



**SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE**  
**FURTHER EDUCATION CORPORATION**

**LEARNING AND QUALITY COMMITTEE**

Approved minutes of the inaugural meeting of the Learning and Quality Committee  
Held on Thursday 22 June 2023  
Stroud Campus, Stratford Road, Stroud, Gloucestershire

**Present:**

Lynne Craig	Corporation Member & Chair
Matt Atkinson	Corporation Member
Douglas Blackstock	Corporation Member

**In attendance:**

Gavin Murray	Deputy Principal
Gary Parsons	Staff Member
Sara-Jane Watkins	College Principal
Sharon Glover	Clerk

The Chair opened the meeting by welcoming those present to the inaugural meeting of the Learning and Quality Committee.

When asked, a request was made to un-star agenda item 10, time permitting.

1. **Apologies for Absence**

Apologies were received from Paul Farrell and Rick Sturge, who was due to be in attendance at the meeting.

2. **Declarations of Interest**

There were no declarations of interest raised.

3. **Items of Urgent Business**

There were no items of urgent business.

4. **Learning and Quality Committee Terms of Reference**

- a) The L&Q Committee Terms of Reference was noted. Members recognised that there was lots to cover as part of the Committee's remit, which would be picked up as part of the College Self-Assessment Report, so it would be down to the Committee to determine the areas of focus. The focus on 5 key areas of concern and overview of KPIs would be the main discussion for this meeting.

Further information on how the management team and systems operate and data provision was an area of interest in order to provide assurance. Members were informed that regular data scrutiny meetings with Learning Area Managers are held and this was confirmed by the Staff Governor. The intent now being to implement this approach with

Apprenticeship and Adult provision. Following discussion, the Principal agreed to circulate a visual of the quality cycle. Members also agreed that there shouldn't be any duplication of approvals at Corporation and the Chair proposed that a review of this new Committee is undertaken after the first year.

**Action: Principal.**

- b) The Chair raised that the purpose of the Committee is in the terms of reference for the Committee to monitor.
- c) The Chair advised that the Committee's Terms of Reference allows for co-opted members to be appointed and members' views on this were invited. Following discussion, and various suggestions of individuals that may be suitable, it was agreed to wait until the Committee had held a couple of meetings and then re-consider. The Clerk raised that the membership for this Committee was low and of the need to take into consideration quorum requirements. The Chair was hopeful that when more governors join the Corporation it will be an opportunity to increase the Committee's membership.

5. **Top 5 Areas of Concern**

Confidential Item.

6. **KPIs**

Members received an update against current KPIs and proposed targets for 2023/24, which were considered to be more realistic. When asked, the Deputy Principal advised that the inclusion of 2024/25 targets were to provide a baseline of the right trajectory. Members noted a sizable increase in staff sickness and were informed that the greater concern was the volume of staff and churn. Members discussed whether there was sufficient resource to support staff following the outcome of staff observations, in addition to the support needed for new staff. Members were informed that this figure also didn't include those staff that are being supported by their Learning Area Managers. Members raised that there could be a correlation with staff sickness data. Members asked that a column is added to the KPIs to indicate the number of individuals who should have joint lesson observations. Further changes were requested in order to report on the numbers of joint lesson observations completed versus the number of staff that require support. Members were informed that further information was available in the Teaching, Learning and Assessment report. Members questioned the number of learners that would be affected by poor teaching and learning and noted that Stroud vocational is an issue, which correlated to the list of the top 5 concerns. The need to focus on Stroud campus teaching and learning was raised.

Members asked whether the KPI data was used by staff. The Staff Governor advised that certain KPI data was helpful as a prompt to contact learners and asked if there were opportunities to automate contact with parents. As completion of registers is a classroom process it would be difficult to report on this. Members asked whether it would be possible to report on previous year's data for attendance, capability and retention. Although possible, it would not

be able to show on the tables so members asked that updates were provided in the covering report. Also requested, was the inclusion of retention targets in the KPI table.

Members raised that high targets have been set on previous performance for retention and questioned whether any other education institutions had not evidenced a decline in retention and whether there was any national data available. Members were informed that some smaller institutions have seen a demographical impact. The Principal advised that the College had seen an impact on learners by bus service cancellations and cost of living increases. Although the targets set are not overly challenging, the inclusion of the 2024/25 targets helps to see the trajectory. Reference was made to Level 1 and 2 GCSE target grade average C but in the revised GCSE grading this relates to a grade 4 and the table will be updated prior to presentation to Corporation.

**The report was noted and it was resolved:**

**To recommend Corporation approval of the 2023/24 KPI targets.**

7. **Learner Charter, Behaviour Policy, FE & HE Learner Code Of Conduct and Associated student rules and procedures**

Members questioned whether learners read the Learner Charter and were informed that it was built into the induction and it is broken down into sections with other resources available for lower level learners. Members raised that it needed to be proof read prior to publication due to typographical errors.

In addition, members were presented with the Freedom of Speech and Expression Code of Practice for review. Contained within the report was a table highlighting how the code meets the requirements of the Higher Education (Freedom of Speech) Act 2023 in respect of SGS and Higher Education. Members were informed that the Code may need to be re-presented at a later stage, to include OfS changes/requirements.

**The report was noted and it was resolved:**

**To recommend Corporation approval of the 2023/24 Learner Charter and Codes of Conduct; Positive Behaviour Policy; HE & Professional Student Code of Conduct; Anti-Bullying Charter; Freedom of Speech and Expression Code of Practice.**

8. **Annual Teaching, Learning, Assessment & Feedback report & review of the Teaching, Learning & Assessment Strategy & policy**

The Deputy Principal presented the report and members questioned why 77% of learners, who have so far responded, have had no contact with the Careers Team. Members were informed that the Careers Team consisted of the equivalent of 6 staff and 900 learners have dedicated 1-1s with professional software being part of the wider careers experience. It was suggested that the questions in this respect are re-framed next year. The Deputy Principal agreed that more granular data was needed.

Members commented that 93% satisfaction was excellent and that the College should be commended. Members were informed that pre-pandemic the

College was scoring 96%/97% so the Executive were not satisfied with this outcome.

Member suggested that it would be helpful for the Teaching, Learning and Assessment KPIs to be included in these reports rather than form part of the main suite of KPIs.

Members noted that one minor revision had been made to the Teaching, Learning, Assessment and Feedback policy.

**The report was noted and it was resolved:  
To recommend Corporation approval of the Teaching, Learning, Assessment and Feedback policy.**

9. **Learner Anti-Bullying and Harassment Policy & Procedure**

Members received the policy for review.

**It was resolved:  
To recommend Corporation approval of the Learner Anti-Bullying and Harassment Policy and Procedure.**

10. **Professional Development Policy**

Members received the policy for review and requested that at the next meeting further information is provided on continuing professional development and its impact.

**It was resolved:  
To recommend Corporation approval of the Professional Development Policy.**

11. **Date of Next Meeting**

Wednesday 8 November 2023, 2.30pm, Stroud Campus.

It was agreed that item 5 and minute 5 should be treated as confidential.

The meeting commenced at 10.00am  
The meeting closed at 12.00pm  
The meeting was quorate.