



Curriculum, Quality and Standards Committee
Wednesday 23 November 2022 18:00-20:00, Boardroom and Teams

Draft minutes

Committee	Mike Sutcliffe (Chair); Sue Kingman (VC, Board); Ian Valvona; Cait Orton (staff governor); Jason Jones (Acting CEO & Principal); Peter Flew; Twahira Mohammed and Camryn Eshete (student governors)
In Attendance	Susanne Davies; Tej Masaun (interim Assistant Principal Curriculum and Quality) Sheila Fraser-Whyte (Executive Director Business Development & Innovation); Rachel Scarborough (Head of Student Experience); Shahbaz Hasan (for EDI item 9); Vincent Neate (safeguarding link governor); Chris Dearnley (DfE); Sarah Connerty (interim governance advisor); Chidi Okolo (Director of Quality and Compliance); Pauline Hagen (FEC support); Dylan McTaggart (Deputy CEO and Principal Uxbridge College)
Apologies	Tej Masaun

Agenda item	Item Description	Action
1	<p>Welcome and apologies</p> <p>The Chair welcomed colleagues to the meeting, in particular student governors TM and CE, Dylan McTaggart from HCUC who is joining the meeting as part of the merger transition, and Pauline Hagen (FEC advisor). Louise Southam, the newly appointed interim Assistant Principal Curriculum and Quality is not able to join this evening and will come to the Board on the 14 December.</p> <p>The Chair noted that the Committee really value student governor’s views and invited TM and CE to join discussions and bring views whenever they want to.</p> <p>Apologies received from Tej Masaun.</p> <p>The agenda will be moved around to accommodate officers presenting to leave after their items.</p> <p>First item – Item 9 - Equality and Diversity Second item – Item 5 - Safeguarding report Third item – Item 8.3 – vulnerable students</p>	
2	<p>Declarations of interest</p> <p>There were no declarations received.</p>	
3	<p>The minutes from the meetings held on the 3 October 2022 were agreed as a true and accurate record.</p>	
4	<p>Actions and matters arising</p> <p>Items are included on the agenda. Items for update at the meeting are:</p> <p>Action 6 – progression data and destinations. To include numbers that don’t progress – JJ reported he will run the report and bring to the next meeting. It was around internal progression.</p> <p>Action 7 - It was agreed that Rachel would report back on the Achieving for Children action plan to the Board as this is an area that the Board and the College take very seriously. RS will look at what HCUC report on to the Board – RS to update outside of the meeting.</p> <p>Action 9 – SEND training at the right level for the Board to be organised – RS to update outside of the meeting.</p>	<p>JJ</p> <p>RS</p> <p>RS</p>

