

Minutes

CURRICULUM & QUALITY COMMITTEE

Date:	3 March 2025	Time:	4.00 PM
Chairperson:	Chris Wilson (CWi)	Location:	The Hart Room

Members	Name	Present	Role
	Professor Gavin Brooks (GB)	*Teams	External Member
	Lee Probert (PCE)	*	Principal & Chief Executive
	Sally Osmond (SO)	*	External Member
	Chris Wilson (CWi)	*	External Member & Chair
	Khushi Ashwin (KA)	*	Student Member (19+ & HE)
	Debbie Ferguson (DF)	*	External Member & Vice Chair
	Jadean Havenga (JH)	*	Student Member (16-19)
	Lesley Black (LB)	*Teams	External Member
Apologies:	Malcolm Baggot (MB)		Staff (Teaching) Member
	Nathan Hall (NH)		Director of Estates & Facilities (DEF)
In Attendance:	Jamie Morton (JMo)	*	Director of Finance (DF)
	Jo Houghton (JH)	*	Vice Principal – HE & Skills (VPHEs)
	Lee Hunt (LH)	*	Deputy Principal & Vice Principal – FE & Curriculum (VPFEC)
	Heather Large (GP)	*	Governance Professional (GP)
	Jatinder Matharu (JMa)	*	Director of Safeguarding and Support (DSS)
	Cathy Wright (CWr)	*	Vice Principal – Central Services (VPCS)
Quorum:	3 required		Meeting Quorate

AGENDA ITEMS

Item No.		Reports
1.	APOLOGIES FOR ABSENCE Apologies were received and accepted for Malcolm Baggott and Nathan Hall.	Verbal
2.	DECLARATIONS OF INTERESTS A declaration of interest was made by Debbie Ferguson on VPHRS and VPFEc in year performance paper and that she was involved in a project that the College is also a partner in. This was accepted by all parties present.	Verbal
3.	NOTIFICATION OF ANY URGENT BUSINESS TO BE DISCUSSED <ul style="list-style-type: none"> Resignation of Tim Major as Committee Member The Committee duly noted the resignation of Tim Major, External Member and Vice Chair of Curriculum and Quality Committee with immediate effect from the Curriculum and Quality Committee. Election of Vice Chair A nomination was made for Debbie Ferguson for the role of Vice Chair of Curriculum and Quality Committee. This was unanimously approved. Terms of Reference 	Verbal

	<p>The Committee were informed that all Committee Terms of Reference are due for review and are currently being revised and will be brought back to Committee for agreement and approval for Corporation Board. Highlights include changes in the language for relationships between Committee and SPH and how Committee will discuss what SPH will prepare for the Committee. Revised wording includes consider, advise, monitor, review, evaluate and approval of data.</p> <p>Action: GP to bring revised Terms of Reference to the next Committee meeting.</p>	
4.	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>To approve the Minutes of the meeting held on the 25 November 2024</p> <p>The Committee unanimously approved the Minutes of the 25 November 2024</p>	Paper - 4
5.	<p>MATTERS ARISING FROM THE MINUTES</p> <ul style="list-style-type: none"> • The Committee asked for an update on Agenda item 6 regarding the absence of Careers advice and were informed there is no longer a gap following recruitment of staff. • The Committee asked for an update on UCN numbers under Agenda Item 7 and were informed there have been two additional students secured since January 2025. • The Committee asked for an update on Agenda Item 8.2 on destination data and VPFEK informed the Committee of the different mechanisms now in place for recording and establishing which students are not NEET (Not in Employment Education or Training). • The Committee asked under Agenda item 9.1 how the College know they are running a very efficient curriculum. VPFEK explained it was his belief it was and that a lot of energy and efforts goes into it especially with regard to the College budget. • The Committee reviewed the Action Log noting that Action 3 and Action 7 were both outstanding. 	Paper – 10
6.	<p>INSPECTION READINESS</p> <p>The Committee noted:</p> <ul style="list-style-type: none"> • Policies are/have been updated • Mandatory training remains high and the objective is to reach 100%. Governors were reminded to complete any outstanding mandatory training. • Safeguarding Reporting is rigorous • College have made great strides in the staff monitoring reports • Enrichment for Students is progressing and ongoing • An explanation for the reasons why OFS had not had an update on Corporation Chair and Board membership for four years and it had now been reported. It had previously been missed due to staff responsible for the reporting leaving the College <p>The Committee asked:</p> <ul style="list-style-type: none"> • Where does the College collate all necessary annual reporting to professional external agencies such as OFS, DfE, ESFA and what is the strategy around this. Committee were informed that the FE Workforce submission was completed by the 17 January 2025 and that ESFA reporting is reviewed at SPH meetings. HESA list can be found in PCE Office. The Committee recommended that the annual reporting list should be submitted to the Audit Committee for scrutiny. <p>Action: PCE to provide annual reporting list to the next Audit Committee meeting in June 2025.</p>	Verbal
7.	<p>SAFEGUARDING</p> <p>The Committee noted:</p> <ul style="list-style-type: none"> • The collaborative approach involving weekly attendance, case oversight, and professional meetings has strengthened the safeguarding process. • Strategic Safeguarding meetings are held half termly. 	Paper – 11

