



THE WINDSOR FOREST COLLEGES GROUP

MINUTES OF A MEETING OF THE QUALITY & CURRICULUM COMMITTEE

Thursday 12 June 2025 at 5.00pm (online via Zoom)

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| PRESENT: | Signe Sutherland | Governor <i>Chair</i> |
| | Kerry Blandin | Governor |
| | Jacob Clay | Governor |
| | Nathan Garat | Governor |
| | Rob Lewis | Governor |
| | Gillian May | Group Principal & Chief Executive |
| | Antonia Spinks | Governor |
| | Sarah Waller | Staff Governor |
| | Alison Wheatley | Governor |
| APOLOGIES: | Nathan Green | Student Governor FE |
| | Nathan Peters | Student Governor Sixth Form |
| | Jeremy Spooner | Co-opted Member of Q&C Committee |
| IN ATTENDANCE: | Amanda Down | Principal Sixth Form |
| | Anne Entwistle | Principal FE |
| | Tracy Reeve | Group Director of Governance |
| | Karen Griffiths | Group Vice Principal |
| | Sinead O'Donoghue | AP Curriculum & Quality – Sixth Form |
| | Naomi Bailey | AP Student Services – Sixth Form |
| | Nicole Onyett | AP Curriculum (FE) |
| | Lorraine Levy | Head of Apprenticeships (Slough & Langley College) |
| | Emma Raymond | Head of Business Development & Apprenticeships (BCA) |

(* AP = Assistant Principal)

| <u>MINUTE No</u> | <u>ACTION</u> |
|-----------------------------|---|
| | <p><u>Presentation:</u></p> <p>➤ <u>Deep Dive Apprenticeship Update</u></p> <p>The meeting was preceded by a presentation on Apprenticeships which had been a matter arising from the November 2024 Quality & Curriculum (Q&C) meeting. Discussions are minuted at agenda item 7.2 below.</p> <p><u>NOTED</u></p> |
| 1. | <p><u>Apologies for Absence</u></p> <p>Apologies had been received as shown above. The Chair (SS) welcomed new governor Kerry Blandin to the meeting; this was KB's first Quality & Curriculum Committee meeting since being appointed as a WFCG governor in March 2025.</p> |
| 2. | <p><u>Notification of any other urgent business</u></p> <p>There was no other business notified.</p> |
| 3. | <p><u>Declarations of Interest</u></p> <p>No member declared a conflict of interest with the agenda.</p> |
| 4. | <p><u>Minutes of the previous meeting held on 18 March 2025</u></p> <p>The Minutes of the previous meeting held on 18 March 2025, having been previously sent to members, were agreed as a true record and would be taken as signed by the Chair.</p> <p>All Members were agreed.</p> |
| 5. | <p><u>Matters Arising from the Previous Meeting Held on 18 March 2025</u></p> |

The Group Director of Governance (TR) presented a report which confirmed that the three matters arising were all now completed.

NOTED

6. **Curriculum Risk Register (RR)**

This item was presented by the Group Vice Principal (KG). Members considered the updated curriculum risk register 2024/25 detailing the key strategic risks. This had been reviewed by the management team (including APs) since last presented to the Q&C Committee in November 2024 and was aligned to the new WFCG Strategic Plan. KG reminded Governors that the changes to the narrative on the Risk Register since last seen by the committee were highlighted to aid visibility. The meeting considered the following risks and their mitigation in more detail:

Risk 1: Ongoing difficulties with the recruitment and retention of teaching staff. Increased staffing costs and salary expectations impacting curriculum viability. Unstable workforce negatively impacts Teaching Learning & Assessment (TL&A). (Current risk score remains at 16 'amber').

Control Measures: Improved working practices between HR and curriculum teams, improved staff development initiatives. Career progression mapped within PDR process and HoDs having clear succession planning strategies. Management were mitigating this risk by ensuring that the right staff were recruited in the first place. The curriculum planning and efficiency work was also helping to maximise staff utilisation.

Assurance: Ongoing Quality Review Boards and vacancy analysis.

Risk Rating: Chronic risk - continuously monitored.