	<p>Action 10 - SFW to contact Keith Smith to get a clear framework for stakeholder engagement - SFW has had conversations with Jo Withers from HCUC and a paper can come to the next meeting.</p> <p>Action 5 - MS asked about Safer recruitment training and CO agreed to get numbers from HR. One member of every recruitment panel has to complete training and there is an audit trail in place – MS noted that this action was around assurance that there is a sufficiently large pool of staff trained and JJ confirmed this was the case and that every interview panel has at least one safer recruitment trained member.</p>	SFW
5	<p>Safeguarding report</p> <p>CO reported the item covers the period September – November 2022. A lot of work has been done around the police involvement policy, there is a broader scope on declaring police involvement, not just criminal convictions. This has resulted in a higher amount of risk assessments. Anecdotally this has had a significant impact on reducing problematic incidents and behaviour has vastly improved from last year.</p> <p>The Chair noted that a lot of good work is going on and CO and the team are doing a great job. [CO departs 18.21].</p>	
6	<p>Student Experience</p> <p>1. Student governors update</p> <p>This is the student's first CQS Committee and in advance of the meeting with the Chair, Vice Chair and interim governance advisor to provide support on the role and reporting to the Board. TM and CE will provide a report for the Board meeting on the 14 December. The Chair asked the student governors if they have any feedback to report since they have been in their Student Council roles. TM noted that class feedback is that students are satisfied. CE had received feedback from the 1st year students who felt unprepared for their assessments due to miscommunication and being asked to complete the wrong work. Students would like to have a designated week to revise with a clear goal in mind. ACTION: JJ reported that this had not previously been reported to him and it would be helpful for CE and JJ to catch up to follow up. This will be done in advance of the meeting with the students and Chair and Vice Chair on Monday. [after note: this took place on 25 November 2022 and is being followed up]</p> <p>2. Student survey results</p> <p>COk reported that the data has just arrived. It is a mixed picture. The key headline is that 81% of students recommend the College to a friend which is down 11 points. There is an issue around the 37% who would know where to go with a safeguarding concern because there has been rigorous training for students around safeguarding. The Chair suggested that there is opportunity to work with the student governors on this.</p> <p>The Chair asked what the process is for an action plan and resolving concerns from students. COk reported that the surveys went to SLT today and will go to HoS in a formal report. There is a meeting next week to formulate an intervention plan and this will be available next week. This year the College is involving the students much more. Last year it was almost done to them.</p> <p>JJ noted that SLT had agreed that a working group would be established as there are some worrying metrics. This will include key members of SLT, curriculum and student services and student representatives.</p> <p>The outcomes will come to the Board on the 14 December. Monitoring of the action plan will take place at CQS. The Chair noted that it would be good for the student governors to see the action plan to comment on.</p> <p>3. Enrolment feedback and learner numbers and applications update</p> <p>SFW reported that enrolment numbers are down for 16-18s. The College met allocation during enrolment but there has been significant withdrawals particularly in 16-18 and this needs to be addressed going forward. There has been a downward trend from 2019. In context there were over 4000 applications and the conversion rate is 45% (52% last year).</p>	<p>JJ/CE</p> <p>RS/COK</p> <p>RS/COK</p>

	<p>There is work to be done with Heads of School and this data has been presented to the HoS. There is work to do to raise the profile at the College. When students do apply the College needs to keep them warm with lots of activities and engagement with parents. The report includes a breakdown by borough with Hounslow remaining the highest catchment area and applications from the top ten schools and local schools. It is disappointing that the number of students from Richmond upon Thames School is so low and there is work to be done. Plans include working with work experience coordinators to bring students in for taster days and inviting students into the sightlines to careers events at the College. The College needs to do a lot better engaging with schools and parents. The Chair asked about involving students who are already here. SFW agreed and taster days will involve students for peer to peer conversations. There is a need to start engaging a lot more.</p> <p>The College does really well on open days. Applications are 834 to date for the next academic year. This year there was a big rush on the first day of enrolment which then trickled off which is unusual as usually it is busy for open enrolment. SFW noted that the College needs to get better at this work.</p> <p>PF reported that at the university there is a survey for those who choose not to come. SFW explained that the College does phone calls find out where students go to and the reasons. Feedback is that students wanted to stay at sixth form, travel is too much, they want to go with their friends, or some just didn't want to come. The survey is a good idea but there may not be enough information for an action plan.</p> <p>PF noted that the College is on a semi building site outside and is this a factor in students not coming. SFW agreed noting there was verbal feedback on this that it was not what students expected it to be. Students are not keen on being in Q block.</p> <p>ACTION: DMc noted that he was interested to know about the proportion of students who stay for six weeks and then leave. SFW agreed to share the data.</p> <p>The Chair noted the importance of sharing practices between the two colleges to support this work.</p> <p>DMc talked about the impact on internal progression and asked if there are catch me courses for students who don't get the pass rate. SFW noted that HoS spoke about the stringent results for E&M and are looking at and trying to move this forward. For students coming in for interviews if they can't achieve results, someone will take them to another curriculum area on something they want to do.</p> <p>DMc noted that at HCUC 37% of students are on courses they haven't got the qual for but they do achieve.</p> <p>DMc noted the importance of monitoring the students and providing a target to support them.</p> <p>The Chair thanked SFW for the report. This is a key area and important for the Committee to understand the application process, challenges and the work the College is doing.</p>	SFW
7	<p>Key Performance Indicators</p> <p>1. Performance against CQS KPIs for 2022-23</p> <p><i>Action 3 – include the HCUC KPI on work experience – JJ has included this.</i></p> <p>JJ reported that the paper details the November updates against each of the KPIs and picked out key updates:</p> <p>Attendance – stands at 84.5% which is below target and above this time last year. It is a challenging target but it was agreed that an aspirational target should be in place. The pattern for attendance is one that falls off as the year progresses. There is still work to do and there is are positive interventions with impact seen. The SLT are going to focus on monthly attendance for the remainder of the year and have a monthly target of 90%. That might not aggregate up to an overall 90%. Attendance will continue to be monitored through HoS on a weekly basis with a view to flexing interventions where needed.</p> <p>The Chair asked how realistic is the 90% target and is SLT confident to achieve it. JJ confirmed that it is unlikely that a 90% achievement overall attendance will be achieved.</p>	

