Calderdale College

CALDERDALE COLLEGE
CURRICULUM, QUALITY AND STANDARDS COMMITTEE MEETING

Minutes of the Meeting held on 30 November 2023, 17.00
via MS Teams

Present:

Peter Clark	External Governor & Chair of the Corporation
Diane Cothey	External Governor
Richie Dunk	External Governor
Jenny Grainger	External Governor & Committee Chair (appointed CQS/23/135)
Safia Kauser	External Governor and Committee Vice Chair (appointed CQS/23/135)
Naz Mukhtar	External Governor
Andrew Wright	External Governor
Suzan McGladdery	External Governor
David Malone	Principal & Chief Executive
Paul Waterworth	Staff Governor
Suzanne Griffiths	Staff Governor
Rosalie Green-Kerry	Student Observer
Aminah Hashmi	Student Governor

In Attendance:

Lisa Eaton	Head of Quality
Karl Veltman	Deputy Principal - Quality, Curriculum Development and Student Experience
Jane Taylor-Holmes	Clerk to the Corporation

Agenda: There were no items of other business.

Min Ref	Minutes	Action
1	**CQS/23/133 - Apologies for absence** Apologies were received from Claire Chapman, Student Governor.	
2	**CQS/23/134 – Confirmation of eligibility, quorum and declarations of interest** No notice had been received of any member becoming ineligible to hold office. The meeting was quorate.	

Min Ref	Minutes	Action
3	Mrs J Grainger, External Governor and Committee Chair declared an interest in items pertaining to Higher Education. There were no further declarations of interest in agenda items.	
4	**CQS/23/135 – Appointment of Chair** **Resolved –** Mrs J Grainger was appointed as Chair of the Committee for 2023/24.	
5	**Resolved –** Ms S Kauser was appointed as Vice Chair of the Committee for 2023/24.	
6	**CQS/23/136 – Minutes of the meeting held on 16 March 2023** Mr P Waterworth, Staff Governor highlighted an error in relation to incorrect assignment of Student Governor.	
7	Ms N Mukhtar, External Governor requested a change to the way her name was recorded in the attendance list.	
8	**Resolved –** Further to amendment of the items highlighted above, Committee agreed that the minutes of the previous meeting held on 15 June 2023 be approved as a true and accurate record.	
9	**CQS/23/137– Matters Arising** The Chair referred to the Curriculum Spotlight Item on the agenda – English & Maths, Introduction to new members of Curriculum Leadership Team. It was agreed to defer this item to the March 2024 meeting when the meeting could be held in person and the newly appointed staff members were in post.	**Action: Mr K Veltman / Mrs J Taylor-Holmes March 2024.**
10	The Matters Arising Matrix was considered.	
11	In relation to the action arising from item CQS/22/126, Safeguarding Update, it was noted that this item would be addressed as an administration item by the Clerk.	**Action: Mrs J Taylor-Holmes / Mr K Veltman March 2024**
12	All further actions were complete, on the agenda or for completion at a future date.	
	CQS/23/138 – Performance Report	

Min Ref	Minutes	Action
13	Mr K Veltman presented the report, clarifying that a new reporting format had been adopted, which combined a number of individual reports.	
14	In terms of presentation of data, Mr Veltman clarified that the traditional format of reporting by area had been amended this was now by provision type.	
15	Mr R Dunk, External Governor queried the data presentation, particularly in terms of the graphs, and suggested future reports should start at a zero axis in relation to recruitment. This would avoid ambiguity and make comparison easier.	**Action: Mr K Veltman March 2024**
16	Mr Veltman agreed, and explained that reporting was currently reliant on manual production and this impacted on the data at the point of reporting.	
17	Mr D Malone clarified that the College was looking to appoint at consultant to support with the transition to Power BI. The automation of this process would enable live sharing of data and aid both accuracy and validity.	
18	Mr Veltman provided an update on the status relating to current-year recruitment, highlighting that this remained incredibly strong in terms of 16- 18 recruitment. AEB recruitment appeared to be on-track towards allocation, and profiling was suggesting an earlier date of meeting target. Whilst this had not yet been suggested as an option by WYCA, the College was aiming to submit an application for growth.	
19	HE recruitment was slightly down on plan; however, a piece of work was taking place to aim to pick up HNC/HNC programmes for a January start. Whilst this was not usual practice, targeted activity would be aimed at Level 3 leavers who had not progressed into higher education.	
20	Apprenticeship recruitment – including both enrolments and pipeline – was broadly in line with expectation.	
21	Mr Malone clarified that in addition to the reported apprenticeship recruitment, there was currently a cohort of 20 apprentices progressing through the TEC. Whilst the College was supporting this programme, the College was in a sub-contractor arrangement with the provider. The income from the programme is contained within the Commercial Services reporting mechanisms. It is anticipated to deliver 4-5 cohorts in this programme.	

