

GOVERNORS/MEMBERS PRESENT: Mark O'Sullivan [Chair], Marian Curran [Principal], Professor James Devenney, Margaret Harlock, Paul Ryan, Clare Williamson [6]

ATTENDING: Stephen Clayson [Vice Principal Curriculum Quality Innovation], Vicki Haigh [Head of Teaching, Learning & Assessment], Peter J Harrison [Clerk to Governors].

APOLOGIES: None [0]

ABSENT Without Apology: None [0]

CIRCULATION: All Governors, College website

QUORUM REQUIRED: 3/6 (Voting Committee members)

Documents Circulated/Tabled* at Meeting: **Circulation:** All Governors, Clerk to Governors, Senior Leadership Team, & [College Website after signature].

Document [A] – 'St Brendan's Sixth Form College – Quality of Teaching Learning and Assessment Report' – circulated previously

Document [B] – 'St Brendan's Sixth Form College – External Partner Visit – Action Plan Report.' – circulated previously

Document [C] – 'St Brendan's Sixth Form College – Plan for Summer Examinations' – circulated previously

Document [D] – 'St Brendan's Sixth Form College – Academic Coaching Report' – circulated previously

Document [E] – 'St Brendan's Sixth Form College – Qualification Achievement Rate Summary Report' – circulated previously

Document [F] – 'St Brendan's Sixth Form College – Qualification Achievement Rate Education & Training Headline Overall Measure Report' – circulated previously

Document [G] – 'St Brendan's Sixth Form College – Strategic Plan 2021/2024' – circulated previously

Document [H] – 'St Brendan's Sixth Form College – Staff Professional Development Report' – circulated previously

Document [I] – 'St Brendan's Sixth Form College – Student Recruitment /Retention/ Attendance Report' – circulated previously

Document [J] – 'St Brendan's Sixth Form College – Risk Register Committee Extract Report' – circulated previously

Committee Briefing:

'Qualification Achievement Rate Briefing'
by Stephen Clayson [Vice Principal Curriculum Quality Progression]

Introduction – Qualification Achievement Rate [QAR]

What is it?
Why is it important?
What does the data tell us?
Actions

QAR What

QARs calculate what proportion of learning was successfully completed
Retention is increasingly important as a performance measure
In 16 to 18 performance tables, we normally publish one headline retention measure [eg % of Students who stay with the same provider until the end of their study programme] and two additional measures – Students retained and returned; and Students retained and assessed. These measures do not rely on grades data from any year, and we will produce and publish these measures for 2021/22.'

Why is it important??

We want Students to thrive!
A measure of Curriculum and Teaching quality
QAR 2020/2021 will be used in College performance tables
Office for Standards in Education [OFSTED] and Education Skills Funding Agency [ESFA]
What does the data tell us?

What does the data tell us?

College achievement is improving overall
Subject variance
Lower achievement for following groups
Males [-11% vs national]
Mixed [-15%vs national], white [-11% vs national]
Autistic/dyscalculia
Disability

Analysis of QAR Data

A-Level
Applied Certificate
Applied Diploma
Level 2 Qualifications

In each category it is possible to extract from the data the information that reveals the level of:

- Grade outcomes
- Average comparisons
- National comparisons
- Pass rates
- Retention rates – a key factor in outcome

Retention

The College Target Retention Rate for 2021/2022 is 94%; achieved currently 83%, with Year 12 who finish next year being 93%. QAR enables the College to view Retention in the context of each subject

Actions to improve Achievement rates [Retention and Pass rates]

- Increased leadership capacity
- Develop study skills
- Targeted support for 'at risk' Students
- Transition focus [Year 11 – 12; Year 12 – 13]
- Enrolment guidance and advice [Education Information Advice Guidance]
- Course withdrawal process review
- Quality of teaching
- Regular quality reviews – College Improvement Partner

Effectiveness of Curriculum – Detailed intent statements

- 11 extended reviews
- Middle leaders training
- Next steps:
 - Employability and progression
 - Increase Work Experience [WEX]
 - Inclusion
 - Improve diagnostic testing
- Term 6 interviews with Cluster Curriculum Leaders [CCL]

