

**MEETING OF THE TEACHING, STUDENTS, CURRICULUM, AND QUALITY COMMITTEE  
OF THE CORPORATION OF THE SOUTH HAMPSHIRE COLLEGE GROUP**

Wednesday 28 February 2024

East Avenue Restaurant, Eastleigh College, Chestnut Avenue, Eastleigh

**MINUTES**

**Present:**

Emma Champion	Sarah Harder-Collins
Emily Morey	Collins Ntim
Lyla Piper	(Student Governor)
James Gritt	(Student Governor)
Benita Raphaels	(Student Governor)

**In attendance:**

- Georgina Flood (Director of Governance)
- Peter Joddrell (Deputy Principal Curriculum & Quality)
- Andrew Kaye (Principal & CEO)
- Ashley Martin (Director of Student Experience & Transition)
- Anoushka Ottley (Managing Director, Business and Partnerships)
- Rosie Sharp (Vice Principal, Eastleigh College)
- Sandra Prail (Chair of Corporation)

In advance of the meeting Governors were invited to join students for a ‘pizza and polling’ event scheduled as part of the annual student voice programme for Governor engagement.

Members were asked for their feedback on the event. All agreed it was a useful and rare opportunity to get feedback directly from the students. It was noted that whilst comments were generally positive there were clearly some areas for either improvement or harmonisation e.g., application for T levels was considered easy in comparison to the same for Higher Education courses. A member suggested that it would be important to look at how we improve our channels for student voice – there were definitely students who had the ‘ear’ of their peers but clearly didn’t know where to take this info or how to progress an issue. The Student Governor’s endorsed the event – they liked that it was focussed and short and felt the use of an anonymous polling system was both informal and helpful for feeling free to respond. The DSE agreed this was a useful and event and noted the intention to hold something similar in other campuses.

**12/23 Item 2: Deep Dive – Self Assessment Review (SAR)**

The Committee received a ‘deep dive’ session on English and Maths from Rosie Sharp Vice Principal of Eastleigh. This presentation will be made available via the Governor’s portal.

A member queried the value/usefulness of draft grades and how these might be useful in helping students focus. It was noted due to the very short time frames between enrolment and exam season, this wasn’t something routinely used as a tool. Members endorsed the success by the Eastleigh team in respect of their results and queried if any potential learning or best practice could be applied more widely. DPEC confirmed EC students are nearly all Level 3 noting the mode of teaching focuses heavily on exam questions and exam profiling - there is (as in all group functions) and intention to look for best practice and ways to harmonise across the group. In response to a question, it was noted that whilst individual colleges share some examining bodies, there is not consistency across the group. Members were informed exam boards were often chosen with ‘feeder’ schools in mind (to ease transition for students).

**13/23 Item 3: Welcome Apologies for absence**

The Chair of the Corporation opened the meeting noting that C&Q Chair was not able to attend due to illness, and as a result would like to offer to Chair this meeting in their absence. All agreed.

A very warm welcome was given to the Student Governors from each campus, Benita, Lyla and James. There were no apologies for absence. It was noted that Phil Harris-Bridge had recently resigned from the Board with immediate effect and as such would not be in attendance. The Chair requested that thanks were recorded for his work with SHCG post-merger, but also his work previously as a Governor at Eastleigh. All agreed.

#### **14/23 Item 4: Declaration of Interests**

Members were reminded of the need to declare any personal or financial interest in any items of business to be considered during the meeting. There were no interests declared.

#### **15/23 Item 5: Minutes from the previous meeting held on 8 November 2023**

Minutes from the previous meeting held on 8 November 2023 were reviewed for content and accuracy. Members agreed they were an accurate reflection of the meeting held.

**DECISION: Minutes of the meeting held on 8 November were agreed as a true and accurate record.**

#### **16/23 Item 6: Actions & Matters Arising - appt of Vice Chair**

Members reviewed an 'outcomes' document which outlined the decisions made and actions agreed at the previous meeting. There were no additional comments. The Chair noted that as part of succession planning discussions held at January Governor 121's, Emily Morey has been offered and accepted the role of Vice Chair. The Cttee are asked to recommend this proposal to the Corporation. All agreed.

