

THE TRAFFORD COLLEGE GROUP

**Minutes of the Meeting of the Curriculum & Quality Committee  
held on Wednesday 20 June 2019  
at 5.30 pm in the Boardroom at Trafford College**

<b>Present:</b>	Sarah Drake	(Chairperson)
	Lesley Davies	(Principal and Chief Executive Officer)
	Margaret James	(Senior Tutor and Co-opted Member)
	Glad Capewell	
	Joaquin Llorente	(Staff Governor)
	Maureen Wilkins	
<b>In Attendance:</b>	Barry Watson	(Corporation Secretary)
	James Scott	(Vice Principal Curriculum & Quality – Campus Principal)
	Helen Wood	(Assistant Principal - Altrincham)
	Mark Harris	(Dean of Higher Education)
	Carl Miles	(Director of Marketing)
	Emma Goodlet	(Assistant Principal 16-19 Study Programmes)
	Alex Fau-Goodwin	Assistant Principal – Stockport & Stretford)
	Jane Keys	(Director of Apprenticeships)

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**GC&Q/16/19 Apologies for Absence**

The Corporation Secretary (CS) reported that apologies for absence had been received from Kurt Allman, Graham Luccock and Glynis Brown.

It was noted that Joan Scott (Director of Adult Learning) and Tristan Edwards (Director of Quality) were not able to attend the meeting.

**GC&Q/17/19 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/18/19 Minutes of the Curriculum & Quality Committee Meeting held on 6 March 2019**

The minutes of the meeting were approved and accepted as a correct account of the meeting's proceedings.

**GC&Q/19/19 Matters Arising from the Minutes**

The Chairperson advised that she had discussed the actions arising from the last meeting with the CS and confirmed the actions that either had been completed or were on the agenda to be considered at the meeting.

It was noted that the following matters arising had not been confirmed, or were required to be updated, and the Chairperson asked the relevant manager to update the Committee concerning the actions as follows:

- i) C&Q/07/19- Teaching , Learning and Assessment Update Report

The Principal was very pleased to be able to report that the Group's application for delivery of T Levels had been successful and in answer to a question raised by a member confirmed that they were in the areas of; Digital (IT Support), Building Services, Education and Health Science.

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The Principal outlined the T Level provision position with regard to the Greater Manchester region and commented that she was very pleased with the successful bid. It was also advised that the Group would be delivering Teaching Practice for T Levels.

The Committee welcomed the development and resolved that it be noted.

ii) C&Q/08/19 – Quality Improvement Plan 2019 Update

The Vice Principal Curriculum & Quality – Campus Principal (VPCQP) provided the Committee with a verbal update relating to the progress that had been made with regard to the data to support the Committee's role in monitoring work placements.

The VPCQP commented that a deadline had been set for all data to be put onto the Navigate system by the end of the Summer Term 2019 and that the data would be able to be scrutinised by department and campus.

It was further advised that full data details would be included in Group Self-Assessment Report in November 2019.

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

The Committee welcomed the update and resolved that it be noted.

iii) C&Q/11/19 – Marketing Key Performance Indicator Report

The Chairperson asked about the up to date position with regard to the facility to make on line payments by July 2019. The Director of Marketing (DM) commented that this function was not seen as a critical activity and that payment by credit card over the phone was available for the September 2019 enrolment.

He confirmed that no date has yet, had been set for the availability but that the Group was working flexibly around methods of payment for learners.

There were no issues raised by members arising from the update and it was resolved that it be noted.

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

**GC&Q/20/19****Marketing Key Performance Indicators Report**

The DM presented a report which provided the Committee with a performance update regarding the stated Marketing Key Performance Indicators for the period up to June 2019. The report also included information relating to the areas of identified risks and the associated mitigating factors.

