

<p><b>MINUTES OF MEETING OF THE LEARNING, TEACHING AND ASSESSMENT COMMITTEE HELD IN I1.10 AT 10am ON THURSDAY 19 SEPTEMBER 2019</b></p>
---

<p><b>Present:</b> Mr D Mabbitt (Chair) Ms J Sherrington (Interim Principal) Ms J Baxter Dr A Birkinshaw Ms A McGrath Mrs S Tinsley (Interim Deputy Principal)</p>	<p><b>In attendance:</b> Mr C Woodhead Mrs J Matthews (Director of Governance)</p>
--	--

**ACTION**

	<b>APOLOGIES FOR ABSENCE</b>	
M19/01	There were apologies for absence from Dr Morton and Dr O’Sullivan.	
	<b>DECLARATIONS</b>	
M19/02	There were no declarations of interest.	
	<b>MINUTES OF 14 FEBRUARY 2019</b>	
M19/03	The minutes of the meeting of 14 February 2019 were approved as a correct record.	
	<b>MATTERS ARISING ON THE MINUTES OF 13 JUNE 2019</b>	
	<i>M18/75 – Power BI</i>	
M19/04	It was noted that Power BI had been developed and data was currently being migrated. A column had been added to the 6-weekly reviews to include actions taken.	
	<i>M18/84 – OfS fee</i>	
M19/05	A question was asked about whether any representations had been made to the OfS regarding the fee payable by colleges and the Interim Principal reported that the AoC had fed back to the OfS in relation to the fees.	
M19/06	A question was asked about HE recruitment in the current academic year and it was reported that it was better than expected at 124 FTEs.	
	<b>FURTHER EDUCATION OUTCOMES</b>	
	<b>Maths and English outcomes</b>	
M19/07	A paper had been circulated on the maths and English outcomes for 2018/19 and it was noted that there had been incremental improvements in maths and English attendance. Overall achievement in GCSE English had decreased to below the national rate and retention had been an impacting factor in 2018/19, whilst GCSE maths was also below national average. In relation to 19+ there had been a 2.8% increase in achievement and there was a good success rate for those students who had moved across to GCSE from functional skills.	
M19/08	A question was asked about whether the main factor was retention or the style of teaching and the Interim Deputy Principal reported that it was a mixture of factors. It was suggested that it would be helpful for Governors to have sight of the College’s policy on maths and English. The Interim Deputy Principal reported that student feedback indicated that they would prefer to be entered for GCSE, and therefore the policy had been to enter them for GCSE although this was now changing.	<b>Interim Deputy Principal</b>
M19/09	A question was asked about how attendance on maths and English was linked to students’ main programmes and a Governor commented that it might be useful for the Committee to have sight of the attendance strategy.	<b>Interim Deputy</b>

M19/10	The Interim Principal reported that the final ILR return would be completed in October and that work was currently taking place to follow up those results not yet known.	Principal
M19/11	A question was asked about why there were results not yet known and the Interim Principal reported that those were mainly in relation to Tyro Training and distance learning students. There were in the region of 1000 results not yet known and the Interim Principal reported that new processes had been put in place to ensure this was avoided in future, along with appropriate monitoring KPIs. It was suggested that monthly reports on missing achievement results could be run to improve management monitoring. Whilst there was a designated MIS officer for English and maths, responsibility for English and maths for 16-18 year olds rested with a different member of staff to that with responsibility for 19+ English and maths, and each reported to a different senior manager. A question was asked about whether those senior managers were aware of the expectations in this area and the Interim Principal confirmed that they were.	
	<b>Student Achievement Outcomes 2018/19</b>	
M19/12	Student Achievement outcomes for 2018/19 had been circulated and it was noted that overall achievement was 77.9%, 4.9% below national rate.	
M19/13	Governors challenged whether the ILR was run daily at this time of year and the Interim Principal reported that it was run weekly due to capacity. It was suggested that it might be possible to run it overnight and the Interim Principal agreed to discuss this with the MIS Manager. Once the outstanding results were included, overall achievement would still remain below national rate. The greatest decline was in relation to Level 3 diplomas, which was the area with the highest number of enrolments.	Interim Principal
M19/14	In relation to supported self-improvement (SSI), it was reported that IT would be brought into SSI following disruption to the continuity of teaching in 2018/19.	
M19/15	A question was asked about whether there was a decline in relation to Hairdressing and Beauty Therapy achievement across the sector, and it was reported that there was not. It was suggested that it might be worth reviewing the curriculum and how it was delivered.	
M19/16	Governors questioned the loss of students in IT and the Interim Deputy Principal reported that there had been a range of reasons, but moving into employment had not been a significant factor. Governors challenged whether the College was teaching the right qualification, and had the right staffing in place and the Interim Principal reported that she was reviewing how it was delivered. A further question was asked about whether this had been discussed with employers and the Interim Principal agreed to follow that up. In relation to the IoT, it was noted that funding had not yet come through and the College was ready to carry out the required work over the half term break, once the funding was received. The Interim Principal reported that there were some complex legal issues to be resolved and a Governor suggested that some thought should be given to communication with employers around this. The Interim Principal reported that some work had been done in this area and she would follow that up.	Interim Principal  Interim Principal
M19/17	Governors questioned when they might have better visibility of areas of concern and the Interim Deputy Principal reported that the information would be presented to the next meeting of the Committee, along with information relating to specific qualifications. Progress data would also be presented at that meeting and a Governor suggested that information on high grades and timely withdrawals would also be helpful.	
M19/18	Members agreed that it was necessary to look at the reasons for the decline in outcomes and the Interim Deputy Principal confirmed that work would be done.	
M19/19	The Interim Deputy Principal reported that the OfS Action Plan had been submitted in	

