

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

Boardroom, Fareham College
Wednesday 20 November 2024 at 17.30

MINUTES

Present:	Celie Fulcher (Student Gov)	Andrew Kaye (CEO)
	Gregory Kitchin (Staff Gov)	Emily Morey (Chair)
	Collins Ntim	Sandra Prail
	Benita Raphael (Student Gov)	Phillip Wright
In attendance:	Georgina Flood	Director of Governance
	Pete Joddrell	Deputy Principal Curriculum & Quality
	Ashley Martin	Director of Student Experience
	Anoushka Ottley	Exec Director of Business & Civic Partnerships
	Tanya-Marie Richardson	Director of Quality (Deep dive only)

01/24 Item 1: Deep Dive – Group Self-Assessment Headlines

The Committee received a ‘deep dive’ session on Group Self-Assessment Headlines by Tanya Richardson, Director of Quality. A copy of the presentation will be circulated after the meeting.

The Chair queried the amount of Governor input into SAR to this stage? DQ noted that offers for Governors to be involved in the DSAR were not taken up, moving forward it was recognised that dates could have been shared earlier and methods to join online considered. The Cttee noted that both the Chair and the Chair of the Corporation would attend the final SAR validation taking place on 27 November.

A member there had been notable progress since last year – particularly in apprenticeships and skill and that Governors are encouraged to see the progress. The CEO endorsed this noting the SAR was a strong, evidence-based assessment with the forthcoming SAR validation an opportunity for robust external feedback. DPC&Q informed members moving forward, we are keen to look at a more streamlined and or succinct method of SAR as this is incredibly time-consuming process. Members noted the change in Ofsted criteria and or single word judgements may also have a bearing.

The Chair note with the expectation of Ofsted coming at any time, it would be sensible to arrange some Ofsted preparedness sessions for key members. All agreed.

ACTION: DG to arrange a meeting of the Chair of C&Q and Corporation Chair and Safeguarding Governor to discuss Ofsted preparedness

02/24 Item 2: Welcome and Apologies for absence

Apologies for absence were received from Sarah Harder-Collins, Jennese Alozie and Student Governor, Anna Mae Castillo.

03/24 Item 3: Declarations of Interest

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

04/24 Item 4: Minutes of previous meeting

Minutes from the previous meeting held on 5 June 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 5 June 2024 were approved as an accurate record.

05/24 Item 5: Actions & Matters Arising

Members were informed that one Committee member had expressed their interest in the role of Vice Chair for the Committee and that this was supported by the Chair. To this end members were asked to approve the nomination of Sarah Harder-Collins as Vice Chair of the Curriculum & Quality Committee. All agreed.

DECISION: Sarah Harder-Collins was appointed as Vice Chair of the Curriculum & Quality Committee with effect from 1st December 2024.

Members reviewed an outcome report from the previous meeting, noting most actions were either complete or underway. It was noted a historical action relating to an apprenticeship learning walk should be removed since JM has since left the Committee. Members were informed that whilst most marketing resources have been made available, backgrounds for TEAMS and or Zoom are still being developed.

The Committee noted this report.

06/24 Item 6: Items of Focus

The Chair noted this item as an opportunity to identify priorities for the meeting informing members that the agenda had already been prioritised in respect of importance (although of course all items were important). The Cttee was reminded that to work effectively through the agenda it would be assumed that all reports had been read, and report authors were reminded to please present headlines and highlights only.

07/24 Item 7: Student Voice

The Chair introduced this item noting that Student Governors had prepared a presentation in advance to be shared with the Committee on the topic of application and enrolment. This presentation will be available to Governors via the portal. The Cttee thanked the students for their input and effort that had gone into their presentation, noting that their contribution was highly appreciated.

08/24 Item 8: Curriculum & Quality termly update

The DPCQ introduced this item and noted that this report provides key information regarding final academic performance for 2023/24 and to provide early indication of enrolment, attendance, and academic progress to date for 2023/24. It also gives an overview of Quality Assurance activity between September – October Half Term.

- Group wide improvement in achievement for 16-18 across L2 and L3 courses.
- Notable improvement in achievement of i6-18 and Adult Funded courses at Southampton College demonstrating the impact of the wider group support and the positive influence of the Vice Principal
- Enrolment for 2024/25 has been in line with curriculum planning although there has been a shift in the profile of students with a record number of students needing to take their GCSE Maths and/or English this year.

- Attendance remains a challenge across the group, notable changes in reasons for non-attendance (in line with AOC survey with mental health and paid work the top reasons. Interventions remain focused on achieving the balance between incentive and consequence.

The Chair thanked the DPC&Q for the time and effort to collate and present segmented data for the first time noting the Committee are keen to have a dashboard in place for moving forward. A member suggested that now data is in an improved place, it might be useful to meet outside of this meeting, to think about what theses and or programmes of work we would like to follow e.g., narrowing the gap between achievement data which would help to drive the data and its use. It would be important to have some clear data-led targets rather than just developing a superficial review of increasingly more data. All agreed.

