

THE CORPORATION OF WALTHAM FOREST COLLEGE

CURRICULUM AND QUALITY COMMITTEE

MINUTES OF THE MEETING HELD ON 17 JUNE 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)

Amir Ahmed – Vice Principal (VP) (present for items recorded at minutes 133-137 only)

Kathryn Davies – Governor designate observing

Clerk to the Corporation

Naomi Shoffman - Director of Governance (DoGov)

133. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed everyone to the meeting, and in particular Ms Davies who will be joining the Corporation and Committee in September. There were no apologies.

134. 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.

135. MINUTES OF THE CURRICULUM & QUALITY COMMITTEE MEETING HELD ON 11 FEBRUARY 2025

The minutes of the meeting held on 11 February 2025 were agreed as a correct record. It was confirmed that all follow up actions were completed.

136. GOVERNORS HE OVERSIGHT COMMITTEE

The Governors HE Oversight Committee meeting was held earlier in the day. Ms Hume provided an update on the college's progress with the Office for Students (OFS) registration process. The college continues to explore collaborations in addition to OfS registration and the committee discussed the strategic advantages for this. The collaboration with Portsmouth University, which has a campus in Walthamstow, was encouraged by the Council, aiming to support organisational agility amidst uncertainties with OFS registrations.

It was confirmed the OFS process will resume in August.

The Committee agreed to:

- Continue monitoring OfS engagement and policy developments.
- Ensure proactive actions to mitigate any recruitment or operational risks.

137. SAFEGUARDING AND PREVENT REPORT

The VP provided a comprehensive overview of the safeguarding and prevent position up until the half-term for term 3 highlighted the following points:

- Safeguarding referrals increased compared to previous year
- Mental health topics have been integrated into the college's tutorial framework.
- Increased demand for counselling services.

- Collaboration with universities to support student mental health.
- Added staffing and resources to meet rising support needs.
- The team has expanded outreach with multi-agency partners to improve case management and to support informed decision-making on student outcomes.
- Focus on the most vulnerable learners and retention data.
- The College's prevent action plan was updated and Prevent themes have been embedded in the tutorial framework.
- Current initiatives included delivering content on refugee week and discussing global conflicts.

The Committee raised the following Key Points which were discussed:

- Mental Health Data & Reporting
- Referral Sources and Data Timing
- Safeguarding Staffing and Recruitment
- Sector Context and Emerging Trends

The Committee received the report.

138. 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:

- Overall attendance remains a challenge in the Further Education (FE) sector. GCSE English and GCSE Maths attendance has declined
- Progress against other KPIs are positive and on track
- Achievement rate has significantly improved for apprentices and now above national rate.

The Committee raised the following Key Points which were discussed at length:

- Attendance Concerns
- English and Maths Performance
- General Feedback and Observations

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

139. CURRICULUM AND QUALITY REPORT - DEVELOPMENTS

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

- Updates on offers made for A level, Applied science GCSE research programmes. Staff recruitment has been successful, with the exception of physics teachers.
- A strategic plan is in place, contingent on government announcements regarding qualification reform.
- 26 new programmes have been introduced in the main vocational offer to support learner progression and further growth priority sectors aligned to the Local Skills Improvement Plan (LSIP) and Government priorities.
- The college participated in the London Inter College Skills Show. Learners achieved notable results despite not competing in all categories.
- Ongoing curriculum enrichment activities and employer engagement were highlighted.
- Active involvement in funding bids for boot camps to support skills training.
- Staff completed industry updating placements, cited as a key strength.

The Committee discussed the viability of A level courses and the potential redeployment of staff if courses cannot run. The quality assurance measures for A level provision were discussed, emphasising the importance of recruiting staff with the right academic profiling and experience.

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

140. QIP UPDATE

The DPCQ presented the quality improvement plan, with updates provided on the progress made and areas that need further improvement. The Committee emphasised the importance of continuing to monitor and address these key risks to ensure the college's success.

The Committee noted the QIP UPDATE

141. 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. The DPCQ highlighted the following:

- No significant risks currently exist in relation to curriculum quality.
- Achievement rates are being closely monitored, though they have not yet reached a strategic risk threshold.
- The risk register format will undergo changes, with updated versions to be implemented in the next academic year.

The Committee discussed the risk rating at length and the DPCQ agreed to review risks in light of committee feedback.

The Committee received and noted the updated College Risk Register.

142. COMMITTEE BUSINESS - REVIEW OF COMMITTEE'S TERMS OF REFERENCE AND CYCLE OF BUSINESS

The Committee undertook the annual review of the Committee's Review of Committee's Terms of Reference and Cycle of Business and noted the recommended changes.

The Committee agreed to recommend the Committee's Terms of Reference and Cycle of Business to the Corporation for approval.

143. ANY OTHER BUSINESS

The Chair raised two items under any other business. Firstly, she formally congratulated the Principal on being awarded an OBE, praising her for her outstanding contributions to the college. Secondly, The Chair acknowledged that this was Mr Hall's last committee meeting. She thanked him for his fantastic contributions and the positive impact he had made on the committee.

144. 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 2025/26.

145. DATES OF FUTURE MEETINGS

Autumn Term TBC

18.35 finish

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

A Morris

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...25 November 2025

Signed

Date