

# Waltham Forest College

## THE CORPORATION OF WALTHAM FOREST COLLEGE

### CURRICULUM AND QUALITY COMMITTEE

#### MINUTES OF THE MEETING HELD ON 11 FEBRUARY 2025

#### MEMBERSHIP

##### **Governors:**

Alison Morris (Chair), Andrew Hall (Vice Chair), Susannah Hume (SEND lead), Bryan Johnston, Janet Gardner (Principal)

##### **In Attendance:**

Jack McCabe – Deputy Principal Curriculum & Quality (DPCQ)

##### **Clerk to the Corporation**

Naomi Shoffman - Director of Governance (DoGov)

#### **124. WELCOME AND APOLOGIES FOR ABSENCE**

The Chair welcomed everyone to the meeting, and in particular Mr McCabe in his new role. There were no apologies.

#### **125. DECLARATION OF INTERESTS**

There were no issues included on the agenda for the meeting in which they had a personal interest relative to the College.

#### **126. MINUTES OF THE CURRICULUM & QUALITY COMMITTEE MEETING HELD ON 19 NOVEMBER 2024**

The minutes of the meeting held on 18 June 2024 were agreed as a correct record. It was confirmed that all follow up actions were completed.

#### **127. CURRICULUM & QUALITY REPORT INCLUDING PROGRESS AGAINST KPIS AND QIP**

The DPCQ presented a comprehensive summary of the College's performance for the academic year to date. The following areas were highlighted:

- Retention is at 98.3% for all ages against a target of 95.0%.
- There has been an increase in the number of in scope students applying for UCAS and the total applications made ahead of the January deadline, are above the set KPI.
- Attendance is roughly the same as last year's and remains below target but is comparable to other FE colleges in London.
- The number of lessons meeting the expected standard is in line with the year-end position 23/24, and below the 24/25 KPI.
- Apprenticeship achievement rates have improved but still remains below national rates currently, although year end position is forecast to continue to improve and be in line with national rates.
- The College QIP details the actions taken to date against the agreed priorities.

The Committee raised the following Key Points which were discussed:

- Further actions in place to grow this position
- What are the attendance Improvement Strategies: the DPCQ advised these include continuing incentives to encourage attendance, Progress Coaches to provide academic and pastoral support and timetabling adjustments made to improve student engagement. Asked about best practice the DPCQ responded that SLT will review best practices across departments and identify further attendance improvement strategies.
- What is being done to continue to improve the quality of Teaching: The DPCQ advised that Recruitment remains a challenge, particularly in STEM and construction subjects. Mentoring & coaching initiatives have been put in place to help industry professionals transition into teaching. The DPCQ confirmed that formal competency measures enforced to ensure teaching standards are met. This included in-class support for those new to teaching, and allocated mentors to support teaching.
- University Applications & Russell Group Offers -the Committee noted the Increase in Russell Group applications, and subsequent discussion around this.
- Detailed Discussions around strategies for GCSE English & Maths and plans in place
- Quality Improvement Plan (QIP) – RAG Rating Debate - Members raised concerns around the many QIP items that remain "Amber" for too long, making prioritisation difficult. After some discussion it was proposed and agreed to Shift to a milestone-based RAG rating system per term, instead of tracking progress only annually.

**The Committee noted the curriculum and quality update for current academic year and the progress against C&Q KPIs.**

#### **128. CURRICULUM AND QUALITY REPORT - DEVELOPMENTS**

The DPCQ presented a report on developments in the College. The following areas were highlighted:

- The College is a key partner in establishing the 'Greater London Inter-College Skills Competition' and will be hosting two of the competitions in March 2025.
- The College's employer engagement event took place on January 9th, 2025, and was well attended, including by VIPs such as the Deputy Mayor of London for Business and Skills.
- The recent publication of the curriculum reforms was released and provides an opportunity for the College to continue delivering qualifications it has this year; however, the College will be pursuing A Levels as there is no certainty for these qualifications beyond 2026.
- The College is continuing to support staff members in upskilling and refreshing their specialist knowledge through industry updating.

The Committee raised the following points which was discussed:

The A-Level Programme Expansion – the DPCQ advised that the new A-Level lead performing well, actively engaging feeder schools. He provided the number of applications and offers made to date and confirmed that some students are being redirected to T-Levels or vocational pathways if A-Levels are not suitable.

**The Committee noted the update for the academic year to date and the continued developments.**

#### **129. RISK REGISTER REVIEW**

The DPCQ presented the Risk Register showing pre and post mitigation scorings, and controls in place to mitigate risks identified for curriculum and quality. All key risk areas have been updated with recent controls and management activities.

In response to member's' query the principal advised that the estates Risk: Remains Red due to: Space limitations, Ageing infrastructure and Sustainability challenges. After some discussion it was agreed that SLT would update the risk categories to better reflect individual concerns (space vs. condition).

The DoGov advised that the Finance & Resources Committee will review estate funding in detail and also, further to the work done at the Governors' strategy day, that the updated risk register format will be presented at the next Corporation meeting.

**The Committee received and noted the updated College Risk Register.**

**130. ANY OTHER ITEMS OF URGENT BUSINESS**

None

**131. ITEMS TO BE ADDRESSED AT FUTURE MEETINGS OF THE COMMITTEE**

The Committee is asked to note that the agendas for future meetings will include items as per the agreed business cycle for 2024/25.

**132. DATES OF FUTURE MEETINGS**

- 17 June 2025

**18.05 finish**

**These minutes have been approved by the Curriculum and Quality Committee and signed by the Chair as a correct record.**

.....A Morris .....

.....17 June 2025.....

**Signed**

**Date**