

**Minutes of the Quality & Curriculum Committee Meeting
held on Tuesday 23 September at 17.00, Jorvik Suite**

Present:	Dr Ann Lees Ian Looker Sheilla Willis Ken Merry	Independent Governor (Chair) Independent Governor Independent Governor Principal/CEO
In Attendance:	Joy Kettyle Victoria Lindberg Jackson Armstrong Liam Garside	Deputy Principal & CEO Director of Quality of Education Director of Curriculum: Higher, Technical & Professional Education Director of Student and Apprentice Services
1.	Apologies for Absence / Declarations of Interest	
1.1	Apologies were received from Helen Crews, Charlie Barnes and Carolyn Barker. Cathy Waters had advised the Chair of the Governing Body prior to the meeting that she had stepped down from her Governor role. The chair expressed her thanks to Cathy for all her support and valuable contributions over the years, in particular as Safeguarding link governor. Nathan Edwards, Head of Additional Learning Support joined the meeting to present item 4.	
2.	Minutes of Previous Meeting – 5 June 2025	
2.1	The minutes of the meeting held on 5 June 2025 were reviewed and approved as an accurate record. <i>The Committee resolved to approve the minutes.</i>	
3.	Matters Arising	
3.1	Action Summary The committee reviewed the actions summary from the last meeting. The chair noted a minute under section 6.2, <ul style="list-style-type: none"> - Adult growth update and implementation plan was due to come to this committee meeting. This was not pulled out as an action. - Action for recommendation on University Validating partners was expected. The Principal updated the committee that the timescale had changed due to the release of the new Procurement Act of Feb 2025 and subsequently a new solution had been identified. No action had been taken yet so as not to disturb the start of the academic year. The Principal is to submit a paper to Full Board on 23 October. 	KM
	Any other matters No additional matters were noted.	
4.	Additional Learning Support Presentation	
	Nathan Edwards joined the meeting to present an update on ALS and to talk through the changes implemented since he joined the College. Key highlights –	

	<ul style="list-style-type: none"> - held a long consultation with staff but structure is now in place. - New leadership team is on board and linking in with curriculum areas. - Team Leaders – are now linked with students, LSP's and ALS in the round. - Role of LSP's in college. - The format of Quality & Innovation roles in college. <p>The chair queried the number of students involved. NA confirmed there are circa 246 students with an EHCP and the team responsibility is to ensure college delivers the level of support required. This is a legal document. There are a further 1,800 students with a special educational need or disability that also need support but not in the legal form of an EHCP. ALS offers support to staff working with these students. The number of students with EHCPs has increased from 216 last year to 246 this year.</p> <p>It was agreed that the Head of ALS would supply the slides for circulation to the committee.</p> <p>The committee discussed how achievement, retention rates and outcomes are measured for those with an EHCP. Director of Quality of Education confirmed that the college does not see large achievement gaps between students with high needs and their peers, which was at the level of about 1.2% in previous years. This year it will be key to review this to ensure that the gap stays in line with improved results and we do not see this widen as results improve.</p> <p>Sheila Willis queried how these students are encouraged to integrate with the wider college community. The following areas dedicated to this during the first term; safe space on ground floor, social groups, workshops on resilience and regulation, participating in college, educating neuro typical peers and advice for how to discuss their own conditions with peers for information and education. Strategies to support integrations are developed as the year progresses.</p> <p>The committee agreed there had been clear progress in this area in the last few months with clear lines of reporting and support. The reset in the team was needed to ensure clear communication.</p> <p>The Chair of the Governing Body addressed the 20% increase in students this year and queried if funding had been agreed to support this. It was reported that funding will need to be agreed post Day 42 to establish exact numbers requiring support. The Principal noted the guidance does state that a provider should not be disadvantaged by this provision, not to make a margin but that they should be paid for resources needed.</p> <p><i>The committee thanked Head of ALS for the informative and thorough update.</i></p>	NE
5.	Strategic Plan Implementation	
5.1	<p>Quality of Education KPI Scorecard</p> <p>The Director of Quality of Education provided a brief overview of the current KPI Scorecard, supplied in the pack. The review is in a transitional phase as we move between 2024/25 and 2025/26, and a lot of what was included is now historic. It was noted that the Achievement discussed in the scorecard is the forecasted position. The themed sections relate to current figures. Highlights to identify are:</p> <ul style="list-style-type: none"> - Overall Achievement had seen an improvement on all ages 	