**DECISION: The Cttee recommend the Corporation approve the appointment of Emily Morey as Vice Chair of the C&Q Cttee.**

#### **17/23 Item 7: Items of Focus**

The Chair took the opportunity to remind all in attendance that this was a full and dynamic agenda, that all reports will be assumed as 'read' with only highlights or changes being delivered by report authors.

Particular items of focus for this evening were suggested as follows;

Risk – first time we've viewed these, good opportunity to get to grips with C&Q specific risk and controls  
Link Gov findings – especially Safeguarding  
Student Voice

#### **18/23 Item 8: Strategic and KPI reports**

The CEO provided an overview to each KPI report. The Chair encouraged members to focus their attention on those RAG rated uppermost i.e., items where scores are higher (which suggests less movement or progress). The CEO noted the significant but intentional overlap of the KPI information and various spreadsheets. It was noted much of the main focus of these merger/strat plan KPI's are replicated on the QIP and would be best discussed here.

The Cttee discussed the poor return in destination data, queried plans to improve as well as the processes used for commission work to an external party.

The DPC&Q confirmed that a full tender exercise was used for commissioning this work noting the successful company already work well within the group in other areas, so there was confidence this would be similar. Unfortunately, the work commissioned has not been completed as requested and this is in the process of being rectified, revised information is expected shortly. Members were informed that a variety of methods are used to connect with students in respect of their anticipated, and actual destination but the majority of

this data comes from the telephone survey (which is the element of the work that is overdue). Members requested sight of the destination data in advance of the next Committee meeting. Agreed

**ACTION: DPC&Q to circulate destination data in advance of the next C&Q committee meeting.**

**The Committee noted the report.**

### **19/23 Item 9: Advance British Standard (ABS) and T Level update**

The Deputy Principal Curriculum & Quality provided a short report outlining the current issues surrounding the ABS and T level recruitment and gave a brief overview of the intended consultation response on behalf of SHCG. The Chair queried if members felt the consultation response was correct and fairly represented the Corporation 's concerns? All agreed. The Chair suggested that consistent consultation should be raised as an issue of concern e.g., lack of involvement in conditions of funding announcement recently feels like 1 step forward and 2 steps back. Members asked if it might be appropriate to flag wider 'basic' skills beyond Maths and English e.g., Digital skills.

**The Committee noted the report.**

### **20/23 Item 10: Strategic Risks**

The CEO introduced this report (circulated in advance), noting it was the first of its kind for the Committee reviewing those risks specifically allocated to C&Q. Members reviewed the Risk table – the original risk, then the residual risk (after we have applied the controls). Members were informed risk scoring (potentially) will move from one meeting to the next and the Cttee will be increasingly familiar with these risks on an ongoing basis. Members were given an overview of each of the risk and the reasons why they are currently included on the risk register.

The Cttee were asked for their views on the number and type of risks allocated to C&Q. Members endorsed the work completed. A member queried if the difficulty of recruiting staff/hard to fill vacancies would potentially impact quality of teaching and had this been covered? The CEO confirmed that this was covered in the Resources Cttee risk. The Chair endorsed the checking/cross over noting whilst we should focus on the C&Q risks its important to note there will always be crossover and overlap.

**The Committee reviewed the risks and associated controls allocated to the Curriculum Quality Cttee**

### **21/23 Item 11: Safeguarding & Student Experience Report**

Dir SE&T introduced the safeguarding and student experience report which had been shared in advance, outlining the work undertaken to align systems and processes post-merger. Items of note included;

- Wave 1 re-structure has required significant work on top of an increased caseload across the group
- Significant vacancies in the teams, a campus DSL, a number of safeguarding officers as well as admin support/attendance officers
- SEN numbers have increased, e.g., no of EHCP students, this year and next, short time frame for response

A member queried if the DSE felt confident in filling these key safeguarding roles? DSE confirmed that they were fairly positive, with some interest already.

The Cttee's attention was brought to the noticeably lower UAAR register figures at City College Southampton, DSE confirmed that this was because there aren't cases, but because we have a non-defined Safeguarding lead at the campus and the triage model is yet to be fully introduced in City Southampton. The Cttee were reassured that there is wrap around support and adequate care of safeguarding in Southampton, but we are aware of the need to align practice across the group asap. A member queried the expected time

frame to deliver this? DSE confirmed this will be heavily dependent on the successful recruitment to the campus DSL post.

