Minutes of the Quality and Curriculum Committee held on Thursday 5 June 2025 at 17:00-19:00, Jorvik Suite

Present:	Dr Ann Lees Ian Looker Helen Crews Charlie Barnes Ken Merry	Independent Governor Independent Governor – joined remotely Independent Governor – joined remotely Staff Governor Principal/CEO
In Attendance:	Carolyn Barker Victoria Lindberg Joy Kettyle Jackson Armstrong Liam Garside Katharine Dent-Jones Sarah Leatherbarrow	Director of Governance Director of Quality of Education Deputy Principal & CEO Director of Curriculum: Higher, Technical & Professional Education Director of Student and Apprentice Services Director of Curriculum: Further Education Director of Marketing and External Partnerships

	Welcome	
Item 1	**Apologies for Absence / Declarations of Interest**	**Action**
1.1	Apologies were received from Sheila Willis, Cathy Waters, Madi Chantry and Sasha Marshall.	
Item 2	**Minutes and Matters Arising**	
2.1	**Minutes of the Previous Meeting** The minutes of the meeting held on Tuesday 11 February 2025 were approved and accepted as an accurate account of the meeting's proceedings.	
3.1	**Actions Summary** The committee reviewed the actions summary from the last meeting. There were no queries or questioned raised.	
3.2	**Any Other Matters** No additional matters were noted that were not covered elsewhere on the agenda.	
Item 4	**Student Governors Update**	
4.1	The Student Governors submitted a written report ahead of the meeting, as they were unable to attend due to academic commitments, including coursework and examinations. The committee noted the report and expressed appreciation for the Student Governors' ongoing commitment and contributions throughout the year. Members extended their best wishes to the outgoing Student Union representatives in their future endeavours. Governors inquired about the process for appointing Student Governors for the next academic year. The Director of Student and Apprentice Services confirmed that the election process is currently being reviewed and developed. Recurring themes were observed by governors in the Student Union report related to disability awareness and inclusivity. The Director of Student and Apprentice Services acknowledged that students had raised concerns with	

	the Strategic Leadership Team regarding the new lift access arrangements. These concerns were addressed in person with students, and it was noted that the timing of the changes may have contributed to misunderstandings. It is expected that student concerns will be mitigated more effectively during enrolment. The committee discussed the potential benefits of separating the roles of Student Governor and Student Union representative. It was suggested that this distinction could provide greater clarity and support for students in both roles and spread the load associated with the roles more manageably for the students. ***The student governors update was noted.***	
Item 5	**Assurance Review – Adult and HE Provision**	
5.1	The Director of Curriculum: FE delivered a presentation outlining the College's current Adult Education offer, strategic context, and future plans. The presentation was supported by documentation from the York and North Yorkshire Combined Authority. The review aimed to assess the College's provision for adult and HE learners, its alignment with local needs, and opportunities for growth. Committee members agreed to consider this item alongside agenda item 7.6 and to bring forward the quality-themed report. Key points highlighted to the committee included that from August 2025, the Adult Skills Fund (ASF) will be devolved to the York and North Yorkshire Combined Authority, with a total regional budget of £10.8 million. The College's allocation is £825,647.24, forming the majority of its adult education income. Other points covered included the adult education offer including access to HE, ESOL, short and tailored courses, professional qualifications, teacher training and higher-level study. Alignment with ASF priorities was mentioned as well as strong partnerships with local organisations including the Armed Forces Network. The Director of Curriculum: FE noted that while there is potential for growth in student numbers, the current funding methodology limits expansion. The majority of funding is absorbed by core provision, and tendering for additional funds may not be sustainable. The Chair raised concerns about declining adult learner engagement (29% below 2018–19 levels) and noted the importance of community-based learning as identified in the Adult Skills Fund Strategic Skills Plan 2025-28. The Staff Governor emphasised the need to enhance delivery methods and learner experience to improve attendance and achievement. The Director of Curriculum: FE highlighted improvements in accessibility for ALS students and efforts to foster a community atmosphere and that work is ongoing to define what makes an effective adult tutor. The Director of Curriculum for Higher, Technical & Professional Education, provided an update on the College's Higher Education (HE) provision. He shared presentation slides covering the current HE strategy and academic quality priorities. The Committee was informed of the recent approval of a new HE Manager role, which will support the development and implementation of the HE strategy, with a focus on growth and planning for the 2026/27 academic year and achieving coherence in our HE offer.	