In presenting his report the DM drew the Committee's attention to the following key issues:

- 16 -19 Admissions. Acceptances were running at 1,800 which was 150 up on last year. The DM commented that this was a positive position but there was still work to be undertaken with regard to progression and conversion rates. He further advised the Committee regarding the marketing activities that were being undertaken in the short term to seek to improve the Group's market share. A member asked if the amber RAG rating was an issue that should give the Committee concerns given it was previously RAG Rated as Green.

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The DM commented that as the time frame shortened it was likely that the RAG rating would change, he further commented that there was still a long way to go in terms of recruitment and he was hopeful that targets would be achieved. A member asked about the marketing initiative in Cheshire and whether there was any evidence of increased numbers arising from the initiative. The DM advised that there was no data available as yet and reminded members of the cost and details of the campaign that had been undertaken. He further commented that it was a difficult area to be competitive in due to the free coach transport that is provided by competitor Colleges in the area.

- 19+ Admissions. It was advised that Trafford numbers were down compared to last year and Stockport numbers were at a constant level. The DM advised of the actions that were being taken to address the issue.
- Digital Effectiveness. The Website continued to perform strongly as did Social Media Platforms which continued to outperform all other NW Colleges. It was noted that the Website accessibility was to be further upgraded.
- Public Relations. The current risks and mitigations were noted. A member asked if there was further work needed to be done with regard to schools particularly with regard to Werneth School in Stockport. The DM and Principal outlined the current position with regard to Stakeholder Engagement in Stockport. It was noted that a pack had been produced for Head Teachers which had received positive feedback and that meetings had been established with Werneth School. The Principal commented that engagement was improving markedly in Stockport and that the local Council were very supportive. The Principal outlined the range of communications and networks that had been established with a wide variety of stakeholders including the Economic Alliance, the Chamber of Commerce, the top 10 employers and initiatives relating to the Stockport Exchange development. The Principal also added that the outcome from the Ofsted monitoring visit had been really helpful and that good conversations had been held with local stakeholders for joined up opportunities.
- Customer Service. It was advised the Customer Service Team was now fully staffed and that the new phone system which was due to be installed would allow a more effective call handling and management system.
- Schools Liaison. The current position with risk mitigations were noted. A member raised the same point as earlier relating to the RAG rating moving from Green to Amber and the DM advised of the push that was being made at the end of year to improve the position. In discussion it was agreed that future reports would include a narrative to explain any changes in RAG Ratings.

**Action: Director of Marketing**

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/21/19****Safeguarding Children and Vulnerable Young Learners Report**

The Assistant Principal, 16 -19 Study Programmes (AP16/19SP) provided the Committee with an update report which detailed 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 safeguarding referrals for students under 18 years of age.

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- Recorded Safeguarding incidents with comparative data from June 2018. A member asked about where the data is in the information that relates to self-harming. The AP16/19SP advised that they are included in the bar chart under mental health and represent the vast majority of the data related to this issue. It was further commented that the numbers were increasing due to the fact that students are prepared to be more open and self-declare but that there could well be larger numbers due to students who do not self-declare.
- Safeguarding, Counselling and Mentor Referrals. The AP16/19SP advised that the number of safeguarding referrals relating to Mental Health for Adults had increased significantly since the last report and detailed the actions that had been taken to address the issue. It was noted that this included increasing the Counsellor position from 0.5 to full time, the buying in of adult counselling services and an increased offer to support Adults and Apprentices across all sites. A member asked if the support services for Adults were being used. The AP16/19SP advised that the services were being fully utilised and that the feedback had been really positive.
- Looked after Children (LAC) and Care Leavers by Campus including LAC data by department.
- DBS Update.
- Training and Events Update. A member asked if the training events were well attended and the advised that they were at 100% attendance levels.

A member asked about the change in approach to the new role of Pastoral Support Mentors (PSM'S) from September 2019 and how this would impact on the support services to learners and how learners would assess the service to support their needs.