Discussions and Questions

- Retention – this year the College finishing at 85% [Target 94%]; for 2022/2023 the target is 94.5% – Quite a challenge
- Approach to Staff – several initiatives
 - The procedures for Student withdrawal from courses to be controlled
 - Quality of Teaching and Learning

- Reviews – regular quality review using External Partner

Academic Results – ‘judged by results’ has always been a ‘key’ measurement of the College performance. This needs to be balanced by the benefits, as a Catholic Sixth Form College, in bettering the lives of individual Students who may be coming from less advantaged socio-economic backgrounds

Emphasis on meeting the local skills needs as in the Government plan – works against the mobility of young people and hence the needs of Employers to recruit the Staff they need

Need to put Students first – sometimes leaving College is the better option

But why does the College not achieve higher figure?

- Numbers leaving for Apprenticeships/Employment
- What does the College know?
- What is it doing about it?
- Evidence of Attainment – that Governors need to understand when prepared for the forthcoming OFSTED Inspection

The Chair thanked Stephen Clayson [Vice Principal Curriculum Quality Progression] for the very useful and informative briefing.

[ended 16:34 hrs]

ITEM	ISSUES RAISED IN DISCUSSION	AGREED ACTION
1. Welcome	<p>1.1 <i>Welcome</i>: Mark O'Sullivan [Chair] opened the meeting with the Diocesan Prayer and welcomed everyone to the MS Office Teams™ meeting.</p> <p>1.2 <i>Apologies</i>: None [0]</p> <p>1.3 <i>Absent</i>: None [0]</p> <p>1.4 <i>Quorate</i>: The meeting was declared quorate.</p>	
2. Declarations of Interest	2.1 <i>Declarations of Interest</i> : The members of the Committee confirmed there had been no change.	Next Agenda & Any Governor
3. Committee Business	<p>3.1 <i>Nomination/Election of Committee Chair 2022/2023</i>: The Clerk to Governors invited nominations for the position of Chair of the Committee for the coming academic year. The name of Mark O'Sullivan was suggested if willing to continue. Mark O'Sullivan explained that he had been having personal technical issues preventing access to the College website, and while he was content to accept the nomination, he was unsure that he would be able to continue throughout the whole of 2022/2023. There being no other nominations the Committee moved to vote.</p> <p><u>Proposal</u></p> <p><i>'That Governors' Teaching Curriculum Quality Committee appoint Mark O'Sullivan as Chair of the Committee for the coming academic year commencing 1 August 2022.'</i></p> <p>Proposer: Margaret Harlock Seconded: Professor James Devenney</p> <p style="text-align: right;">For: 5 Against: 0 Abstained: 1</p> <p>The proposal was adopted. Clerk to Governors to note the record.</p> <p>Action – Clerk to Governors/Mark O'Sullivan</p>	<p style="text-align: right;">Clerk to Governors</p> <p style="text-align: right;">Clerk to Governors &</p>

Committee Business [Continued...]	<p>3.2 <i>Committee Briefing Next Meeting</i>: There was a brief discussion, and the Chair proposed that the trial of having this agenda item at the outset of the meeting should now revert to the original point at the end of each meeting.</p> <p>Action – The Committee Chair / Clerk to Governors</p> <p>3.3 <i>Draft Governors' TCQ Business Diary 2022/2023</i>: The Clerk to Governors advised the Committee that the new Governors' Business Diary was prepared, and whereas in past years he had shared the full version with each Committee prior to the formal adoption by the Board of Governors, to avoid any confusion caused by Governors entering dates in their personal diaries prematurely, he would this year only offer the draft dates for the meeting of this Committee in 2022/2023. The suggested draft dates being:</p> <p style="padding-left: 40px;">Wednesday, 9 November 2022 at 16:00 hrs Wednesday, 1 March 2023 at 16:00 hrs Wednesday, 17 May 2023 at 16:00 hrs</p> <p>The Committee noted the report.</p>	<p>Next Agenda</p>
4. Minutes Previous Meeting	<p>4.1 <i>Minutes of Meeting</i> [Governors' Teaching Curriculum Quality Committee] [23 March 2022]: The Clerk to Governors noted that in his notes of meeting at page 7 §7.1 Target [2] – there was a gap, which remained unfilled following the agreement of the draft Minutes. The information has now been provided and the four items of missing information should now be added:</p> <p style="padding-left: 40px;">What makes a 'good lesson'? [R] In consultation with Cluster Leaders the core elements of a good lessons have been identified, with four 'drivers' noted:</p> <ul style="list-style-type: none"> ○ Retrieval ○ Instruction ○ Practice ○ Review <p>The Minutes, as amended were adopted as a correct and true record and passed for electronic signature and publication on the website.</p> <p>Action – Clerk to Governors</p>	<p>Clerk to Governors</p>