	Governors were advised that the College aims to expand its HE provision to approximately 200 students, with a strategic emphasis on technical and employer-led programmes. Governors expressed support for the proposed dual-track model, distinguishing between: • Validated HE pathways (e.g. creative disciplines), and • Technical/employer-driven programmes (e.g. HNCs, HTQs, and professional qualifications). There was discussion around the College's readiness to engage with employers and the potential to position itself as a technical excellence college. The Committee acknowledged the importance of aligning the HE offer with regional skills needs, learner progression pathways, and employer expectations. The quality and teaching report identified both strengths and areas for development in HE teaching. A deeper review is planned for next year. The Director of Quality of Education noted that while data is currently limited, the team's work is gaining traction. The Chair of the Board raised concerns about the low contribution rate (30%) and suggested reviewing pricing strategies. The Director of Curriculum: FE confirmed that delivery efficiency, including staff-to-student ratios, is under review—particularly in the School of Art. The committee acknowledged the complexity of the adult and HE landscape and expressed strong support for the College's strategic approach. The Chair proposed allocating more time in future meetings to treat adult and HE provision as distinct agenda items. The Chair thanked all contributors for their clear and informative presentations and reports.	
Item 6	**Strategic Plan Implementation**	
6.1	**Quality of Education KPI Scorecard** The Director of Quality of Education provided a brief overview of the current KPI Scorecard. She noted that while some metrics are now beyond the College's influence at this stage in the academic year, the overall picture remains positive. Key highlights included - • Compared to the previous year, KPI quality measures are moving in the right direction. • GCSE attendance for exams is projected to reach 97%, with some exams still to take place. • Progress Check 4 indicated forecast achievement between 86–87%. Progress Check 5, due to be uploaded the following day, is expected to provide a final forecast and may show further improvement. • Staff have been consistently reminded of the importance of achieving high grades this year. There is optimism that this focus will translate into improved outcomes. • Increased engagement with CollegeIP was noted, particularly in setting objectives and tracking Quality Improvement Plan (QIP) activities. A new reporting function is being developed to enhance visibility of staff engagement with QIP tasks. The Principal noted a minor error on the scorecard where a figure was incorrectly listed as approximately "780 million" instead of "780k".	

	The Chair welcomed the positive trends and the effective use of CollegeIP. She inquired about the results of the recent student survey. The Director of Quality of Education confirmed that the survey had just closed post-half term and was currently being analysed. Initial indications suggest uptake was not significantly improved, which remains a challenge. The Principal added that incentives had been offered to staff to encourage student participation, and the Director of Student and Apprentice Services will be reviewing this approach going forward. The Committee also considered the themed quality report at this point in the meeting, aligning it with the KPI discussion. The Committee also welcomed the identification of new KPIs for Teaching and Learning Quality Improvement, which would greatly assist governors in monitoring progress in these areas. ***The committee resolved to note the scorecard.***	
6.2	**Annual Accountability Statement** The Deputy Principal/CEO introduced the draft Annual Accountability Statement 2025, noting that it was not the final version and would undergo further refinement and formatting before submission. The document outlined the College's strategic alignment with local, regional, and national skills needs, and includes curriculum priorities, growth targets, and stakeholder engagement. The Deputy Principal/CEO highlighted the alignment of the curriculum plan with the College's strategic objectives and the Local Skills Improvement Plan (LSIP). Provision for apprenticeships and adult learners was noted, with clear targets for growth and development. Governors queried the basis for the targeted growth figures and suggested including more detail on the strategies being implemented to achieve them. It was agreed that this was not within the scope of the Accountability Statement but that a more detailed strategy will be presented to the Committee at its September meeting and further detail could be provided for DfE if required in future discussions. A governor raised a question about the timeline for increasing supported internships by 2025. The Deputy Principal/CEO confirmed that the College expects to meet a target of 12 placements and will be able to confirm this figure before submission. Governors also noted a minor formatting issue on the first page regarding the College's values. This is to be corrected in the final version. Governors suggested broadening the reference to workforce strengths to include North Yorkshire and proposed adding a note on the Governing Body's efforts to increase skills and community engagement through attendance at employer consultation meetings. The Deputy Principal/CEO acknowledged this and is to incorporate the feedback. Governors recommended including a brief reflection on how the College is performing in meeting local skills needs, to be discussed at the full Board meeting. It was agreed this would be a valuable addition. The Committee praised the draft as a clear, fair, and comprehensive document. Members commended the work of all contributors and supported the recommendation for the statement to be circulated to the	

