

Minutes of: QUALITY & STANDARDS COMMITTEE

Date: 22nd September 2025

Time: 5:30pm

Place: via Microsoft Teams

Present: Mr P Cook MBE (Principal)
Ms L Miervaldis
Mr C Todd
Ms N Williams (Committee Chair)

In attendance: Ms R Herbert (Deputy Principal)
Mrs N McEnery (Head of Employment Services)
Mrs K Smith (Director of Quality)
Ms T Smith (Curriculum Manager, Foundation) for item 25/07

Mrs Y Doherty (Director of Governance)



25/01 Apologies:
Apologies for absence were received from Ms N Paterson.

25/02 Declarations of Interest
There were no declarations of interest.

FOR DECISION

25/03 Minutes of the meetings held on 11th June 2025
The minutes of the previous meeting (circulated, document Sept 25/1) held on 11th June 2025 were considered.

It was **RESOLVED THAT** the minutes of the meeting held on 11th June 2025 be approved.

25/04 Actions and Matters Arising (circulated, document Sept 25/2)
24/42 Adult Skills Fund Strategy: Implementation Plan
Mr Todd reported on a product that he was aware of that built in all aspects of the funding to support monitoring and agreed to provide the detail.

Response:
Mr. Todd had provided the detail to the Deputy Principal.

COMPLETE

24/55 Data Dashboard
Hereward Training Achievement rates – there had been movement but now appeared static – was there any reason

Response:
As previously stated, the retention rates remained static, there were large volumes this year with much delivery early on in the academic year, however, pass rates remained at 100%. COMPLETE

There were no other matters arising.

FOR INFORMATION

25/05 **Adult Skills Funding Strategy: Implementation Plan**

The Head of Employment Services presented an update report on the Adult Skills Fund Strategy Implementation Plan (circulated, document Sept 25/3).

Detail was provided on the year-to-date performance against funding source, and updates against actions related the seven objectives of the implementation plan.

It was highlighted that the enrolment process was now fully online and that strengthened systems supported performance monitoring, including monthly forecasting of income which would assist in managing any risk of over or under achievement of funding.

Discussion points included:

Clarification on the funding position following over achievement in 2024/25 was requested. It was reported that the position was positive with the detail to be confirmed.

It was **RESOLVED THAT** the update report on the Adult Skills Fund Strategy Implementation Plan be noted and received.

25/06 **Careers and Employability Strategy Implementation Plan**

The Head of Employment Services provided an update against the Careers and Employability Implementation Plan (circulated, document Sept 25/5).

Highlighted points included:

- 40 interns (September 2025)
- 3 direct entries
- The new marketing strategy has supported the Increase of direct entry Interns for 25/26
- Intention to create case studies

Discussion points/comments included:

Investment in the Job Coach role, continuing evolvment/CPD

It was recognised that there was always the potential for development and that the college supported this (WMCA example given) and ensured that staff were up to date with any new guidance / requirements.

The number of Job Coaches was queried and if it was sufficient. A breakdown was provided.

It was commented that it was pleasing to see the direct entries – it was questioned if there was any pattern in terms of where they came or other data that would support scaling up. It was confirmed that there were no pattern / similarities.

It was questioned if the media presence included via Coventry Council – Local Offer, or just the main college website.

It was reported that this would be looked at.

Apprenticeship provision – foundation / short apprenticeships

It was confirmed that this was under consideration, including who the College could work with.

It was **RESOLVED THAT** the update on the Careers and Employability Implementation Plan be noted and received.

25/07 Deep Dive: Learning for Life Provision (Ms. T Smith joined the meeting)

The Curriculum Manager, Foundation presented a PowerPoint presentation Learning For Life (circulated, document Sept 25/5).

This presentation provided detail on:

- overview
- groups (2)
- the curriculum (intent, implementation, impact)
- multi-sensory approach and immersive learning (differences)
- communication (total / parents / carers)
- age / stage appropriateness
- recording progress (Recognising and Recording Progress and Achievement [RARPA]), also subject to external scrutiny (Ofsted)
- safeguarding – high ratio of support, consistency is significant and supported observations of any changes which was important.

Discussion points/comments included:

Were there any plans for the groups using the new sensory space.

It was agreed that the immersive space would be really useful, but this would require an assessment to determine the exact use.

Would good practice from elsewhere be utilised?

It was agreed that this would be possible.

Communication – do parents / carers engage e.g. reinforce strategies from college?

It was confirmed that there was a collaborative approach with engagement from the majority, however, some were more willing than others. The ILS staff had good rapport with the parents carers.

Recording of progress – use of the 'Routes for Learning' route map was noted; its origin was queried.

It was reported that this was developed by the Welsh Department for Education and was promoted / used by a number of PMLD providers, and that the assessment tool was useful.

