

<p><b>MINUTES OF MEETING OF THE LEARNING, TEACHING AND ASSESSMENT COMMITTEE HELD IN I1.10 AT 10am ON THURSDAY 21 NOVEMBER 2019</b></p>
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**Present:** Dr S Morton (Chair)  
Ms J Sherrington (Interim Principal)  
Ms J Baxter  
Dr A Birkinshaw  
Mr D Mabbitt  
Mrs S Tinsley (Vice-Principal Curriculum & Quality)

**In attendance:** Mr D Thorpe  
Mrs J Matthews (Director of Governance)

	<b>ACTION</b>	
<b>APOLOGIES FOR ABSENCE</b>		
M19/32	There were apologies for absence from Dr O’Sullivan.	
<b>DECLARATIONS</b>		
M19/33	There were no declarations of interest.	
<b>MINUTES OF 19 SEPTEMBER 2019</b>		
M19/34	The minutes of the meeting of 19 September 2019 were approved as a correct record.	
<b>MATTERS ARISING ON THE MINUTES OF 19 SEPTEMBER</b>		
<i>M19/04 – Power BI</i>		
M19/35	The Committee requested that there be a demonstration of Power BI at the next meeting.	<b>VP (C&amp;Q)/Director of Governance</b>
<i>M19/08 – Maths and English Policy</i>		
M19/36	It was agreed that the Maths and English Policy should be presented to the March meeting of the Committee.	<b>VP (C&amp;Q)</b>
<i>M19/09 – Attendance strategy</i>		
M19/37	It was agreed that the Attendance Strategy should also be presented to the March meeting of the Committee.	<b>VP (C&amp;Q)</b>
<i>M19/13 – ILR frequency</i>		
M19/38	The Interim Principal reported that, after discussion, it was felt that a weekly ILR run was sufficient.	
<i>M19/16 – IT staffing and qualifications</i>		
M19/39	It was noted that issues around IT staffing and qualifications had been covered in the meeting of the Quality Improvement Group held immediately before the Committee’s meeting.	
<i>M19/16 – IoT</i>		
M19/40	The Interim Principal reported that the IoT documentation had been signed but the DfE had still not agreed the final equipment funding. A question was asked about whether the contracts had been agreed with the DfE and the Interim Principal confirmed that they had, and had been signed.	
<i>M19/16 – IT employers and digital skills group</i>		
M19/41	The Interim Principal reported that she had requested that the Director of Business and Community expand the digital skills group to include all employers. A question was asked about whether the group was specific to Craven College and it was confirmed that it was. A further question was asked as to whether there would be a wider IoT employer forum	

and if so, if it was now established. It was confirmed that there was a wider group but that it had not yet been established.

M19/42

*M19/21 – latest data*

The Interim Principal reported that the final data run had now taken place.

#### **LEARNING AND TEACHING REPORTS**

##### **Curriculum, Quality and key performance indicators**

M19/43

A paper had been circulated on the curriculum, quality and key performance indicators. An external adviser had been employed to assist with moderation of lesson observations and it was noted that targets around lesson observations would be set once there was confidence that there was an accurate baseline. A Governor challenged the decision not to set lesson observation targets at this stage and the Vice-Principal (Curriculum and Quality) reported that she was trying to avoid setting a target that staff then worked towards because it was the target, and it was anticipated that there would be an increase in the number of lesson observations graded Requires Improvement in the current year. A target set the previous year had been met but did not triangulate with the data and outcomes and it was important to try to get an accurate picture as a starting point.

M19/44

A question was asked about whether anything had come out in observations regarding questioning and the Vice-Principal (Curriculum and Quality) reported that it had, but a request was made that once the observations planned for November had been completed, more detailed information be provided on where questioning had been good or less good, and any identified issues.

**VP (C&Q)**

M19/45

A question was asked about why the colleges chosen for shared practice networking had been selected and the Vice-Principal (Curriculum and Quality) reported that they had been as a result of individual connections and recommendations by past Ofsted inspectors.

**Interim Deputy  
Principal**

M19/46

It was noted that the final overall achievement was 85.6%, which was marginally below national rate, with 19+ overall achievement being slightly above the national rate at 90.2%. It was noted that the position had improved slightly since the number of results not known had reduced. A request was made to report against target in future, and also whether the target setting was effective enough if the target was set at national rate. The Vice-Principal (Curriculum and Quality) reported that the national rate had felt realistic in the light of historical data but a Governor questioned whether that was sufficient incentive.