The AP16/19SP outlined to the Committee the changes that had been made, including the role of the PSM's, staff release across campuses to provide the support, upskilling for pastoral tutors, the use of shared skills, attendance remaining with course tutors and the programme leaders' role.

It was noted that PMC's would be attached to departments but not located in the departments. The AP16/19SP commented that the new structure would increase capacity and expertise to meet the increasing demand. It was further advised that the process would be reviewed in twelve months' time.

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

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/22/19

### **Annual Student Exclusion Report 2018/2019**

The VPCQP presented a report which detailed the outcomes of suspension hearings for 2018/19.

The report also included comparative data with the Academic Year 2017/18 together with comparative data by campus and department. It was noted that the data relating to suspension hearings and exclusions for 2017/2018 related to Trafford College only.

The VPCQP drew the Committee's attention to the main issues arising from the data which were as follows:

- The total number of students who had received a Suspension Hearing had reduced on the previous and was now quite low given the 2018/2019 total Group numbers.
- The highest number of hearings had occurred in Foundation Learning and, Engineering. The VPCQP explained the reasons for this including the high level of Engineering Students involved with a 2 Group suspension position.

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- The number of students excluded following a Suspension was much reduced compared to last year and the VPCQP commented on the positive impact that the GROW and LIP process had had on behaviour and retention. The VPCQP further commented that the behaviour at Stockport College was the best of the 3 campuses.
- The Student Suspension Procedure is under review for next year.

Members welcomed the report and the improvements that had been made and the Principal commented that given the natural picture of exclusion and the diverse nature of the population the improvement had been staggering.

Members complimented staff on the improvements that had been made and resolved that the report be noted.

**GC&Q/23/19****Maths and English Strategy 2019/2021**

The VPCQP presented a report which presented proposal for a new Maths and English Strategy for the Academic Years 2019/2021.

The VPCQP advised that the aim of the revised strategy was to enable continued improvement in both subjects and to eliminate the gaps in outcomes between Stockport and Trafford Colleges. He further added that the main focus was also to address changing requirements and attendance issues.

The VPCQP advised of the four key objectives of the strategy and that the main issues/developments that had been introduced within the strategy were as follows:

- Differentiated delivery models at college level to meet the needs of particular groups of students. The VPCQP commented that for example, at Stockport College Maths delivery would be chunked into shorter blocks for practical students.
- Introduction of an Attendance Officer at Stockport College to focus on improving attendance in Maths and English.
- Creation of two "Maths and English" hubs at Stockport College with proximity to curriculum areas to support greater cohesion between vocational teams and the Maths and English team.
- Introduction of specific sessions for Higher Tier Maths to support stretch and some specific small groups in Maths.
- Further embedding of the Monitoring Academic Performance (MAP) process to enable more rapid intervention for students who are underperforming against their target grade.
- Exploration of how technology can support improved personalised learning as well as supporting the development of delivery models to enable students at risk of disengaging and those not currently engaged in education or training to access Maths and English provision.
- Engagement with the regional Maths Centre of Excellence and piloting of the "5 Rs" approach to Maths through the AoC to support improvements in Teaching Learning and Assessment (TLA).

The VPCQP further advised that an action plan relating to the four objectives was currently being produced and that the C&Q Committee would monitor it commencing in the Autumn Term 2019.

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

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

- An explanation of the Yip I Yap Pilot. The VPCQP advised that it was an additional support process, provided by an external provider, to coach students based at the Altrincham Campus.
- Whether 2 hours teaching was a bit low in terms of allocation for English and Maths and whether teaching would be available to support outside the classroom activity by September 2019. The Committee had a detailed and lengthy debate with regard to this and discussed issues including, the available resources and budget to deliver additional teaching and how this could impact on vocational delivery for vocational students. Whether more teaching time led to improved performance and outcomes, looking at different models of delivery including the use of technology/on-line learning, impact of class sizes, the need for resources to be allocated based on need rather than be time based. After debate the VPCQP added that he would look at potential additional support sessions based on any underutilisation and an appropriate needs based analysis.

