



**MINUTES OF:  
THE CORPORATION'S QUALITY AND STANDARDS COMMITTEE MEETING  
3.00pm, MONDAY 13 MARCH 2023  
Held in the Deputy Principal's Office, Main House**

<b>Members:</b>	*Richard Barker; *Robert Lasseter; Annetta Minard; *Luke Rake (Principal); *Kay Taylor (Chair); Debs Thomas; Jim Tirrell (Co-opted Member) (on sabbatical)
<b>In attendance:</b>	*Tom Hallam (Deputy Principal); *Nicky Porter (Assistant Principal – Student Experience & Progression) (APSEP); *Tamzen Hannam (Assistant Principal – Curriculum & Quality); *Verity Brown (Clerk)

ITEM NO.	DETAIL	ACTION
1.	<b>DECLARATIONS OF INTEREST</b>  There were no declarations of interest <b>NOTED</b> .	
2.	<b>APOLOGIES</b>  Apologies were noted for Annetta Minard, Debs Thomas and Vanessa Gifford	
3.	<b>MINUTES OF THE MEETING HELD ON 30 JANUARY 2023</b>  The Committee <b>AGREED</b> the minutes of 30 January 2023 as a true and accurate record, and <b>APPROVED</b> them for website publication.	
4.	<b>MATTERS ARISING</b>  The following matters arising from the minutes of 30 January 2023 were <b>NOTED</b> : <ul style="list-style-type: none"> <li>• Most actions had all been included on the Agenda as points for discussion on the meeting 13 March 2023</li> <li>• Safeguarding Report - Following discussions regarding exclusions post Covid 19 as this appeared to be an issue in the sector, it was agreed that it would be useful to report to the Committee regarding a comparison of exclusions in the academic year of 2022-2023 vs 2019-2020</li> </ul>	<b>NP</b>
5.	<b>FE CURRICULUM &amp; QUALITY POSITION STATEMENT</b>  The FE Curriculum & Quality Position Statement was <b>SCRUTINISED</b> , and the following points <b>NOTED</b> :	

**On-Programme Learner Voice Survey**

It was noted that the headline measures are all very positive, with percentages of student satisfaction in the high nineties. This is especially pleasing as, at point of survey, students are in the midst of pressured times in that exams and synoptic assessments are taking place, yet their feedback remains positive. The Deputy Principal confirmed that feedback relating to individual teachers at Study Programme level, is shared with the Heads of Department and whilst the survey responses are anonymous, this allows for allows for any interventions to be planned as part of follow up Action Plans.

Whilst further information relating to lesson observations will be shared at the next meeting, it was also noted that student feedback largely correlates to that gathered by the lesson observation team during their student discussions.

Teaching staff have also recently attended LANDEX Stretch & Challenge training to ensure that staff are equipped with strategies to support students appropriately with developing deeper understanding in lessons.

**Current Attendance Position – January 2023**

Attendance was noted at 91.7%; this is a slight increase (+0.3%) on the attendance rate reported at the last meeting.

**In Year Retention Position – March 2023**

It was noted that the current overall position was 90%, +6 ahead of the last academic year. Noted that retention continues to be closely monitored throughout the academic departments on a monthly basis via the monthly Quality Review Reports.

**Applications for September 2023 Position – March 2023**

The FE Intake Applications report was noted; applications received are approximately 4 behind the comparison point of March 2022 vs March 2023. The Deputy Principal and Principal advised that Open Morning event held on Sunday 12/03/2023 was very well attended, with a mix of Year 10 students exploring options early and Year 11 students still undecided as to their options for this year.

The Committee discussed whether it is likely that the cost of living challenge would impact on conversion of applications to enrolment this September. It was noted that, whilst the appointment of the new transport provider has been completed, with costs to the College remaining significant, changes to bursary thresholds may increase the proportion of students eligible for subsidy. However this piece of work is in its early stages and it is not yet possible to establish what impact and effect this may have to enrolled numbers.

**14-16 Schools Programme**

Currently ten different schools have provided a strong intent to secure student places with the College from September 2023, indicating that this would equate to 50 students. Three schools, of the ten, are currently looking at their timetables and the logistics of transporting students here and, as such, it is expected that student numbers will increase.

Schools have indicated interest in a range of subject areas, but are currently not indicating that all students should be studying towards a qualification. It is also anticipated that some schools will send staff with their

cohorts.

