

**Tuesday 10th June 2025 at 5.30pm
Remote Online Meeting**

Minutes

Present:

Nader Sheta – Foundation Governor/Chair of Governors
Keni Thomas – Foundation Governor/Travel and Tourism Link Governor
Graham Thompson - Principal
Gabrielle Williams Hamer – Foundation Governor/Vice Chair of the Committee

In attendance:

All Governors (except staff and student governors)
Karen Foan (Associate Principal)
Clare Baskott (Clerk to Governors)

Apologies:

Kate Bainbridge – Co-opted Governor
Patrick Kwong – Associate Member
Chukwuweta Uraih – Foundation Governor

The meeting was quorate throughout.

All reports had been circulated prior to the meeting.

Minutes

Item 1 Opening Prayer

The Principal opened the meeting in prayer at 5:33pm.
Apologies were received from Kate Bainbridge, Patrick Kwong and Chukwuweta Uraih.

Item 2 Election of Chair and Vice Chair for a one-year term of office

Nader Sheta was elected as Chair of the Committee until the end of the academic year.

Item 3 Declarations of Interests

None.

Item 4 Minutes of previous meeting, 11th February 2025

The minutes of the previous meeting were agreed to be an accurate record of the meeting and were approved by the Committee.

Item 4.1 Matters Arising for this meeting not on the agenda

None.

Item 5 Quality of Provision (improvement and outcomes):

Standing items:

Progress Against College Quality Improvement Plan (Associate Principal's update)

CQIP Highlights

Quality of Education

Curriculum

The Associate Principal (KF) reported that curriculum changes remain unclear, and the college continued to keep abreast of any government developments and changes.

Student Survey

Feedback from the last survey showed improved comments from students in the vocational departments, after improvements had been made by Heads of Department .

New HoDs were now in place to drive improvements in key areas.

Predicted grades were looking more positive, although actual results will provide a clearer picture when available.

Governor Question: What is the latest position on BTECs?

Response: We are still awaiting updates on BTECs. From September 2025, the college will be able to enrol students, although some qualifications will be discontinued and there may be two

A-Level equivalent options available.

Behaviour and Attitudes

The Associate Principal (KF) reported that attendance stood at 90%, with a target of 95% and this was a key focus area.

Parents had voiced their satisfaction with the college's contact and communication regarding attendance. Ambitious targets had been set to drive improvement.

Student Well-Being

The Associate Principal (KF) reported that students were reporting issues from the pressure from exams and that was a national issue. The college had identified a small number of students experiencing issues who had not previously been identified as students of concerns. The exams team was submitting special considerations to exam boards to prevent impact on student's grades.

The college was supporting students through the wellbeing forum, particularly focusing on exam stress, and providing students with tools to manage stress. The college was intervening with students before they reached crisis point.

Mr Spindler was attending a conference to speak about the college's well-being initiatives.

Plans for next year will include mandatory registration for at least one enrichment activity.

The Essential 8 program was embedded in tutorials, and the Associate Principal had recently attended the AVIC conference where other colleges were impressed with the Essential 8 program.

Curriculum

The Principal paid tribute to Mr Worms for his curriculum adaptation work. Curriculum teams were working on their schemes of work.

Destinations

Students were increasingly selecting top-tier universities, with 20% of offers now coming from Russell Group universities.

Financial Health

The Principal reported that the DfE and the FE Commissioners had recently attended the college to focus on their financial standing and had noted that the college was efficiently ran. The college was awaiting their financial grading.

The college had been successful in their two recent Condition Improvement Fund bids.

Item 6 Update on External Quality Review programme (EQR)

The Associate Principal (KF) provided an overview of the External Quality Review programme (EQR), which enabled colleges to conduct peer reviews with partner colleges across the south-east of England. This year, the college underwent a vocational review.

College staff conducted peer reviews in Sociology and Economics departments. Feedback from participating staff was extremely positive, with participants describing it as "the best CPD they had ever experienced" and noting that they gained valuable practical ideas to bring to the college.