**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 Maths and English Strategy 2019/2021 be recommended to the Board of the Corporation for approval.

**Action: Board of the Corporation****GC&Q/24/19****Teaching, Learning and Assessment Update Report and TLA Strategy 2019/2020**

The VPCQP presented a report which provided the Committee with an update relating to TLA at the Group together with proposals for an updated Excellence in Teaching Learning and Assessment Strategy for the period 2019-2020.

The report identified the ways in which the Group is seeking to deliver its strategy for Excellence in Teaching, Learning and Assessment and outlined in detail the measures that are currently in operation to achieve this goal.

The update report also covered the following matters:

- Outcomes from the 196 formal observations that had been undertaken since the start of the Academic Year 2018/2019. This included actions taken to support staff who were below expectations and the review process for action planning. A member asked how many staff this related to and were there any staff who would not be observed through the process. The VPCQP advised of the approach that had been taken in that at Trafford College a risk based approach to observations had been undertaken and at Stockport College all teaching staff had been observed. He further added that all new members of staff were observed as part of the formal process. The VPCQP also outlined the role that Learning works and External reviews had taken and their impact on the process together with the Leadership Team's monthly review of all curricular risk registers and performance which included teaching observations and other key performance indicators. He added that all of the factors outlined led to a very robust observation and performance monitoring process. A member asked about the 27 observations that were below expectations and the VPCQP confirmed that this related to the whole of the Group.

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In discussion it was agreed that this could be reported on by curricular area. It was also noted that the % "Meets or better" should have been 83% and not 92% as indicated in the report.

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

- Action planning arrangements and support for teachers receiving a judgement of "below expectations".
- Development observations for new teaching and agency staff.
- TLA profile for the period 2016/2017 – 2018/2019. The VPCQP commented that the Group would be taking a more holistic view of teaching for the next academic year with a wider range of evidence being used, he further added external reviews would be undertaken on a risk based approach with 3 or 4 curricular areas in scope for external reviews.
- Continual Professional Development for Tiers 1 and 2 including an overview and impact for CPD of the Action Research Groups and the Basics of Teaching including teacher feedback. The VPCQP commented the feedback for Tier 1 had been really positive but that Tier 2 had been less successful and outlined the actions that would be taken going forward to improve the outcomes. He further advised of the approach that would be taken in respect of T Levels.
- Quality Improvements and the TLA actions taken since the last update to the Committee.

The VPCQP outlined the minor adjustments that were being proposed to the Excellence in Teaching Learning and Assessment Strategy for the period 2019-2020 and that the key focus had been with regard to preparing for External assessment. He further advised on the CPD plans that would be put in place to support the Strategy.

A member commented that the Strategy addressed the issue of a focus on excellence and commented that future reports should include a summary of key issues and key areas of concern which would be helpful to Governors.

**Action: Director of Quality**

There were no further issues raised by members arising from the report and after due discussion and consideration it was unanimously resolved that the Excellence in Teaching, Learning and Assessment Strategy for the period 2019/2020 be recommended to the Board of the Corporation for approval.

**Action: Board of the Corporation****GC&Q/25/19****Review of Quality Assurance Policy 2019 /2020**

The VPCQP presented a report which enabled the Committee to review the Group's Quality Assurance Policy for the period 2019/2020.

The VPCQP reminded members of the scope of Policy that it related to all aspects of the quality of education including:

- Intent: how the curriculum is planned and sequenced to meet the needs of students as well as meeting local employer and community requirements
- Implementation: how the curriculum is delivered including standards of teaching, learning and assessment
- Impact: the outcomes of the curriculum including progress from starting points, achievement and destinations

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The VPCQP commented that the Policy was largely unchanged but had been updated to reflect the new Ofsted Inspection Framework and how the monitoring of the Policy would be implemented.