Min Ref	Minutes	Action
22	Mr Veltman continued, explaining that whilst retention across all provisions was strong, there was a decrease in HE. This impact was as a result of withdrawals from a trialled 18-month programme. This programme was being reviewed for suitability.	
23	Performance Boards were currently being completed, with conversations held with all areas to look at individual student performance through their programme and to agree actions and interventions as required.	
24	Attendance in Adults and HE was currently better than the end point in the previous year. 16-18 attendance was broadly in line with expectation, however English & Maths (E&M) attendance remained a challenge. A number of actions were in place to address this, including:	
25	- Attendance Task Force – to provide individualised support to the learner - Tutor Escort – tutors are escorting their student groups to E&M lessons when these are between their vocational lessons. - Regular Integrity Meetings – to review individual learner attendance and agree interventions needed.	
26	Mr Veltman stressed that this issue remained a challenge nationally, and the College was determined to take a proactive approach in resolving the matter locally.	
27	Mr Malone explained that the Integrity Meetings were a new addition to the intervention programme, and involved Vocational Tutors as well as Leads from English & Maths in addressing individualised issues. Initial reports showed a positive impact, with E&M seeing a significant increase in attendance. Key to the process was the assigning of accountability and ownership of the issue to both the Vocational Tutor and the E&M Team. It was hoped that by continuing this programme, further improvements and a longer-term positive impact would materialise.	
28	Mr Veltman agreed, highlighting that all meetings provided an appropriate level of challenge, as well as assigning actions as required.	
29	Mr Veltman continued with the report, moving on to Student Progress, providing an update on the most recent performance checkpoint monitoring and RAG rating. Mr	

Min Ref	Minutes	Action
	Veltman clarified that 'outstanding' referred to exceeding MTG.	
30	In terms of Adult progress, no risks were identified with current students, however this report included those students who were enrolled but had not yet started, and this gave a slight distortion to the data.	
31	Ms L Eaton, Head of Quality explained that further work was required to review and re-set some risk ratings to take this into account.	**Action: Mr K Veltman / Ms L Eaton**
32	Ms Eaton confirmed the deadline for completing all progress reviews was end of term (22 December 2023).	
33	Mr Veltman asked Ms Eaton to clarify the 30% red risks.	
34	Ms Eaton explained that a large proportion of these were within English & Maths. During the Performance Board it was established that assessments were being based on attendance and not on the most recent assessment. It was agreed that this required further review.	
35	Mr Veltman provided a summary of 24/25 recruitment statistics to date. The format of this report would develop to enable comparison against the previous year and enable a review of the impact of marketing activity. To date, the College had held two successful open events, showing an increase in footfall and applicant numbers against previous years.	
36	Mr Malone added that numbers at both events had been the highest seen to date, with a significant increase in applications. The College continued to improve the progression from Year 1 to Year 2 and between the different levels. If the College continued to increase recruitment at this rate, and follow the same timetabling model, then there may be capacity challenges.	
37	Mr Malone explained that activity was currently taking place to look at different timetabling models to be able to release space to enable effective management of the additional students on areas such as student services and the refectory. A Working Group was being formed to consider a new timetabling model, which would consider various options, including different start times across the timetable. This could mean overlapping timetables over lunch and break times. This activity was essential if the College wished to maximise recruitment.	