	<p>and in 16-18 – circa 10% increase in 2 years.</p> <ul style="list-style-type: none"> - Adult achievement is seeing a slower increase, however Distance Learning stoppage has impacted this. - HE is improving with final data still being worked through. - Apprenticeships – continue to hold strong. <p>The themed quality report shows more detail and an improving picture.</p> <ul style="list-style-type: none"> - GCSE – has seen an increase and closed the gap to the national average. Still more work remains to do in this area. - HE progression to first choice University has increased to 85%. Most students that were not placed withdrew in year. <p>Sheila Willis noted student participation in surveys seemed low, though participation had improved from the start of the year. The new student voice strategy had an updated process for student surveys including a condensed number to three per year (start of year, middle and end).</p> <p>The chair noted it was important to recognise the amount of green and amber on the report now which had been stubborn to move forward previously. This is a positive reflection on the hard work of staff. The Chair of Governing Body is to write to all staff to thank them after Full Board on 23 October.</p> <p>The Principal noted that the national results tables in the Spring will be a higher level than the initial picture shown.</p> <p>The committee noted that it would appear the college has found a strategy that works, and can use the gains to focus more specifically on individual areas that need specific support going forward.</p> <p>Sheila Willis queried if there was any Best Practice in the English and Maths GCSE area that could be incorporated into the college strategy. The committee discussed the complexities of GCSE resits, some colleges only put in those with a G3, some put all in, differences in curriculum taught, issues with Year 11 pass rate in schools dropping again this year etc. Nelson & Colne College do well. The Director of Quality of Education advised the committee that it is hoped some of the improvements in achievement are a year behind the whole college for English & Maths GCSE. More experienced teachers have been employed over summer in this area and we are hoping to see improvement from next year.</p> <p><u>Themed Quality Report</u></p> <p>Key points for the committee to note.</p> <ul style="list-style-type: none"> - A Level – good progress with specific improvements in high grades. - SFCA has announced average of 53.6% high grades for members, college is above this average. 33 of 35 A Level subjects secured a 100% pass rate. - Issues encountered with marking of English A Level paper, tracking close to two thirds of students changing grade post remark. College has changed Awarding Organisation in some cases. - Value Added – report for November committee expected to show ALPS moving from 7 to 5. - VOC – still some results pending, however has been a secure improvement. - T-Levels – very strong last year and still done well. Grown 	IL
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	<p>significantly and challenge for retaining high levels of high grades. Matching national average.</p> <ul style="list-style-type: none"> - GCSE – progress noted and Grade 3 to 4 performance above national average. English and Maths has improved. - Adult – still some to come through and DL. Lvl 1 and 2 DL. - HE – HNC/D slight error. - Apprenticeship – outcome statistics holding well. - High Needs – not expecting notable gaps, reporting in full to November committee. <p>Sheila Willis enquired if there had been positive feedback from staff given the great improvements seen this year. The Principal agreed the atmosphere has seemed more positive. The Assistant Director and Curriculum & Standards Manager restructure had enabled clear lines of sight in reporting.</p>	
5.2	<p>Strategic Risk Monitoring</p> <p>The committee noted the risk register provided in the papers. The Principal noted that the rating in Safer Community had been adjusted to reflect rising tensions in the city with use of flags and racist graffiti. The register will also be adjusted for Full Board. The Chair of the Governing Body questioned if rising tensions had been seen in college, it was confirmed not.</p>	
6.	Curriculum Review Update	
6.1	<p>The Deputy Principal & CEO presented an update report received by the committee. The highlights and focus for the coming year were –</p> <ul style="list-style-type: none"> - Ensuring feedback is gathered from students and leavers - Enhancing relationships with students / employers to establish the impact of change. - Increase employer involvement in delivery and assessment. - Student destination tracking. - Oversee a three-year recruitment strategy and plan ahead for skills needs. Curriculum planning had been moved to a November start to allow adequate planning. <p>Additional priorities were noted for increasing progression routes amongst the below cohorts -</p> <ul style="list-style-type: none"> - T-Level and Foundation programs - Upskilling staff for new provision linked to the updated curriculum planning. - Grow Supported Internships program - Adult Provision – make the offer more accessible to students. - Focus on future skills areas and which learners we want to target for these. <p>Apprenticeships – excited to broaden the range on offer including expansion into Health. Key to ensure a pipeline is established to fill these places.</p> <p>The chair noted the update and thanked the Deputy Principal for the update; the approach was noted as cohesive and purposeful by the committee.</p> <p>The chair noted a query regarding the HE / Adult Manager roles and their remits. Director of Curriculum: Higher, Technical & Professional Education noted that the HE Manager had been in role circa 6 weeks and is to focus on the HE validation process for the next year as well</p>	