Risk 2: Outcomes challenged by increased barriers to teaching and learning (i.e. poor mental health issues among students and staff, economic disadvantage (Current risk score at 12 'green')):

Control Measures: Counselling services, mental health training, and support systems. Any barriers to learning were mitigated by early intervention and careful monitoring and tracking of learners. A great deal of work had also been done on signposting staff and students to sources of support.

Assurance: KPI monitoring of attendance, retention, and staff turnover.

Risk Rating: Managed, with additional focus on well-being initiatives.

The meeting noted that 10% of mental health staff absences were related to work related stress.

Risk 3: Failure to recruit sufficient learners due to falling demographic leads to non-financially viable curriculum areas. (Current risk score at 9 'green')):

Control Measures: Application monitoring, school liaison efforts, and curriculum adjustments based on viability analysis. KG confirmed that management were looking carefully at curriculum efficiency and group sizes; a detailed paper would be taken to the June meetings of Resources Committee and Audit Committee for governors' assurance.

Assurance: Regular application reports and curriculum planning reviews.

Risk Rating: Monitored, with attention to application trends and group size maintenance.

Risk 4: Inaccurate data tracking due to inaccessible IT systems. (Current risk score at 12 'green')):

Control Measures: Development of enhanced reporting features and staff training. There was now a close working relationship between curriculum and IT staff to improve systems and data across all aspects of college provision. .

Assurance: Enhanced reporting capabilities under regular review.

Risk Rating: Monitored closely as an area of improvement.

Risk 5: Uncertainty and risks associated with emerging national curriculum reforms (Current risk score at 9 'green')):

Control Measures: Proactive curriculum planning, investment in CPD, and collaboration with awarding bodies. Governors were reminded that since the new Labour government took power there had been a pause on curriculum review including the future of Applied General Qualifications (e.g. BTECs). KG assured the meeting that WFCG was well positioned to react quickly to any government announcements. The CEO suggested that this risk score might be downgraded in autumn 2025 as the major risks in relation to courses being defunded had

now been clarified. The WFCG now had a good T Level offer but there was more work to be done to encourage local schools to inform students about the T level offer. However, the awaited national curriculum review was not yet finalised.

Assurance: Regular reviews within the Quality and Curriculum Committee.

Risk Rating: Acute risk, with ongoing adaptation and cross-college collaboration.

Risk 6: Poor quality of teaching learning and assessment – lack of stretch and challenge.
(Current risk score at 8 'green'):

Control Measures: Rigorous recruitment, quality assurance programs, and targeted CPD.

Assurance: Regular observations, learner feedback, and external audits.

Risk Rating: Controlled, with further development ongoing in targeted CPD and strategy consistency.

Risk 7: Access to industry placement was inconsistent across the group. (Current risk score at 8 'green'):

Control Measures: Dedicated industry placement strategy, employer engagement events, and placement timetabling.

Assurance: Learner and employer feedback, with an emphasis on increasing placement opportunities.

Risk Rating: Managed but requires continuous engagement and expansion efforts.

The meeting was opened up for governors comments and questions; Governors were reminded that the college had a separate Risk Register for the Apprenticeship provision.

Governors (RL) asked KG to ensure that the colour code and risk score of this Curriculum Risk Register was consistent with the College's main risk register.

The Curriculum Risk Register was NOTED and RECEIVED.

ACTION: Management to ensure that the colour code and risk score of the Curriculum Risk Register was consistent with the College's main risk register.

SLT

7. **Academic Report**

7.1 **Update on in-year performance 2024/25**

The meeting noted an update report – presented by AD and AE – on performance year-to-date against the College KPIs. AD highlighted the following summary data (captured on 5 June 2025):

- **RETENTION:** Overall retention had declined slightly on 16-19 study programmes: currently 89.2% compared to 90% in 2023/24. Retention on 16-19 study programmes was comparable to the previous year's data for three of the four colleges with improvements for in-year retention noted at BCA, Strode's and Windsor. Principal FE talked through the slight decline (6%) at Slough & Langley College. She assured governors that staff were now clearer on when to withdraw students and would take action sooner during 2025/26. The ESOL cohort at S&L included a number of unaccompanied asylum students who were not completely in control of their own lives; they could be moved long distances at short notice by the authorities. However, AE assured the meeting that the strong pass rates would ensure that outcomes were on an upward trajectory. AE also highlighted the strong attendance – just below 80% - at English and maths lessons during the year. There was still some work to do in some departments to ensure that this GCSE delivery was fully engaging learners.