	Governing Body for approval via email, in line with the end-of-June submission deadline.	
6.3	**Strategic Risk Monitoring** The committee noted the risk register.	
Item 7	**Quality and Student Experience**	
7.1	**Curriculum 6-month review** The Deputy Principal/CEO presented the 6-month review of the curriculum, highlighting the significant progress made across all provision types and commending the work of Assistant Directors (ADs) and Curriculum Sector Managers (CSMs). The report provided a comprehensive update on developments implemented during Terms 1 and 2 of 2024/25 and outlined priorities for the next academic year. Key themes from the report included - • Expansion of lower-level provision and foundation programmes to support progression into T-levels and vocational pathways. • Positive early indicators from the implementation of linear A-levels and enhanced enrichment and employability programmes. • Growth in adult education, including tailored learning and professional qualifications, with strong community engagement. • Strategic developments in HE and apprenticeships, including partnerships with Siemens and Barratt Homes. • Continued focus on SEND, NEET, and supported internship provision, with strong outcomes and future plans in place. Governors described the report as “very informative and helpful,” noting its value in supporting the Committee’s oversight role. The Committee welcomed the proposal that it would receive a similar report at the final meeting of each academic year, following on from the paper on curriculum plans for the year which would come to the September meeting. The Deputy Principal/CEO emphasised that the review clearly demonstrates progress and direction, with a strong foundation laid for continued development in 2025/26. A governor queried a case mentioned in the General Education section regarding students returning to college via apprenticeships. The Director of Curriculum: FE clarified that in rare cases, students previously excluded from a programme may return as apprentices if supported by an employer. The College works collaboratively with both the employer and the student to assess suitability and support re-engagement. Governors welcomed the evidence that the curriculum review is a continuous process, not a one-off exercise, and noted the value in seeing tangible progress over time. ***The committee resolved to note the report.***	JK
7.2	**Student Experience Report** The report was taken as read. The Chair acknowledged the detailed nature of both the Student Experience and Safeguarding reports and invited the Director of Student and Apprentice Services to highlight any key points. The key highlights included - • **Student Voice** The director thanked governors who attended the recent Student Champions Lunch. He emphasised the importance of closing the	