**VP (C&Q)**

M19/47

It was noted that adult Pakistani students underachieved compared to white British, although this tended to relate predominantly to community learning and not necessarily in seeking a qualification, which could lead to issues around achievement. A question was asked about whether those students were required to be put on a qualification course and the Vice-Principal (Curriculum and Quality) reported that she would be discussing this with the Director of Business and Community. By comparison, 16-18 Pakistani students achieved better than white British students. Both 16-18 and 19+ students with autistic spectrum disorder underachieved and work was taking place to ensure that the right support was in place.

M19/48

In relation to attendance, a question was asked about whether students were aware of the target of 85% attendance, and it was confirmed that they were set an expectation of 100% attendance. It was agreed that the aim was 100% although there were individual targets for students with particular conditions, which also drew down the overall attendance. The Committee recognised the need to find different solutions for repeated short-term and for long-term absence and the Interim Principal reported that progress coaches were responsible for monitoring attendance and discussing it with the students. A question was asked about how many progress coaches were in place, and it was

	reported that there was one per subject area, totalling around 9.	
M19/49	A question was asked about whether the attendance figures related to actual attendance in College and it was reported that there had been no authorised absence in the previous year although authorised absence would be permitted in the current academic year. A further question was asked about how that was monitored and it was requested that attendance be reported both with and without the authorised absence, and also by gender. It was also noted that English and Maths attendance was very low and a question was asked about how that was being monitored. The Vice-Principal (Curriculum and Quality) reported that she reviewed it weekly, and SMT monitored it monthly, however it could be reviewed daily through Power BI. It was requested that an actions section be added to the end of each report setting out what action was being taken as a result of the data.	VP (C&Q)  VP (C&Q)
M19/50	A question was asked about whether there was any feedback from the early leavers and it was reported that it was difficult to follow up. It was reported that some students moved to apprenticeships and in response to a question, it was reported that related to around 10% of the early leavers and it was mainly in the area of construction. A Governor reported that the figure for early leavers was significantly higher than the national average and the Interim Principal reported that work was taking place to understand why. A Governor requested that a detailed report on early leavers be made to the next meeting.	VP (C&Q)
	<b>Supported Self-improvement</b>	
M19/51	A paper had been circulated on supported self-improvement and it was noted that the Vice-Principal (Curriculum and Quality) had discussed with Mr Thorpe the possibility of bringing an adviser into College with a maths specialism, particularly in light of the high grade regression for maths.	
	<b>HIGHER EDUCATION</b> <b>Quality report on HE</b>	
M19/52	The Committee received the quality report on HE and the contents were noted. A question was asked about whether the drop in HE recruitment was affecting the whole sector, and it was confirmed that it was. A Governor asked if the Committee could have sight of the portfolio plans to have some visibility of where there was vulnerability in relation to degree courses. It was requested that HE provision be discussed at the next Governors Away Day.	Director of Governance/Chair
M19/53	A question was asked about whether IT had impacted on recruitment and the Interim Principal responded that she did not think so. Students had the opportunity to discuss any concerns with the Academic Quality Officer.	
M19/54	A Governor highlighted that only 69% of students reported receiving feedback on their work within four weeks and questioned what measures were being taken to address that. The Vice-Principal (Curriculum and Quality) reported that work was taking place with the relevant members of staff. Although the NSS survey showed a drop in overall satisfaction of 2%, it remained broadly in line with national average. A question was asked about why there was dissatisfaction with the learning resources and it was reported that there was a small resource centre at the Aviation Academy.	
	<b>OfS Annual Quality Assessment Return</b>	
M19/55	The Committee had received a copy of the OfS annual quality assessment return submitted in previous years but it was noted that the return required in the current year had not yet been received. The Vice-Principal (Curriculum and Quality) reported that she was following the matter up with the OfS.	