- **ATTENDANCE:** Overall actual attendance was below the college KPI of 90% at 87.3% however this was a marginal improvement on 2023/24 (86.85%). Ongoing actions remained in place to secure improvements in actual attendance. By age group this was noted as 87.7% for 16-18 and 84.6% for adults which reflected the ongoing challenges of the 19+ cohort. The meeting noted that nationally attendance was a concern across the FE sector so WFCG's performance was relatively good. However, management would not allow any complacency as chasing good attendance (and punctuality) remained a focus across WFCG and was treated as a key employability skill for learners. Punctuality had remained good across all of the provision (97.9%); this was a good achievement as many students travelled a long way to college via public transport.

The meeting also noted the data by College site; the lower retention in the Sixth Form reflected the number of two-year courses. The detailed performance reports for Sixth Form and FE were taken as read. The CEO/ Group Principal (GM) highlighted the excellent attendance at the recent GCSE exams with figure of 99% at BCA and 95%+ at Slough & Langley (where prior year this figure had been at circa 70%). This improvement had been

facilitated by a more positive culture and the hard work of the English and maths team. The provision had become much more student focused in 2024/25 and was now looking at outcomes for students as well as the wrap-around support. Staff Governor (SW) who was the Head of English and maths informed the meeting that all absences from the exams could be explained and the positive attendance figures had been the result of a massive college-wide effort. The introduction of a full mock exam programme in early 2025 had also boosted learners confidence around the exam process. The meeting commended this positive change brought about by a focussed cross-college effort.

- **Progress against Quality Improvement Plans (QIP) 2024/5**

The meeting noted the detailed update which tracked progress against the Sixth Form and Further Education (FE) QIPs for 2024-25. AD assured the meeting that the report clearly demonstrated that a number of the issues raised during the March 2024 Ofsted inspection had now been driven forward to improvement. This included a review of the sequencing of learning. There had also been a push across the Sixth Form on interventions and teaching students the skills necessary for strong assessment outcomes. During the year there had been a focus on building learners' skills and enabling progression to widening opportunities. The meeting noted the numerous masterclasses, alumni activities and competitions that sixth-form students had been involved in during 2024/25. This included a national maths challenge, as well as a competition sponsored by the Royal College of Chemists. AD informed the meeting that WFCG was working with university partners to provide amazing opportunities for learners outside of their core study programmes.

Governors (RL) sought clarification in relation to the possible achievement gap flagged for Black Caribbean learners (page 26 of the BI pack). AE confirmed that there had been a slight gap in achievement identified but this had been remedied during 2024/25 by the use of very focussed learner tracking. Any achievement gap had been hard to measure as there were small numbers of black Caribbean students and they were spread across a number of curriculum areas at Slough & Langley. Assistant Principal FE (NO) informed the meeting that WFCG would be introducing a new 'Risk of NEET' (not in education employment or training) indicator for 2025/26 which would be used to highlight any concerns and allow closer in-year tracking.

The meeting discussed the waiting lists for students to see college counsellors and governors sought clarity on how long students were now waiting. Principal Sixth Form informed the meeting that this varied during the year and would vary from a couple of weeks to a month. There were still significant issues around anxiety and this intensified at exam times and towards the end of the year when assessments were due for submission. It was noted that the college did signpost learners to external services if appropriate but waiting lists for CAMs support outside college were very long. In addition, some students did not want to be referred to an organisation outside college. The meeting noted that during 2024/25 there had been an unprecedented number of students who had lost a parent. AP Student Services Sixth Form (NB) confirmed that students were being seen within a term but there were learners with increasingly complex issues who did spend longer with the counsellor. There had also been an increase of parents' mental health issues having an impact on a number of students.

The Sixth Form and Further Education (FE) update report was NOTED.