A member asked if there was a Quality Cycle/ Calendar that supported the Policy. The VPCQP advised that there was and that it could be added as an appendix to the Policy when it is presented to the Board of the Corporation for approval.

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

A member asked about the ongoing reporting arrangements with regard to any programmes that are underperforming in terms of quality and standards and the need to ensure the required actions are in place to ensure improvement. The VPCQP advised that this could be added to the Quality Improvement Plan.

**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 Quality Assurance Policy for the period 2019/2020 be recommended to the Board of the Corporation for approval.

**Action: Board of the Corporation****GC&Q/26/19****Quality Improvement Plan and Performance Indicators Report**

The VPCQP provided members with a copy of the RAG rated and updated Quality Improvement Plan (QIP) – (June 2019). The report also included a summary of Performance Indicators from the QIP together with the predicted achievement rates with comparators for 2017/2018 and a copy the draft QIP for 2019/2020.

The report also identified the key 10 objectives each of which had been allocated to a member of the leadership team who was responsible for delivering the actions and outcomes.

The VPCQP advised that the key risks arising from the QIP included Maths and English, Student Progress and Work Experience and outlined the current performance position in detail together with actions to improve performance.

A member asked if the new relationships that had been secured at Stockport, discussed earlier in the meeting, would help identify work placements. The VPCQP advised of the approach and actions that were being taken with regard to this and that the position for Stockport was positive in the area of construction. He advised that the Group was creating greater capacity to support teams to secure work placements and that it was a priority for the Group to hit its Capacity Development Fund target.

The VPCQP also provided details of the other issues arising from the QIP which were as follows:

- Most curriculum areas at Stockport College were showing clear evidence of sustained improvement to build further upon the gains made last year. It was further advised that the vast majority of areas were showing improved retention against the same point last year. It was noted that predicted achievement rates for the vast majority of areas was high with the exception of Construction although this was also showing improvement compared to 2017/2018.
- The approach to “Right Learner, Right Course” had shown evidence of positive impact with improved retention across the Group both pre and post the 42<sup>nd</sup> day qualifying period. Student feedback on the enrolment

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and induction process had been positive. It was noted that retention at Stockport was high with Trafford's figure of 91% being impacted upon through A Level provision. A member commented that the data was very encouraging at Stockport and asked about the Level 3 provision at Trafford and how if it is not improved it might impact on the "Outstanding" target going forward. The Committee had a broad and detailed discussion about A level provision which included the following issues: the impact of single subject teachers, the accuracy of the ALPS figure and the reasons for the anticipated drop from 3 to 6, the impact of the first full year of linear provision, the national picture and how the Group might compare in performance, the need for a more strategic approach to the provision, staffing arrangements and requirements. The VPCQP commented that the current figures were based on mock outcomes and that the Group would need to wait and see what the outcomes were in the summer.

- The new approach to improving TLA through the "self-improving system" has started to embed across the Group and was showing clear signs of a positive impact.
- Activities to reduce achievement gaps was showing some mixed impact. The retention of students (16-18) with declared mental health needs had much improved at Stockport but was low at Trafford. It was further advised that the retention of mixed ethnicity students was being closely monitored as this was slightly below all students combined. With regard to the retention of Looked after Children it was noted that this was below the Group rate but that it had improved on last year's position and that this was an area that was being closely monitored and supported through the Pastoral team.
- Retention on adult programmes was mixed; the VPCQP advised that there is a risk around accountancy which was being closely monitored by the Director of Adult Learning and the Head of Studies. It was further advised that retention on adult GCSE had improved but was still too low.
- There had been considerable activity to improve the quality of reviews and work-based assessing across the Apprenticeship Teams. The VPCQP advised that projected timely achievement was in line with last year and projected overall achievement was slightly above last year's position.
- Attendance rates were very slightly below target and that this continued to be a key focus of Course Tutors, the Pastoral team and managers.

With regard to the Draft QIP for 2019/2020 the VPCQP sought members views as to whether it was the right approach and members were of the view that it was.