	<p>PH reported that the target can't be reduced and the 90% monthly is a good way to keep the flame alive.</p> <p>SK asked if it is 90% of all students enrolled or those now in College. JJ confirmed it is from census point so excludes withdrawn students. There are two columns, the first is attendance of all students and the second is excluding withdrawals. SD noted that there are fluctuations in attendance data after students take exams.</p> <p>JJ reported that week by week basis HoS are held to account for attendance on that particular week.</p> <p>Retention – is already below target of 94% at 93.2%. There is a clear link to the student survey. A further developed retention strategy will follow on from the intervention plan from student survey results.</p> <p>SK asked about the timing of the student survey where there needs to be a full sense of the experience but not circulated too late to do anything with it. COk explained that the survey was sent out just after half term. There are three surveys in the year - induction, in year, end of year. The deadline was extended because of the low completion rate to get a meaningful amount of returns so it is later than usual. There has been a discussion at SLT about how to increase completion rates going forward.</p> <p>DMc noted that the data is laid out clearly and suggested further areas to include such as Markbook completions and mock preparation to provide a sense of the activity happening around soft and hard academic skills and giving the students the confidence to go into the exam room. JJ reported that there is a lot going on. COk explained that there has been a deep dive into those areas. DMc asked is there a uniform message and are all HoS engaged. COk noted that it is variable and he will know more where there is a full analysis. At the moment the College is in the middle of lesson observations and deep learning prep for exams. The quality of T&L is up. There is more organised, sequenced and conscientious teaching. The majority of students will be doing exams from January to give two opportunities and the rest will be doing mocks. It is all about preparation.</p> <p>Apprenticeships – JJ reported SLT are proposing moving over to overall achievement in year. It is 51.2%. The Chair noted that timely achievement predicts how much clawback would be due and suggested both are reported on. This was agreed by SLT.</p> <p>Work experience completion – all EEP and WEX is fully timetabled. The majority of WEX will complete in spring term, there is a small amount in the summer term. There is good compliance and recording. SLT is confident that the problems last year are addressed. SFW noted that all the dates for work experience will be available on Friday. Things have been planned and timetabled and monitored and the team are working alongside MIS.</p> <p>Destinations – stand at 98.4% for known destinations and a further update will come in the spring term. IV asked about the HCUC model for destinations. DMc noted that RuTC has a positive percentage for destinations. At HCUC destinations are broken down into a positive destination and a gold standard. This is for a student progressing into a related industry linked to the course of study which demonstrates that the course has had a direct impact on where students are heading. It is really useful for Ofsted. IV asked if it gets traction with parents and DMc explained that it is presented to parents ahead of the achievement results, included in the SAR and gets a lot of public viewing.</p> <p>DMc suggested surveying the leavers on why they have chosen to go elsewhere.</p>	
8	<p>Quality of Education</p> <p>1. Self-Assessment report for 2021-22</p> <p>SD asked COk to present the SAR as he has been closer to it over the last period. COk noted that SLT have agreed the proposed grades. Overall it is Requires Improvement. For curriculum intent SLT have agreed to rate as Good because the planning and purpose of the curriculum justifies this. There is good curriculum design, range and breadth and a good link to theory to professional practice and the new building supports the curriculum well.</p>	