7.2

Apprenticeship Update 2024/25

The deep-dive update was presented by the Group VP (KG) who led the apprenticeship provision across WFCG supported by the two apprenticeship leads (LL and ER). The committee Chair introduced LL and ER to the meeting who were still relatively new in role but now getting into the detail. The 'deep dive' report included a review of recent policy changes, and update on recent audit activity, an overview of achievement data, an overview of current risks and a summary of the pipeline and future plans. The meeting received the Risk Register for Apprenticeships and the Quality Improvement Plan for this area 2024/25.

KG highlighted the in-year growth of Apprenticeships at WFCG (17% - an additional 256 apprentices – or £323,000) which was a timely addition to the in-year income under current funding constraints.

Policy changes:

- **English and maths:** The meeting was reminded that from 11 February 2025 the requirements for English and maths were made optional for apprentices aged 19+ at the start of their training. This had affected 189 apprentices at WFCG and represented £62,000 in funding. Taking the wider moral view the college had encouraged all to continue but 70 had now withdrawn from English and maths (37% of the total). In many cases this was due to employer pressure and was more heavily

skewed to greenkeeping course at BCA; the subjects at Langley made GCSEs more important.

- **Shorter and foundation apprenticeships:** The government was in the process of reducing the minimum duration of an apprenticeship from 12 months to 8 months. There were four trailblazers at the moment and one was delivered by WFCG – Level 3 Production Assistant (screen and audio). This puts pressure on learners as employers were always keen for a shorter timescale. It would also reduce college funding as payments were only made for 8 months. The first seven Foundation Apprenticeships had now been introduced and staff were watching to see how this moved forward and what they looked like.
- **Changes to End Point Assessment (EPA):** This was due to be streamlined to remove any duplication and to ensure that the amount of assessment was proportionate. The meeting noted the possible implication for quality control as it would be important to ensure consistent standards across different employers.
- **Payment simplification:** The DfE was promising a simplified system from 1 August 2025. Staff involved with apprenticeships and the MIS Team were attending regular briefings and webinar updates.

KG assured the meeting that the apprenticeship staff were keeping abreast of all new policy updates and ensuring that WFCG would be fully compliant.

Audit update:

The meeting noted an update on progress with recommendations from the PWC Funding Audit conducted during 2023/24. The meeting noted the progress with the post-audit action plan. There had been an initial focus on ensuring all was correct with new enrolments 2024/25 and then the team had back-tracked to correct previous learners. KG assured the meeting that she was confident that the college had made good progress on improving compliance; this would be tested by the internal audit by 'wbg' which was currently underway.

Achievement data:

The apprenticeship data dashboard at R09 (21 May 2025) was noted; all indicators were showing 'green' (On track) for progress with only End Point Assessment showing as 'amber' (Requires Improvement). Achievement was at 63.56%.

Slough & Langley Achievement: LL presented the current data for Slough & Langley College. The meeting was reminded of the long timescale of several of the apprenticeships; in some cases this was 4-5 years. Engineering and Plumbing were just going through the first EPAs. The long-term issues in Electrical Engineering were now nearly resolved and 24 learners were almost ready for EPA. Motor vehicle was going well and the learners who were past their planned end date was due to a break in learning; they were due to sit EPA in autumn. LL confirmed that she was hopeful that achievement at S&L would be back to 70% during 2025/26. The meeting commended the 'celebrating' slide which outlined some key achievements and positive developments at S&L during 2024/25.

BCA Achievement: ER presented the update for BCA. The current achievement rate was 65% which was an improvement on the prior year figure of 58.9%. Courses doing particularly well on achievement were noted as Horticulture/ Landscaping, Arborist and Land Based Service Engineer (which had achieved its first EPA 'distinction' grade).

ER confirmed that significant progress had been made in Greenkeeping/ Sports Turf with robust tracking and monitoring now in place. This had a positive impact on reducing the number of apprentices past their end date. The greenkeeping provision had also changed to two cohorts per year rather than 'roll-on-roll-off' which was making tight management and tracking easier. It also made it easier to manage student attendance with employers.

The meeting noted and commended the things which were to be celebrated at BCA:

- The team was now working together to focus on best practice across the delivery.
- Improving the learner experience of Functional Skills
- Improving the Additional Learning Support (processes) and relationship with the ALS team
- All Horticulture learners were in scope of achievement within time frame
- A really positive Chelsea Flower Show trip for horticulture apprentices.