	<ul style="list-style-type: none"> • There has been an increase in open safeguarding cases; there are 87 compared with 27 last term of students identified as vulnerable, 3 students on Child Protection (CP), 3 on Child in Need (CIN), 4 are Children in Care (CiC) and 1 adult referral. • Highest referrals are for mental health and self-harm. A dedicated lunch and learn session on how to manage self-harm was delivered to staff in January 2025. • Student voice meetings held since September indicate that students are feeling safe and recall of PPD is good. • College aim to incorporate all apprenticeships, off-site provision, and onsite activities into student voice. • Safeguarding culture has been strengthened through campus visibility, online awareness via the student and staff hub, and CPD delivered in 7-minute briefings. • The visible ID is in place. Daily updates are sent to tutors to follow up with students who do not present ID on arrival and persistent offenders are highlighted to HOD Behaviours to follow up through appropriate sanctions. • Online safeguarding alerts show College filtering and monitoring systems are effective <p>The Committee asked:</p> <ul style="list-style-type: none"> • How has the push on students wearing ID been accepted. Committee were informed that all tutors have been asked to challenge their students if they are not wearing their ID and this does need time to bed into the culture. Recent exam vigilance revealed only one student did not have their ID compared to ten recorded last year. • The student Governor was asked if her impression was that students have conformed to wearing ID. This was confirmed. • Which category was incorrectly recorded for the safeguarding concern register? Committee were informed that the low-level concerns should have gone on the pastoral register, this has now been addressed, and correct reporting is now in place. 	
8.	QUALITY	
8.1	<p>QUALITY IMPROVEMENT PLAN (QIP) AND MIDYEAR SAR REPORTS</p> <p>The Committee were informed of:</p> <ul style="list-style-type: none"> • The key takeaway was Super Seven which is in place with staff using these to focus their TLA practices. Guidance was given by the FEC representative focusing on what is the Newbury College way of teaching. SPH came up as a team with the Super Seven principles of teaching and have identified twenty members of staff that need support out of the 98 staff. • How2 is in place which supports effective teaching practices linked to the ‘Super Seven’ Principles • A clearly defined Operational QIP is in place on Sharepoint that will focus leaders and managers on the immediate issues. This was reviewed by FEC colleagues on 6th February and a Strategic QIP is now live • All curriculum areas are working together as part of the Quality Working Group. • Attendance at PPD is tracking at 70% which is better than anticipated. Student feedback has been very positive, and retention is good • Attendance in term 2 for Main Programme has improved by 2 percentage points from term 1 and in comparison, for this time last year (89% v 87%) • Attendance in E&M has improved from term 1 by 7 percentage points (71% v 64%) • Retention for all provision types is currently tracking at 92% (improvement on last year by 3%) • English and Mathematics resits have been positive 	Paper - 15

