

Minutes

SPECIAL CURRICULUM & QUALITY COMMITTEE

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| Date: | 6 th October 2025 | Time: | 3.30 PM |
| Chairperson: | Chris Wilson (CW) | Location: | The Hart Room |

| Members | Name | Present | Role |
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| | Chris Wilson (CW) | * | External Member, Chair & Safeguarding Governor |
| | Sally Osmond (SO) | * | External Member |
| | Louise Muijen (LW) | * | External Member |
| | Debbie Ferguson (DF) | * | External Member & Vice Chair |
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| Apologies: | Cathy Wright | | Executive Director, Corporate Services (EDCS) |
| | Lesley Black (LB) | | External Member & Wellbeing Governor |
| | Lee Probert (PCE) | | Principal & Chief Executive |
| Absent: | Tom Peglar (TP) | | External Member, SEND Link Governor |
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| In Attendance: | Julian Tucker (JT) | *via Teams | Executive Director, Finance (EDF) |
| | Jo Houghton (JH) | * | Executive Director, Governance, Standards & Projects (EDGSP/GP) |
| | Lee Jamieson (LJ) | * | Deputy Principal (DP) |
| | Nicola Danbury | * | Governance, Standards and Projects administrator |
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| Quorum: | 3 required | | Meeting quorate |

AGENDA ITEMS

| Item No. | | Reports |
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| 1. | APOLOGIES FOR ABSENCE Apologies were received and accepted from Lee Probert, Cathy Wright and Lesley Black. It was noted that Tom Peglar was absent. | Verbal |
| 2. | DECLARATIONS OF INTERESTS There were no declarations of interest received or declared in any of the agenda items. | Verbal |
| 3. | NOTIFICATION OF ANY URGENT BUSINESS TO BE DISCUSSED The following items were discussed: <ul style="list-style-type: none"> The impact of FEC recommendations on this committee: Recommendation 1 is related to the KPI and Recommendation 2 | Verbal |

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| | <p>regarding offsite provision, is related to the deep dives, which were discussed later in the meeting.</p> <ul style="list-style-type: none"> • There was a brief discussion on Ofsted preparedness. • There was a discussion regarding safeguarding – this is documented in confidential minutes. • SAR update meeting: the Committee asked if these meetings would include Committee members. The Committee were informed that Members would receive an invite and it was confirmed these meetings are scheduled for 4th to 11th November. <p>EDF joined the meeting at 15:40. There was a short break at 16:00.</p> | |
| 4. | <p>MINUTES OF THE PREVIOUS MEETING</p> <p>The Committee considered the minutes of the meeting on 23rd June 2025 and requested some minor changes. Once amended these will be signed by the Chair via Signable.</p> <p>Action: ND to amend minutes and send to the Chair for electronic signing.</p> <p>EDF left the meeting at 16:10.</p> | Paper – page 3 |
| 5. | <p>MATTERS ARISING FROM THE MINUTES</p> <p>The Committee asked:</p> <ul style="list-style-type: none"> • Are there half-termly safeguarding meetings? It was confirmed that these were scheduled. • Are students able to see their timetables electronically? It was confirmed that they could. • Has Century Tech been implemented? The Committee were informed that the College were not currently using it. <p>Student tracking was discussed and the Committee were informed it was being trialled in Foundation Learning.</p> <p>The Committee requested more detailed curriculum KPIs. It was confirmed that a full list of KPIs would be sent to the Board.</p> | Verbal |
| 6. | QUALITY | |
| 6.1 | <p>Review of the Self Assessment Report 2024/25</p> <p>The DP clarified the timeline of the SAR and QIP. He informed the Committee that this will be revised with confirmed data and will then be submitted to Ofsted at half-term.</p> <p>The use of grades was discussed and the DP clarified that grades are no longer used.</p> <p>The Committee asked if Ofsted would be expecting the College to grade itself. They were informed that both the AoC and Ofsted advised that the College should not self-assess.</p> <p>The Committee noted they were pleased with the upward trends.</p> <p>The Committee were informed that BCoT (Basingstoke College of Technology) recently took part in a pilot Ofsted inspection.</p> <p>Action: DP to contact BCoT to gather information regarding the pilot Ofsted inspection.</p> <p>The Committee agreed to recommend the SAR to the Board. The Chair thanked the DP for writing a helpful and clearly written report.</p> <p>The following points were noted:</p> | Paper – page 13 |