	<p>Overall achievements, timely achievement rates on apprenticeships, attendance in particular E&M, inconsistent proactive in embedding of curriculum improvements, and the need for consistent focus for at risk courses are all areas for improvement.</p> <p>COk noted that these are the headline strengths and areas to improve.</p> <p>The College is meeting the needs of employers, has a high level of resources and there are pockets of very good practice but also areas that require improvement.</p> <p>For T&L and assessed work there are strong and outstanding elements but equally there are areas of significant concern and areas for development.</p> <p>For rigour and consistency, it is important to note that things are improving. The focus on intent has been strong around design, meeting local skills needs, the way the curriculum is sequenced and a lot of work has been done around that. SLT see this as important to track through from intent to implementation and impact. There are significant green shoots and a need to maintain that focus.</p> <p>The Chair noted that a lot of work has gone into the SAR and asked for feedback and questions. The Chair noted that the document mentions that the financial health is Good and that there were five CQS Committee meetings last year. JJ confirmed that will be updated.</p> <p>DMc noted that the College is going for Good in curriculum intent which was previously RI and there is a clear logic around the need to inspire staff to show work being done is paid off.</p> <p>DMc noted that it is about getting students from A to B and the College will want to have the evidence that shows the intent is getting them from A to B and that this is genuinely good.</p> <p>There is a nice narrative and the SAR follows Ofsted’s framework but there is a lot of narrative and not a lot of data and it is important to have this in place because those questions will come during inspection.</p> <p>2. Quality Improvement Plan</p> <p>JJ reported that the QIP is now a tighter document organised into six key areas and each has clearly defined metrics. There has been challenge from the Chair around reporting on progress and JJ has included interim metrics where appropriate in red on the document. This was reviewed at SLT today and an updated version is in the pack.</p> <p>Three committee members and officers went through a deep dive process on the QIP this week and it was a very productive meeting.</p> <p>The Chair noted that it was great to see governors and SLT working together. There was challenge, particularly around interim targets and monitoring which governors want to see. The Committee wants to ensure that appropriate reporting and monitoring is taking place. The group considered the HCUC dashboards which allows monitoring to be very clear and current and the Chair noted that this would support the CQS Committee’s role of oversight and monitoring better than the current KPI document. The Chair noted that an action from the Committee was for PH to advise on the suitability of the new QIP for CQS Committee oversight and asked PH for thoughts.</p> <p>PH noted that the QIP is much more fit for purpose as it was previously a long and complicated document. The interim metrics are great. Under impact measures there is a picture of overall and key work to be done and PH suggested this is renamed. This is about layout and semantics and it needs to be clear. PH asked why enrolments are couched in financial terms and why no interim data was included. For SLT visibility under leadership and management there are no robust comments on how that would happen. PH suggested including a rota and examples and impact. In attendance and behaviour there is a lot of data missing in this section. There already seems to be slippage to February 2023, this needs tightening up as there can’t be areas where data is not available. JJ noted that the data is available and this refers to the breakdown for 16-18 and 19+. E&M is already below target. For quality there are only two data points in the year which is not enough. There needs to be interim dates to give reassurance to governors and flag up any concerns early. For example what is 16-18 data today? This is what governors need to hear from SLT.</p>	<p>JJ</p> <p>SLT</p>
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For every area governors need to know the key metrics, how close we are, what the forecast for year end is, what is the issue and what are we doing about it.

For VA what are the assessments that need to be tied into that forecasting process, this should be looked at monthly to reassure the Board. PH reported to JJ that the QIP needs to include more.

For lesson observations where we are this week and what have you seen? At every quality meeting that needs to happen. The governors don't need the detail but they do need to know their College in headline terms.

There needs to be an ongoing commentary on progress. What did you see in learning walks? It is important to include some detail and not a month should go by where governors do not know where this College is.

The QIP needs to be brought to life with targets.

Governors need to be confident to know what the picture is, why it is and what is being done. The QIP and the CQS Committee is a massive improvement. It has been delightful to hear the right things being discussed and seeing the College working in a much smarter and targeted way. The College is on the road and will be in good shape when the merger comes and in a good place to add value.