5. Actions Review [Agenda not itemised]	<p>5.1 <i>Committee Terms of Reference</i> [Minutes Mar § 3.1]: The Clerk to Governors confirmed that the revised Governors' Committees' Terms of Reference had been adopted by the Board of Governors and published.</p> <p>5.2 <i>Committee Briefing</i> [Minutes Mar § 3.2]: The Committee Chair confirmed this task had been completed.</p> <p>5.3 <i>Monitoring Evaluation Quality Policy</i> [Minutes Mar § 10.1]: The Principal confirmed the adopted policy had been implemented and published.</p>	Next Agenda
6. Matters Arising	6.1 <i>None.</i>	Next Agenda
7. Curriculum Teaching Learning & Assessment	<p>Document [A] – ‘St Brendan’s Sixth Form College – Quality of Teaching Learning and Assessment Report’ – circulated previously Document [B] – ‘St Brendan’s Sixth Form College – External Partner Visit – Action Plan Report.’ – circulated previously Document [C] – ‘St Brendan’s Sixth Form College – Plan for Summer Examinations’ – circulated previously Document [D] – ‘St Brendan’s Sixth Form College – Academic Coaching Report’ – circulated previously Document [E] – ‘St Brendan’s Sixth Form College – Qualification Achievement Rate Summary Report’ – circulated previously Document [F] – ‘St Brendan’s Sixth Form College – Qualification Achievement Rate Education & Training Headline Overall Measure Report’ – circulated previously</p> <p>7.1 <i>Quality of Teaching, Learning & Assessment Report</i> – standing item [Update]: The Vice Principal [Curriculum Quality Progression] and the Head of Teaching, Learning & Assessment jointly presented the report. The topic in part had been covered by the Committee Briefing presented earlier. The report provides a summary of the training and activity to support Teachers in the last few weeks:</p> <p style="padding-left: 40px;">INSET Training summary Pedagogy Leader deployment Priorities for Term 5</p> <p>In Service Training [INSET] Day – The focus was on teaching learning and assessment and the Curriculum Teams explored their subject pedagogy, and planned changes to the delivery of their Curriculum. Feedback from Staff was overwhelmingly positive. The position will continue to be monitored. Staff are being supported where necessary, and where weaknesses have been noted in some cases formal processes have been put in place.</p>	