KG took the meeting through the Apprenticeship Risk Register and Quality Improvement Plan. KG highlighted the short term timescale of the QIP as she had tasked LL and ER to rewrite a QIP for action within the year 2024/25 when they were appointed. The issues identified for action and remedied during the year were noted as follows:

- Underperforming / non- compliant courses due to underlying issues surrounding tracking and monitoring
- Quality and compliance processes - historic entrenched practice that needed updating
- Communication between curriculum and apprenticeship team not effective
- Oversight of materials and equipment not robust
- The 'rinse and repeat' philosophy had been shaken off.

The future pipeline was looking positive and MIS were currently working on the forecast for 2025/26. The ongoing work included a strategic review of all courses including some course which were not recruiting well : ICT, Media and Hairdressing. The wider option of Mechatronics was being investigated as there would be a bigger range of employers than for the Engineering Fitter apprenticeship. Microsoft and Heathrow would also be involved in apprenticeships from September.

The meeting discussed attendance as Governor (NG) cited a conversation he had with an employer who was concerned about truancy. LL confirmed that at Slough & Langley College L3 had good attendance and good employers who got involved if punctuality became an issue. LL accepted that attendance was sometimes an issue with L2 learners – e.g. carpentry - but she was confident that the apprenticeship team would stop it becoming an issue as there was a very robust attendance officer who contacted employers immediately. ER confirmed that at BCA, attendance was not an issue. There was an Apprentice Support Officer who would call the employer immediately where there was any non-attendance.

The Chair (SS) sought confirmation on how many staff across WFCG were undertaking apprenticeships. KG confirmed that the college was looking at starting L3 and L5 Management Apprenticeships; they had been run in the past with mixed success. SLT had thought about offering L7 but this was very expensive so fewer could be offered. Assistant Principal FE (NO) informed the meeting that she had recently completed a L7 in Strategic Leadership; she had completed her EPA in April 2025 and got a distinction. Other instances across college included a member of the HR Team doing a L5 apprenticeship, IT staff and members of the sports teaching team. KG confirmed that the college was trying to maximise the use of the levy pot but needed to share funding equally across four colleges. The meeting asked for more detail on how this was being used at the next Q&C meeting .

Governors (KB) asked whether there were any AI courses being used to enhance apprenticeships. KG confirmed that although AI was being taught as a tool across all learners there was nothing specific for apprentices.

The Apprenticeship update report was NOTED.

ACTION: Summary of use of apprenticeship levy across WFCG to be brought to November 2025 meeting.

KG

7.3

Higher Education (HE) & Access to HE: Principal Sixth Form (AD) presented the update report for HE. AD informed the meeting that HE student enrolment continued to be positive with growth in enrolment numbers for 2024-25 across the college group. There were now 175 students enrolled on HE courses, including 56 on Level 4 courses in Hair and Beauty, Education and Training, Performance and the Creatives, and 66 enrolled on Access to HE courses. This compared to 167 students on Higher Education courses, and 41 students enrolled on Access to HE in 2023-24. Further plans to grow and develop the provision were in place and include the introduction of a new L5 apprenticeship and an access to HE course in policing. Good progress has been made towards the consolidation of our university partners in the delivery of our HE programmes.

The detailed offer numbers for 2025 were noted by the meeting and governors were pleased to note the growth. The meeting was pleased to note that the numbers for the Level 4/5 and Access to Higher Education programmes were showing positive growth. The proactive approach to continuing with weekly interviews had been a contributing factor in supporting this.

The detailed progress report was noted as follows:

- Strong progress had been made against teaching, learning and assessment targets

set at the start of the academic year as evidenced in feedback from external verifiers.