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| | <ul style="list-style-type: none"> • DP provided a summary of key strengths and areas for improvement. • Results and 3-year trends show clear improvement. • The AoC English and Maths report was discussed. The DP informed the Committee that the MIDES data had just been published. • It was suggested that evidence should be provided for all statements. • Where acronyms are used, they should be written in full in the first instance. • The Committee requested evidence regarding the quality of offsite provision, in relation to College performance. • There was discussion regarding English and Maths benchmarks. • There should be uniformity throughout the report, for example ‘teachers/lecturers/managers’ are used interchangeably • Questions were asked regarding the Learner Survey – when was it done, how many students completed it? The Committee asked for more details to be provided, such as the return rate of the survey. DP will clarify this and update the document. • The Committee asked for clarification over the number of staff who have accessed the HOW2 platform. • It was requested for T-Level results to be included in the SAR. • The reporting of offsite/onsite exam attendance was discussed. • Outcomes from the deep dives will be in the Quality Outcome report to the Board. • It was noted that gender was only discussed in regard to apprenticeships (pg 59). It was discussed that performance of different groups (e.g. gender, SEND) should be compared across all areas. <p>Actions: DP to obtain/review MIDES data. DP to clarify details of the Learner Survey. DP to clarify the number of staff who have accessed the HOW2 platform.</p> | |
| <p>6.2</p> | <p>Review of the Quality Improvement Plan 2025/26 The DP explained that this has been restructured to show progress and impact and that it is an emerging document. It will be updated to provide further details of how wider strategies are being used. There was discussion regarding the way targets are expressed, it was confirmed they are written this way to show trends.</p> <p>Action: DP to complete an update for the next Curriculum and Quality meeting in December.</p> | <p>Paper - page 61</p> |
| <p>6.3</p> | <p>Thematic Review 1: Outcomes from the College’s first thematic review into the induction experience</p> <ul style="list-style-type: none"> • The Committee stated that this was helpful, interesting and clearly written. • It was noted that students got off to a good start. | <p>Paper – page 71</p> |

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| | <ul style="list-style-type: none"> The review considered both onsite and offsite provision but excluded Foundation Learning. The new teacher observation process was discussed. | |
| 6.4 | <p>Update: FEC Recommendation 5 This item will be discussed under AOB.</p> | Presentation |
| 7 | CURRICULUM | |
| 7.1 | <p>Enrolment Review (early sight of enrolment trends ahead of Day 42) The Committee asked:</p> <ul style="list-style-type: none"> About the enrolment process in regard to immigration status of students. They were informed about ESOL programmes, enrolment procedures and visa checks. What effect does curriculum targets and student numbers have on the budget? They were informed that this information will be provided in the next CQC report. What has the impact of marketing strategies been? What activities have contributed to successful outcomes? | Paper – page 90 |
| 8 | POLICIES | |
| 8.1 | <p>To approve the following policies:</p> <ul style="list-style-type: none"> Academic Malpractice Policy Student Recruitment, Admission and Appeals Policy and Procedure <p>The Committee approved both of this policies with some amendments.</p> | Paper – page 92 |
| 9 | <p>AOB FEC Recommendations The DP presented slides regarding the FEC Recommendations.</p> <p>Regarding Recommendation 5, the Quality Improvement Strategy has been implemented. This includes sharing findings with this committee and sharing results of quality activities with all staff. English and Maths reporting was discussed, it was felt that it could also be reported within curriculum areas.</p> <p>Regarding Recommendation 2 – SLT conducted a deep dive into offsite provision. This examined finance, safeguarding, quality and curriculum and HR. Workstreams have been aligned to findings of the deep dive report – each workstream will be led by a member of SLT. The Committee asked:</p> <ul style="list-style-type: none"> Are risk assessments being applied? They were informed that the intention is to close the plan in January, with the main tasks being done, then to revisit throughout the year. Could the College consider keeping the interim quality manager past half-term? <p>The Committee were mindful that SLT should not be overloaded. It was noted that the SAR would need to go to the Board for approval.</p> | |

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| 10 | EXTERNAL GOVERNORS' DISCUSSION | |
| 10.1 | Staff Members, Student Members and SLT left | Verbal |
| | <p>Date of next meeting Monday 8 December 2025 at 4pm in The Hart Room</p> <p>Meeting Closed at 18:35</p> | |

Signed: 

(Chair) Date: 18 Dec 2025

Chris Wilson (Dec 18, 2025, 5:45pm)



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