

## THE TRAFFORD COLLEGE GROUP

### Minutes of the Meeting of the Curriculum & Quality Committee held on Wednesday 13 November 2019 at 5.30 pm in the Boardroom at Trafford College, Altrincham

<b>Present:</b>	Sarah Drake	(Chairperson)
	Glad Capewell	
	Colette Fagan	
	Joaquin Llorente	(Staff Governor)
	Graham Luccock	
	Macy Sheil	(Student Governor)
<b>In Attendance:</b>	Barry Watson	(Corporation Secretary)
	James Scott	(Vice Principal Curriculum & Quality/ Campus Principal)
	Alex Fau-Goodwin	(Assistant Principal Stretford & Stockport)
	Helen Wood	(Assistant Principal Altrincham)
	Mark Harris	(Dean of Higher Education)
	Joan Scott	(Director of Adult & Community Learning)
	Jane Keys	(Director of Apprenticeships)
	Emma Goodlet	(Assistant Principal 16-19 Study Programmes)
	Richard Pleavin	(Interim Quality Manager)
	Gemma Hawkley-Holt	(Head of Teaching, Learning & Assessment)
	Esha Mumtaz	(Deputy Student Governor)
	Michelle McLaughlin	(Student Engagement Lead)
	Stuart Bolton	(Department of Education – Observer)

#### Minute No

Prior to the commencement of the meeting the Chairperson welcomed the following persons to their first Committee meeting: Colette Fagan, Esha Mumtaz, Macy Sheil and Richard Pleavin and members of the Committee introduced themselves to them.

The Chairperson also welcomed Stuart Bolton to the meeting.

#### GC&Q/35/19 **Apologies for Absence**

The Corporation Secretary (CS) reported that apologies for absence had been received from the Principal and Glynis Brown.

#### GC&Q/36/19 **Declaration of Direct or Indirect Interest in any of the following Items**

There were no declarations of either direct or indirect interest in any of the meeting's business items.

#### GC&Q/37/19 **Minutes of the Curriculum & Quality Committee Meeting held on 20 June 2019**

The minutes of the meeting were approved and accepted as a correct account of the meeting's proceedings subject to a number of minor textual amendments which the Corporation Secretary undertook to change.

**Action: Corporation Secretary.**

**Minute No****GC&Q/38/19****Matters Arising from the Minutes:**

## i) C&amp;Q/27/19 – Office for Students (OfS) Registration and Action Plan

The CS advised of the arrangements that would be considered by the Board of the Corporation in respect of the Governance arrangements for the processing of the OfS Higher Education (HE) Access and Participation Plan as discussed at the Governors' HE Training Event on 30 October 2019.

The Committee was also advised that the Board would be giving consideration to the monitoring arrangements for the HE Self-Evaluation Document.

The Committee noted the proposed arrangements and that the matter would be considered by the Board of the Corporation at its meeting on 6 November 2019.

**Action: Board of the Corporation**

## ii) GC&amp;Q/31/19 – Student Engagement Update Report

The Committee received copies of the Student Exit Surveys 2018/2019 for both Trafford and Stockport Colleges.

The Interim Quality Manager (IQM) advised that the key issues arising from the outcomes of the survey were as follows:

- There was not a large gap in terms of outcomes between the two Colleges.
- The response rate should be improved and the IQM identified actions that would be undertaken to address the issue including reviewing the Group Survey Strategy and stream lining the number of surveys that are undertaken. The IQM also identified process changes that could be made to improve the take up figure.
- Timing issues.

Members raised a number of issues arising from the surveys as follows:

- What was the intention in relation to follow up on the outcomes? The IQM advised that this had been devolved to curriculum managers within their departments and would be raised at Student Focus Groups and with Student Representatives. He commented that there was further work to be done in respect to working with the student representatives.
- Would students be invited to be involved in the discussions around the changes to the survey? The IDQ replied not specifically at this stage but it would be looked at particularly with regard to the interpretation of questions and how tutors could support students in the process.

**Action: Interim Director Quality Manager**

There were no other matters raised by members arising from the minutes and it was resolved that they be noted

**Minute No****GC&Q/39/19****Outcomes for Learners Achievement Rates 2018/2019**

The Chairperson of the Committee advised that this report had been considered in detail by the Governors' Validation Panel earlier in the day and that the CS would advise members of the discussions relating to the report in due course.