Was the staff team stable?

It was confirmed that there was consistency with regard to the support workers with particular learners as this assisted with the assessment of progress. Also, the staff involved wanted to work with these levels of complexity.

Was there any risk associated with social care placement rather than FE?

It was commented that the college had seen a huge increase in PMLD provision, particularly from one LA.

Were there any key improvements for the forthcoming year?

It was suggested that this would relate to resources (a lot were created in house) and increased space to accommodate the growing /developing groups.

Comments included:

The Deep Dives provided a realisation of how much governors didn't know and offered reassurance.

It was also evidence of how much went into ensuring that learners were in receipt of meaningful provision.

It was **RESOLVED THAT** the deep dive on the Learning for Life provision be noted and received.

Ms T Smith left the meeting.

25/08 Residential Provision Report

The Deputy Principal presented a report on the Residential Provision (circulated, document Sept 25/6).

Attention was brought to the fact that this was a brief update, with the summary position as of the end the previous academic year (June 2025).

It was highlighted that the work with staff had delivered an increase in positive responses to the staff survey.

It was **RESOLVED THAT** the report on the Residential Provision be noted and received.

25/09 LOOP 2025/26 Action / Implementation Plan (from 2024/25 report)

The Deputy Principal presented a report on the LOOP 2025/26 Action / Implementation Plan (circulated, document Sept 25/7).

Increased number of responses

It was reported that the approach/format of the learner survey was under consideration by the SLT, with the intention not to replicate it in the same way for 2025/26

It was advocated that this presented an opportunity to refresh and adopt a different approach were appropriate e.g. employment.

Discussion points/comments included:

References to hearing impaired learners – was the college engaging with the wider hearing-impaired community?

It was reported that the college was engaged in work around this, including the recruitment of BSL / communication staff. The Access Manager was also engaged with linking with previous schools.

It was highlighted that the hearing-impaired learners had been late starters at college.

Careers – Prospects – was the package for 1:1 careers advice?

It was confirmed that the college service was provided by a specialist individual who had worked with the college for a number of years and knows the college and learners very well.

Outdoors spaces – learners feeling unsafe, what was the position?

It was confirmed that action had been taken to resolve these issues.

It was **RESOLVED THAT** the update report on the LOOP 2025/26 Action / Implementation Plan be noted and received.

25/10 Quality Improvement Plan 2024/25

The Director of Quality presented a report on the Quality Improvement Plan (QuIP) 2025/24 (circulated, document Sept 25/8).

The report was the final update against the 2024/25 plan, with updates highlighted.

Highlights included:

- 83.44% of learners had encounters with employers
- 76% of learners had external placements
- Level 2 Maths:
 - 88.9% Retention rate
 - 52.8% Pass rate
 - 45.7% Achievement rate
- GCSE Maths
 - 100% Retention rate
 - 100% Pass rate
 - 50% Pass rate Grade 4 and above
- ASF: last R12 return
- Functional Skills – some improvements
- A trauma informed approach would be fully implemented for 25/26

Discussion points included:

The data relating to employment, e.g., encounters etc. – was this for the total learner population? This was confirmed, although it could be via internal events, visitors, guest speakers etc.

It was **RESOLVED THAT** the update report against the Quality Improvement Plan 2024/25 be noted and received.

25/11 **Draft Self-Assessment Report 2024/25 and Provisional QuIP 2025/26**

The Director of Quality presented the draft Self-Assessment Report 2025/24 and QuIP 2025/25 (circulated, document Sept 25/9).

SAR 2024/25

Highlights included:

- Integration of AI within the curriculum.
- Update to curriculum to incorporate guidance on RSE (Relationship and Sex Education).
- Quality of Education included some outstanding aspects of Teaching & Learning.
- Changes to the IQR for quantitative data.
- Behaviours – launch of Hereward Approach to Teaching & Learning and ILS, intention to expand to Mentoring. The Safeguarding & Risk Manager working closely with the Educational Psychologist to produce the Hereward Approach to Mentoring which links SEMH and ECHP outcomes.
- Development of the PHSE curriculum relating to the many forms of racism.
- The college needs to showcase the positive impact and work ethic SEN learners can provide to the workforce.
- Development of monitoring system to mitigate against ASF over delivery

Discussion points included:

Data - paid employment outcomes (page 10) exceed the national average by 24 **percentage points**

Use of AI – would this support a ‘Deep Dive’. It is an emerging agenda item; it was suggested that it may be appropriate for the Committee to consider this at the last meeting of the academic year to keep abreast of progress (June 2026). This would also provide focus for the SLT.

Functional Skills qualification in English - L2, higher number of leavers but reduced pass rate.