Min Ref	Minutes	Action
38	Mr Malone stated that he anticipated being able to share an initial outline, alongside plans to deal with the increase in student numbers, at the meeting in March.	**Action: Mr Malone March 2024**
39	Mr Veltman added that in addition to the points made by Mr Malone, the development of the Dean Clough site as part of the LSIF bid created additional capacity, which may release some capacity within the Main Campus.	
40	Mr Dunk shared his appreciation that these issues were being anticipated in advance, however raised a query regarding the impact of the increase in numbers on staffing, both existing and new.	
41	Mr Malone explained that the College had engaged the services of a consultant who had been tasked with leading on the delivery of the new provision at Dean Clough, including staffing. It was anticipated that the recruitment process would commence in the new year.	
42	Additionally, the College was working with Northern College to look at supporting with sector-based work academies to increase capacity in roles within learning support. Class sizes had improved, however there was still capacity to improve further. This increase may require additional classroom support. Mr Malone explained that there were a number vacancies within learner support (which was also an area of national challenge), the work with the Northern College was to deliver sector-based work academies alongside the Job Centre with a view to improving recruitment in this area.	
43	Mr Dunk thanked Mr Malone for the comprehensive response and queried the potential risks involved in recruitment, and the Committee's role in monitoring these risks, specifically querying ownership of the risk on the overall Risk Register.	
44	Mr Malone agreed that recruitment was a risk and clarified that, whilst there was a risk in the recruitment to Engineering, Health & Social Care and Digital lecturer roles, it was significantly higher in the learner support services. The roles were traditionally at the lower end of the pay scale. Mr A Harrison (Vice Principal – Corporate Services) had been tasked with conducting a review of the posts in comparison to other providers across West Yorkshire to ensure the College was providing a competitive and attractive offer.	

Min Ref	Minutes	Action
45	Mrs J Taylor-Holmes explained that this risk had been discussed at Audit Committee, specifically around where the risk should sit (i.e. which Committee).	
46	Mrs Taylor-Holmes referred to risk C9 relating to the provision of adequate student support (financial & pastoral), which was currently rated as green. Mrs Taylor-Holmes suggested that, based on what has been shared in the meeting, Committee members may want to review this risk.	
47	Mrs Grainger, External Governor and Committee Chair agreed.	
48	Mr Veltman returned to Mr Dunk's earlier comment regarding the wellbeing of existing staff. Mr Veltman explained that the College was procuring some AI software, which should support efficiencies and save teaching staff an average of 3.8hrs pw. This would be trialled with a small group of staff in the new year. The College was hopeful that this would have a positive impact on staff, supporting with lesson planning amongst other routine tasks, releasing more time to allow staff to put their time into supporting their students.	
49	Mr Veltman shared activity taking place to embed the 6P's of the Strategic Plan across the College. Earlier in the week SLT colleagues had met with Heads of Department from across curriculum and business support to discuss how these would be implemented and actioned across the College. Working Groups would commence in January 2024 and would include a group looking at 'People'. Staff would be invited to join the groups and look at specific factors involving 'people' including workload, wellbeing and working conditions. Staff would be consulted and invited to input into how the strategic objectives were collectively met.	
50	Mr Veltman continued with a new section around Curriculum Initiatives which aligned to the key priority sectors from the Strategic Plan. There were a number of activities taking place which were shared within the Weekly Update, including:	
51	- A collaborative apprenticeship programme in partnership with the Textile Centre of Excellence which is being delivered from the TEC;	

