opportunities as we can, tutorials, launches on different days of the week, etc. Members went onto suggest if we can capture wider EDI/SEN aspects this would really help to provide a representative view.

The Committee noted the report.

26/24 Item 7: Key Performance Indicators – Committee Review

The CEO noted there were no additional comments to the report (circulated in advance) outlining the key KPI's associated with the C&Q Committee since these will be covered in detail by the C&Q Termly paper.

A member queried the disparity between the RAG rating for 16-18 (red) and adults (amber) being different when the margins are similar or the same? DPC&Q agreed this should match.

ACTION: DPC&Q to amend the RAG rating of adult attendance to red

The Committee noted the report

27/24 Item 8: Strategic Risk Register – Committee Review

There were no additional comments to the report (circulated in advance) outlining the key risk associated with the C&Q Committee. Members were informed that a Safeguarding and SCR internal audit has recently concluded with results expected to Audit later this month.

The Committee noted the report

28/24 Item 9: Curriculum & Quality termly update

The DPCQ introduced this item and noted that this report provides key information regarding in-year

performance for 2024/25 including key measures such as attendance and academic progress to date. It also gives an overview of Quality Assurance activity between October 2024 – February 2025. Members were informed that an example dashboard

- Attendance – national challenge, hangover from secondary school, Maths and English is a notable issue. Lots of intervention work including recruitment of intervention coaches, celebrating the wins with staff and students whilst working hard to constantly balance the reward and consequences of dealing with those students that just won't engage.
- Retention and achievement in-year data suggest largest gap is between those with/without HN or EHCP – key issues are largely around those experiencing fitness to study cases and or parent intervention – for majority it's the transition from secondary school that hasn't worked, also an increasing number of students from specialist schools where we're trying to meet need but ultimately can't.
- Application data positive. T levels popularity seems to be improving slowly.
- Apprenticeships – really great results showing huge progress over a short period of time. Performance for last year is c. 68% and is already looking at c.58.9% for this year, in year.

A member queried why T level retention is generally lower than other quals. DPC&Q confirmed this is consistent regionally, various reasons linked to the style of assessment and rigor, readiness for industry placement. It was noted DfE is keen to see distinct reporting of this since it's an emerging trend in the sector.

A member noted that whilst we recognize attendance is an issue, what are we seeing/tracking in respect of levels of engagement? I.e. How can we be sure students are engaging when they're in. DPC&Q agreed noting the attendance reports shared are high level attendance e.g., absence across a consistent period e.g., 4 weeks whilst there are also potentially wider issues of ad-hoc attendance and poor engagement e.g., Maths and English being stretched across the week and or bunched pre-re-sits. It was noted that the forthcoming 'progression week' (every student is sat down to discuss their intentions/attendance) as well as a recent parents evening will provide valuable feedback and a steer for possible interventions.

A member queried if there are any benchmark or comparison dates for retention rates in-year we can compare ourselves to? Can this be included in wider dashboard data? DPC&Q confirmed RCU Vector is a platform where you can subscribe for benchmark info, and using this SHCG in year retention is stronger than last year, stronger than wider sector. DPC&Q confirmed the Cttee can potentially see this as part of our wider dashboard work.

A member provided feedback of a visit this afternoon in respect of attendance linked to Maths and English. It was noted the member was highly impressed by the attitude, focus, and range of interventions undertaken. It was noted there was a good combination of both incentives and consequences and collecting best practice and visiting other colleges had enabled this to be well researched and thought through. It was noted the support and commitment was powerful, and Governors could feel positive about these interventions.

A member went on to ask what future proofing is in place in respect of English and Maths as this is likely to be an ongoing problem. DPC&Q agreed that the increased numbers last year were beyond what we expected and as a result there is some additional distinct curriculum planning around English and maths to ensure we can cope with higher numbers and be equally reactive to in-year changes.

A member queried why the number of work experience placement in some areas is low compared to others e.g., T levels are there established targets? EDB&CP confirmed that different courses have different targets.

Intentional priority is given to T levels since pass rates require 100% placement completion. There are ongoing difficulties in securing placements in certain areas, e.g., construction, and many of these also require a higher level of due diligence for obvious H&S reasons. The team is small with an average cohort of 500 students each to place and as such this can be a tall order – we are faring ok for this time of the year, but we would like to see these numbers increasing.

The DPC&Q showed members a prototype of a 'dashboard' of key metrics for the C&Q Committee that has been developed by a project team involving MIS and the DG. It was noted the team felt confident in the generation of the report, the robustness of the data and its ability to show the detail requested by Governors – we are working through issues with file compatibility with the online Board portal, but feel positive this will be a useful tool for the Committee. Feedback was sought and all agreed this was a positive step and looked forward to future iterations.

The Committee noted the report

29/24 Item 10: EDI Strategy and action plan for 2024-25

The DSE&T introduced this item noting the purpose of this report is to review and recommend the Corporation approve a 3yr EDI Plan for 2024 -27 with associated action plan for 2024-25. The Curriculum & Quality Committee will be asked to review and focus on the student elements of the EDI plan and action plan for 2024-25 with Resources Cttee providing scrutiny from a staff perspective. A member noted that the Governance QIP has some actions in respect of EDI should these be added to the same tracker so we can collectively review our progress? All agreed.