	feedback loop on the "You Said, We Did" campaign, which highlighted positive themes such as high-quality teaching, a supportive and safe environment, and students feeling well-prepared for exams and next steps. Areas for further development included enrichment and extracurricular opportunities. • **Safeguarding** A recent lockdown drill was successfully conducted, and the report highlighted the importance of clear communication, partnerships, and coordination during large-scale events. The upcoming safeguarding audit was also noted. The Chair acknowledged the usual challenges outlined in the report but praised the many positives. Governors commented on the success of the Student Champion event and welcomed more opportunities for governor engagement with students. ***The committee resolved to note the reports.***	
7.3	**Safeguarding Report** As above.	
7.4	**Safeguarding Link Governor Update** The Safeguarding Link Governor was not in attendance at this meeting.	
7.5	**Themed Quality Report** The key points from the themed quality report were taken under item 6.1.	
7.6	**HE Strategy and Academic Quality and Compliance Reporting to Governors** This item was moved up the agenda and covered under item 6.1.	
7.7	**FE & HE Student Protection Plans (annual review)** The Chair noted that the plans were largely unchanged from the previous year. The **HE Student Protection Plan** is a regulatory requirement under the Office for Students (OfS) and outlines key risks to students' ability to complete their courses, with associated risk ratings and mitigation strategies. The only updates made were to reflect changes in personnel and job roles. The **FE Student Protection Plan**, while not a regulatory requirement, is considered good practice and may be requested by awarding organisations. The only amendment was a clarification that the College will only consider costs incurred during a student's time at the College, with no liability for future costs. The Committee was satisfied with the content and clarity of the documents.	
Item 8	**Policy and Other Matter**	
8.1	**University and Validating Partners** The Principal/CEO introduced the paper, which outlined the College's current HE partnerships with the Open University, Huddersfield University, and Pearson. The review was prompted by upcoming contract renewals and the need to assess whether existing arrangements continue to meet student needs and support the College's strategic goals. He confirmed that the College is actively exploring alternative validating partners and expects to bring forward a recommendation at the next Committee meeting.	

	The Chair welcomed the clarity provided by the paper and emphasised the importance of future-proofing the choice of validating partner, particularly in light of earlier discussions around expansion of HE provision. She questioned whether the choice of validating partner might influence prospective students' decisions, especially those who ultimately choose not to enrol. The Principal/CEO noted that student feedback suggests the awarding body is not a major factor in decision-making, though this could be explored further. Governors raised a point about the balance between a strategic search and a transactional approach. The Principal/CEO responded that the College is aiming to achieve both, seeking a partner that aligns with its values while also being pragmatic about delivery and sustainability. Governors asked whether the College is considering multiple validating partners. The Principal/CEO explained that, given the scale of provision, a single partner is preferred to avoid the complexity of managing multiple validation processes for relatively small cohorts. The Chair suggested revisiting the discussion in future meetings to ensure the chosen partner supports the College's long-term ambitions and growth plans. ***The committee resolved to note the report.***	
8.2	**Committee Schedule of Business 2025/26** The Director of Governance confirmed that no material changes had been made to the schedule since the previous year. The Committee was asked to consider whether the schedule remained appropriate and fit for purpose for the coming academic year. The Chair noted the importance of reflecting on the timing of items throughout the year to ensure alignment with strategic priorities and reporting cycles. It was also agreed to look at the options for reviewing HE and adult provision as discrete though related matters, as well as ensuring that there was adequate time dedicated to High Needs and Additional Learning Support within the annual schedule of business. ***The committee resolved to approve the schedule subject to the above considerations and timings being aligned to strategic priorities and reporting cycles.***	CB
8.3	**Child on Child Abuse Policy** The Committee received a summary of the updated Safeguarding Policy, which reflects a shift from a reactive to a preventative approach. Key updates included: • A stronger emphasis on early identification and whole-college cultural change to reduce incidents before they escalate. • A greater focus on contextual safeguarding, recognising that abuse can be influenced by peer groups, online environments, and community settings. • Broader definitions now explicitly include gender-based violence and relationship abuse. • Enhanced attention to online abuse, with the introduction of mandatory Personal and Professional Development (PPD) sessions for students and updated guidance on digital responsibility and image sharing.	

	The Committee welcomed the proactive direction of the policy and its alignment with current safeguarding challenges. The policy was approved.	
Item 9	**Key Meeting Outcomes and/or Actions**	
9.1 9.2	**Matters for report to the Governing Body (if any)** - Annual accountability statement. - Discussions on several substantial matters regarding the deep dive into Adult and HE provision - Curriculum review - HE strategy and academic quality **Matters for report to the Audit Committee (if any)** - None were noted.	
Item 10	**Summary Matters**	
10.1	**Any Other Business**	
10.2	**Date of the Next Meeting –** 23 September 2025	