Min Ref	Minutes	Action
52	- An interesting piece of work in the construction courses in partnership with the Fire & Water premises at Sowerby Bridge, where learning and training takes place on site; - Golden Goals - Sports students were delivering a programme working with residents in a care home around physical activity, and the positive impacts of physical activity on the residents.	
53	Mr Veltman updated on progress with the digital objectives from the Strategic Plan, in particular a review of digital teaching and learning strategies and digital automation and innovation of systems and processes. Additionally, a new VLE Policy had been drafted, which would standardise how students access their learning resources through VLE.	**Action: Mr K Veltman March 2024**
54	In his capacity as Digital Link Governor, Mr Dunk requested sight of the Policy. Mr Veltman agreed to provide. **Teaching, Learning & Assessment**	
55	Ms Eaton updated the Committee on the new 'Quality of Student Learning Experience Framework' which was within the Quality of Learning and Student Experience policy. All teaching and learning is assessed against the new criteria and its progress according to schedule.	
56	Ms Eaton confirmed that progress was on target in terms of activity and provided a summary of data gathered. A key area for development was ambition; a new area of focus comprising of professional expectations and future skills. These were the wider skills that were equally as important to student success as their technical skills.	
57	Mr Dunk queried the presentation of the data, specifically the 'red bars', particularly where it related to areas where insufficient evidence was available to make a judgement. Mr Dunk suggested removing the category for future reports.	
58	Ms Eaton clarified that these sections related to the majority of the activity to date having been learning walks, which, due to the minimal time spent in the classroom, provided limited capacity for gathering sufficient evidence to reach a judgement across all criteria.	
59	Mr Malone agreed with Mr Dunk's reflection and suggested judgements on specific criteria should be made when sufficient evidence was available.	

Min Ref	Minutes	Action
60	Mr Clark requested a systematic approach to future reviews, rather than the random nature currently adopted.	
61	Ms Eaton outlined the process around Learning Walks across the full academic year. Each visit provided the opportunity to capture a snapshot of delivery. Each tutor was assessed in one comprehensive 90-minute classroom observation.	
62	Mr Clark asked for clarification whether a revisit was arranged if certain elements of the criteria were not witnessed during the 90-minute visit.	
63	Ms Eaton clarified that the nature of the full year assessment provided the opportunity to cover all elements and there was confidence that all criteria would be covered in this time.	
64	Ms Eaton added that Reviewers had access to individual reports from previous learning walks to enable monitoring of outstanding actions. Additionally, termly 'themed' Learning Walks could be instigated to assess particular priorities (e.g. digital).	
65	Mr Veltman continued the delivery of the Performance Report.	
66	Mr Veltman updated on the new Student App – My Day which was expected to launch with a pilot group in January, with trials taking place in readiness for full roll-out.	
67	Mr P Waterworth updated on recent communication received which confirmed that the app had passed all approval stages and was now openly available in the App Store.	
	Safeguarding Update	
68	Mr Veltman provided the Safeguarding Update. There continued to be a steady increase in the number of referrals.	
69	Mr Clark queried the formatting of the table and suggested more clarity of presentation was required.	
70	Mr Veltman agreed and shared an update around the CPOMS system, specifically referring to categorisation and	

Min Ref	Minutes	Action
71	commented that arrangements were in hand to support with staff training in this area.	
72	Mr Veltman shared an update on conversations with colleagues at Huddersfield New College with a view to gaining an insight into the different reporting software available, as well as their experience of the use of CPOMS.	**Action: Mr Veltman March 2024**
73	Mr Clark requested an update to the formatting to ensure total recorded numbers reflected the individual reporting numbers below.	
74	Mr Malone shared the difficulties in extracting reports from the wider CPOMS system, and suggested future reports should focus on fewer key reporting categories (5-10), with a greater focus on accuracy of input data and clarity of reporting.	
75	Mr Veltman referred to the original request for the summary report and agreed that the current format did not provide the correct level of clarity requested.	
76	Mr Malone confirmed that all parties had been guided to utilise the reporting processes (raising referrals) and this created occasional spikes in number raised. Whilst this may create a risk in terms of volume, the role in terms of awareness raising was invaluable.	
77	Mr Veltman outlined the purpose of the new Risk Assessment Panel (RAP) who met on a weekly basis to review cases raised and agree actions.	
78	Mr Veltman updated on recent recruitment activity to Safeguarding Officer and Liaison Offer posts to provide Safeguarding support on site at the main campus, as well as TEC.	**Action: Mr Veltman December 2023**
80	Ms N Mukhtar requested an invite attend a RAP meeting. Mr Veltman agreed to make arrangements.	
	EDI Update	
81	Mr Veltman reminded the group of the agreement to provide an EDI report which focused on a particular area. This meeting information focused on achievement.	
82	Mrs Grainger passed on Ms Kauser's praise for the format of the report compared to previous.	