### **Prison Education**

The College has received notification that it has been approved as a registered provider on the Ministry of Justice's purchasing portal; we now await invitations to tender. Following on from the Deputy and Assistant Principals' visit to Guys Marsh, the prison is keen to explore opportunities from this September.

### **T Level Wave 4 Specialist Equipment Allocation (SEA)**

The College has recently been notified that it has been successful in securing £1,620,000 funding; the funding will allow the College to pay for teaching and equipment resources linked to the delivery of T Level land-based curriculum.

Noted that it is likely that additional funding will be also be received for teaching and equipment resources linked to the Construction T Level, planned for delivery 2024.

Noted that the outcome for the T Level Wave 5 capital bids are still awaited.

### **Higher Education**

The College has received notification from the DfE regarding the use of 'University Centre Kingston Maurward' when referencing its HE provision; as per the DfE's instruction, two letters of support will be provided from our existing HE validating Partners, Open University (OU) and Bournemouth University.

The College has recently been successful in securing project funding and a positive outcome to our application to work with the DfE, OU and the OfS in developing our HE provision. It should be noted that the College is the only Land-Based college in the sector to secure this in this round of applications. The project unlocks two years of funding to cover the costs associated with a validating partner and also the costs for developing new courses. Whilst there is significant work to undertake, the OU are very keen to support us in terms of developing the curriculum content and offer, and associated quality processes / documentation.

The OU have also indicated the once the project is completed, they are keen to build a long term commercial relationship with the College.

The interim HE offer, HND / HNC curriculum offer (for September 2023), has received 22 applications.

### **International – Bermuda**

Travel and accommodation dates have been confirmed by Bermuda; whilst initially it was thought two staff would be overseas for ten days, difficulty in securing accommodation due to public holidays, has meant that staff will only visit for five days. Whilst there, the staff will select the students who will come to the College in September (likely cohort will be 10 students)

### **Year 11 Open Day**

The recent events, both general and SEND specific, have been very well attended. Some SEND schools have asked to revisit this academic year and the Foundation team are working to accommodate these requests.

	Feedback from the schools indicates that an event pre-October half term would be preferred; dates for the academic year 2023-2024 will be confirmed with the schools after the Easter break.	
<b>5.</b>	<p><b>PROJECTED FE INTAKE</b></p> <p>The Projected FE Intake Report was <b>NOTED</b></p> <p>The following further points were <b>NOTED</b></p> <ul style="list-style-type: none"> <li>the increased number of Agriculture applications, +24/26 this year in comparison to March 2022; it was felt that this may, in part, be attributed to the withdrawal of the College's Apprenticeship offer</li> <li>the increased number of Business Studies applications (10); previously, the first delivery of this course ran with enrolment of 4 students, with only 3 students continuing to the second year</li> </ul>	
<b>6.</b>	<p><b>HE REPORT</b></p> <p>The HE Monthly Quality Review Report was <b>NOTED</b></p> <p>The following further point were <b>NOTED</b>:</p> <ul style="list-style-type: none"> <li>Attendance over the last four weeks has dropped; the Deputy Principal and Head of HE have discussed this and it is apparent that this is in part due the vagrancies of issues experienced by adult learner. However, in terms of impact on achievement, it is thought that there are currently no concerns</li> </ul>	
<b>7.</b>	<p><b>HIGH NEEDS UPDATE</b></p> <p>The High Needs and Foundation Learning Post-Ofsted Inspection Plan was <b>NOTED</b></p> <p>The following further points were <b>NOTED</b>:</p> <ul style="list-style-type: none"> <li>The work undertaken by the Assistant Principal SE&amp;P and the teaching team to review curriculum offer and streamline the offer</li> <li>The work undertaken to ensure that curriculum outcomes matched those identified within student EHCPs; that targets introduced were clear to students in relation to outcomes identified in EHCPs</li> <li>Development of EHCP Support Plans within Staff Portal and UnitE; provision of a report that can be downloaded and added to student portfolios</li> <li>Change of processes and link working with Local Authorities (LAs) in terms of ensuring all consultations include an updated EHCP at point of student application; Las aware that applications received without an updated EHCP will be paused until new outcomes are provided and ability to meet outcomes outlined can be established</li> <li>Staff now attend school Annual Reviews to ensure improved transitions to KMC</li> <li>Development of processes that document student progress in relation to achieving end goals and EHCP outcomes; ensuring clear records are retained that document progression and associated rationale re decisions linked to progress</li> <li>Development of specialist SEND CPD programme; first event</li> </ul>	