A member asked about the current position in respect of internal Student progression and the VPCQP advised the Committee concerning the "Don't miss out campaign". He further advised that currently 2122 students had indicated that they would be returning next year which was a 92% overall return figure which was really positive.

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/27/19****Higher Education Provision Update and Quality Improvement Plan including Office for Students Registration and Action Plan**

The Dean of Higher Education (DHE) presented a report which provided members with a copy of the letter received from the Office for Students (OfS) relating to registration, a copy of a proposed associated action plan and a copy of the HE Quality Improvement Plan as at May 2019.

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The DHE drew the Committees attention to the following specific issues arising from the report:

- OfS update including registration and action plan. It was advised that the Group had now been registered with the OfS but that there were two conditions attached to the registration which related to the Access and Participation Plan in terms of Fair Access and Participation and the requirement for a Plan to be submitted on how the Governing Body would monitor, evaluate and provide assurance on the oversight of progress against the Plan. The report included a copy of the action plan detailing how the required actions would be addressed. The DHE advised that it was the intention to take the Action Plan for approval to the Board in July 2019. Members raised a number of points arising from the plan which included the suggestion of adding target dates to the plan and clarification of how the required timeframe for the outcomes of the Governance Self-assessment would be met.

### Action: Dean of Higher Education

- Higher Education Performance Update. The Dean reported that the Teaching Excellence Framework outcome had now been received with a Bronze rating outcome. In answer to a question from a member, the Dean outlined why the rating had gone down from Silver to Bronze and that the Group were considering an appeal with regard to the outcome. The report also provided the Committee with information relating to student outcomes, achievement and withdrawals. The position with regard to internal final assessment Board and External examiners visits was also reported. A member asked about the position with regard to Work Based Learning (WBL) and Work Experience for H.E programmes. The DHE advised that every programme at every level would have WBL from 2020/2021.
- Curriculum Development Update. The DHE advised the Committee on the focus of approach which included increasing higher level offers where there is a demand and removing low demand areas of provision. It was also advised that there was a focus on internal progression from levels 3 to 4 and 5 to 6.
- Student Complaints. The DHE reported that none had been received.

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/28/19

### Unlocking Potential , Fostering Success at Stockport College, Statement of Intent and Implementation Plan

The VPCQP provided the Committee with a report which detailed the proposed Statement of Intent and Implementation Plan relating to the Stockport College project – “Unlocking Potential, Fostering Success”.

The VCCQP reminded members of the aims of the project and that since the last meeting an additional strand relating to Partnerships had been added to the project. It was noted that all the strands were on track.

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

- Of the 11 priorities 7 were being led by the VPCQP, was this manageable given the other extensive duties relating to the post? The VPCQP advised that it was and that he had a good team supporting him to whom he had delegated appropriate tasks and functions.
- Was the Behaviour Policy Group wide or just for Stockport? The VPCQP

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advised that it was Group wide and that there would be a lot of cross over between the Campuses. He advised that it would be operational for autumn 2019.

- The Staff Governor asked about the engagement of staff in terms of student enrichment activities and the survey of enrichment as he was not aware of the action. The VPCQP explained in detail the process and purpose of the action and how it would work in practice. In discussion it was agreed that an email would be sent to all staff explaining the context and purpose of the initiative.

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

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/29/19****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 agreed milestone targets within the Careers Education, Information and Advice & Guidance Strategy (CEIAG).

The AP16/19SP reported in detail with regard to the progress made and commented with regard to the percentage scores that had been achieved against each benchmark target. The main issues/discussions arising from the report were as follows :

- The benchmark figures for October 2019 were low because the evidence to support the data was not available. The Navigate system now allowed managers to access the relevant data.
- All benchmarks were performing well with the exception of Work Experience which was at 50%. The AP16/19SP explained the approach that would be taken with regard to providing meaningful encounters with other FE and HE institutions.
- The Group's scores were on average much higher than other General Further Education Colleges.
- The allocation to the Group of a Careers Enterprise Coordinator.
- The need to change the "Our Employers" to "Some of our Employers" in respect of the CIEAG publication.