Members were reminded that Looked After Children (LAC) were raised as a concern in Eastleigh Ofsted visit previously, and as such we are conscious, they are likely to be an area of focus Ofsted monitoring visit. Members were assured that designated staff have been allocated responsibility for LAC and CL (care leavers) and AS (asylum seekers), with ongoing work to align processes across the group. The Cttee were informed that data is now available across group to identify and support these students.

The Chair recommended the Safeguarding Link Governor report from Item 11 on the agenda was discussed at this point. All agreed.

The two current Safeguarding Governors (incoming and outgoing) informed members that they have submitted two reports, one in respect of the single central record (SCR) and a second for safeguarding more widely. The Cttee were informed of the intention to complete single central records checks in person at one campus and then via alternative means e.g., TEAMS the other two campuses. The Cttee noted that the safeguarding governors were reassured by meeting People & Culture staff across the group, whilst it was recognised systems do not yet align, there are robust practices in place in all campuses and there was clear knowledge in respect of how and why the SCR check were important. Of note the Cttee were asked to consider the recommendation of a practice in place at Fareham College which required an annual staff declaration their DBS status hadn't changed, combined with a 3-yearly review/re-check. The Cttee endorsed this as a sensible idea. It was agreed Corporation approval was not required for an operational decision and as such this was passed to the CEO/CPO for action.

**ACTION: CPO to note C&Q Cttee recommendation for all staff to complete an annual DBS 'declaration' and a 3 yr. re-review and to check this is reflected in the DBS policy review.**

The Safeguarding Governors noted their meeting with the DSE and campus DSLs was really useful and open good dialogue for future discussion. There were two items of note to bring to the Corporation's attention. Firstly, there was an issue with mandatory staff training. DSE confirmed that 92\* members of staff had still not completed mandatory training. A list per campus and per line manager has been circulated for follow up with a deadline of the end of this week – it will be considered a non-compliance issue if this isn't completed. \*It was noted that this number had been amended to account for employees either on long term sick or maternity leave etc. The Cttee requested feedback on the number of outstanding training requests ASAP after the deadline.

**ACTION: DPC&Q to feedback on the number of outstanding training requests ASAP after the deadline in early March.**

The second issue of concern was around site safety, risk assessment and overall responsibility per site. Whilst we have local health and safety/staff groups the outcome of these discussions and their document /feedback amongst staff is not clear. Members noted that during the 'pizza and polling' event, student could easily identify areas around campus they felt 'unsafe'. Safeguarding Governors raised particular concern with the Fareham campus and how we can reduce access and create a single point of entry/turnstile in line with other campuses. Members were informed that from a safeguarding perspective the turnstile cameras at Eastleigh have been really useful.

Student Governors were asked for their views on whether they felt campuses were safe. All agreed they generally felt safe. When asked if their peers or friends bring friends (not enrolled at the College's) on site, it was noted that this has been known to happen at Fareham (as there is less controlled access) whilst another student raised awareness of attempts to obtain lanyards at Eastleigh College (which had been prevented fairly quickly). The Chair thanked the safeguarding governors for raising awareness of these 2 key issues and informed the CEO and rest of the ELT that clear leadership on these issues is welcomed.

**The Committee noted the report.**

**22/23 Item 12: Student Voice (inc. Student Newsletter)**

The Student Governors were asked to provide a verbal update from the Student Board meeting held in January, this afternoon's pizza and polling event, as well as the Student Newsletter being developed across the group. Student introduced themselves, their locations and their courses.

A student member raised concern with how student ASB vandalising toilets was handled at Eastleigh College. He felt that the situation wasn't adequately explained to students. The toilets remained locked and out of use for some time, with no communication/ rationale for them being closed, or a likely 'fixed' date. Members were asked to consider how better to improve communications to students in the short term about unexpected matters such as these. Governors thanked the student for the feedback and agreed to feed this back to members concerned.

Students informed the Committee that they are working to develop a student newsletter which would generally be an online version that could also be made available in hard copy. The Chair confirmed she enjoyed being interviewed by the students and queried when this was expected to be made available. DSE confirmed the original timeline was the end of February, but that we are running a little behind. DSE to follow up with students and revert to the Committee.

