

**Minutes of: Curriculum and Quality (Combined) Committee**

**Date:** 4pm on 22<sup>nd</sup> September 2025      **Location:** A5, College Road Campus

Present	In attendance
<ul style="list-style-type: none"> <li>▪ Ian Axtell (<i>Chair</i>)</li> <li>▪ Abigail Appleton (<i>Principal &amp; CE</i>)</li> <li>▪ Myfanwy Page (<i>Staff Governor</i>) (<i>joined at item 5</i>)</li> <li>▪ Russell Roberts</li> <li>▪ Ellie Bunston (<i>joined at item 5</i>)</li> <li>▪ Helen Hurford (<i>Student Governor</i>)</li> </ul> <p>Collectively referred to as the “<i>Committee</i>” and individually as a “<i>Committee Member</i>”</p>	<ul style="list-style-type: none"> <li>▪ Justin Gregory (<i>Vice Principal of Higher Education, “Vice Principal (HE)”</i>)</li> <li>▪ Xaviere Hughes (<i>Vice Principal of Further Education, “Vice Principal (FE)”</i>)</li> <li>▪ Abigail Boyce (<i>Clerk to the Corporation, “Clerk”</i>)</li> </ul>
<p><b>Quoracy:</b> Meeting was quorate in accordance with paragraph 1 below.</p>	<p><b>Absent:</b> Kate Seekings and Jennette Arnold</p>

**Note:** *In these minutes, Committee Members’ contributions that have a tangible impact, such as influencing a decision, prompting a change, or raising a valid challenge, are italicised and/or underlined. Routine questions and comments are recorded in the discussion but are not highlighted, to focus attention on contributions that directly affect College decisions or actions.*

**1. Quorum**

The meeting was duly convened as a quorum of three members was present, satisfying the quorum requirement set out in Section 5, Clause 2.2 of the Standing Orders (*Academic Quality and Standards Terms of Reference*).

**2. Apologies and Declarations**

- a. **Apologies for absence:** Apologies for absence were received from Kate Seekings, who attempted to join the meeting via Microsoft Teams but was unable to connect due to technical difficulties. The Clerk will follow up with IT to identify the cause.
- b. **Declarations of interest:** there were no new declarations of interest.

**3. Minutes of last meeting**

- a. **Approval of minutes of meeting held on 17<sup>th</sup> June 2025:** the minutes were approved as a true and accurate record.
- b. **Matters Arising:** all actions were noted as complete or as in progress.

**4. Strategy and KPIs: KPIs and Objectives for Committee**

The Principal introduced the new document to the Committee, explaining how monitoring will operate going forward, highlighting overlaps with other committees and the importance of setting realistic targets to maintain team motivation. Governors emphasised the need to contextualise data and ensure a clear understanding of KPIs. The Committee considered FE growth confidence, MA recruitment analysis, and marketing opportunities, noting that a Board paper on HE development is scheduled for October. The Principal confirmed that some objectives, including quality measures, will be redrafted for clarity. B3 metrics, OfS threshold changes, and NSS

reporting were identified as areas requiring further attention. Priorities for the coming year will focus on quality, inclusive teaching, and agile portfolio development.

## **5. Ofsted Changes: Inspection Approach, Grading and Expectations for Colleges**

The Vice Principal (FE) provided an update on recent changes to the Ofsted inspection framework. Maths and English continue to be areas of concern, necessitating further consultation. Significant reforms are anticipated in relation to Special Educational Needs and Disabilities (SEND), which will require thorough review and implementation. Ofsted has adopted a new approach, using descriptive wording for individual areas alongside an overall statement of intent, supported by a report card that provides a full breakdown of inspection findings. This revised framework is considered more transparent and less restrictive than previous versions, which is viewed as a positive development.