**Action: Corporation Secretary**

The report provided members with the following detailed information:

- Final Reconciliation arrangements. The Vice Principal Curriculum & Quality/ Campus Principal (VPCQP) commented that the Overall achievement rates were unlikely to change.
- Key issues arising from the data in respect of:
  - Summary of Classroom Based Activities.
  - Summary of Apprenticeships Overall Achievement Rates (and Team by Overall/Timely).
  - Summary of Classroom Based Achievement Rates by Team.
  - Summary of Classroom Based Achievement Rates by College (Stockport and Trafford).

In presenting the report the VPCQP commented that the Achievement Rates for Maths and English had just been received and were as follows:

Maths: Stockport 23 %, Altrincham, 25% and Stretford 30%.

English: Stockport 34%, Altrincham 36% and Stretford 21%.

The VPCQP went through the outturns compared to last year's performance and commented that student progress needed to be looked at together with the reasons for the gaps in high grades data.

The Chairperson asked members if they wanted to make any comments concerning the report in addition to those made by the Validation Panel.

A member commented that it would be helpful to have the targets added to the performance outcomes tables and the VPCQP agreed to incorporate the suggestion in future reports.

**Action: Vice Principal Curriculum & Quality/ Campus Principal**

There were no further issues raised by members arising from the report and after due discussion and consideration it was resolved that it be noted.

**GC&Q/40/19****Safeguarding Children and Vulnerable Young Learners Report**

The Assistant Principal, 16-19 Study Programmes (AP16/19SP) presented a report which provided the Committee with an update concerning the key issues and actions arising with regard to the implementation of the Group's Safeguarding Children and Young Persons Policy.

The report provided Committee members with the following information:

- The current active caseload in terms of students (16) on either Child Protection Plan/ Child in Need or Team Around a Child together with a breakdown between Trafford and Stockport Colleges.

**Minute No**

The AP16/19SP advised that there had been a number of Child Exploitation Cases at Stockport College and advised the Committee concerning the actions that had been taken in this respect.

- Recorded Safeguarding incidents with comparative data with the Academic Year 2018/2019. It was advised that the number of referrals had increased from 24 to 54 and the AP16/19SP advised outlined the staffing actions that had been taken to address the increase together with the Community Partnership arrangements at both Colleges.
- Counselling Update. It was noted that staffing resources had been increased and the number of referrals had been constant compared to last year.
- Looked after Children (LAC) and Care Leavers by Campus including LAC data by department. A member asked about the support offered by the Group for Young Carers. The AP16/19SP advised that they are covered through the workload of the Pastoral Support Mentors and undertook to provide relevant data concerning the learner cohort in future reports.

**Action: Assistant Principal, 16 -19 Study Programmes**

- DBS and Bullying Update.
- Training and Community Partnership Update.

There were no other specific issues raised by members and after due discussion and consideration it was resolved that the report be noted.

**GC&Q/41/19****Maths and English Update Report and Action Plan**

The VPCQP presented a report which provided the Committee with a progress update on the implementation of the English and Maths Strategy for the Autumn Term 2019.

The report also included a copy of the GCSE English and Maths Report 16-19 Funding Model Learners on Study Programmes with provided the Committee with a snapshot of GCSE Maths and English examination results from the summer of 2019 including an analysis in comparison with 243 Colleges.

The VPCQP reminded members that the four objectives of the English and Maths Strategy were to:

- Ensure a high quality entitlement to math's and English across the Group as part of 16-19 study programmes.
- Provide personalised delivery models of maths and English to enable students to make good progress from their starting points.
- Continue to drive improvements in the quality of teaching, learning and assessment including the integration of maths and English skills across the study programmes.
- Continue to improve the quality of provision and impact of maths and English programmes for adult learners and apprentices.

The report included a copy of the action plan update which enabled the Committee to monitor current progress against the strategy.

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The VPCQP advised that in his view the key issues arising from the updated action plan were as follows:

### 16-18s Learners

- Achievement rates (9-1) grades) for GCSE English and maths across the Group were 87%, an increase of 2 percentage points since 2017/2018 and 4 percentage points above the national average.
- There is a disparity in performance between Trafford and Stockport for both GCSE Maths and GCSE English with 16-18s at Trafford outperforming those at Stockport by 5 percentage points.
- The Group outperformed the national high-grade (9-4) rates for GFE providers for both GCSE Maths and English by 2 percentage points.
- High grade rates in both GCSE maths and English had improved at Trafford but have declined at Stockport.