February 2019 and no feedback had been received.

M19/20 A question was asked about when notice was given about closure of a course, and the Interim Deputy Principal reported that there was no set timeframe but notice of the need to improve was given.

M19/21 Governors questioned the impact of Sport on the overall outcomes and the Interim Deputy Principal reported that whilst students had been retained, overall achievement had been impacted by around 2.3% as they had not passed. A further question was asked about whether any students had achieved and it was reported that just over a quarter had achieved the qualification they had started, although others had exited with alternative qualifications. There was some discussion about ensuring that the data reflected the actual situation and the Interim Principal and Interim Deputy Principal agreed to discuss that further with the MIS Manager.

Interim  
Principal/  
Interim  
Deputy  
Principal

**Actions to improve Student Achievement outcomes**

M19/22 A paper was tabled setting out proposed actions to improve student achievement outcomes and it was reported that subject sector area reviews would be combined into a more incisive meeting with an emphasis on the Heads of School and Subject Sector Leaders. Deep Dive mini inspections would be introduced and the Supported Self Improvement would be renamed Notice to Improve.

M19/23 A question was asked about why some students were not being entered for GCSE maths and English and it was reported that was due to the relevant staff being of the view that they were unlikely to pass. It was suggested that might disincentivise students although the Interim Deputy Principal reported that they could be included on the GCSE course at a later point should that be deemed appropriate.

M19/24 A Governor commented at the improvements in the student spaces which it was felt had made a significant difference although a Governor suggested that could have a reverse impact, and that staff walkabouts with an electronic timetable to hand could be effective in eliminating a number of issues.

M19/25 The Committee questioned what the College might do differently in order to better engage students, and a Governor suggested that research indicated that student feedback was the key factor, but it would be useful to do some work on exploring this further.

M19/26 A question was asked about targets and how well those worked, at all levels, and whether staff felt held to account. The Interim Deputy Principal reported on the appraisal process currently in place.

**WORK EXPERIENCE REPORT 2018/19**

M19/27 The work experience report for 2018/19 had been circulated and it was noted that 89% of students required to do so, had undertaken work experience. A number of areas required improvement and a question was asked about whether that was in relation to the students themselves or in finding placements, and it was confirmed that it was both. It was noted that the WET programme had been helpful in tracking the learner journey and planning for work experience.

M19/28 £185k had been received from the Capacity and Delivery Fund but none of the 25 students who had been worked with had managed to complete a placement and the ESFA was now monitoring this more closely. The work experience required conflicted with both study programmes and part time work but the College now had two designated staff charged with placing 116 students in industrial placements. The ruling from the DfE had changed and where students were involved in relevant employment, this could be recognised within the required 325 hours. A question was asked if that could also apply to T-levels and it was confirmed that it could.

M19/29 The College had received £147k based on the number of students in scope and a question was asked about whether there was likely to be any clawback from 2018/19. The Interim Deputy Principal reported that she was confident there would not be following discussions with the ESFA. The College had worked with an organisation, Challenge, during the previous year and no other possible strategies had been identified.

M19/30 It was suggested that this might be worth approaching on a course by course basis and the Interim Deputy Principal reported that was now the current approach. A question was asked if staff were aware of that, and it was confirmed that they were.

**DATE OF NEXT MEETING**

M19/31 It was noted that the next meeting of the Committee would be held at 10am on Thursday 21 November 2019.

**The meeting closed at 12.30pm**