SD agreed and thanked PH. It has been challenging and SD finishes on Friday. The College has had seven curriculum and quality leads in one year and it is difficult to get continuity in matters with churn in management. The College is in a better place than this time last year but there is a long way to go.

PH noted that from reading the QIP someone would be able to know this College and the priorities which wasn't the position last year. The future is good, the signs are there.

The Committee agreed that the position remains as it was at the Board meeting on the 9 November that governors are happy to recommend to approve the QIP subject to more frequent and detailed targets being included.

The Chair raised the broader issue of SLT reporting progress and Board monitoring. The processes are different across the colleges and as part of the transition to merger the Chair has spoken with DMc about HCUC's processes. For RuTC there will be a Stakeholder and Scrutiny Committee (SSC) and a conformity of reporting across the three colleges into the QCS Committee and main Board. The Chair has proposed to SLT using the same format as HCUC with the QIP, risk register and dashboard being the key documents for curriculum and quality reporting to the Board with deep dives into areas flagged for particular interest.

These would be reported in before the meeting so the information is available. This would ease the merger transition. DMc noted that he has been in touch with MIS and Kath Rangeley and this could be in place for reporting at governor level by January 2023. This would include real data from ProAchieve which allows easy triangulation and ease of reading which has been very popular with HCUC governors. The Committee agreed with this proposal and it will be taken to the Board as part of the transition to merger discussions.

PH thanked the Committee and noted that it is brilliant to see progress being made and she is glad that governors have benefited from the support. There needs to be a tight robustness in reporting and this can be put in place with the move to a quality dashboard that is already working well at HCUC. IV thanked PH for all her support in the quality recovery and for supporting to move the College forward.

Action 4 – milestones and progress on WEX and EEPs – this was included in the papers and discussed under item 7.

Action 7 – The QIP to be externally verified by Pauline Hagen and feedback to come to the Committee on the level of detail required for the Board – see discussions above.

RESOLVED: The Committee recommended to approve the QIP subject to more frequent monitoring points and data being included.

3. Vulnerable student experience and Board oversight and reporting

MS/IV

RS

	<p><i>Action 7 and 8 – SEND link governor and Board training – SC to follow up with RS following the meeting</i></p> <p>RS reported that this item follows on from the EDI tracking. RS has worked with HCUC colleagues to share good practice. RuTC does not have the tracking in place to date but will shortly be moving to a robust system. ECHP and care experience students are tracked through statutory process. ECHP students’ achievement are currently in line with average grades and care students are above. The data now includes armed forces family disclosures. RS is working with MIS to get achievement data for all categories. Specific groups will be set up for young carers and mental health students to get contextual information on experience. The Chair noted this has built up from the Board discussions and requests this year and is coming together. DMc noted that it is positive progress and a wide set of groups is being looked at and suggested looking at ILP and Markbook progress and parental engagement when it all comes together. DMc is happy to discuss further offline with RS. [RS departs 18.25].</p> <ol style="list-style-type: none"> 4. Update on HE – JJ noted that the strategy is to expand going forward and this will be part of the wider curriculum review post-merger. 5. Update on Apprenticeships – SFW reported that the number of apprenticeships enrolled has gone down, timely achievement has dropped and there is an increase in the number of apprenticeships who have achieved. The area which has a significant drop is engineering. Work is taking place with HoS to move this forward. Carpentry and joinery did phenomenally well. It has been a really challenging area with significant staff shortages. After a three year period of staffing issues the College appointed a Head of Apprenticeships and support this week which will provide the opportunity to do a lot more work now operations are in place. 	
<p>9</p>	<p>Equality, Diversity and Inclusion</p> <p>SH commenced the EDI lead role in September 2022. The focus has been around where the College is in terms of E&D. The views of student, staff and management are being gathered alongside qualitative information. A survey is being circulated shortly. The aim is to develop a strategy with HCUC to identify the gaps in E&D and where to focus attention. Work has been done on achievement. There is an average 77% achievement in 2021-22. There is a significant gap in ethnic groups, five groups were significantly below with 75.5% of white British students achieving. This is compared to: White/Black Caribbean student’s (58.3%), White/Black African (65%), White/Asian (61%) and Caribbean at (65.2%). These rates were lower if students presented with learning difficulties White/Black Caribbean (47.9%), White/Black African (50%), White/Asian (47.1%) and Caribbean (64%). If the students presented with learning difficulties the gap was even wider.</p> <p>The question is why this is occurring and the survey is to see what is happening. It is similar to the national picture. It is a complex issue, there are issues of socio economic status, geography and parent aspirations to consider.</p> <p>SH is working with COk to broaden student experience and learning and the College is looking at rolling out ambitious plans to broaden the curriculum offer.</p> <p>The survey is to get an idea of culture at the College. Everyone will be asked to complete the survey including governors. It is all about understanding the experience of people at the College.</p> <p>DMc thanked SH for a clear summary. It is an inspired way to get under the ideas, celebrating the groups that have over achieved and pin point where challenges may be. There may be other groups to look at and DMc welcomed a catch up offline with SH on how to play into staff conversations and shared responsibility and wrap around support. [SH departed:18.15]</p> <p>The Committee agreed that the Equality and Diversity Policy will remain until merger with a revised policy coming back in the event of merger delay.</p>	
<p>10</p>	<p>Merger transition:</p>	