- Reading weeks had successfully been introduced to Access Courses to better prepare students for progression to HE through development of independent learning skills.
- Strong working relationships have been maintained with our key partners (University of West London and Reading University) following the decision to step away from St Mary's.
- The curriculum offer for September 2025 had now been confirmed and would include a new Level 5 Specialist Teaching Assistant Apprenticeship. This course would address an identified skills shortage of qualified specialists in supporting roles that require specific expertise such as SEND and emotional well-being support. It would initially be co-delivered with the Foundation degree in Working with Children and Young People.
- Staff were working to launch two new Access to HE courses in September 2026 including Access to Policing in conjunction with Brunel University and Access to Animal Management.
- Access to HE students successfully completed a nursing cadet scheme in partnership with the Royal College of Nursing. The College continued to work with RCN on developing the programme further to ensure local, regional and national skills needs are met and to support students in progressing onto nursing degree programmes and training schemes.
- An online information session for HE and Access to HE courses had been scheduled, and courses would be promoted at the planned Adult Learning Open Evening.
- All HE and Access to HE courses had maintained strong commitment to the Skills Agenda. Wider opportunities for students beyond the classroom are in place with a wide range of master classes delivered and ongoing involvement of industry experts in developing curriculum content delivery.
- Access to HE students had received support with UCAS applications in liaison with UWL, Oxford Brooks and BNU and had undertaken practical experiments using the facilities at Windsor College to support their studies.
- WFCG staff were participating in regional partnership meetings to discuss health and life sciences as part of the Thames Valley LSIP. Further development of links with employers to impact curriculum design and delivery would remain a key priority.
- A new member of staff had been appointed to the HE team and positive progress has been made in developing support offered to students to help them overcome barriers to learning and achievement.

The meeting noted the areas for further development within HE which included the following:

- The interview process for Access to HE to ensure students were attending interview sessions and receiving appropriate information and guidance.
- Further development and use of the WFCG Student App for HE and Access to HE was to be introduced this academic year with the aim of supporting consistent communication and access to college services.
- Marketing strategies would be further reviewed and a revised HE marketing strategy would be produced to support sustained growth across HE and Access to HE provision.
- Further engagement of employers and HEIs in the development and delivery of course content to ensure students were developing appropriate skills for progression to employment and further study.
- Continued development of the Higher Technical Qualification (HTQ) offering required TWFCG to remain registered with the Office for Students (OfS). It is noted that funding allocations for L6 provision would be calculated in a different way from September 2025, but it was anticipated that there would be more funding for L4 and L5 courses.
- Planning for the delivery of Foundation Degree in Children's Development and Learning for September 25 impacted by pending changes to delivery model from Reading University.

- There had been no further progress with the development of Slough University Teaching Centre in conjunction with RHUL. However, TWFCG continued to work in partnership with the community and HEI partners to promote existing and new HE and Access to HE courses to meet local skills needs.

The meeting was pleased to note that attendance at Access to HE interviews had improved after the HE Team had started to call learners the day before interview.

The meeting discussed the failure to move forward on an HE presence in Slough. HE Manager (AW) confirmed that she would be keen for Slough Borough Council (SBC) to use the excellent WFCG HE facilities to support the population of Slough. GM confirmed that SBC did have an aspiration for an HE centre in Slough but there was a lack of funding to move this forward

The Higher Education update report was NOTED.

8. **Safeguarding Update**

The meeting noted an update report from Principal FE which provided a comprehensive overview of safeguarding across the college group. The report highlighted key challenges and initiatives undertaken to ensure the safety and well-being of all members of the WFCG our community. The report covered:

- safeguarding data - 2023/24 against the current year-to-date (YTD) position.
- mental health and wellbeing data - 23/24 and current YTD.
- initiatives taken by the college to safeguard students.

Members were encouraged to note the difference in demographics and diversity across the four college sites. Due to its location, the contextual safeguarding concerns at Slough and Langley College were significantly more complex and serious. Governors were assured that the college worked closely with Thames Valley Police (TVP) and Slough Safer Partnership to deliver education and support to the students and ensured that WFCG was involved in all local initiatives to tackle serious crime and exploitation in the community.

Governors were reminded that CPOMS (Child Protection Online Monitoring System) was now used by all four sites for recording concerns. This had allowed year on year trends to be recorded with more accuracy.