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

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/30/19****Student Mental Health and Well Being Strategy 2019/2021**

The VPCQP advised the Committee that due to the increasing challenges around student mental health, the Group had developed a draft strategy to enable a more proactive, as opposed to reactive, approach to the issues.

The VPCQP commented that the proposed strategy had a clear focus on the importance of wellbeing for **all** students rather than just focusing on support requirements for those with a need and would enable all students to develop their mental health and emotional wellbeing, including the development of "self-efficacy", to support their success in life and work.

He advised that the draft strategy consisted of four objectives which were aligned to the approach taken by the NHS in respect of mental health as follows:

- Thriving

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

It was noted that the draft strategy outlined the detail of these objectives and included an annual action plan to enable implementation with progress as of June 2019. The VPCQP also included a set of performance indicators which were suggested in order to measure impact with the report.

The Committee welcomed the proposed Strategy after due discussion and consideration it was unanimously resolved that the Student Mental Health and Well Being Strategy 2019/2021 be recommended to the Board of the Corporation for approval.

**Action: Board of the Corporation**

**GC&Q/31/19****Student Engagement Update Report**

The VPCQP presented a report which updated the Committee in respect of the actions to implement the recently introduced Student Engagement Strategy within the following areas of activity :

- Student Leadership Team including Action Plan.
- Course Representatives and Training for Student Representatives.
- Student Governors.
- Adults Student Forum.
- English and Maths Student Leaders.
- Surveys and FE Student Conference – 6 February 2019.
- You said – Actions.
- Other Collaboration Opportunities.

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

- It would be helpful if opportunities were developed to enable Governors to meet students directly. It was agreed that this could be achieved through the Governor Link process. The Committee had a broad and wide discussion relating to a number of issues concerning Student Engagement including the effectiveness of the Student Leadership Team, the role and workload on curricular area representatives, the Student Equality Council, attendance of students at various events, the creation of a portfolio of achievement for students who take on additional responsibilities and roles and the advanced scheduling of meetings. It was agreed that further work was needed in terms of this area of activity and it was agreed that this could be considered in time for actions to be taken at the commencement of the next Academic Year.

**Action: Director of Quality**

- The Student Exit Survey. It was agreed that this would be presented to the Committee at its next meeting.

**Action: Director of Quality**

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

**GC&Q/32/19****Review of Student Charter 2019/2020**

The AP16/19SP provided the Committee with a verbal update of the proposals that were being considered in relation to the Student Charter and the proposed

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move toward developing a Behaviour Policy which would have a much broader scope and remit than the current Charter.

The AP further advised that this document was still being drawn together but that it was intended to be operational for the Academic Year 2019/2020 and would include induction arrangements and activities.

Members discussed the update in detail and following discussions it was agreed that the AP16/19SP should forward a copy of the proposed Behaviour Policy to members for their consideration and comment before it is implemented in September 2019.

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

There were no further issues raised by members arising from the update and it was resolved that it be noted.

**C&Q/33/19****Any Other Business**

The Chairperson advised the Committee that she had attended the Supported Internship Celebration event on 10<sup>th</sup> June 2019 and outlined to the Committee the excellent nature of the event. The Chairperson provided details of the fantastic and wonderful work that the Group was doing in this area and provided examples of how students had secured new and continuous employment through the Group's support and activities.

The Committee welcomed the update and resolved that it be noted.

**C&Q/34/19****Date of Next Meeting**

It was agreed that the date of the next meeting would be held on Wednesday 13 November 2019.

**Action: Corporation Secretary**

The meeting closed at 7.47.pm

The Principal and Assistant Principal (HW) left the meeting after the consideration of Agenda item 11 at 7.30pm