

Present: Sheena Payne-Lunn (Chair), Sean Devlin, Alex Gwinn (remotely), Kelvin Hard (remotely), Caroline Shaw, Ed Senior and Larik Voitenko

In Attendance: Jane Jenkins (Vice Principal), Jo Payne (PA to the Principal/Clerk to the Local Governing Body)

1. Apologies: Duncan Clark, Beth Hallam, Wendy Pickess.

2. Standing Items

- (i) No interests were declared.
- (ii) No items were identified as confidential.
- (iii) No urgent business was identified.

3. Minutes

(i) Minutes of the Curriculum & Quality Committee: 8th November 2023

The minutes of the Curriculum & Quality Committee meeting were **confirmed** as a correct record. An update was received on the action point arising from the minutes.

Updates relevant to the minutes were shared and the Committee was advised that:

- The DfE survey conducted to ascertain whether the College had any RAAC was completed and the report published confirming that there is no RAAC;
- Senior staff, teaching department representatives and key support staff participated in training on AI earlier in the day;
- The development of a strategy for disadvantaged students was ongoing, an outline of the strategies had been shared at a staff meeting with a focussed training day planned for the summer term.

4. Management and Strategic

(i) Principal's Update

The Principal presented his update report and noted the following points:

- Several weeks ago, a student was assaulted and badly injured in the vicinity of College in broad daylight. The perpetrator has been arrested and bailed and to the best of its knowledge, the College is not aware of any further implications for other students. There is an ongoing disciplinary investigation. Senior staff continue to be more of a presence at key times and it is intended to appoint a second security officer;
- The Trust Safeguarding Co-ordinator, Sarah MacKenzie, conducted a safeguarding audit in December and her recommendations along with the College response were shared with the Committee;
- An external review of the College's pastoral provision and programme was conducted and the recommendations and College response shared;
- The College's funded student number for next year, based on this year's number, is likely to be confirmed as 1751. This is the largest the student body has been, however, year 1 intake was smaller than the previous year. This means that even with the same level of

recruitment next year, a smaller rollover would result in a decline in student numbers. It is hoped that this will be offset by modest growth in level 2 provision and an increase in the progression rate of level 2 students onto level 3 programmes;

- Parental feedback was really strong and where 10% or more of parents did not positively agree with the statement, a response had been shared;
- If the Government sticks with what was allocated in the Spending Review, the funding rate should increase by 1.8% although unions are already suggesting that this would not constitute a sufficient pay award and, therefore, further strike action is a possibility.

In response to challenge it was noted that:

- It seems unlikely that the College could have prevented the assault taking place, albeit security had removed the perpetrator from the site earlier in the day. If the individual presented as someone who may have been a threat, this was not specific and the assault happened off the College premises;
- Consideration has previously been given to asking parents not to drop off or pick up onsite, however, there are concerns of the knock on effect this would have on neighbours and traffic on Spetchley Road which is already problematic. The Principal advised that the Police are aware of concerns about speeding on Spetchley Road and have responded positively with speed cameras being routinely used as a deterrent. It was agreed that the Principal would write to parents reminding them of the importance of driving and parking safely when on the College site. It was also noted that an increase in staff parking might create more student parking spaces;
- This year 50% of level 2 completers (1/3 of starters) progressed onto level 3 courses. Work to review the provision and attempts to mentor and intervene with level 2 students had already had some impact in that retention and attendance are both significantly higher than last year;
- To mitigate a possible decline in students numbers and, consequently, funding for 2025-26, savings on the staff budget for next year were already being considered although there are variables such as the pay award and funding rates which make more accurate planning difficult;
- It will be checked as to whether Parent Portal access is given by default and students then revoke access, and if not, whether this would help increase the number of parents accessing the Portal;
- To respond to feedback about informing parents about their son or daughter's progress, emails/letters with progress grades and attendance in each subject was shared along with a more targeted approach to parents' evening invitations.

The Committee **noted** the report.

5. **Quality Assurance**

(i) Quality Assurance

The Vice Principal presented the key aspects of her report and highlighted the following:

- The mid-year review process had been completed with Heads of Department with a focus on how the strategies identified in subject quality improvement plans were driving improvement and also considering student feedback;
- Draft guidance for academic teams in relation to interventions has been produced. With the second set of mocks having been completed and teachers currently feeding back on progress since the November mocks, this is a really crucial time and the last significant opportunity for intervention with year 2 students. A focus continues to be improving liaison and communication between pastoral and academic teams and for teachers to be clear that if a student is underperforming, they need to intervene and record the nature of this. The pastoral team will have an overview and, if a student is underperforming in more than one subject, they will consider if there are other barriers;