<p>Curriculum Teaching Learning & assessment [Continued...]</p>	<p>Pedagogy Team – is engaging with Teaching Staff working particularly with Teachers identified as needing additional support</p> <p>Priorities for Term 5/6 – Plans are being prepared to utilise any Staff gained time in Term 6, once the Year-13 Students have left, to use the more informal ‘Drop In’ visits to classes to monitor lessons and delivery. These visits are different to the formal Lesson Observation, and enable the Teacher and Curriculum Leaders to review lesson delivery, Student acquisition of skills and knowledge, and retention of learning</p> <p>There was some discussion and questions relating to the points raised. The Committee noted the report.</p> <p><i>7.2 External Partner Visit</i> – Action Plan Development Report: The Vice Principal [Curriculum Quality Progression] informed the Committee that Linda Peck [External Partner], has made two visits to the College this Academic Year, and is expected to make a return visit in June. The report lists the items of feedback, and the action being taken, the progress made and the evidence for judgement. The activity status of each risk item was displayed as GREEN/AMBER/RED as appropriate, depending on the number of activities ongoing against each of the risk items identified:</p> <ul style="list-style-type: none"> Curriculum sequencing unclear – Staff and Students unable to explain ‘why here?’ or ‘why now?’ – AMBER/GREEN Literacy needs further development – AMBER/RED/GREEN Key elements of lessons to be re-visited – GREEN/AMBER Inspection Data School Report [IDSR] 2019 below national average is an Office for Standards in Education inspection focus – GREEN <p>Governors sought some clarification of the term ‘Literacy’ and what it meant in this context. Students, the Committee was informed, need to develop their written and oral skills, as well as broaden their understanding of Tier 2 and Tier 3 vocabulary, and develop their ability to decipher examination questions. Students also need to acquire knowledge from their study, retain it and process it. The Committee noted the report.</p> <p><i>7.3 Student Employability, Destinations and Careers Ready</i> [Update]: The Vice Principal [Curriculum Quality Progression] reported the College's score against the Gatsby benchmarks was generally excellent, but there was a particular shortfall in work experience placements. The College is working on the further provision of employment opportunity and experience. The following actions being taken currently:</p> <ul style="list-style-type: none"> Shortly the publication on the College website of pages and information for Employers to access April INSET included issues relating to Student employability 	
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<p>Curriculum Teaching Learning & assessment [Continued...]</p>	<p>A Briefing for Governors Staff training options The Committee noted the report.</p> <p><i>7.4 Student Examination Access Arrangements</i> – Plan for Summer Exam Series: The Vice Principal [Curriculum Quality Progression] presented the report. It was noted that the College had already issued its own guidance to Students and Parent/Carers before the Government issued its guidance. In summary, the guidance details responses to various potential questions or concerns Students might have about special circumstances occasioned by the Covid19 epidemic:</p> <ul style="list-style-type: none"> Examination timetable spread Grading qualification conditions Positive test Covid-19 situations Special considerations, how and when to apply Mental health of Students and other similar concerns College needs evidence eg Medical Note to support application <p>The College is taking several steps to support Students through the examination process:</p> <ul style="list-style-type: none"> Grade ‘booster’ sessions Saturday, and session in the Term break for Students to attend <p>The Committee noted that some Staff are choosing to attend on a Saturday or during the Term break to support their Students and commended them for their work.</p> <p>The Committee noted the report.</p> <p><i>7.5 Sustainability – Carbon Literacy Project</i> – Curriculum: The Principal referred to the recent Governors’ Day, when there was an enthusiastic briefing on the topic of sustainability. The College is planning the following activities:</p> <ul style="list-style-type: none"> Staff training in July Using the Further Education roadmap to roll out the focus on sustainability in the Curriculum Spread this among all Staff and Students in a continuing programme <p>The Committee noted the report.</p> <p><i>7.6 Student Tuition 16-19 Fund Report:</i> The Head of Teaching, Learning & Assessment presented the report detailing the Academic Coaching undertaken by the College as part of the programme this year, with 238 Students engaged to date:</p> <ul style="list-style-type: none"> Overall Average Attendance – 38% Year 12 – 28.2% Year 13 & ATL3 – 39.3% Half term – 28.2% 	