	<p>Merger work streams related to Curriculum and the student experience – JJ reported that a lot of work is going on in the round. The quality cycles are aligned and COk has already worked closely with Louise Southam. The HCUC away day focused on curriculum strategy and JJ and SFW presented on the STEM strategy. Student experience collaborative work is going on with RS and Gavin Hughes and the post-merger transition strategies are being taken forward by SLTs at a meeting on 1 December.</p> <p>DMc reported that Louise is passionate about curriculum and quality and vocationally aware and is driven to bring people with her. It will be great when the colleges are merged together to see how the curriculum and quality work can marry and colleagues can share from each other. It is exciting that evolving dashboards can be finalised to create tight and unquestionable data that can be used by the colleges. There is an upcoming development planning session for 2023-4 around keeping the curriculum financially viable and looking at T Levels and DMc invited RuTC colleagues to join. DMc noted that it is getting close to merger.</p> <p>RuTC Stakeholder and Scrutiny Committee membership – MS noted that development of the SSC is a work in progress for RuTC and also for HCUC who are looking at monitoring and reporting. SRP Committee will keep an eye on the development of the SSC.</p>	
11	<p>Risks relating to CQS</p> <p>JJ reported on red risks as follows:</p> <p>Failure to improve achievement rates across a majority of curriculum areas - although the achievement rates improved in 2021/22, there is a long way to go to hit national averages and this remains a red risk.</p> <p>Failure to improve Value Added scores across Level 3 provision – the College was targeting a 4 and received an 8 which is inadequate. The College is looking to significantly improve this.</p> <p>Failure to improve attendance cross college and in English and maths - there are small improvements but it is still below target.</p> <p>There are two amber risks:</p> <p>Failure to secure a 'requiring improvement' grade for Overall Effectiveness in the next full Ofsted inspection. Ofsted visit takes place prior to full impact of mitigating controls being realized – the College is considered by the SLT to be a better Requires Improvement than last year and has proposed Good for curriculum intent in the SAR. SLT do not believe the College is at risk of inadequate.</p> <p>Incidents of poor behaviour increase and with lack of compliance around the disciplinary policy - behaviour has improved. It is measured through the number of stage 3 disciplinary hearings and this has gone down dramatically.</p> <p>IV asked for two new risks to be considered for the risk register:</p> <p>Assessment – Kath Rangeley (MIS) had raised with the Board concerns about the exams department and it not being fit for purpose. There have been two issues reported to the Board around the summer exams and it is important to pick out the risk to students. JJ reported that Kath Rangeley has worked closely with the exams team and a lot of work has been done to improve that situation.</p> <p>Work experience and enrichment – IV suggested this is picked out on the risk register until it is clear it is addressed.</p> <p>ACTION: JJ noted that he would ask Alison de Lord to include assessment and work experience and enrichment on the risk register and rate appropriately. The Chair agreed this was an important way to ensure the Committee keeps a focus on key areas for improvement.</p>	JJ
12	<p>Policies</p> <p>The Committee noted that all policies under the CQS Committee remit are up to date and approved as follows:</p> <p>Child Protection and Vulnerable Adult Policy</p> <p>Joint Preventing Terrorism and Radicalisation policy</p> <p>Student Union Constitution</p>	