### 19+ Learners

- Achievement rates for adults for GCSE English and maths across the Group were 81%, an increase of 4 percentage points since 2017/2018 and 2 percentage points above the national average
- This is no significant achievement gap between adults at Trafford and Stockport.
- High Grade rates (9-4) in GCSE maths have significantly improved but they have declined at Trafford. English has improved across both Stockport and Trafford College.
- The Group outperformed the national high-grade (9-4) rates for maths by 3%, English performance was in line with the national rates.

The VPCQP advised the Committee of the actions that had been initiated to address the identified issues including review of the delivery model at Stockport College to more effectively address the learners' needs including additional support sessions, re-timetabling of teaching around lunchtime and the creation of a new maths and English hub which is placed in a more friendly environment for the learners.

Members raised a number of issues arising from the report as follows:

- The impact of the appointment of attendance officers at Stockport College. The VPCQP outlined the role of the attendance officers and that the impact had been very positive indeed. He further added that the gap between the two Colleges was already evidencing a reduction.
- Maths and English teaching time allocations. The VPCQP advised that this year's model was now more flexible and was being based around individual learner needs and Blended Learning Models. The Committee also discussed the use of KBoodle and its advantages and potential disadvantages, use of bursary funding to support financially challenged learners and other potential on line learning platforms that could be used.
- Attendance and how the data was impacting on performance. The VPCQP commented that attendance was in the mid 70's and needs to improve. He added that more work was needed to be undertaken to improve the attendance data and the Committee had a broad discussion concerning the current actions that were being undertaken and incentives and actions that could be taken to improve the position. The Committee also had a discussion about the accuracy of the attendance data and the VPCQP acknowledged that due to churn in timetables they were not as accurate as he would like and that the management would have a more accurate picture by the end of the month.

**Minute No**

- Whether the removal of mock exams would lead to students being more “anxious” when they sat the exams at the end of their studies. The VPCQP outlined the logic and justification for the action and that on-going assessments throughout the year with supported mocks were the way forward.
- The arrangements for Functional Skills. The VPCQP confirmed that the review had now been completed and that the Maths and English teams were working together on a joint delivery approach.
- Right Learner Right Course for Adults. The VPCQP confirmed that this had been completed within the first 6 weeks of term.

There were no further issues raised by members arising from the report and after due discussion and consideration it was unanimously resolved that it be noted.

**GC&Q/42/19****Teaching, Learning and Assessment Report**

The HoS Teaching, Learning and Assessment (HTLA) presented a report which provided the Committee with an update relating to Teaching, Learning and Assessment (TLA) at the Group for the first half of the Autumn Term 2019/2020.

The report provided members with the following information:

- Identification of the ways in which the Group is seeking to deliver its strategy for Excellence in Teaching, Learning and Assessment and the measures that are currently in operation to achieve this goal.

The update report also covered the following matters:

- Formal Observations including the current profile of TLA across the Group and by Department. This included the actions taken in respect of the two teachers who required support.
- Developmental Observations.
- Learning Walks.
- An Overview of Tier 1 Continuous Professional Development (CPD) including Action Research Groups and Peer Observations.
- Tier 2 CPD Bookable sessions.

The HTLA advised that in her view the key issues arising from the report were as follows:

- According to the Group’s current formal observation model there are still two members of staff being supported who “do not meet expectations”. It was advised that this number was subject to change throughout the year as formal observations continue for new staff and course/ curriculum areas under review through the Group’s quality assurance processes.
- The five new members of staff who had been observed in the first half term all “meet expectations” and that further observations were continuing.
- 38 learning walk observations have also taken place across the Group in the first half term.

Members raised a number of issues arising from the report as follows:

- How confident were the managers that the outcomes that they had evidenced was the picture that would be seen in an Ofsted Inspection? The TLAM advised that she was very confident that that would be the case and outlined the reasons why, in the context of the quality assurance processes, the evidence from data and the ongoing observation process.

**Minute No**

- Had the identified issues arising from last year in terms of TLA been addressed? The TLAM commented she believed that they had and outlined the improved actions that had been implemented in respect of preparing Learners for External Assessment, Development of Literacy Skills, continuous rigorous and targeted CPD initiatives. The TLAM further commented that it was still early in the year to be definitive and the matters would be further explored through Learner Walks and Visits.
- The presented data would be more helpful if a broader profile rather than just observations was provided. The VPCQP concurred with this view and commented that this could not be provided at this stage but it was the Group's intention to move away from observations to a broader performance profile.
- 13 weeks into the current term is a long period to wait for development observation for newly appointed staff. The VPCQP commented that only a few were out of the preferred timeframe and were limited due to the time constraints on the Advance Practitioners who only have a limited time allocation. He further added that he would ensure that time was made to see them.