Plans for next year included:

- Four members of college staff will receive training to become qualified reviewers.
- Eight members of staff will participate in peer reviews.
- The college's Art and PE departments have requested reviews.
- Review teams present their findings to the respective college's Principals

The Committee expressed strong support for the programme.

item 7 Learner Voice GT Update

Year Leavers Survey

The Principal gave an overview of the Learner Voice survey which had been sent to Year 13 leavers and Level 1 and 2 students. The survey was circulated around Easter time and the response rate was higher than the national average. It was noted that French was a small cohort.

Results and Actions

The overall satisfaction rate was 85%, which represented an improvement from the previous 80%. Assistant Principals were tasked with addressing areas of low response rates within their respective departments. All areas showed improvement. The college had purchased QPD software, which provided clear identification of strengths and areas requiring development.

Heat Map Analysis

The Principal gave an overview of the heat map analysis. There had been a significant increase in vocational responses.

Year 12 Survey

The Year 12 Learner Voice survey had just been launched, and the results will be shared at the next meeting. Clerk to add to the agenda. **Action: Clerk.**

The main platform used was QPD, which was also used for parent surveys. The TES platform was used for staff surveys to provide in-depth analysis.

Item 8 Staff Survey

The Principal explained that the half-termly Staff Pulse survey used the TES staff survey model, which benchmarked against other colleges nationally. The score for recommending the college as a workplace was high. When low scores and comments were received, members of HR and SLT provided responses. The survey was anonymous but could be opened for dialogue about key issues.

Performance was above benchmark in all areas, with particularly positive feedback regarding staff pay.

IT System Update

There was ongoing dialogue with staff who were adapting to the working practices of the new IT providers. The key focus remained on achieving the Cyber Essentials certification. Specific questions had been raised about the IT system. The exams team reported being very satisfied with it.

The Principal explained that the college was looking to move away from Microsoft to Google platforms. A Google specialist teacher was working with the Associate Principal to reduce workload and create workflows. Microsoft 10 support was ending in October, so the college was currently reviewing devices and assessing requirements.

It was noted that Governors will need training on the new systems, particularly for shared drives.

Item 9 Parent Survey

The Principal reported that the response rate was positive, with 234 parents/carers responding. The overall satisfaction rate was 84%.

The Principal reported an issue with the language used regarding cancelled lessons. The solution was to change the terminology so that when a teacher was absent, communication will emphasise that "work has been set" rather than focusing on the teacher's absence.

Regarding progress updates, parents had indicated they wanted more frequent updates. The college will remind parents that they can check student's progress on the college platform.

Governors noted the difficulty in striking the right balance, as some parents wanted more contact, whilst others felt there was already too much communication.

Item 10 Catholic Schools' Inspection Update

The college was expecting a Catholic School Inspection during the next academic year. However, there was some uncertainty around the lack of inspectors qualified to inspect colleges.

Item 11 Curriculum Development: Graham Thompson (Principal)/Karen Foan (Associate Principal)

The Associate Principal reported that the college will be introducing the following courses:

- A Level in Environmental Science
- Level 2 Media course

A discussion took place about student numbers for Media courses. The Principal explained that it was difficult to predict student numbers for the course and an update will be provided in the new academic year.

Item 12 Governance:

Focus morning (11th October 2025 at 9am)

The following agenda was agreed:

- Curriculum focus – Curriculum and Assessment
- Ofsted framework
- FE Commissioner – review strengths of the college
- Academisation Working Party. It was agreed that the working party will meet before the end of the academic year and feedback at the focus morning.

Item 13 To Agree dates for 2025-26

The proposed dates for 2025/26 were approved.

Item 14 Effectiveness of committee: online questionnaire / survey post-meeting for completion and return

Clerk to circulate. **Action: Clerk.**

Item 15 Risk Management: Have governors identified any new risks or modifications to existing risks on the register?

It was agreed that recruitment and retention of Governors was a key risk factor.

Item 16 Identification of confidential items

None.

Item 17 Any Other Business

Governors were invited to the college's Fortieth Anniversary celebrations on 10th July at 11am.

Item 18 Date of next meeting

Tuesday 7th October 2025 at 5:30pm on Zoom

The meeting closed at 6:36pm.

The minutes will be electronically signed following approval by the Committee.