	<p>as ensuring the refresh of all HE courses. They will also help standardise the provision across college.</p> <p>The Chair of Governing Body queried if the Combined Authority had given any indication of procuring provision in a different way going forward. The Principal noted that this is not currently case, and that York is a challenging market as it is a well-qualified city and so the offer has to be right for the local market.</p>	
7.	Quality & Student Experience	
7.1	<p>Student Experience Report</p> <p>The Director of Student & Apprentice Services presented an update report to the committee. This was taken as read with the following highlights discussed directly.</p> <p><u>2024/25 highlights</u></p> <ul style="list-style-type: none"> - Wellbeing Team are in contact with 370 students with a 97% retained rate. - Worked to increase awareness in college. - Exam decompression days have been a success using Cube 360 for additional resource. - Suicide awareness workshops targeting male students. - Lots of progress in developing the Student Union structure and electing officers. - Links to regional public transport, involving local MPs and focus groups. - New schedule of enrichment activities for students. - You said, We did – intensify feedback loop to students. <p><u>Developments</u></p> <ul style="list-style-type: none"> - Restructure of the Student Experience team. - Spectrum Life offer. - New Student Champions. - New bus contracts for the coming academic years. <p><u>2025/26 Academic Year</u></p> <ul style="list-style-type: none"> - New Student Union roles and support for them. - Student Voice Strategy implemented – new curriculum forums will be held 3 times a year. - Employer engagement focus. - Brilliant Futures Pledge implementation to continue. - Support for enrichment opportunities – 21 cross college clubs. <p>The Chair queried the timings of elections of the student union, it was confirmed that the timescale has moved to March, with this year being transitional. A separate SU Governor role has been created.</p> <p>The Chair of Governing Body queried the underspend in bursary this year. The Principal noted that some of the bursary allocation had been carried over to the next academic year given the additional income received, however the college had spent all allocation prior to this. The threshold for claims is £35k household income, but consideration is also being given to a new tiered approach for next year. This does allow travel costs with circa £150k contribution each year for this.</p> <p>The Chair noted that it would be beneficial to bring forward item 8.2, Internal Audit Bursary report for consideration. The committee welcomed the additional assurance provided by the report and the recommendations on consistent reporting of student satisfaction. The Director of Student & Apprentice Services advised the committee that</p>	