**Action: Vice Principal Curriculum & Quality/ Campus Principal**

- A member commented that it would be helpful if the sharing of good practice was more widely explored outside of sections. The VPCQP advised that this should be being undertaken on Wednesday afternoons at CPD sessions but further work was required to achieve the desired level of cross fertilisation of good practice across the Group.

**Action: HoS Teaching, Learning and Assessment**

- Following a comment made by a member concerning the timings for Show case events the VPCQP agreed to give the matter further consideration.

**Action: Vice Principal Curriculum & Quality/ Campus Principal**

There were no further issues raised by members arising from the report and after due discussion and consideration it was unanimously resolved that the report be noted.

**GC&Q/43/19****Quality Improvement Plan and Performance Indicators Report**

The VPCQP provided members with a copy of the RAG rated and updated Quality Improvement Plan (QIP) – November 2019.

The report also included a summary of performance indicators from the QIP together with the predicted achievement rates with comparators for 2018/2019.

The report identified the 7 key objectives each of which had been allocated to a member of the leadership team who were responsible for delivering the actions and outcomes.

The VPCQP also reminded members of the other improvement strategies and processes across the Group that complement the QIP in the drive for continuous improvement.

**Minute No**

The VPCQP advised that the key risks arising from the updated QIP were as follows:

- The delivery model for maths and English has been reviewed and updated for Stockport College with a particular emphasis on better engaging students in practical areas. The VPCQP advised that attendance at Stockport was currently in line with Trafford and was being supported through a new maths and English Attendance Officer. It was noted that additional interventions and sessions for students “at risk” would be agreed in the second half of this term based on attendance and progress.
- Underperforming courses were now included in the Course Performance Review (CPR) process. It was noted that the VPCQP, relevant senior manager, Quality and Head of Section would meet with the Course Tutor to review the current performance of students and agree any actions for improvement. The VPCQP commented that the process would take place three times a year and be supplemented with activities including work scrutiny, course file review and learning walks / observations.
- The Group now undertakes a “deep dive” approach to quality assurance, mirroring that of the EIF, called a Curriculum Developmental Area Review (CDAR). The VPCQP advised that this involves a “mini-inspection” of a curriculum area by members of the senior and middle management team. And that for 2019/20 the areas in scope are: maths and English at Stockport College; A Levels; Construction; Employability; Apprenticeships in Business and Management; and Apprenticeships in Building Services and Construction.
- Retention of second year students in A Levels was at 78% which was around 8% points up on last year. It was noted that this was still an area for concern and that the Group was reviewing levels of pastoral support for this area.
- The Group had ensured early identification of students with declared mental health and looked after children issues to enable more effective and timely interventions to support retention.
- Retention rates on classroom based programmes were at 100% as the 42 day had passed.
- Attendance rates were being finalised for accuracy, with the maths and English rates being not as low as presented. The VPCQP advised that Course Tutors and Pastoral Support Mentors were working closely with all students who were displaying poor patterns for attendance.
- KPIs that are N/A at the November 2019 point were subject to a later reconciliation hence the reasons for no value at this stage. The VPCQP also commented that the RAG ratings were RAG rated as amber due to the early stage in the Academic Year.

In discussing the report, the VPCQP drew members’ attention to the 2 new initiatives in respect of Course Performance Review and Deep Dive Inspections. The VPCQP explained in detail how both processes would work and their purpose and objectives.

Members raised a number of issues arising from the report as follows:

- The intended Deep Dive for Construction was scheduled for March 2020 and a member asked if that was a bit late in the Academic Year given its current performance. The VPCQP advised that the timing was a capacity issue and detailed all the other processes that are taking place to address the underperformance. He undertook to “get in earlier” if he felt there was a requirement so to do.

**Action: Vice Principal Curriculum & Quality/ Campus Principal**

**Minute No**

- Did the achievement rate for 16-18 year olds include English and Maths? The VPCQP advised that the % figure was not totally accurate at this stage as it needed to be validated but was close to what the final outturn would be.
- The Achievement rates for Access to Higher Education look to have been transposed. The VPCQP confirmed that that was the case and undertook to adjust the figures accordingly.

**Action: Vice Principal Curriculum & Quality/ Campus Principal**

There were no other further issues raised by members arising from the report and after due discussion and consideration it was resolved that the report be noted.