- Understanding of where the High Needs students are placed and their progress made is on track with more intelligence being gathered for the Mainstream High Needs students.
- The Committee asked:
- If staff on support plan would be reflected in their annual appraisal report. Committee were informed it would in some degree but the focus would be the link to How2.
 - How high would the bar be set for staff expectations for those on support plan? The Committee were informed this would be subject dependent and again linked to How2.
 - How had the staff on support plans embraced the approach? The Committee were informed really positively.
 - Are there evaluation and review points for the support plan? This was confirmed and that measuring is graded against a template but it is not a one size fits all and down to line management to talk about impact.
 - Is the CPD Plan running from January to December? The Committee were informed it would be an academic year and will be tweaked during the year and converted into a Super 7 Plan.
 - Why is attendance in English and Maths not aimed at 100%? The Committee were advised because students do not want to go but the College has strategies in place to address this and it improved this week to 75%. College have been celebrating their success in getting students into classroom to ensure no truancy.
 - How does the student attendance relate to outcomes? The Committee were informed that the outcome of PPD is related to behaviours and not the course. Last year PPD attendance was 30% and it is now 70%. DSS explained in detail the strategies in tackling non classroom attendance.
 - Does the College have a student Charter. The Committee were informed it does. ~~ost students do not always follow it for various reasons.~~
 - Are there any other initiatives to get student to turn up to lessons. The Committee were advised that when you include the Adult curriculum the highest cohort is EAL. Next year there are plans to have a more community feel and embed this to invigorate students to attend.
 - How does the College manage students who have been home schooled. The Committee were informed that the use of time tables has been positive. This was started in February and specialist provision was sought. College joined the centre of excellence for maths, set up a Breakfast Club, reviewed the vocational staff delivering English and Maths and made these more efficient by training them up in the right things to do.
 - How is UCN Attendance recorded? The Committee were informed on the plans of creating this within REMS.
 - Does the College expect UCN staff to record punctuality. The Committee were advised that staff do record it on the registers but there is no process to record how late. What has been observed are better style lessons and better punctuality.
 - When the tutor marks the register is there a trigger to alert the College that someone is missing? This was confirmed, it goes down to Registry who inform the Safeguarding Team.
 - Are employers recording student attendance? The Committee were informed they should be.
 - Are tutors at the Sports Academy recording attendance? ~~The Committee were advised that all English and Maths lessons are conducted at Newbury College so it is recorded.~~
 - With work experience what has been done to satisfy Ofsted requirements? The Committee were advised that Ofsted had asked what is the strategy which has been subsequently explained to the Committee.
 - What evaluation is being carried out on high needs students and closing the gap with their peers. The Committee were informed that the students are known and