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<p>Curriculum Teaching Learning & assessment [Continued...]</p>	<p>Number of Students enrolled to have never attended despite intervention</p> <ul style="list-style-type: none"> ○ Year 12 – 37 ○ Year 13 – 80 <p>The Academic Coaching is targeted at Students who have attained at General Certificate of Education a Grade 4 or lower in English or Mathematics, or those Students living in socio/economic deprivation. Students with poor attendance have been identified and work is ongoing to support and encourage them. There is a variety of reasons for Attendance issues, including:</p> <ul style="list-style-type: none"> Student apathy Apprenticeship offers held – so why bother? University place offers with lower grades than the Student might be expected to attain – so no need to work for a better grade <p>In the first instance Teachers make a referral to the Academic Support Team, and in some cases accompany the Student in person to meet the team. It is clear from the very positive feedback from Students that the programme is individually valued and appreciated. Initially, the College has noted between 1-2 grades improvement after twelve weeks of Academic Mentoring support. Some Students engaged have not shown improvement. Funding remains to support the current Year 12 as the academic year draws to its close.</p> <p>The College is further developing its Management Information System [MIS] to record and progress Student Attainment/Retention/Attendance.</p> <p>The provision of Academic Mentoring funding is uncertain for 2022/2023 but the College has re-engaged Staff to undertake this work. The College has £9k to spend on conferences for Staff to attend and feedback to the rest of the Staff. The Governors' questions are covered in the summary above. The Committee noted the report.</p> <p><i>7.7 Qualification Achievement Rates Report 2020/2021:</i> The Vice Principal [Curriculum Quality Progression] noted that much of this topic was covered by the Committee Briefing earlier. But looking at the data:</p> <p>Whole College Achievement:</p> <ul style="list-style-type: none"> ○ A-Level grades three year trend improved from 75% to 81.2% – but still below National average <p>Applied General Qualification Level 3:</p> <ul style="list-style-type: none"> ○ Diploma – small improvement but 10% below National average and this largely due to Student Retention ○ Certificate – show 9% improvement over the three years but still 10% below National average in 2018/2019 	
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Curriculum Teaching Learning & assessment [Continued...]	<p>Factors affecting performance have already been discussed above, including apathy, over-generous offers from University or FE College, or an Apprenticeship offer held. The data provided enables the College to analyse:</p> <ul style="list-style-type: none"> Gender Ethnicity Disability Learning Difficulty Individual Subjects and courses <p>Governors' questions included the long-standing issue of why the College fails to achieve the higher value courses and grades. But there is no immediate answer, beyond the level of attainment on enrolment and the aspiration of the Student concerned, supported by good quality teaching and learning. Some Students are choosing not to select Medicine but find other ways of entering the Health sector which leaves open the option for Medicine at a later stage.</p> <p>The Committee noted the report.</p>	
8. Quality Improvement	<p>Document [G] – ‘<i>St Brendan’s Sixth Form College – Strategic Plan 2021/2024</i>’ – circulated previously Document [H] – ‘<i>St Brendan’s Sixth Form College – Staff Professional Development Report</i>’ – circulated previously</p> <p>8.1 <i>Quality Improvement Plan</i> [QIP] 2021/2022 – Teaching Learning Assessment sections: The Vice Principal [Curriculum Quality Progression] presented the written report referring the Committee to the specific areas affecting Teaching, Learning, and the Curriculum. The Covid-19 epidemic has meant that College data is only strictly comparable up to 2018/19, although reasonable inferences can be drawn about performance in 2019/20 and 2020/21. While there is evident progress and improvement in some areas there are also areas of weakness.</p> <p>The Committee noted the report.</p> <p>8.2 <i>Quality Improvement Plan</i> [QIP] 2022/2023 Developments – TCQ sections: The Vice Principal [Curriculum Quality Progression] spoke in some detail about the development of the Quality Improvement Plan elements affecting the Curriculum and Teaching and Learning:</p> <ul style="list-style-type: none"> Curriculum assessment Student literacy Quality of Teaching Embedding of skills Parental engagement Homework standards 	