ACTION: Interested C&Q members to meet to agree dashboard and data themes in advance of the dashboard development for the Spring C&Q meeting.

A member queried the low numbers of placements in EC campus. EDB&CP confirmed that 64% represents all placements underway across a 2 year course, (with courses starting in September this year) - as such she is not worried about 64% at this stage. Of note, EC has established several new T Levels this year and as a result, will be looking for industry placements in entirely new areas. Notably (because we experienced a similar issue in Fareham) placements for electrical installation are often difficult, as significant numbers of electricians and or companies are already well established within the apprenticeship route. It was noted the time and effort to source placements is significant with each member of the work experience team having a caseload of c.500 students each.

Members discussed the low level (50% off target) of T level enrolments at Southampton campus. DPC&Q confirmed much of this can be attributed to the shift in funding away from traditional routes as well as quite specifically the requirement for level 4 in Maths and English. It was noted that enrolment looked positive in September, but post GSCE results many more students didn't meet their required grades. Members went onto discuss the developing picture of poor Math and English results and the high number of re-sits now required for students. A member noted that direct feedback from a student noted how frustrating it was to keep pushing for a grade in either or both Maths & English when it doesn't feel like it has any bearing to their chosen course but remains a requirement. In response to a direct question a Student Governor (T level student) agreed that they felt the addition of Maths and English to the already significant workload would make it difficult to succeed. The CEO noted this ongoing issue was part of a wider curriculum reform issue which is widely experienced across the sector.

The Committee noted the report

09/24 Item 9: Higher Education Update

The EDBCP introduced this item and noted the report provides an overview of Higher Education (HE) performance for the 23/24 academic year and an overview of enrolment and quality for the Autumn Term of 24/25. Highlights were noted as;

- Strong HE pass rates and retention challenges at some campuses; 1.6% better overall – 4% improvement in SC and FC with a 4% drop in EC (EC figure may change due to late data)
- Retention issues particularly affected teacher training courses, leading to program adjustments (this will no longer be run at Southampton and will be moved over to Eastleigh)
- Enrolments for 2024/25 exceeded expectations, launching a new HTQ (modular) healthcare course, retain focus on enhancing IoT partnerships and Targets.
- Efforts continue to strengthen program retention, growth, and student experience.

The HE Champion provided assurance he felt that HE was in a good place, that growth was moving in the right direction. In terms of areas for focus, the health and social care sector locally provides lots of opportunities which would be something to consider. EDB&CP noted that a HE self-assessment is underway, this is helping us identify areas for improvement and growth. We recognised the need for a distinct HE strategy as well as additional work in the area of access and participation. The Chair suggested the HE Champion worked with SLT in respect of the self-assessment and strategy and provides an update to the next C&Q meeting in March.

ACTION: HE Champion to provide feedback on the HE self-assessment and strategy for the C&Q meeting on 5th March 2025.

10/24 Item 10: Safeguarding & Student Experience Report

The DSE&T introduced this report (circulated in advance) and noted that the Governors are asked to find assurance that Safeguarding and Student Experience is well managed and that the Corporation is fulfilling its regulatory responsibilities.

- Increase in vulnerable students and ECHP students have doubled across the group
- High needs student numbers are more consistent, but we are over allocation (working with LA to look at funding – for current year (24-25) but aim for secure for 25-26)
- Increase in unaccompanied asylum seekers – especially at SC, recruiting new designated teacher role to support, working with the LA to ensure role is focused on 121/Tutor aspects over administrative tasks
- Procedure alignment, notable snagging in respect of the use of some IT systems, especially at the start of the year.
- CPOMS – systems issues (shared nationally due to CPOM's upgrading their systems). Pro-monitor system acts as a back-up preventing any wider impact in respect of student safety.
- Exclusions noted as higher than usual – reflects local and sector wide behavioural issues

Members were provided with a verbal update on some serious knife crime incidents that have occurred across the group in the last 10-14 days. All three incidents happened offsite and out of usual College hours – students involved were from across all campuses. Members were informed that various initiatives were in place to support, educate and prevent knife crime but that this was part of an increasing picture nationally.

A member queried what stepped process might be in place if we consider more intervention e.g., a knife arch (as was in place last week on one campus) and how would staff views be sought? DSE noted that the arch was part of an event, not necessarily looking to introduce this full time. We have updated our search policy and introduced knife wands on all campuses, we are also working with agencies in the area to identify those students that are considered/known to be knife carriers.

The staff governor was asked to provide his view on staff sentiment on this subject. He noted that there were ongoing discussions about behaviors and attitudes, but not specifically knife crime. Members discussed that fact whilst incidents happened off campuses it was important not to be complacent. All agreed that interventions such as a permanent knife arch could create unintentional messaging about the safety of campuses.