Min Ref	Minutes	Action
83	Mr Veltman highlighted the main points and key actions agreed for this year.	
84	**Resolved;** Committee members noted the content of the Report.	
	CQS/23/139 – Self Assessment Report	
85	Mr Malone presented the latest draft of the Self-Assessment Report (SAR), and outlined the revised process adopted this year. This has resulted in a focused and streamlined document which was developed through a robust and challenging programme of conversations.	
86	All staff had been invited to take part in the development of the SAR and their input was actively sought.	
87	Mr Malone explained that he was happy with the final evaluations and the engagement in the process and was confident that the College was in a strong position to be able to have professional discussions around standards.	
88	Mr Malone confirmed that the combination of the Self-Assessment process, validation from external colleagues, and also the robust validation through the Ofsted inspection process, there was significant confidence in the current position of the College as a whole, as well as an understanding of the areas for improvement and development.	
89	Mr Clark congratulated the team on the delivery of a genuine peer evaluation process, which – in addition to the higher-level evaluation – explored the sub-curriculum delivery areas in greater depth to gain a better insight into delivery across the College, rather than the Executive headline.	
90	Mr Clark stressed that, whilst this year's report had significant reference to the Ofsted Inspection, future reports should not rely on this historic evidence as comparison and would require the identification of new criteria and evidence to support judgements.	
91	Mr Veltman drew attention to an additional section within the Self-Assessment report which provided context around the Skills Judgement element of the report, including employer engagement.	

Min Ref	Minutes	Action
92	**Resolved:** Committee members noted the content of the Report.	
	CQS/23/140 – Safeguarding Annual Report	
93	Mr Veltman provided a high-level review of incidents recorded throughout the previous year. The increase in cases due to improved reporting had been acknowledged previously.	
94	The breakdown provided in terms of gender, ethnicity, etc was as expected given the demographic make-up of the College community.	
95	Ms Mukhtar reiterated an earlier comment regarding CPOMS training and discussions to develop this further with support from colleagues at Huddersfield New College.	
96	Mrs S McGladdery, External Governor and Chair Designate queried the strain put upon the safeguarding provision and processes due to the increase in cases, specifically whether there was a contingency to support this area.	
97	Mr Malone confirmed conversations were in hand to resolve this, along with wider support in terms of training and advice being offered from Colleges of a similar size. It was noted that there had been a recent appointment of a pastoral support member of staff at TEC to support outreach provision with safeguarding.	
98	Mr Veltman shared details around the proactive approach which was being enhanced by the on-site police officer. When the College was aware of emerging themes or issues, the delivery of the Enhance and Citizenship programmes could be agile and respond by way of shifting the topics to fit context at the time. The College had also employed security staff. In addition, CCTV enhancements were being installed across the campus. All of the actions were contributing to the management of student behaviour and conduct, as well as keeping everybody safe.	
99	**Resolved:** Committee members approved the report for recommendation to the Board.	
	CQS/23/141 – Equality, Diversity & Inclusion Annual Report	
100	Mr Veltman shared an overview of discussions held over the past 12 months, specifically around the development	