ACTION : DG to add the Governance QIP EDI actions to the 24-25 EDI action plan

DECISION: The Cttee recommend the Corporation approve the EDI Plan for 2024-27 and action plan for 24-25

30/24 Item 11: Safeguarding & Student Experience Report

The DSE introduced this report (circulated in advance) which provides an update of safeguarding for the Spring 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 Cttee were reminded of staffing changes already communicated as well as additional resignations since this time. All of the posts have been advertised, key interviews this week, and there is confidence we are likely to fill the majority of these roles in the next few weeks. In the event of vacancies, we do have agency support waiting in the background.

DSE informed members that the UAAR system has been reviewed with an intention to remove the low and medium risks in respect of categorisation. We have considerable number of students in the 'high' category, and we need to focus and target our interventions to those students above others. There will still be support more widely, but much of the low and medium interventions have increasingly become day to day practice and incorporated into wider college life and tutorial and as such we feel this is a better use of resources.

A member sought reassurance in the hand over and change in staffing – how can we be assured that this will not have any adverse effects for students. The DSE confirmed that her own leaving date has been extended to ensure a robust and well-resourced hand over. The Cttee were informed that recruitment is well underway and there is solid experience across the Colleges– we have already moved across team members in the short term between sites to ensure there's is adequate spread of knowledge and experience. A key post is under interview tomorrow which will then enable other roles (potentially internal) to fall into place.

The SG link informed the Cttee she was impressed by how quickly she was informed and reassured of response to the Safeguarding Team staffing changes. A member echoed this statement, thanking the DSE for her extension in post querying if there were any patterns or issues of concern raised via exit interviews. DSE confirmed that there were varying reasons for staff choosing to leave, adequate training and ensuring there are clearly communicated expectations of the nature of the day-to-day role will be taken forward as part of lessons learnt.

The Committee noted the report

31/24 Item 12: Higher Education Update for Spring Term

The EDBCP introduced this item and noted the report provides an overview Higher Education (HE) via updates from the Higher Education Board of Studies Committee (HEBOS). This paper refers to HEBOS overview of a HE Self Evaluation Document (SED) for 2023-24 (which identified several actions for continuous improvement) and recommends a dedicated HR strategy (at Item 15 of this same Agenda) for approval. Of note members will see that HE enrolment is falling behind. Additional marketing campaigns and outreach efforts are in place, but this is in line with a national trend of declining numbers for small HE providers.

The Cttee were informed of two OIA complaints from learner of the same course at EC, both complaints were complex and covered both academic and wider issues. In respect of lessons learnt a dedicated HE complaints policy will ensure that academic complaints and general complaints can be dealt with separately.

A member noted that the last version of any access and participation plan on the OFS register refers to 2018.

ACTION: DBP&CP to review website and update the new URL on the OFS portal.

Members discussed the HE strategy (included at Item 15 for approval) and queried the outcome measure. e.g. are we growing, contracting, or focusing on specific areas? After discussion, Members agreed to adopt the strategy to maintain the status quo, but agreed reviewing this as part of the wider Group Strategy review in May.

ACTION: DG to ensure review of the HE Strategy is included alongside the wider strategy on 8 May 2025.

The Committee noted the report

32/24 Item 13: Link Governor Feedback

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 everyone (except PW who is new to his role).

The Safeguarding Link Governor noted that she has had various visits and communications with the team and feel assured that the resources issues have been well thought through, a positive piece of work in respect of working with The local authority to reduce the burden on SHCG has been positive and that moving forward, they are keen to raise the student voice in respect of providing triangulation around safeguarding.

The Chair queried if the feedback from the Skills Link Governor was typical? DBP&CP confirmed this is the first year Industry Advisory Boards (IAB'S) have been fully set up across the group. There are lessons learnt e.g. locations to move, timings to change but each industry is different, and we have to work hard to get genuine employer engagement. DBP&CP noted the feedback from the Skills Link Governor in respect of employer engagement and working across sectors has been supportive.

The Committee noted the reports.

33/24 Item 14: Student Destination Data 2023-24

The DPC&Q introduced this report noting that it seeks to inform governors of the outcome of the 2023/24 student destinations survey. Governors were reminded destinations are a key measure in the effectiveness of the curriculum offer and college experience in getting students to their desired next step whether that be further study or employment. The Cttee were informed there was a far better response rate in this survey than the previous year (circa 20pp increase) because of moving data collection 'inhouse'. Future improvements will focus on trying to ensure questions are sufficiently detailed and that students answer all questions. It was noted that this survey has generated a lot of raw data and further work (beyond the initial analysis for this report) e.g., to analyse results by sector/LSIP priority has not been completed.

Members were provided with the clarification of the NEET figure of c.4% within the report being reflective of the number of respondents to the survey rather than total leavers – the percentage figure (of total leavers) at c.10% is more comparable to the recently published UK high of 13.4%

The Cttee were informed that we are hopeful the next steps campaign to capture intended destinations starting over the next few weeks, will be a valuable additional tool this time next year, to help provide additional detail and analysis for 24-25 destination data. The CEO noted that there are also wider conversations being held around how best to support NEET learners in our community and how/what SHCG can offer to harness and support this gap.

The Committee noted the report.

34/24 Item 15: Policies & Strategies for approval

DECISION: The Cttee approved the HE student protection, HE consumer protection and HE admissions policy. The Cttee recommended the Corporation approve the HE and SEN Strategy.

35/24 Item 16: Any other business

There were no items of additional business. The Cttee took the opportunity to thank DSE for her contribution. The Chair noted the next meeting was scheduled to take place from 5.30-7.30 pm on Wednesday 4 June 2025, online via TEAMS.

36/24 Item 17: 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 19.50