It was reported that three outcomes were still to be confirmed. It was acknowledged that there was a dip in performance and that there was the potential for action around this and sustainability being included in the Quality Improvement Plan (QuIP).

Ensure invites to attend the Safeguarding Committee meetings are issued to the Safeguarding Governor. **[ACTION]**

QuIP 2025/26

Read through from SAR to QuIP was very good.

It was **RESOLVED THAT** the draft Self-Assessment 2024/25 and QuIP 2025/26 be noted and received.

25/12 Data Dashboard 2024/25

The Deputy Principal reported on the Data Dashboard 2025/24 (circulated, document Sept 25/10).

It was highlighted this was the final outturn for 2025/24.

Pass and achievement rates were awaited.

Attention was drawn to KPI No 7:

Sickness absence rate - this was a summary of the full 12 months rather than the monthly figure as reported on all other occasions. The monthly figure was 1.74%

It was suggested that the data should be the monthly figure.

It was **RESOLVED THAT** the Data Dashboard 2024/25 be noted and received.

25/13 Complaints Report Academic Year 2024/25

The Deputy Principal reported on the Complaints 2023.24 report (circulated, document Sept 25/11).

The report summarised the key headline data from complaints received by the college during the academic year 2024/25.

The number of complaints received in the academic year 2024/25 totalled 5, an increase of 4 compared with the previous year.

It was highlighted that one was partially upheld, with the remaining 4 not upheld.

Comparative data and diversity monitoring data was provided.

It was **RESOLVED THAT** the Annual Complaints Report 2024/25 be noted and received.

FOR DECISION

25/14 Deep Dives

The Committee considered a report on the Deep Dives into areas of College operation previously presented, and those planned (circulated, document Sept 25/12).

It was noted that it had previously been suggested that the Committee would receive deep dives in to

- Transitions In TBC
- Transitions Out TBC
- Employment (learner focus) TBC

Reference was made to the previous suggestion of a 'Deep Dive' relating to AI.

It was commented that this may not be a 'deep dive' but more a presentation of actions and developments. It was highlighted that there had been discussion of AI at the Board Strategy Event in January 2025, and that this had been included in the Strategic Plan.

It was suggested it would be necessary to reschedule the planned deep dive of Employment (learner focus).

It was advocated that this made sense, as it would allow a further year of feedback from learners.

It was suggested that the AI presentation could consider what learned, where going, short to medium term plans.

It was **RESOLVED THAT** the next deep dive presentations would be:

10 th November 2025	Transitions In
9 th March 2026	Transitions Out
8 th June 2026	AI
Sept 2026	Employment – learner focus

25/15 Policy Review: Admissions and Transition Policy (circulated, document 13)

This policy was approved by Board in March 2025, which included significant strengthening of the appeals process. Date changes were the only proposed alterations for this academic year.

It was **RESOLVED THAT** the Admissions and Transition Policy be approved.

25/16 Committee Self-Assessment and Terms of Reference

15.1 Committee Self-Assessment 2024/25

The Committee considered the Self-Assessment Report 2024/25 (circulated, document Sept 25/14).

- Committee members had been requested to complete the survey. 3 Governors (60%) responded.
- All were members of the Committee for the whole of the 2024/25 academic year

In considering the responses the survey suggested areas for potential/immediate development were:

- Expand/enhance the committee membership to include wider views and experience, e.g. , SEN
- Continue with the Deep Dives
- Increase and develop the Learning Walk and Link Governor activities
- Support the College to position itself in response to the anticipated SEND reforms
- The work of HTS without losing focus on the work of the College in supporting learners to realise their potential

It was commented that it was good to see overlap between the responses received, and that consideration be given as to how best to expose the newly appointed Governors to as wide a range of activities as possible.

It was **RESOLVED THAT** the Committee Self-Assessment 2024/25 be noted and received.

15.2 Compliance with Terms of Reference 2024/25 and Terms of Reference 2025/26

• Compliance with the Terms of Reference 2024/25

The Committee considered compliance with the Terms of Reference 2024/25 (circulated, document Sept 25/15).

As in previous years, in advance of the meeting Committee members had been requested to consider performance against the agreed Terms of Reference (ToR) 2024/25.

- Three members responded to the assessment and provided comments. All were members of the Committee for the whole of the 2024/25 academic year

• Committee Terms of Reference 2024.25

There were no suggested amendments to the ToR for 2025/26

It was **RESOLVED THAT**

- i. compliance with the ToR for 2024/25 be noted.
- ii. the Terms of Reference for 2025/26 be agreed and presented for Corporation approval.

25/17 Any Other Business

There was no other business for consideration.

25/18 Date of the next meeting

The date of the next meeting was confirmed as Monday 10th November 2025.