Min Ref	Minutes	Action
	of a reporting framework aligned to the Single Equality Scheme.	
101	Mr Veltman suggested that future reports and conversations may focus on particular themes to support with future developments.	
102	Mr Veltman shared that there were very few stand-out concerns around overall satisfaction, and discussions were taking place to address these.	
103	Mr Veltman discussed the breakdown of student achievement.	
104	Mrs Grainger thanked Mr Veltman for the inclusion of staff reporting data.	
105	Ms Kauser complimented the format of the data and its clarity in reporting the position in relation to both students and staff.	
106	Ms Kauser added that the suggested actions were positive and suggested a follow-up on these actions, including impact, would be beneficial for inclusion in future reports. Ms Kauser also suggested a further development would be to consider including Governor data in future annual reports.	
107	Mr Veltman confirmed that Mr Waterworth, in his capacity as EDI Co-Ordinator, would be working with a staff group to look at activity required to further develop the College's position in relation to EDI, with improvements made measured against impact. This data would be reported in future reports and used for future analysis and impact planning	
108	Mr Veltman made reference to the positive EDI activity organised across the year by Mr Waterworth. It was envisaged that future events or activity may be introduced following review of data collected.	
109	**Resolved:** Committee members approved the report for recommendation to the Board.	
	CQS/23/142 Committee Self-Assessment	
110	Mrs Taylor-Holmes provided an update on activity across the Committee over the past year. There have been a	

Min Ref	Minutes	Action
	number of changes in membership due to internal staffing changes.	
111	The previous Terms of Reference were approved by Board in December 2022. There are no proposed changes to the Terms of Reference at this time.	
112	Mrs Taylor-Holmes confirmed that the Committee had fulfilled all of its responsibilities within the Terms of Reference.	
113	Mrs Taylor-Holmes suggested areas to consider to review for the forthcoming academic year included sustainability in the curriculum and how this is linked together with the Finance & Resources Committee. It was noted that this would be built into the forward Plan.	**Action: Mrs J Taylor-Holmes December 2023.**
114	Mrs Taylor-Holmes provided a reminder of the External Governance Review which would commence in early 2024 and be completed by the end of July 2024.	
115	Mrs Taylor-Holmes shared the Committee Workplan and suggested it may be beneficial to follow the revised EDI reporting format within the overall Performance Report for other areas. This would enable the report to become more focused on key topics and issues at the appropriate time of the academic year, giving the opportunity to challenge progress appropriately and enable a clear path of progression of activity and completion of monitoring activity.	
116	Mrs Taylor-Holmes suggested the focus on Sustainability should be transferred to the Governor Development Session in February, which would allow more time at the March meeting to cover the English & Maths Curriculum Spotlight, as well as student attendance to feed back on the trial of the MyDay Student App.	**Action: Mrs J Taylor-Holmes March 2024.**
117	Mrs Taylor-Holmes suggested the June spotlight should focus on the TEC learner experience, including feedback from apprentices who would be able to discuss their experience.	**Action: Mrs J Taylor-Holmes March 2024.**
118	Mrs Taylor-Holmes shared feedback from discussions with Mr Veltman relating to arrangements for the Curriculum Planning process, and in particular how this is fed back to Committee.	

Min Ref	Minutes	Action
119	Mrs Taylor-Holmes proposed that either the June Committee meeting or Governor Development Day should receive a curriculum pitch from one area which would give an insight into the process as a whole, as well as identifying how curriculum areas consider local need and skills requirements in their future planning.	
120	Mr Clark returned to the joint items, in particular Sustainability and IT, and queried plans for progressing with these discussions.	
121	Mrs Taylor—Holmes confirmed that these were being factored into the Governor Development Session planning process, where both Jack Leng (Head of Digital Innovation & Transformation) and Jim Leiper (Head of IT) would be present.	**Action: Mrs J Taylor-Holmes February 2024.**
122	Mr Malone offered a suggestion to invite Jack Leng to future CQS Committee meetings as a standing item, where he could update on progress with key digital developments. This agenda item could be duplicated for the F&R Committee.	**Action: Mrs J Taylor-Holmes March 2024.**
123	Mrs Grainger agreed that the suggestion would be a positive step forward, with a view to commencing at the March meetings.	
124	Mrs Grainger invited a conversation on the rating of the Committee's performance. After review of performance and discussion, the Committee agreed to award a rating of 'outstanding'	
125	**Resolved:** The Committee noted the report.	
	CQS/23/143 - Risk Management	
126	Committee reviewed the current Risks. Mrs Grainger raised a concern relating to risk scoring, in particular the lack of change of score following mitigating action.	
127	Mr Veltman updated following a conversation with Mr A Harrison, Vice Principal – Corporate Services, who had clarified that the error appears to lie with the inherent risk prior to mitigation.	
128	Mrs Taylor-Holmes updated on conversations held at Audit Committee and with Mr A Harrison post-Committee, specifically in relation to amendments required to the score for inherent risk. It was noted that the amended Risk	