	progress is being tracked and fully expects to see progress growth but not necessarily attainment gap reduction.	
8.2	<p>PERFORMANCE QUALITY DATA 2024/25 To receive a report on the 2024/25 performance of 16-19, Adults and Apprenticeships including predicted outcomes for Summer 2025</p> <p>The Committee were informed of:</p> <ul style="list-style-type: none"> Retention has improved from 2023-24 by 2%. High Needs students' position is understood with both support and academic staff collaborating to support success. Attendance at English and Mathematics remains challenging. High Needs students' progress comparison to their peers needs to be analysed further. <p>The Committee asked:</p> <ul style="list-style-type: none"> If 91% attendance rate will be improved. This was confirmed If the predicted pass rate in the Sports Academy is 100%. This was confirmed as it relates to practical ability. If the data for motor vehicle Mazda group was correct. This was confirmed due to one additional student being secured. What the apprenticeship predicted outcome will be. The Committee were advised that it is expected to be good, they are monitored and there are trigger points if standards are dropping. What the Engineering Level 3 predicted outcome will be. The Committee were informed it will be above the minimum levels and there is no triggering. 	Paper - 24
8.3	<p>ENGLISH, MATHS AND PASTORAL AND PERSONAL DEVELOPMENT 8.3.1 Report on November re-sits 8.3.2 Report on predicted outcomes and attendance 8.3.3 Report on Progress made in PPD</p> <p>The Committee were informed of</p> <ul style="list-style-type: none"> The November resits are positive and demonstrate good progress against the national performance benchmark provided by AQA. The staffing within the Career Academy is proving effective. This includes the introduction of a new Head of Department who took up post in October 2024. The tracking and monitoring of performance in both English and Mathematics is more consistent and allows teachers to help students understand the progress being made. Century Tech has been investigated by the HoD E&M and a business case will be presented to SLT once costs are confirmed. Attendance is still challenging across all subjects. This includes recent attendance at December assessment. Action being taken to improve attendance for March Mock Exam series. Development of E&M for Apprenticeships is ongoing. Central Government changes are being reviewed. 	Paper - 36
8.4	<p>TEACHER PERFORMANCE 8.4.1 To receive a report on Teacher Performance and the operation of the learning walks process across the College, including emerging themes for CPD and examples of good practice 8.4.2 To receive summary of governor visits to classes</p> <p>The Committee were informed of:</p> <ul style="list-style-type: none"> During term 1 Teaching, Learning and Assessment was reviewed through two key actions. Learning Study reviewing the staff's approach to the start of lessons and the Learning Walk processes. A Total of 37 (26%) of the planned annual learning walks were undertaken and 57 Learning Study drop ins. Based on this activity there were two areas of concern linked to start of lessons. On 8th January the Curriculum Management Team worked with a colleague from FEC to review the 'Newbury College Pedagogy approach', how the QIP is 	Paper – 41

	<p>structured and development of operational staff’s knowledge and skills linked to classroom behaviour. From this CPD, College has designed and implemented its Pedagogy Strategy known as the ‘Super Seven’.</p> <ul style="list-style-type: none"> • This links to the How2 resource platform which has been rolled out across college. • The learning walk structure has been reviewed and changes implemented during the start of term 2. These changes are linked to the ‘Super Seven’ and the use of How2. • Duly noted the contents of the Governor visit to Classes <p>The Committee asked:</p> <ul style="list-style-type: none"> • Is this a new way of looking at things. This was confirmed as previously it was a paper-based system. 	
9.	CURRICULUM DEVELOPMENT	
9.1	<p>The Committee were informed:</p> <ul style="list-style-type: none"> • 4CAST was implemented prior to the summer break and supported our college with the building of the budget linked to curriculum planning for 2024-25. Actual numbers per course have been tracked manually for EPYP and efficiencies made. This work enabled college to establish where courses were contributing in both a positive and negative way. • The overall efficiency of curriculum is running in line with the budget allocation. EPYP numbers post enrolment was below the target numbers tracking at 1070, but since the last report EPYP numbers have increased to 1086. • Apprenticeship income is well above budget in 2024-25. Adult and UCN provisions are on track to meet budget targets. • For Apprenticeships and Adult provision, the set-up of 4CAST is more complicated as an Individual Learner Record (ILR) needs to be imported to be able to provide actual v. forecast numbers. This import cannot be carried out before R04 (December 2024) therefore training has been booked for the end of February to ensure that going forward our teams can import the ILR each month for Apprenticeships and Adult provision so that the contribution levels can be assessed through 4Cast rather than a manual spreadsheet. • 4CAST does not support element 2 and 3 of Foundation Learning funding. • Until 4Cast is set up on 26th Feb 2025 with actuals imported College are unable to provide a full report of Curriculum Efficiency for 2024-25 at this meeting, but a full report will be provided to Board members in March 2025 	Paper -46
9.2	<p>CURRICULUM DEVELOPMENT</p> <p>The Committee were informed of:</p> <ul style="list-style-type: none"> • Recently, two software packages have been purchased which give College reliable Labour Market intelligence which informs future thinking around local skills needs and opportunities for our curriculum offer. The report provides information on opportunities for future curriculum development. • An outline of the Curriculum Planning timelines for 2025-26. • An update on the closed courses for 2025-26 and new courses planned is provided for all provision types. • Connect to Work are due to be replaced with a newer version. • An update on the development of Foundation Learning <ul style="list-style-type: none"> • More robust understanding of LMI and its use in Curriculum Planning • Developments in all curriculum areas which focus on ‘good growth’. <p>The Committee asked:</p> <ul style="list-style-type: none"> • Are there areas where the curriculum did not meet the tick boxes and need re-examining internally. The Committee were informed there is opportunity and growth in certain areas and there is internal data to help understand where there are issues. • Why are some of the Beauty Courses combined. The Committee were advised the staff are significantly skilled so this is an option for the College. 	Paper - 50