**GC&Q/44/19****Careers Education, Information and Advice & Guidance Report**

The AP16/19SP presented a report which updated members concerning the progress that had been made against the 8 Gatsby Benchmark and milestone targets within the Careers Education, Information and Advice & Guidance Strategy (CEIAG).

The report included a copy of the CIEAG Self-Assessment and Action Plan 2019/2020.

The AP16/19P reported that the main issues arising from the report were as follows:

- The Group had achieved 4 out of the 8 benchmarks during 2018/2019 with bench mark 5 being completed recently.
- The actions that were required to achieve the outstanding benchmarks.
- An update on the Compass Self-Assessment against the Benchmarks.
- The CIEAG Milestone targets for 2019/2020.

The AP16/19SP confirmed that the Group were on target to achieve all benchmarks by the end of 2019/2020 with the work placement benchmark being the most challenging.

A member asked if students were aware of where to go in respect of support for Work Placements. The Student Governor (SG) commented that it would be helpful if students were provided with more guidance on how to get work experience and advised the Committee of the personal actions that she had taken to secure a work placement for her A Level course. The AP16/19SP suggested that she might work with the SG to explore some of her ideas and suggestions in this context. It was also suggested that the Group undertake further awareness raising through the Course Tutors.

**Action: Assistant Principal 16-19 Study Programmes/ Student Governor**

There were no further issues raised by members arising from the report and after due consideration and discussion it was resolved that the report be noted

**GC&Q/45/19****Student Mental Health and Well Being Strategy Update Report**

The AP16/19SP presented a report which updated members concerning the progress that had been made in relation to the Group's Student Mental Health and Well Being Strategy.

## Minute No

The report included a copy of the associated Action Plan for 2019/2020.

The report reminded members that the Strategy consisted of four objectives which were aligned to the approach taken by the NHS in respect of mental health:

- Thriving
- Coping
- Getting Help
- Getting More Help and Getting Risk Support

The report also identified the key developments since the Strategy had been approved in July 2019 together with the student outcomes for 2018/2019.

In this context the AP16/19SP advised that the outcomes were as follows:

- The achievement rate for young people with declared mental health was 75% (based on 150 starts), compared to 68% in 2017/18. The AP16/19SP commented that whilst an improvement, this was still 10% points below the overall rate for young people. It was further advised that this has been an issue that has impacted on retention and consequently overall achievement in A Levels particularly and that the Group was reviewing what may need to change regarding the approach to support in this area. The AP16-19SP stated that an update would be provided at the next meeting.

### **Action: Assistant Principal, 16-19 Study Programmes**

- The achievement rate for adult learners with declared mental health was 88% (based on 193 starts), compared with 82% in 2017/18. The AP16/19SP advised that support for adults with declared mental health had been increased last year and extended further this year with external counselling services available across all three sites.
- The capture of mental health needs and the provision of support needed to improve further for apprentices. It was advised that apprentices can now access the external support available at the three main sites but this was limited due to small amount of time the students access the Group.

Members made a number of comments arising from the report as follows:

- It would be helpful if the report could include the split in data outcomes across the various sites in order to enable Governors to get a clearer picture of the position by campus. The AP16/19SP agreed to look at this for the next report on the matter.

### **Action: Assistant Principal, 16-19 Study Programmes**

- The Student Governor commented that the Student Services team were very helpful and supportive with regard to Mental Health issues and suggested a number of ideas that could help support improvements including individual student mental health plans to be given to teachers and links to the pastoral support team. The AP16/19SP agreed to liaise with Student Governor concerning her suggestions.

### **Action: Assistant Principal, 16-19 Study Programmes/ Student Governor**

There were no further issues raised by members arising from the report and after due consideration and discussion it was resolved that the report be noted.

**Minute No****GC&Q/46/19****Higher Education Update**

The Dean of Higher Education (DHE) presented a report which provided members with an update regarding Higher Education Provision.