<p>Quality Improvement [Continued...]</p>	<p style="text-align: center;">Identification of Students needing specific support Student Retention and Attendance</p> <p>There was some discussion about individual items, such as the meaning of Literacy in this context, and the 'Drop In' sessions taking place to evaluate the quality of teaching and learning. One Governors asked about Teacher 'enthusiasm' and inspiration for their subject, as that has great impact on Student learning. It was noted that Teachers have also been affected by the knock on from Covid-19 disruption, both personally and in their professional role with the extra challenge of remote Teaching and Learning as well as 'catch up' issues in the classroom. Governors acknowledged that the Teaching and Support Staff have done a great job during the pandemic and its aftermath. Much depends on the Management's leadership, combined with identifying new ways of working in the changed environment. It is also noted that workload for many Staff is an issue, and the increased need to mark homework on time and complete assessments and the monitoring of individual Student attainments and progression is a factor. Reference was made to the pictures of Staff engaged in their Curriculum Clusters at the recent INSET Day in College, where their collaborative enthusiasm and positive engagement was clearly demonstrated. The Committee noted the report.</p> <p><i>8.3 Staff Professional Development:</i> The Head of Teaching, Learning & Assessment explained that Staff professional development is a priority for the College. As part of this commitment:</p> <p style="padding-left: 40px;">STEP into Teaching Programme – three individuals are working as Academic Coaches as part of exploring teaching as a career</p> <p style="padding-left: 40px;">Trainee Teachers – five currently working at the College: 4 from University West of England; 1 from North Wilts School Centred Initial Teaching Training [SCITT], and in the final Terms of the year between 2-5 from the Bristol university and Bath University</p> <p style="padding-left: 40px;">Qualified Teacher Status [QTS] – three members of Staff about to complete the final stages</p> <p style="padding-left: 40px;">Aspiring Leaders [AL] – nine Staff engaged on the programme</p> <p style="padding-left: 40px;">Leadership Development –</p> <ul style="list-style-type: none"> ○ Middle Leaders – two have presented action research projects through the Bristol Education Partnership [BEP] programme ○ Senior Leaders – in collaboration with a local Teaching School the College has three leaders engaged in the National Professional Qualification for Senior Leadership [NPQSL] 	
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Quality Improvement [Continued...]	Teachers New to Subject – although already suitably qualified are timetabled into with mentoring by Course Leaders, or if appropriate external support with a subject expert The Committee noted the report.																					
9. Principals’ Report	<p>Document [I] – ‘St Brendan’s Sixth Form College – Student Recruitment /Retention/ Attendance Report’ – circulated previously</p> <p>9.1 & 9.2 Student Recruitment/Attendance Report 2021/2022: The Principal, in the absence of a written report provided the latest details for 2022/2023 Recruitment [updated today]:</p> <table><tr><th colspan="4">Student Recruitment – May 2022 [same periods]</th></tr><tr><th></th><th>2022/2023</th><th>2021/2022</th><th>2020/2021</th></tr><tr><td>Applied</td><td>2452</td><td>2309</td><td>2401</td></tr><tr><td>Offered</td><td>1877</td><td>1930</td><td>2064</td></tr><tr><td>Accepted</td><td>1699</td><td>1762</td><td>1780</td></tr></table> <p>The Principal explained that in 2020/2021 the conversion rate from offers to enrolment was about 90% – never an exact science. But for 2022/2023 we have had the highest number of Applicants and using the Education Information Advice Guidance [EIAG] at the application interview stage this year the College sought some indication from applicants that if offered a place at the College whether they would be likely to take it up and enrol in September. Various initiatives are planned for applicants positive about joining with the College.</p> <p>As previously discussed, the Retention of Students and their Attendance are both affected by a variety of factors, and the College has several strategies to address these issues.</p> <p>The Committee noted the report.</p> <p>9.3 Education Skills Funding Agency Post-16 Review: The Principal explained that some 20% of our Students following an Applied General or mixed programme of study. The Government plans to withdraw BTEC courses, or to reduce them in number and cease the funding is not consistent with the present need. In the recent Government announcement, some of the courses of study being removed do not make a great deal of sense, but currently, these changes do not impact on the College delivery of the Curriculum to our Students.</p> <p>The Committee noted the report.</p>	Student Recruitment – May 2022 [same periods]					2022/2023	2021/2022	2020/2021	Applied	2452	2309	2401	Offered	1877	1930	2064	Accepted	1699	1762	1780	Next Agenda
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10. Policy Review	10.1 <i>Student Assessment Policy</i> : This item was removed from the agenda.	
11. Risk Register Review	<p>Document [J] – ‘St Brendan’s Sixth Form College – Risk Register Committee Extract Report’– circulated previously</p> <p>11.1 <i>Review of Risks Allocated to Committee</i> [Update]: The Vice Principal [Curriculum Quality Progression] presented the report, prepared following the fresh review conducted by the college in January 2022. In discussion, the Committee considered the items allocated to this Committee as listed: [Residual AMBER and Residual GREEN]</p> <p>§ 6.2 [Residual GREEN] – the reference to ‘no further action required’ would more correctly read: action on going</p> <p>§ 4.2 [Residual GREEN] –</p> <p>§ 2.1 [Residual GREEN] – more correctly to read: action on going</p> <p>§ 2.2 [Residual GREEN] –</p> <p>§ 2.4 [Residual GREEN] –</p> <p>§ 2.5 [Residual GREEN] –</p> <p>§ 2.5 [Residual GREEN] – more correctly to read: action on going</p> <p>§ 2.10 [Residual AMBER] –</p> <p>§ 4.3 [Residual GREEN] – more correctly to read: action on going</p> <p>The next College review is due in June 2022. The Vice Principal [Curriculum Quality Progression] to update the report content as noted above.</p> <p>Action – Vice Principal [Curriculum Quality Progression]</p>	<p>Next Agenda & Vice Principal [Curriculum Quality Progression]</p>
12. Any Other Business	<p>12.1 <i>Timely Issue of Committee Reports and Papers</i>: A member of the Committee raised the issue of the issuing of the reports in advance of the meeting to permit busy Governors the time and opportunity to study the reports before the meeting. On this occasion, the printed reports requested, although apparently issued by the College three days ago by First Class post, did not arrive, although the electronic agenda and papers were issued by the Clerk to Governors prior to the expiry of the seven-day notice period.</p> <p>The Clerk to Governors explained that the initial draft agenda is generally issued to the Committee Chair and the College Facilitator 3-4 weeks prior to the meeting and once agreed is always issued</p>	