**ACTION: DSE to feedback to the C&Q Cttee on progress of the Student Newsletter.**

A student governor raised the issue of work experience (wex) noting this took place last week. The student informed members that finding suitable options was tricky (despite being aware of this since September) noting that the course tutor was heavily involved in helping the majority of students find places. Is this something we can provide more support to students with? Of note the student noted that some courses and subject areas are harder to find placements for than others, if students (as she did) are able to consider a wider type of role outside of their fixed courses but still related e.g., they as a game design student took work placement within a graphic design route this would be really helpful.

ED B& CP thanked the student for their feedback and noted that whilst T level placements are quite fixed (the work experience is required to be directly linked to the course of study) non-T level courses have more flexibility. It was agreed there are difficult courses to place e.g., public services, gaming but that as long as the work experience can demonstrate its improving work 'readiness' this will widen the opportunities. EDB&P confirmed to the Committee this whilst there are wex staff members in each campus, much of this focus is for T levels and industry placements with wider wex responsibility largely built into tutors and tutorial. A member noted that it was important to consider social anxiety and neuro diversity as an important factor to consider when looking at wex, there are organisations to support which can be signposted, but we should reflect that many of these students will likely not take on a 9-5 office face to face role and that our wex provision should reflect that.

**The Committee noted the update**

### **23/23 Item 13: Curriculum & Quality Spring update**

The DPC&Q provided a verbal update to the report circulated in advance. There were no additional comments, not covered by other discussions on this agenda.

**The Committee noted the report**

### **24/23 Item 14: Quality Improvement Plan**

The DPC&Q provided a verbal update to the report reminding members this was a tracker for the direct outcome of the 2023-34 College Self-Assessment Review (SAR). Members were reminded those areas with little or no progress may be scheduled for later in the academic year.

A member queried the publication of the student enrichment offer some students suggested they were not aware of all opportunities made available here in Eastleigh, could we improve this? A member noted that they liked the enrichment awareness poster on the back of the toilet door in CEMAST. The DSE noted that whilst there are many activities available, depending on how the students see or hear about them, they don't consider them to be enrichment as much as course content. The Cttee were informed that a Group Enrichment co-ordinator started in October, and they are working to plan and co-ordinate items events across Group. Members were also reminded of the work commissioned with Unloc around student voice. DSE suggested it may be into the next academic year before this really develops.

**The Committee noted the report**

#### **25/23 Item 15: Link Governor Reports**

The Chair introduced this item giving thanks to all Governors who had made the time to make visits, attend meetings and get to grips with their Link Roles. Members discussed the SEND report and associated action plan. It was agreed due to P H-B departure a replacement for the SEND link role should be considered. The Chair suggested that a recommendation was made to Corporation to recruit an additional member of the Committee (with potentially academic and or SEND experience or knowledge). All agreed.

**DECISION: The Committee agreed to recommend to Corporation the recruitment of an additional member with academic/SEND experience or knowledge.**

**The Committee noted the report.**

#### **26/23 Item 16: Higher Education (HE) update**

The EDB&CP introduced a short report circulated in advance, providing an update of Higher Education provision across the group. There were no additional discussions. A member provided an update as HE Link Governor and agreed he would like to make some campuses visits and then meet with EDB&CP and her team to look at any longer-term recommendations and an action plan for HE.

**The Committee noted the report.**

#### **27/23 Item 17: Strategies for Approval**

The EDB&CP introduced the English and Maths and 16-19 strategies (submitted in advance) for review.

**DECISION: The Committee approved the English and Maths Strategy**

**DECISION: The Committee approved the 16-19 Strategy**

#### **28/23 Item 18: Any other business**

The Chair requested general feedback on the meeting as well as the preceding student voice activity. Members all agreed the Pizza & Polling as really engaging, and that it was excellent to see the Student Governors in attendance and involved. The CEO thanked members of SLT and their teams for the significant time spent on curriculum strategy which has been really worthwhile. The Committee went on to use a polling tool to assess aspects of the meeting.

There were no additional items of business, and it was noted the next meeting of the C&Q Committee was scheduled for 5 June 2024. The meeting closed at 19.50.