Min Ref	Minutes	Action
	Register was to be presented to Board for approval at its 14 December meeting.	**Action: Mrs J Taylor-Holmes December 2023**
129	Discussion took place regarding Committee approval prior to the Board meeting, however it was accepted that the short deadline to circulation of papers would make this difficult.	
130	**Resolved:** The Committee noted the report.	
	CQS/23/144 – Items to be reported to the Board	
131	For onward presentation to the Board: ➢ Safeguarding Annual Report ➢ EDI Annual Report ➢ The Committee had reviewed risks specifically allocated to the Curriculum, Quality & Standards Committee and accepted suggested changes to inherent risks. These would be included in the full Risk Register update item to the Board. A review of the risk relating to staffing challenges referencing learning support staff was also discussed. ➢ The Committee recommends that items with links to the wider Committee structure should be included within the Forward Plan for Governor Development Sessions – specifically the Sustainability Agenda and Digital/IT Update at the session in February 2024.	
132	It was agreed that the following would be reported to the Board for information:	
133	➢ Whole College Performance Report reviewed and discussed, including new format and wider remit; - Future performance report data/graphs should commence on zero axis to avoid ambiguity and enable more effective comparisons to be made; - Update on progress with Timetabling Working Group at next meeting in March 2024; - Review of Risk C9 to include greater linkages to risks associated with recruitment of staff; - Mr Dunk (Digital Link Governor) to be provided with a copy of VLE Policy. KV to provide; - Review of data presentation within Safeguarding Update required. KV to resolve for next meeting; - Ms Mukhtar to be invited to attend future RAP Panel. KV to arrange. ➢ A Safeguarding Update was received and Committee members noted the revised reporting format, and pressures on staffing resource, with plans to address;	

Min Ref	Minutes	Action
	➢ The Committee reviewed its performance against the Terms of Reference and self-assessed as 1- Outstanding. - Terms of Reference agreed; - Focus on Sustainability in the Curriculum and Digital/IT to be transferred to the February Governor Development Session to enable broader discussion across the Committees; - English & Maths Spotlight, and feedback on the trial of the MyDay Student App to be presented to the March Committee meeting; - Focus on the Curriculum Planning process to be presented to the June Committee meeting OR Governor Development Session; - Digital Innovation & IT update to be included on Governor Development Session agenda for February; - Propose to Board that Digital Innovation Update to feature as regular agenda item for both CQS and F&R Committees;	
134	The Committee had reviewed: ➢ The Committee Terms of Reference for recommendation to the Board for approval.	
135	**Additional Item for recording** Mr Malone requested permission to share his appreciation and thanks for the exceptional work carried out by staff in all areas since the commencement of the Autumn Term. It had been a challenging period, particularly considering the 13% increase in student numbers and the number of significant projects taking place, however staff had risen to the challenges and continued to adapt delivery to meet the changing demands.	
136	**CQS/23/145 – Date of Future Meetings** Curriculum, Quality and Standards Committee – 5.00pm on 16 March 2024.	

Signed as a true and accurate record

Chair: Jenny Grainger

Date: 14 March 2024