## **6. Compliance Update: OfS Condition E6 - Document Revisions (Chair's Action)**

The Principal provided an update on compliance with OfS Condition E6, effective 1 August 2025, which requires providers to take effective steps to prevent and respond to harassment and sexual misconduct. The Committee noted that strong procedures are in place and staff have received relevant training, and it was highlighted that work is ongoing to evidence compliance, align with FE requirements, and strengthen processes for recording and following up on student non-attendance. The interconnection with Freedom of Speech obligations was also considered, with discussion of the challenge of ensuring compliance without restricting lawful expression. It was reported that work continues to identify staff requiring further training and to develop a regulatory framework matrix, and the Committee acknowledged its responsibilities in this complex area.

## **7. Policies and Strategies**

### **a. Safeguarding & Child Protection Policy**

The Vice Principal (FE) presented updates to the Safeguarding and Child Protection Policy, noting that all links had been reviewed and updated and that AI has been included as a potential safeguarding risk. Staff engagement with these changes was confirmed, including mandatory training, completion of Part 1 of the guidance, online quizzes, and briefings for new staff by the Designated Safeguarding Lead. The Committee noted the importance of understanding reporting procedures to ensure consistency and approved the updated policy for submission to the Board for final approval.

### **b. Prevent Update**

The Vice Principal (FE) provided an update on the Prevent Policy, noting that the operational threshold has been lowered, making it easier to meet the criteria for referrals. Previous Prevent referrals were reviewed, with an emphasis on the importance of early intervention. The update outlined the new criteria for Prevent and highlighted that the online programme previously available for students is no longer in place. The discussion also acknowledged the college's increasingly diverse student population compared to the local area and the importance of ensuring that all students feel safe. The Committee approved the updated Prevent Policy for submission to the Board for final approval.

### **c. FE Behaviour Policy (3-year review cycle)**

The Vice Principal for FE provided a verbal update on the development of a new FE Behaviour Policy, which will replace the previous approach that mirrored HE standards and was not fully suited to FE learners. The policy aims to introduce a clear and proportionate

framework for managing behaviour, with three stages: misconduct, serious misconduct, and escalation to a panel. It will emphasise professional conduct, effective communication with students, and allow staff greater autonomy in managing behaviour for 16–17-year-olds. The policy will be concise, accessible, and supported by an addendum to balance support and challenge. Work is ongoing to finalise the policy, which will be presented to the Committee for approval.

**d. FE Support and Challenge Policy (3-year review cycle)**

The Vice Principal (FE) presented the updated FE Support and Challenge Policy, along with a supporting student contract to sit as an appendix.

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A Committee member recommended enhancing the contract’s learning section to place greater emphasis on students striving to achieve their best, using aspirational language to support improvement. The Committee also discussed the importance of fostering creativity and engagement with the wider community, noting that these aspects were not fully reflected in the contract, and agreed that they should be strengthened.

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It was also noted that some staff had raised questions regarding behaviour expectations. The Vice Principal explained that the contract is intended to be bespoke, applied to individual students not meeting expectations, such as persistent lateness. The Committee approved the updated policy and its supporting contract, subject to the agreed amendments.

**e. HE Professional Behaviour and Disciplinary Policy**

The Committee was presented with the HE Professional Behaviour and Disciplinary Policy, which remains unchanged. The policy continues to focus on maintaining high standards of professional behaviour and outlines a single, clear disciplinary process. The Committee approved the policy.

**8. Terms of Reference: annual review**

The Committee reviewed a new set of Terms of Reference, developed as part of the wider improvement and strengthening of the legal governance framework. The updated Terms of Reference replace the previous version in full and are designed to provide greater clarity on the Committee’s role, responsibilities, and reporting lines. The Committee approved the new Terms of Reference.

**9. Key Risks**

No key risks were identified during the discussion at this time. The Committee will continue to assess and address any potential risks as they arise.

**10. Close of Business and Date of Next Meeting**

With no further business to discuss, the Chair adjourned the meeting at 17:01. The next meeting is scheduled for Tuesday 11<sup>th</sup> November at 4:00 PM.

Minutes approved: ..... Date: .....