

Minutes of: Curriculum and Quality (FE) Committee

Date: 5pm on 11th November 2025 **Location:** A5, College Road Campus

Present	In attendance
<ul style="list-style-type: none"> ▪ Ian Axtell (<i>Chair</i>) ▪ Abigail Appleton (<i>Principal & CE</i>) ▪ Myfanwy Page (<i>Staff Governor</i>) ▪ Jennette Arnold (<i>Online</i>) <p>Collectively referred to as the “<i>Committee</i>” and individually as a “<i>Committee Member</i>”</p>	<ul style="list-style-type: none"> ▪ Justin Gregory (<i>Vice Principal of Higher Education, “Vice Principal (HE)”</i>) ▪ Xaviere Hughes (<i>Vice Principal of Further Education, “Vice Principal (FE)”</i>) ▪ Abigail Boyce (<i>Clerk to the Corporation, “Clerk”</i>) ▪ Christy Bolderson (<i>Audit Committee Member</i>)
<p>Quoracy: Meeting was quorate in accordance with paragraph 1 below.</p>	<p>Absent: Ellie Bunston</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 were received from Ellie Bunston.
- b. **Attendance Note:** Christy Bolderson, newly appointed to the Board and serving on the Audit Committee, was in attendance to observe the meeting and develop her understanding of how other committees operate. She did not participate in the discussions.
- c. **Declarations of interest:** there were no new declarations of interest.

3. Minutes of last meeting

- a. **Approval of minutes of meeting held on 22nd September 2025:** The minutes were approved as a true and accurate record, subject to an amendment to the wording of Jennette Arnold’s apologies. It was noted that Jennette had requested that the minutes be revised so they do not record her as absent, as she had made an attempt to join the meeting. The Clerk will amend the minutes accordingly.
- b. **Matters Arising:** all actions were noted as complete or as in progress.

4. FE Key Data Report

a. **Key data year to date**

The Vice Principal of Further Education presented the report on overall FE data. It was noted that attendance remains at 89%, consistent with the previous year, although improvement continues to be a priority. It was reported that Quality Improvement Plans are being developed in collaboration with staff to provide more detailed data, and that further breakdowns by subject, particularly English and Maths, and by individual tutors,

are being introduced to enhance accountability at course level. Attention was drawn to SEND students, particularly those with Education, Health and Care Plans (EHCPs), which set out the additional support required for learners with special educational needs. It was highlighted that the careful selection of students for the November resits resulted in a 100% attendance rate, with results scheduled for release on 8 January. The Principal emphasised the importance of monitoring attendance not only by course group but also for vulnerable student groups, in accordance with the new Ofsted framework, and it was noted that work is ongoing to identify and support students who do not currently receive additional provisions.

A Committee Member raised a query regarding the allocation of resources for EHCP students, noting it requires medium- to long-term planning, including consideration of staffing, recruitment, and the training of Learning Support Assistants.

It was further noted that the college carefully assesses the individual needs of each student to ensure that sufficient support can be provided. A Committee member requested a report on the Ofsted agenda for inclusion and the impact of rising EHCP numbers. It was also discussed that the update could include current and future support requirements, including LSA training needs.

b. English and Maths report

This was considered as part of the discussion under the previous agenda item on Key data year to date.

5. FE Quality Reports

a. Progress on Quality Development Plan

The Vice Principal of Further Education presented the report and accompanying RAG ratings. It was highlighted that students are actively engaging with external stakeholders to secure work experience opportunities, and that positive improvements have been made in embedding micro work experience opportunities throughout the year.

b. Student Experience: First Impressions Survey

The Vice Principal explained the survey methodology, including the purpose of the survey and the rationale behind the questions, and provided an analysis of the data.

6. Curriculum and Portfolio Development

The Vice Principal of Further Education provided an update on the new Fashion Business & Retail course, including progress towards validation. It was noted that collaboration with external partners is ongoing to support course resourcing. The first open day for the course is scheduled to take place after January, and appropriate communications will be implemented to promote the course to prospective students.

7. Key Risks

It was noted that key risks include the increasing number of students with Education, Health and Care Plans (EHCPs), where full funding or provision may not be in place; and ongoing challenges in relation to English and Maths engagement and attainment. The committee requested that previously flagged key risks be brought to the next meeting to enable ongoing monitoring and oversight of the issues that have been raised.

ACTION: The Clerk to ensure that previously flagged key risks are brought to the next committee meetings for ongoing monitoring and oversight.

8. Close of Business and Date of Next Meeting

With no further business to discuss, the Chair adjourned the meeting at 18:06. The next meeting is scheduled for Tuesday 02nd December at 3:00 PM to consider the Further Education Self-Assessment Review and University of Wales Trinity Saint David Annual Programme Review.

Minutes approved: Date:

DRAFT