



**THE WINDSOR FOREST COLLEGES GROUP CORPORATION**  
**BOARD OF GOVERNORS**

**MINUTES OF A MEETING OF THE QUALITY & CURRICULUM COMMITTEE**  
**HELD ON WEDNESDAY 22 SEPTEMBER 2021 VIA ZOOM**

		<u>Meetings Attendance</u>
PRESENT:	Tina Coates (Chair)	(1 out of 1)
	Tom Wainwright	(1 out of 1)
	Angela Wellings	(1 out of 1)
	Gillian May (Group Principal & Chief Executive)	(1 out of 1)
	Rob Lewis	(1 out of 1)
	Peter Tyndale	(1 out of 1)
	Natalie Viola	(1 out of 1)
	Alison Wheatley	(1 out of 1)
IN ATTENDANCE:	Lynn Payne (Clerk)	(1 out of 1)
	Amanda Down (Principal, Sixth Form)	
	Ellie Wheeler (Director of Safeguarding & Pastoral Care)	

**PART I**

<u>MINUTE</u> <u>No</u>		<u>ACTION</u>
	<b>The meeting started at 5pm.</b>	
1.	<u>Apologies for Absence</u> Apologies had been received from Student Governors Jake Smith, Iqra Abbas and George Shewell. Apologies had also been received from Maxine Wood (Principal, Langley College)	
2.	<u>Declarations of Interest</u> No member declared a conflict of interest with the agenda.	
3.	<u>Election of Chair and Vice Chair for 2021/22</u> The Clerk invited members to elect a Chair and Vice Chair of the Committee for the next academic year.  <b>Members unanimously agreed</b> that Tina Coates be Chair and Tom Wainwright be Vice Chair. Both Tina and Tom were happy to take on the roles. <b>Accordingly, Tina Coates was appointed Chair and Tom Wainwright Vice Chair.</b>	
4.	<u>Minutes of the previous meeting held on 16<sup>th</sup> June 2021</u> The Minutes of the previous meeting held on 16 June 2021, having been previously sent to members, were agreed as a true record and the Chair's electronic signature be applied. <b>All Members were agreed.</b>	
5.	<u>Matters Arising from the Previous Meeting Held on 16 June 2021</u> 1. Was a review of the risks and ratings around Coronavirus and Safeguarding required, to see if any further detail needed to go into the High Risk Register? The Group Principal informed members that the Risk Register would be on the next agenda and these points would be considered and covered. It was agreed this would remain as a matter arising.  2. Members had discussed the current Ofsted rating of the College and how to maintain the "Good" rating and move to "Outstanding". The Principal, Sixth Form informed	<b>Clerk</b>

**MINUTE**  
**No**

**ACTION**

**The meeting started at 5pm.**

Members she would share the current Ofsted performance improvement action plan before the next meeting.  
This would be on the agenda at the next meeting.

**Clerk**

3. The Director of Safeguarding & Pastoral Care spoke about the reference to sexual harassment that had been in the media recently, and at the next meeting of this Committee there would be an action plan around this area.  
It was noted this would be covered in the agenda today.

6. **Student Achievement Report – Results Summer 2021**

The Group Principal and Principal, Sixth Form, informed members of the latest indications of student performance for the academic year 2020/21. Members considered the areas of concern and were informed of the reasons where there was poor performance. The Group Principal reported it had been a challenging year for practical subjects. There had been a lack of practical experience available together with other staffing issues that were discussed. Members asked for more information on the problems as there had been previous issues in this area of the curriculum offer and it had that had been an area of concern for some years. The Group Principal was of the view that the College was well able to deal with the practical course departments and outlined the actions she was taking to strengthen up, in particular, the staffing in these areas. Members discussed the students who were applying for these courses and that there may be a need, in some cases, for there to be a foundation year pre enrolment on the course.

The issues with apprentices was covered. The Group Principal said it would be a balancing act of what the College could and could not deliver. It was agreed to cover this topic in more detail at the next Strategy Day. A full report on expected outcomes would be presented at the next Corporation meeting.

**Group  
Principal**

Members were informed of areas of student performance that might be at risk of performing below expectation and the mitigation and interventions that could be put in place. They noted achievements against college targets and performance by department together with the available data on actual achievements and retention.  
It was noted that this year, due to extraordinary circumstances, there would be no external reporting of data and no external benchmarks for all GCSEs, A Levels and BTECs. There would, however, be benchmark data for those areas, including Functional Skills, where external assessment was used to determine final grades.

For English and maths the achievement rate at Langley remained an area of focus. This was discussed at length.

The Adult Education achievement was noted as a key focus for the Sixth Form in 2021/22. Members were informed of the fantastic outcomes for HE provision with achievement at 94%. *Members asked for their congratulations to be passed to the HE team on this set of outcomes.*

Members were advised that curriculum review meetings had been taking place with Heads of Department at the Sixth Form and are in place for Langley and that all departments have been through curriculum planning meetings and budget meetings for 2021/22.

**The report was noted**

7. **Safeguarding Policy and Procedures**

Members received a comprehensive report on the Safeguarding Policy and Procedures from the Director of Safeguarding & Pastoral Care. She informed members that the Safeguarding Policy needed to be updated annually. There was an interactive discussion on the key points in the Policy and Procedures, with members raising questions relating to the well-being of students.

Members noted the report and agreed to recommend the Safeguarding Policy and Procedures to the Board for approval.

**All Members were agreed.**

**Refer to  
Corporation**

**The meeting started at 5pm.**

8. Covid Update Report

The Group Principal updated members on the actions being taken at the College related to the coronavirus.

It was noted the Coronavirus Action Group (CAG) was now disbanded and Rob Lewis was thanked for his chairing of this committee. Members were advised that in the main students had now returned to College. The wearing of facemasks in corridors for students was requested but not mandatory. Members noted the contingency plans in place if required and the Group Principal felt there may need to be a week of online study either side of the half term in February 2022.

Members asked about the mental wellbeing of students in relation to coronavirus and how it may have, or currently be, affecting them and their families. The Principal, Sixth Form informed members that there were concerns for some students with high anxiety levels around the coronavirus. The type of situation causing concern was outlined. Members were advised that some students were being monitored and supported.

**The report was noted**

9. Evaluation of Meeting

Members felt the length of the meeting had been about right, with appropriate time spent on each agenda item. The structure of the papers was easy to follow, the content was clear and sufficient to inform recommendations. The length of the meeting was good. There was good challenge and added value from members in the discussions on the Student Achievement Report, and the report on the Safeguarding Policy and Procedures.

10. Dates and Times of Future Meetings

Dates and times of future meetings were noted as:

Scheduled for 6.00pm via Zoom on: Wednesday 10 November 2021  
Wednesday 16 March 2022  
Wednesday 15 June 2022

11. Any Urgent Business

1. The Group Principal advised members that enrolments were still ongoing. It was noted that there was increased competition from Schools. Windsor College and Strode's College enrolments had improved but there was a reduction in the overall recruitment as Langley College enrolment which was disappointing. Members were informed of the courses that had recruited well and those that had not. Adult enrolments to date were noted as 1705 compared to 1566 last year.
2. The Group Principal was pleased to advise members that the business case submitted to the Greater London Authority, against a clawback of £220k had been accepted, the clawback was therefore likely to be significantly less than the current provision with a positive impact on the year end position.
3. The Group Principal informed members that Slough Borough Council (SBC) would be subject to an Ofsted visit next week. As TWFCG was a partner to SBC in the area of Health and Social Care, the College would be included in the Ofsted.

**The meeting ended at 7.25pm.**