The Chair requested feedback on the High Priority actions as per page 2 of this report. DSE confirmed the update in respect of CPOMS as already discussed. Issues with system generated registers have much improved

but are not sufficiently robust to drop them from a high priority for the time being.

The Chair of Corporation as a member of the Systems group asked if there was anything specifically in relation to safeguarding that needed to be raised at the systems group as part of the lessons learnt/action plan. DSE confirmed whilst this has since been resolved, the IT migration put us in a vulnerable position (particularly for 2nd year students). The Chair of the Corporation agreed to ensure this is captured by the Systems T&G.

The Committee received this report.

11/24 Item 11: Safeguarding Annual Review

The DSE&T introduced this item noting that this report reviews SHCG Safeguarding practices for 2023-24. It aims to outline the current safeguarding position and highlight in year improvements that have been made to further enhance and support the safety, welfare, and well-being of our students. The Governors were asked to find assurance that Safeguarding and Student Experience is well managed and that the Corporation is fulfilling its regulatory responsibilities.

The Committee received this report noting assurance in the Safeguarding practices in place for 2023-24.

12/24 Item 12: EDI (Students) Annual Review

The DSE&T introduced this item noting the purpose of this report is to provide an outline on performance from the previous year in respect of EDI and identify improvements and actions for 24/5.

The Chair asked for clarity on the origin of this document and its place within wider EDI assurance. The CEO confirmed this was a requirement from the Public Sector Equality Duty (PSED) to provide reporting against self-set targets around EDI. Historically we have reported staff metrics to Resources Cttee and Student to C&Q. An action plan for next year has been developed for both strands in one document and the intention going forward will be to have one overarching approach.

The Chair and the Chair of Corporation suggested both student and staff reports are shared with the EDI task and finish group to review and align into one document alongside the combined action plan for 2024-25 before sharing with the Corporation. The DG advised there would not be enough timescale to present this work to the Corporation's December meeting, so we should aim for the Spring Term meeting. All agreed. The Chair suggested that future annual reports include the PSED objectives to help support review going forward.

ACTION: The EDI T&F group to review both staff and student EDI annual review documents to be combined into a single review report and combined action plan for 2024-25. Future review reports should include PSED objectives as a key reference. A single EDI review and action plan to be brought to Corporation at the next available meeting.

13/24 Item 13: Key Performance Indicators – Committee Review

The CEO introduced this item noting within the Core KPIs metric KPI's - expressing caution that these are very early in the year, so they will be likely to change. Members were asked to note the Strategic Plan target of Ofsted 'Outstanding' - has been reviewed and agreed to be a 'stretch' target, whilst this remains the ambition, we must recognise that 'good' 12-18 months post-merger would still be an excellent result.

The Chair of Corporation noted that the combination of the increased segmented data in the termly curriculum report combined with the QIP for 2024-25 may create more metrics e.g. reducing the achievement gap for

certain groups etc. The CEO noted that the development of a dashboard (and Governor involvement in doing this) would support this. The Chair of Corporation suggested that the Governance Cttee would be a good first review. All agreed.

ACTION: DPC&Q to ensure Governance Committee have an initial review of the data dashboard.

The Committee reviewed the report.

14/24 Item 14: Strategic Risk Register – Committee Review

The CEO introduced this report adding that the new Internal Auditors were in place and had attended a recent ELT meeting. Identified for an early audit was Safeguarding with the remaining plan to be discussed by the Audit & Risk Committee in January. There were no additional comments.

The Committee reviewed the report.

15/24 Item 15: Link Governor Feedback

The Chair noted the absence of the Safeguarding Governor confirming the Cttee have had several assurances from various reports and as such we will receive a report from SH-C at the next C&Q meeting.

The Chair reminded members there remain vacancies in the Skills and SEND Link Governor roles.

16/24 Item 16: SEND Policy

The DSE&T introduced this item noting that she felt there were several issues within the policy e.g. the Governor Responsibilities as well as the omission of reference to the SEND Link Governor and Quality First methodology. Recognising the need to have this policy in place as soon as possible, it was suggested this was agreed on behalf of the Cttee offline. All agreed. Members noted that the policy was high level and would welcome the opportunity to understand more widely the SEND Strategy, and current challenges - the Committee suggested the next deep dive for C&Q in March as SEND.

ACTION: Chair and CN to work with DSE to approve the SEND policy offline.

DECISION: SEND to be the next C&Q Committee deep dive.

17/24 Item 17: Safeguarding Policy

The DSE&T introduced this item noting this had not been subject to any material change since last year noting the policy (as a high-level document) was supported by several associated procedures.

DECISION: The Cttee recommended the Corporation approve the Safeguarding Policy.

18/24 Item 18: Any other business

There were no items of additional business. The Chair noted the next meeting was scheduled to take place on Wednesday 5 March 2025 at Eastleigh College.

19/24 Item 19: Reflections on the meeting

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

The meeting ended at 19.38