Any Other Business [Continued...]	<p>electronically between 10 and 7 days before the meeting. The College controls the printing and issue of reports and agenda, which are sent in the post to those Governors requesting them. They are also issued by the Clerk to Governors electronically as and when made available by the College.</p> <p>In the discussion that followed it was noted:</p> <p style="padding-left: 40px;">There are considerable time pressures on Staff with differing priorities It was suggested that shorter less detailed reports with a covering summary page might facilitate the process, both for the Staff and the Governors The Chair of the Committee suggested that oral presentations might be briefer and contain less detail, also saving time as this Committee meeting is close to lasting 3 hours</p> <p>Action – Vice Principal [Curriculum Quality Progression] to review College processes</p>	Vice Principal [Curriculum Quality Progression]
13. Correspondence [Not covered within the Agenda]	13.1 <i>Correspondence</i> : None	
14. Committee Business	<p>14.1 <i>Briefing Items for the Board of Governors</i>: The topics for consideration were suggested:</p> <p style="padding-left: 40px;">Impact of Student Retention/Attendance on Curriculum Teaching and Learning Continuous Professional Development Management Information System – development of use of data Student Examination Access arrangements 2022 Qualification Achievement Rate Briefing</p> <p>Action – Mark O’Sullivan</p> <p>14.2 <i>Committee Briefing Next Meeting</i>: [item § 3.2] brought forward to its original placement on the agenda. The following suggestions for future briefings were made:</p> <p style="padding-left: 40px;">Quality Improvement Plan progress and results Staff briefings on specific subjects Coaching culture development Impact of socio-economic background on the College outcomes Areas of Curriculum development, improvement, and praise</p> <p>The Committee chair will review the priorities when setting the agenda for the next meeting</p> <p>Action – Mark O’Sullivan</p>	Committee Chair

15. Next Meeting	15.1 <i>Date of Next Meeting:</i> Wednesday, 9 November 2022 – at 16:00 [To be confirmed]	Clerk/ Governors
Minutes of Meeting Prepared	Monday, 23 May 2022 Peter J Harrison [Clerk to Governors]	
Minutes Agreed	<p>Minutes of Meeting agreed as true and accurate record</p> <p>– Date: Wednesday, 9 November 2022</p> <p></p> <p>Signed: _____ Committee Chair</p>	