M19/56	<p><b>Annual Institutional Review</b></p> <p>The Annual Institutional Review had been circulated and it was noted that feedback was unlikely to be received from the OU before March 2020.</p> <p><i>Mr Thorpe left the meeting at this point.</i></p>	VP (C&Q)
M19/57	<p><b>CAREERS EDUCATION, INFORMATION AND GUIDANCE ANNUAL REPORT 2018-19</b></p> <p>Members had received the annual report on Careers Education, Information and Guidance and noted that the best internal progression was at the Aviation Academy. A request was made for a self-assessment against the Gatsby benchmarks to be provided to the Committee at a future meeting.</p>	
M19/58	<p><b>STAFF DEVELOPMENT ANNUAL REPORT 2018-19 AND PLAN 2019-20</b></p> <p>The staff development annual report for 2018-19 and plan for 2019-20 had been circulated and a question was asked about compliance with mandatory training. It was noted that information on this was reported to the Compliance Committee.</p>	
M19/59	<p>A question was asked about the impact of staff development and it was suggested that it would be helpful to consider some impact measures.</p>	
M19/60	<p>A question was asked about those staff yet to complete English and maths qualifications and whether new staff who were recruited were required to have those qualifications. It was confirmed that was the case but there was a legacy issue in relation to these two qualifications with some staff.</p>	VP (C&Q)
M19/61	<p><b>TERMS OF REFERENCE 2019-20</b></p> <p>The Committee had received the updated terms of reference and <b>recommended</b> them to the Board for approval with the proposed amendments.</p>	
M19/62	<p><b>COLLEGE SELF-ASSESSMENT REPORT</b> <b>Quality Improvement Plan and Overview of SAR</b></p> <p>A document providing an overview of the SAR had been circulated since the full SAR had not yet been externally validated, along with the closed Quality Improvement Plan for 2018-19. A question was asked about the issues around achievement on the L1 and L3 certificates and the Vice-Principal (Curriculum and Quality) reported that some of those students had already been identified as being at risk and whilst the provision could be removed from the College's portfolio, it did meet the needs of some students.</p>	
M19/63	<p><b>SAR timetable 2019-20</b></p> <p>A draft timetable for the SAR process in autumn 2020 had been circulated and a question was asked as to why staff could not complete the subject SARs over the summer and it was reported that much work did go on but the data could not be finalised until the final ILR was run. It was requested that the timetable should ensure that the SAR was finalised for approval at the Board Away Day in November 2020.</p>	
M19/64	<p>Members noted that Dr Birkinshaw had reviewed a number of the subject sector SARs and had shared her thoughts and comments with the Vice-Principal (Curriculum and Quality).</p>	
M19/65	<p><b>TARGET SETTING 2019-20</b></p> <p>A paper setting out proposed targets for 2019-20 had been circulated and a Governor requested that a timely achievement target for adults should also be included. A Governor reiterated that it would be helpful to have key targets on a KPI sheet and reporting should be against those targets.</p>	
M19/66	<p>A question was asked about whether high grade targets could be set for those subjects not reported in the value added data and the Vice-Principal (Curriculum and Quality)</p>	

reported that those were set at a local level for subjects such as Business and Health and Social Care.

#### **BEGINNING OF COURSE SURVEY REPORT**

M19/67 The report on the Beginning of Course Survey had been circulated and it was noted that the College was within the third and fourth quartiles for most questions. In relation to the decline in the response to the question regarding feeling safe in College, it was reported that this was being explored further through course representatives.

M19/68 A question was asked as to whether the survey included all adults and it was reported that it only involved full time programmes, with part-time programmes being surveyed through Survey Monkey.

M19/69 A question was asked about what actions had been put in place to address these responses, and the Vice-Principal (Curriculum and Quality) reported that course representatives were working with student groups and the information from that would be collated.

M19/70 A question was asked about who oversaw the tutorials and it was confirmed that it was the responsibility of the Student Services Manager. A further question was asked about whether there were reports available on the one-to-one tutorials, as evidence suggested that if those were not taking place, retention fell. Concern was expressed that one-to-ones were restricted to half the year, and in response to a further question, the Vice-Principal (Curriculum and Quality) confirmed that personal development tutorials were still taking place. The Vice-Principal (Curriculum and Quality) undertook to discuss this further with the Student Services Manager.

**VP (C&Q)**

#### **FINAL DESTINATIONS 2017-18 AND INTERIM DESTINATIONS 2018-19**

M19/71 A paper had been circulated on final destinations for 2017-18 and interim destinations 2018-19. The Committee noted that largely due to staffing changes, the return rate for 2017-18 students was just 17.2% for actual destinations. A question was asked about whether the data could be recovered and it was reported that there would be time and cost implications and many colleges now only collected planned destinations. The Vice-Principal (Curriculum and Quality) reported that the matter had been discussed with the members of staff involved and gave assurance that it would not recur.

M19/72 Data for planned destination for the 2018-19 cohort of FE full time students showed a positive picture of 92% planned positive destination for both age groups.

#### **DATE OF NEXT MEETING**

M19/73 It was agreed that it would be helpful to have an additional meeting earlier than the next planning meeting on 5 March 2020. It was agreed to meet on Thursday 6 February 2020 at 10am.

**The meeting closed at 12.25pm**