- Given that teachers and tutors were told they could allocate time in lessons and tutorials to complete teaching and cross-College questionnaires, it was disappointing that 54.3% and 49% of students responded to the respective surveys. Overall, however, responses were positive. Areas where students were less positive related to tutorial topics being relevant and the ability to find a computer to complete work outside of lessons. The other colleges in the Trust are due to issue the same questions to students in the near future so it will be possible to benchmark against the responses they receive;
- An update on progress against the priorities in the College QIP was provided. It was pleasing that interventions have had some impact so far with level 2 attendance almost 12% higher than the equivalent point last year and retention improved by 6%. This reflects the work of the level 2 tutor and HoY. SLT are about to begin a programme of mentoring level 2 students where they are typically making good progress but would benefit from coaching. The impact of this, both in terms of results and SLT workload, will be reviewed;
- Work continues on developing a plan to improve outcomes for disadvantaged students. Meetings have taken place with two partner schools to consider a joined up approach and support for the transition to post-16 of students identified as disadvantaged whilst at school;
- The College continues to try to raise aspirations of students in terms of their progression. Apprenticeship providers have been in College this week and this follows an evening for parents last week with almost 200 attendees. The number of students applying to university was positive, approximately 550, and a motivational speaker visited College to speak to year 1 students about goal setting.

In response to challenge it was noted that:

- Heads of Department are engaging with ALPS and driving improvement to differing degrees. Subject improvement support is continuing and it is felt that good progress is generally being made;
- As it was felt it would be helpful for teachers to know if a student was underperforming in all of their subjects or only in the one, consideration will be given as to whether teachers can more easily see an overview rather than having to click onto each student;
- The Vice Principal is reviewing the response rate by teacher and subject to ensure that all did give students appropriate opportunity to complete teaching questionnaires;
- 15.7% of students said they did not complete 3 hours or more homework outside of lessons for each subject. Given that the Worcester Working Week requires at least 4 hours per subject, it is disappointing that either teachers aren't setting enough or this isn't being completed. There was suggestion that level 2 subjects perhaps did not set as much homework as sometimes these students might be sitting 3 A Level or the equivalent plus a GCSE resit. The Principal said he would expect the same expectations around homework to apply for all students.

The Committee **noted** the information provided.

6. Governance

The Clerk presented her report and noted the following:

- The Committee should review the confidential minutes register and consider if any items could be removed;
- Wendy Pickess' term as Parent Governor is nearing an end. Given Wendy's impressive contribution and expertise, she was approached to ask whether she would consider being an external governor and she has expressed an interest in this role. The Committee is asked to consider recommending Wendy's appointment to the Local Governing Body.

The Committee **noted** the information provided, **reviewed** confidential minute register and **recommended the appointment** of Wendy Pickess as an external governor and member of the Curriculum and Quality Committee for a 4 year term.

7. Policy Reviews

- (i) Governor Appointment Policy
The policy was **approved** with minor changes as outlined to better reflect the updated Trust LGB operating principles.
- (ii) Access to Meetings Policy
The policy was **approved** without change.
- (iii) Tabling of Papers Policy
The policy was **approved** without change.

8. Closing Standing Items

- (i) Risk Management
In light of the recent assault on a student, the risk register will be updated and relevant site and safeguarding risk assessments have been reviewed. It also seemed an opportunity to review the College's policy and risk assessment in relation to managing violence and aggression towards staff.
- (ii) Impact: The Committee's scrutiny of interventions, measures to address areas of concern and the monitoring and support for students were noted.
- (iii) Any Urgent Business: No items were raised.
- (iv) Date of Next Meeting: Wednesday, 15th May 2024

The meeting finished at 6.54pm.

Signed:.....
Sheena Payne-Lunn (Chair)

Date:.....

CURRICULUM & QUALITY COMMITTEE: ACTION POINTS ARISING FROM MEETING ON 7TH FEBRUARY 2024

Report Reference	Action Point	Person Responsible	Completion	Check
C&Q/07.02.24/4(i)	Remind parents of the importance of driving safely on the College site.	EYS	February 2024	
C&Q/07.02.24/4(i)	Check whether parents are automatically given access to the Portal or if this relies on the student allowing access.	EYS	May 2024	
C&Q/07.02.24/4(ii)	Consider whether teachers can more easily see an overview of student performance across their programme of study.	JLJ	May 2024	
C&Q/07.02.24/4(ii)	Reinforce expectations about the amount of homework that should be set in each subject.	EYS/JLJ	May 2024	

ACTION POINTS CARRIED FORWARD

Report Reference	Action Point	Person Responsible	Completion	Check
C&Q/08.11.23.6(i)	Develop a strategy aimed at addressing the under-performance of disadvantaged students.	JLJ	Ongoing*	

ACTION POINTS COMPLETED

Report Reference	Action Point	Person Responsible	Completion	Check
C&Q/08.02.23/4(i)	Ensure arrangements are in place to remind parents who have not logged onto the College Portal.*	EYS	February 2024*	

*denotes change