	<p>a new table had been developed aligned to the recommendations from audit, this will be presented for the next meeting. The Chair of Governing Body queried the number of fraudulent claims seen in college, it was confirmed that it is not something seen regularly as there is a 3-step verification process for applications. Equally, the bursaries are not delivered in the form of cash i.e. transport costs are supported by a bus pass bought by the college, children's nurseries are paid directly etc.</p> <p>The Chair discussed the notes in the report regarding work placements - this is as expected for achievement in the workplace. A focus will be given to employability and CV writing this year.</p> <p><i>The Chair thanked the Director of Student & Apprentice Services and acknowledged the detailed nature of both the Student Experience and Safeguarding reports.</i></p>	
7.2	<p>The Chair invited the Director of Student and Apprentice Services to highlight any key points.</p> <p><u>Safeguarding Report</u></p> <p>The Director of Student & Apprentice Services presented an update report to the committee. The report was taken as read with the following highlights discussed directly.</p> <p><u>2024/25 highlights</u></p> <ul style="list-style-type: none"> - 1,016 CPOMs cases relating to 662 students, - 58 external referrals, - 13 Multi Agency meetings attended by the team, - 41 awareness events have been run in college relating to hate crimes, Prevent and sexual violence - Leaders in Safeguarding Gold standard accreditation received. <p><u>Developments areas</u></p> <ul style="list-style-type: none"> - Team have worked on enhancing CPOMS categorisation. - The Wellbeing team has moved to being all under the same manager. - New Prevent champions have been identified. - New IDAS drop-in sessions have been created on Thursdays for staff and students to join. - Lockdown drills have been reformatted and practices now built into the academic calendar. - Smoothwall monitoring continues. - A termly newsletter to parents / carers is being developed. <p><u>2025/26 Academic Year Focus Areas</u></p> <ul style="list-style-type: none"> - Safeguarding and Wellbeing teams' integration. - Wellbeing Team Leader roles fully recruited to. - York Mind – contracted 5 days a week for counselling provision, reduce wait times, resource development and workshop delivery - Call it Out – funding through All About Respect, programme will be developed to use funds for college bystander training. <p>The committee noted the significant progress that has been made since November 2023 and the additional confidence this has brought.</p>	
7.3	<p><u>Safeguarding Link Governor Update</u></p> <p>The Safeguarding Link Governor was not in attendance at this meeting.</p>	

8.	Policy and Other Matters	
8.1	<p>Committee Schedule of Business</p> <p>The report was prepared by the Director of Governance in advance of the meeting. This reflected changes previously discussed and best practice. Director of Governance is to clarify the frequency needed for review of the APP and adjust the schedule as needed.</p> <p>The chair requested that Deep Dives for the upcoming academic year focus on –</p> <ul style="list-style-type: none"> - Provision for international students, given it is a growth area. - AI / Digital and use of technology to drive efficiencies, Teaching & Learning <p>Director of Curriculum: Higher, Technical & Professional Education queried the timescales of the HE Strategy to be reviewed at this committee. This will be discussed with Director Governance and incorporated in the schedule.</p> <p><i>The committee resolved to approve the schedule subject to the above considerations and timings being aligned to strategic priorities and reporting cycles.</i></p>	<p>CB</p> <p>JA / CB</p>
8.2	<p>Bursary Internal Audit Summary</p> <p>The committee discussed this item under item 7.1. It was noted this report was also reviewed at Audit Committee.</p>	
8.3	<p>Quality of Education Policy</p> <p>The Director of Quality of Education presented the Quality of Education policy for approval. This is a routine approval with key changes noted in the coversheet. Approval of this policy enabled the Director of Quality of Education to use the Notice to Improve process with departments, as needed. The committee noted the success of this policy with an area seeing 32% improvement. The committee questioned how many notices were in place; there are none currently pending final results and the SAR outcomes.</p> <p>Sheila Willis noted the policy seemed to have a high EIF focus in relation to the previous framework and queried the appropriateness of this and the relevance of inclusion. It was further noted that consistency was needed in the use of York College or York College & University Centre, as well as Teachers vs Tutors.</p> <p><i>The committee approved this policy subject to the Director of Quality reflecting the feedback raised by Sheila Willis.</i></p>	
9.	Key Meeting Outcomes and/or Actions	
9.1	<p>Matters for report to Governing Body</p> <ul style="list-style-type: none"> - Update on results outcomes. - Student Recruitment update – should know close to Day 42 number for Full Board. 	
9.2	<p>Matters for report to Audit Committee</p> <p>None.</p>	
	Summary matters	
10.1	<p>Any Other Business</p> <ul style="list-style-type: none"> - The Principal noted an upcoming external SAR validation day on 3 December 2025. Members of the Quality & Curriculum Committee will be invited to attend the day. The initial SAR 	

	draft will be provided to Q&C on 20 November 2025. It will be written against the Brilliance Plan and not the OfS framework.	
10.2	Date of Next Meeting – 20 November 2025.	

Approved