	<p>Student Engagement Strategy Arrangements for Obtaining the Views of Staff and Students (in Student Engagement Strategy) Code of Practice on Freedom of Speech Policy and Expression SC reported that the policy framework is overseen by the Audit and Risk Committee.</p> <p>RESOLVED: The Committee recommended to approve the Board that the CQS Committee's terms of reference are carried over with no changes, with review in March 2023 if merger is not completed.</p>	
13	<p>Complaints update SFW reported that the key complaints have been around withdrawals, lack of communication to parents which has been picked up with HoS, timetable clashes and ID cards for adults. The College has adapted the process for adults coming in who forget their lanyards and can now provide another form of ID. There are no complaints outstanding as of today. The Chair thanked SFW for great work managing and resolving complaints.</p>	
14	<p>Ofsted update SD noted that she will continue to update the grab and go documentation and it will be ready to pass to governors next week. SD noted that every month the merger is delayed it puts the College back in scope for inspection and she has concerns the College is too comfortable and that given that the majority of schools have gone from high to low grades there is concern that it is harder to achieve a higher grade. JJ noted that the College remains aware and alert and is working towards inspection, maintaining a state of 'Ofsted readiness'. The Chair thanked SD for all the work during her two innings and for getting the College to this point.</p>	SD
15	<p>Governor involvement PH had noted the importance of governors visiting the College to triangulate the information received at meetings. The Chair reported that it was great to see more invites and more governors visiting the College and officers will continue to invite governors into learning walks, Principal Performance Reviews and College events to give the opportunity for governors to meet staff and students. See appendix one below for a record of governor visits to College. Governor involvement is monitored through the Search, Remuneration and Performance Committee.</p>	
16	<p>Any other business There was no business raised.</p>	
17	<p>This is the last meeting of the Curriculum, Quality and Standards Committee prior to the merger scheduled for the 4 January 2023. The Chair thanked everyone on the Committee for all the work put in. It has been a long haul for governors and staff and it is great to see everyone working together to get to this point. This evening has brought some really good discussion and value from everyone. IV thanked MS for chairing and getting to this point. It feels odd to be saying thank you to committees at this time as the colleges are not there yet but there is hope that this is the last RuTC CQS Committee prior to merger. IV asked if there is sense in having a committee handover meeting with colleagues in HCUC. MS agreed that it is important to keep continuity and SC confirmed that full handover of all committee's business will take place as part of the governance work stream.</p>	

Meeting closed: 20:05

Item 14 appendix one – governor involvement

21 November 2022	QIP deep dive with CQS members
18 November 2022	Stakeholder and Scrutiny Committee discussion with HCUC – Mike Sutcliffe

17 November 2022	Jack Petchley award ceremony with RuTC Students – Sue Kingman
8 and 9 November 2022	Student governor inductions – Camryn Eshete and Twahira Mohamad
7 November 2022	Principal Performance review – Peter Flew
1 November 2022	Ofsted session with Pauline Hagen – Ian Valvona, Mike Sutcliffe, Vincent Neate, Peter Flew
24 October 2022	SEND discussions – Ian Valvona and Rachel Scarborough
20 October 2022	Principal Performance Review – Peter Flew [PPR rescheduled]
18 October 2022	Board support to learning voice action plan – Helen Litvak
18 October 2022	Principal Performance Review – Helen Litvak [PPR rescheduled]
17 October 2022	Principal Performance Review – Ian Valvona [PPR rescheduled]
14 October 2022	Lesson observations – Sue Kingman
10 October 2022	Learning walks – Ian Valvona