The DHE drew the Committee's attention to the following specific issues arising from the report:

- OfS update including registration and meeting Regulatory Framework requirements. The up to date position and timeframes were noted together with the intended actions that were discussed previously at the meeting.
- Higher Education Performance Update including Student Numbers and Curriculum Offer, Access and Participation, Student Outcomes and Attendance. With regard to Student numbers the DHE advised that they were below target by approximately 80 FTE's and the Committee had a discussion relating to how that reduction would be managed from a curricular, cost and strategic perspective. The DHE advised of the courses that had been closed together with the curricular areas were the impact had been most extensive including Childhood, Early Years and Health and part time routes to Construction. The DHE also explained in detail the actions that were being undertaken to improve intake going forward. To this end he explained the role of the newly appointed externally funded 2 year full time, outreach worker together with awareness of tutors of progression routes to Level 4 and higher. A member asked about the number of students that had progressed from last year's cohort. The DHE advised that there had been about 40 students who had progressed. The DHE was pleased to report that in terms of Outcomes all performance indicators had improved compared to 2107/2018 which was very pleasing.
- Student Complaints. The DHE reported that none had been received.

A member asked about the progress that had been made in respect of the appointment of the Higher Education Student Governor. The DHE advised that the previously appointed student had withdrawn due to work commitments and that securing another nomination was proving to be a challenge. He advised of the processes that was currently being undertaken with the current course representatives and it was hoped that a further recommendation could be made to the Board of the Corporation at its meeting in December 2019.

**Action: Dean of Higher Education/Corporation Secretary**

There were no further issues raised by members arising from the report and after due consideration and discussion it was resolved that the report be noted.

**GC&Q/47/19****Student Governors Update Report**

The Student Governor provided the Committee with a verbal report which identified some of the key student issues both strategically and operationally at the Group. The Student Governor commented that the operational issues were being discussed with relevant managers of the Group.

The update covered the following issues:

- Parliament Week.
- Health and Transport including age access issues regarding Transport.
- Environment including the work of the Equalities Committee to reduce the Carbon footprint. Local issues relating to recycling and availability of recycle bins.

**Minute No**

- Mental Health and the requirement for awareness raising and training.
- Student Services. The Student Governor commented that the service was very good but was subject to very high demand.
- Class Sizes particularly with regard to 1<sup>st</sup> Year A levels at Altrincham.
- Issues with Prayer Rooms in relation to adequacy.

The Deputy Student Governor also provided the Committee with a verbal update regarding the following student related issues:

- Satisfaction with the provision of the Group and clear indication relating to whom to go for student needs.
- Lack of Sports facilities at Stockport College.
- Use of guest speakers from outside the Group to inspire students.
- Curriculum for Life and how the initiative could be supported. It was noted that some tutors had agreed to look at supporting the initiative through tutorials.

A member commented that the reports provided very valuable insight for Governors regarding student issues and outlined some of the actions that had been taken in her organisation regarding "Green Issues". The member offered to provide a contact to discuss some of the issues covered in the update.

**Action: Committee Member (CF)**

There were no further issues raised by members arising from the reports and after due consideration and discussion it was resolved that the report be noted.

**GC&Q/48/19****Student Engagement Update Report**

The IQ: presented a report which updated the Committee in respect of the different methods of Student Engagement. The report also identified the impact of the actions taken from the feedback and the information that had been received during the Autumn Term 2019.

The report covered the following key issues:

- Quality Assurance, particularly with regard to the new initiatives of the Curriculum Development Area Review, the Course Performance Reviews and Themed Health Checks.
- Self-Assessment.
- Youth Social Action.
- Course Representatives/ Student Leadership Team.
- Student Surveys including the outcomes from the Post Induction Survey.
- Other areas for student engagement and feedback.

The report also included a copy of the results from the recently completed post Induction Survey which the IQM advised was now running at a 73% completion rate.

Members raised a number of issues arising from the report as follows:

- How aware are students in respect of some of the phases that are used in the induction questionnaire for example enrichment. The IQM commented that it was intended to review the content and process for securing student feedback in this context to secure improvements going forward.

**Action: Interim Quality Manager**

**Minute No**

- A member asked why there was not an action plan to address the Student Engagement targets/ improvements. The VPCQP advised the Group needed to produce an updated Student Engagement Strategy from which an Action Plan would be produced. It was agreed that this would be produced for the Committee to consider at its next meeting.

**Action: Vice Principal Curriculum & Quality/ Campus Principal**

There were no other matters raised by members and after due consideration and discussion it was resolved that the report be noted.

**C&Q/49/19**

**Any Other Business**

There were no matters raised under any other business.

**C&Q/50/19**

**Date of Next Meeting**

It was agreed that the date of the next meeting would be held on Wednesday 11 March 2020.

**Action: Corporation Secretary**

The meeting closed at 7.40.pm

The Student Governor left the meeting at 7.30pm after the consideration of Agenda item 13