The meeting noted the executive summary for the academic year 2024/25 which included the following key statistics. Mental health concerns were the most reported category across all four sites, with a total of 855 cases (804 in 2023/24). This included anxiety, self-harm, and suicidal thoughts. The data reflected the national trend of increasing mental health problems among young people. As a result, 405 (346 in 2023/24) referrals were made to the college's counselling service. The data showed that there were 408 (285 in 2023/24) recorded safeguarding concerns reported resulting in 43 (37 in 2023/24) referrals being made to external organisations (Children's Social Care: 18, Adult Social Care: 4). Predominant reported safeguarding concerns were child-on-child abuse (86), domestic abuse (38) sexual and emotional/verbal abuse (both 23). The data showed that there were 66 children looked after (CLA) and 37 care leavers studying at WFCG – a high proportion of this category were unaccompanied asylum-seeking children (UASC) - 33 attended Slough and Langley College.

Significant work had been undertaken to ensure that student tutorials were closely linked to the safeguarding data trends and local risks. Student feedback indicated that they feel safe at college and knew who to talk to if they had any issues.

The meeting noted the detail of training and professional development for WFCG staff delivered during 2024/25; this had been targeted to reflect the areas for development at each campus.

The meeting was given an update on the safeguarding events and campaigns undertaken in 2024/25. These included the following:

➤ **FE:**

- **"Call it Out"**: The student campaign "Call it Out" was launched at both FE sites during 2024/25. The aim of this campaign was to equip our young male students with the skills to intervene and empower our female students to report incidents.
- **Adolescent Mental Health and Wellbeing Forum**: A networking and support event to promote mental health support for young people within the college groups local

community set up by Helena Dolphin (Lead Counsellor - FE). These events were designed for staff working in WCFG, local secondary schools and mental health support charities and organisations. The forum runs three times a year and has different speaker at each event – to date there have been two held. The next Mental Health and Wellbeing Forum would be at Slough & Langley College on 23/06/25 looking at Emotional Based School refusal and eating disorders - speakers will be from NHS specialist eating disorders nurse, Andy Clinic, No22, and Achieving for Children and MHST teams.

- Test purchases: Students at Slough and Langley College continued to participate in “test purchases” with TVP.

➤ **Sixth Form (SF):**

The SF had also supported the Call it Out campaign which included a cross-college competition to create resources that fed into the colleges code of conduct, and which challenged unacceptable behaviour and signposted support.

The meeting was informed that several policies were currently being reviewed or introduced to ensure that WCFG reflected any changes in legislation, these included:

- Students Missing in Education Policy
- Sexual Harassment Policy

AE reminded the meeting that the college lead on Safeguarding (JG) would be attending the Governors Strategy day on 13 June to deliver some detailed safeguarding training for governors.

The Safeguarding Report was NOTED and RECEIVED

9. **Applications Report 2025/26**

The meeting noted the current applications report for 16-19 programmes at 03/06/25 which showed that the Group was 2% (96 learners) behind the same position in the prior year. The current ‘change’ in applications by college was BCA -5% (-106), Langley +12% (+136), Strode’s -1% (-11) and Windsor -13% (-115). The meeting also noted the offers accepted by college which was running 1% behind the prior year. GM confirmed that the applications data was monitored on a weekly basis and shared with all staff. It was also noted that these numbers did not include all the progressing students as staff were still undertaking interviews for progressing students.

The CEO reminded the meeting that the budget reforecast paper which had been considered at the March Board meeting did not include any growth in learner numbers for 2024/25. However, GM confirmed that if the conversion rate for these applications was as expected the lagged funding figure for 2025/26 and the in-year growth funding for 2024/25 would continue the upward income trajectory for the college.

The applications update was NOTED

10. **Dates and Times of Future Meetings**

The Group Director of Governance informed the meeting that the proposed dates for 2025/26 – as shown on the agenda – would be confirmed after approval at the July 2025 Board meeting. Calendar invites for 2025/26 would be issued for all governance meetings before the end of July 2025.

NOTED

11. **Any Urgent Business**

There was no urgent other business notified.

SS reminded the meeting that this would be Amanda Down’s (AD) last meeting as Principal Sixth Form; AD would be leaving the college at the end of the summer term. SS thanked AD for her input to Quality & Curriculum Committee over the last few years and all her efforts in leading the Sixth Form provision. The meeting wished her well for the future.

The meeting ended at 6.15 pm

Chair

Date