	<ul style="list-style-type: none"> • What is the current budget situation for curriculum. The Committee were told around three quarters of it has been used. • Have the two new Football Clubs been risk assessed. This was confirmed. • Do the new two Football clubs come under sub-contracting. It was confirmed they do not. 	
9.3	<p>STUDENT FEEDBACK</p> <p>The Committee were informed.</p> <ul style="list-style-type: none"> • The College collects student feedback through the QDP national survey three times per year. This is completed covering all age groups of enrolled learners. At the point of survey, we surveyed 2,006 students of whom 1,295 replied. This represents a return rate of 65%. • The induction survey is the first to be collected and for this academic year a total of 1,295 learners from all provisions took part. • Since the Ofsted Inspection in March 2023 our college has also collected learner voice through a random sample of single sex student meetings. This is led by the Director of Safeguarding and Support. • The student voice is then collected and informs the college of actions needed to improve the student experience. <p>These findings were shared with the Committee.</p> <p>The Committee asked:</p> <ul style="list-style-type: none"> • Why enrichment yielded a poor result. The Committee were informed there were some issues in developing all the cover. <p>The Student Governor advised it would be good if the College did attendance at the end of the class. The College explained that it would depend on the class and timings of students coming in. The Student Governor raised issues with provision of laptops and the College did confirm they were aware and it is being dealt with.</p>	Paper - 70
10	POLICIES	
10.1	<p>EQUITY, DIVERSITY AND INCLUSION ANNUAL REPORT</p> <p>The Committee reviewed:</p> <ul style="list-style-type: none"> • Freedom of Expression – Approved pending recommendations • Equity, Diversity & Inclusion – This will be presented again • Quality Teaching Learning and Assessment – Approved pending date change • Quality Staff Handbook – Noted • Quality Framework Strategy – Noted • Medication Policy and Procedure – Will be presented at the next meeting <p>Action: VPHEs to bring Medication Policy and Procedure to the next meeting</p>	Annexe
11.	EXTERNAL GOVERNORS' DISCUSSION	
11.1	<p>Staff Members, Student Members and SLT left</p> <p>Subject to a confidential Minute</p>	Paper – 76
12.	<p>AOB</p> <p>There was none.</p>	Verbal
	<p style="text-align: center;">Date of next meeting Monday 23 June 2024 at 4pm in The Hart Room</p> <p style="text-align: center;">Meeting Closed at 18:35 hours</p>	

Signed:



Chris Wilson (Jun 24, 2025, 8:09pm)

(Chair) Date:

24 Jun 2025



Issuer Newbury College

Document generated Tue, 24th Jun 2025 18:34:33 BST

Document fingerprint eef9aacb90212ad53af566c535afc048

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Tue, 24th Jun 2025 18:35:01 BST	Document emailed to 17cdwilson@gmail.com
Tue, 24th Jun 2025 20:07:17 BST	Chris Wilson opened the document email. (66.249.93.33)
Tue, 24th Jun 2025 20:08:37 BST	Chris Wilson opened the document email. (66.249.93.33)
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Tue, 24th Jun 2025 20:09:33 BST	Chris Wilson viewed the envelope (81.132.36.110)
Tue, 24th Jun 2025 20:09:59 BST	Chris Wilson signed the envelope (81.132.36.110)
Tue, 24th Jun 2025 20:09:59 BST	This envelope has been signed by all parties (81.132.36.110)