	<p>delivered on 10/02/2023 for 25 members of staff (teaching, support and TA) relating to Neurodiversity</p> <ul style="list-style-type: none"> <li>• Targeted and specialist SEND CIAG provided to all students with EHCPs; includes next steps, relevance to end goal and how to get there</li> <li>• External Work Experience; all groups are undertaking ongoing work experience opportunities</li> <li>• Review and improve feedback to learners; development of City &amp; Guilds documentation, in conjunction with the IQA, to ensure feedback is clear, targeted and meets EHCP outcomes</li> <li>• Checks, via lesson observations, that all teaching staff are able to clearly identify High Needs students in-filling into programmes, and those with EHCPs; some work is still required to ensure staff understand funding implications</li> <li>• Deputy Principal and Assistant Principal have met with an 'outstanding' college to understand best practice in terms of curriculum, delivery and record keeping and implementing changes to KMC</li> <li>• Renamed Supported Internships to better reflect the type of study programme and the funding requirements related to external work experience</li> <li>• Commenced work on ensuring all staff are carrying out initial assessments (regularly carried out for English &amp; maths), together with ensuring meaningful evidence is retained and is utilised to measure progress; noted that this is also reviewed during lesson observations to ensure learning is pitched at the correct level and is sufficiently challenging</li> <li>• Embedding understanding of Prevent and British Values – new SEND specific resources have been sourced and tutorial materials developed. The tutorial is repeated, delivered more than once, to aide learning for Foundation students</li> <li>• Instigated parental meetings to gauge feedback from students and parents regarding changes made and impact achieved, given changed focus from curriculum and academic delivery vs EHCP outcomes</li> </ul>	
8.	<p><b>SAFEGUARDING/</b></p> <p>The Assistant Principal reported on Safeguarding and the following points were <b>NOTED</b>:</p> <ul style="list-style-type: none"> <li>• Cases of mental health remain high, with significant numbers of students presenting with anxiety; however staff are continuing to work with students and support them to attend lessons, exams and assessments</li> <li>• Learner Voice survey reports that 95% of students are happy at KMC and feel safe on campus; it is felt that this can be attributed to the work that staff and the Student Welfare team undertake in order to support students during their time with the college</li> </ul>	
9.	<p><b>COMPLAINTS/COMPLIMENTS</b></p> <p>The Complaints and Compliments report was <b>NOTED</b></p> <p>The Principal advised that he is currently liaising with Stinsford Parish Council and residents regarding on-going complaints made in relation to noise and</p>	

	use of tractors at this end of the campus.	
<b>10.</b>	<b>RISK REGISTER</b>  The Committee <b>NOTED</b> the report and no new items for discussion or new risks were identified.	
<b>11.</b>	<b>ANY OTHER BUSINESS</b>  The following items of further business were <b>NOTED</b> : <ul style="list-style-type: none"> <li>• The Committee agreed the following Q&amp;S reportable KPIs, proposed by the Deputy Principal and the Assistant Principal Curriculum &amp; Quality, as <ul style="list-style-type: none"> <li>Attendance;</li> <li>Retention (in-year measure);</li> <li>Achievement (overall QAR measure);</li> <li>Learner survey - percentage rating of teaching as good or better;</li> <li>Learner survey - percentage of learners that have enjoyed their time at college;</li> <li>Percentage of internally progressing learners;</li> <li>Percentage of learners progressing to positive destinations.</li> </ul> </li> <li>• The Principal advised that he had recently attended the Dorset Education Board, where it was evident that attendees are very keen to work strategically and collaboratively in the delivery of education within the county (Headteachers of mainstream secondary education, Learning Resource Centres, Primary Care and Mental Health services)</li> <li>• The Principal advised that Dorset Studio School has secured DfE approval for the development of a new school site; this means that the existing building will, at some point, be returned to KMC and affords a number of opportunities for use within the functions of the College.</li> <li>• The Principal advised that Bridport Town Council are exploring the development of an investment plan, circa £9 million of funding, to develop the Bridport College of Sustainable Technologies initiative (a virtual college); in his LEP role and also representing the College, The Principal will be working with the Council and assisting in the development of the plan.</li> </ul>	
<b>12.</b>	<b>2022/23 MEETINGS</b>  The following dates for 2022/23 meetings were <b>NOTED</b> : <ul style="list-style-type: none"> <li>• 12 June 2023</li> </ul>	
	<i>The meeting closed at 17:04pm with no further business.</i>	