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MINUTES OF MEETING OF
THE LEARNING, TEACHING AND ASSESSMENT COMMITTEE
HELD IN I1.10 AT 10am ON THURSDAY 6 FEBRUARY 2020

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Present: Dr S Morton (Chair)   **In attendance:**   Mrs J Matthews (Director of
Ms J Sherrington (Interim Principal)   Governance)
Ms J Baxter   Ms A Crabtree (Head of Quality)
Dr A Birkinshaw
Mr D Mabbitt
Mrs S Tinsley (Vice-Principal
Curriculum & Quality)

ACTION

POWER BI DEMONSTRATION

M19/74	The MIS supervisor joined the meeting to give a demonstration of the new Power BI package.
M19/75	Members noted the ability to produce reports and a question was asked about whether it was possible to look at individual members of staff and identify any patterns. The Vice-Principal Curriculum and Quality confirmed that was possible and she did carry out those reviews.
M19/76	It was noted that the marketing funnel from events to enrolments was now available and work was taking place to further develop reports on marketing. It was agreed that the 3-year trend information available would help with planning and forecasting, and with work on exploring why students attended events but did not subsequently enrol. A question was asked about whether all Heads of Faculties and Subject Sector Leaders used Power BI and it was confirmed that all had licenses, and whilst some staff still preferred to use spreadsheets, they now had full ownership and were able to access their data at any time. A question was asked about the reliability of that data being put into the programme, and it as confirmed that it was the College's own data from its systems. At risk students were updated daily, and Progress Coaches and Student Services staff were able to identify those students at an early stage. A question was asked about whether staff looked at those individual students becoming at risk and it was confirmed that they did and that Power BI had allowed a better focus on particular students.
M19/77	A question was asked about where Maths and English were shown on Power BI and it was reported that they were within the vocational subjects, and either the main curriculum area or Maths and English could flag concerns about a student. A question was asked about how attendance was checked and it was reported that it was circulated weekly, but ownership rested with the individual faculties.

The Chair thanked Mr Boardman and he left the meeting. |
	DECLARATIONS
M19/78	There were no declarations of interest.
	MINUTES OF 21 NOVEMBER 2019
M19/79	The minutes of the meeting of 21 November 2019 were approved as a correct record.
	MATTERS ARISING ON THE MINUTES OF 21 NOVEMBER 2019
M19/35 – Power BI
M19/80	There had been a demonstration of Power BI at the beginning of the meeting.

M19/81	*M19/36 – Maths and English Policy and Attendance Strategy* It was noted that the Maths and English Policy and Attendance Strategy would be presented to the March meeting of the Committee.	**VP (C&Q)**
M19/82	*M19/44 – information on questioning* It was noted that more detailed information on questioning had been included in the papers.	
M19/83	*M19/49 – attendance reporting and actions* It was noted that information on attendance reporting and actions put in place had been included in the papers.	
M19/84	*M19/50 – early leavers* It was confirmed that information about early leavers had been circulated.	
M19/85	*M19/52 – HE provision* It was noted that the Away Day scheduled for January had been rescheduled for March.	
M19/86	*M19/57 – Gatsby standards* It was noted that the self-assessment against the Gatsby standards would be added to the agenda for the next meeting.	**VP (C&Q)**
M19/87	*M19/65 – KPIs* It was reported that discussions were taking place with the Principal Designate regarding KPIs.	
M19/88	**LEARNING AND TEACHING REPORTS** **Curriculum, Quality and key performance indicators** A paper had been circulated on the curriculum, quality and key performance indicators. 30% of staff were judged not to be good or better, and they were now receiving help and support. Whilst it was pleasing that lesson observers were making accurate judgements, there was a tendency to be more generous when it was not a joint observation. It was noted that formal walkthroughs were taking place on a monthly basis using Craven Essentials, which set out minimum expectations.	
M19/89	A question was asked about whether all heads of faculties had regular team meetings, with feedback from those walkthroughs discussed as a standing item, and it was confirmed that they did but a reminder would be sent out. It was suggested that good practice could also be shared through the regular publications issued to staff. It was agreed that the Head of Quality would ask Faculty Heads to provide information on walkthrough timings so that Governors might be invited.	**Head of Quality** **VP (C&Q)** **Head of Quality**
M19/90	A question was asked about how long was spent in each lesson and whether it was long enough, and the Head of Quality reported that although each lesson was normally visited for 10 minutes, it had been suggested that further discussion should take place with students if staff were not confident about what they had seen in the classroom. An issue had been highlighted in relation to how students were responding to questioning, and some focus groups were to be run to ensure that students were accustomed to, and prepared for, such conversations.	
M19/91	It was noted that retention was above national rate for all levels and was a key feature of the 6-weekly review meetings, although had slipped slightly since November 2019. A question was asked about how it compared to the same point	**VP C&Q**

	the previous year and the Vice-Principal Curriculum and Quality agreed to confirm and send out details. Governors agreed that it would be helpful for Power BI to be used to provide trend information over the past few years for future meetings.	**VP C &Q**
M19/92	CONFIDENTIAL MINUTE	
M19/93	It was reported that the process of enrolling returning students before the end of the previous academic year had led to misleading figures since many had not seriously intended to return. A question was asked about whether the 192 leavers also included the 41 who had never attended, and it was confirmed that they were included. It was noted that this equated to a figure significantly higher than the national average and it was recommended that consideration be given to a shorter programme in the first six weeks, with subsequent progression.	**VP (C&Q) /Head of Quality**
M19/94	It was noted that 15.5% of students resitting maths achieved a grade 4, with 20% of students resitting English achieving a grade 4. Careful consideration would be given to who was encouraged to resit those exams in the following academic year.	
M19/95	The Deep Dives which had taken place were noted, the findings from which had been discussed within the Quality Improvement Group meetings. A question was asked about whether the actions from those were followed up, and it was confirmed that there was a formal review at the end of each Deep Dive with measurable outcomes.	
M19/96	It was reported that the mid-year QDP survey closed later that week and a report would be made to the next meeting of the Committee. Work was taking place to ensure that all learners understood the questions in order to collect meaningful data, and it was confirmed that there was a connection between the findings of the surveys and the material covered within tutorials.	
M19/97	A question was asked about whether work had started on forecasting outcomes, and the Vice-Principal Curriculum and Quality reported that the predicted achievement exercise had started and the data would be available for the next meeting. It was agreed that this would be compared against the previous year so that any possible trend could be identified. Further predicted achievement exercises would take place before Easter and at May half term. A Governor challenged whether the predictions could be provided earlier for Governors and it was reported that Semester 1 ended in mid-January with time then required for marking and collection of data.	**VP C & Q**
M19/98	**Supported Self-improvement** A paper had been circulated on supported self-improvement and it was noted that the recommendations from the Deep Dives had been included and were being actioned by the relevant teams. A question was asked about whether a maths specialist had been appointed and it was confirmed that support was being received from STEM, but that this was a matter that required further discussion with the Principal Designate and Vice-Principal Curriculum and Quality Designate, as there were currently no teaching hours available for another member of staff in maths. It was noted that tightening of the lesson observation policy had been discussed, along with linking it to the HR policy.	
M19/99	A Governor expressed concern about the delivery of IT, particularly in relation to the new IoT, and the Interim Principal reported that the Director of Business and Community was now leading on the IoT and the College would be seeking to appoint new staff who could deliver IT at Level 4.	
	Ms Baxter left the meeting at this point.	

M19/100	**COLLEGE SAR 2018-19 AND QIP 2019-20** The Committee had received the College SAR for 2018-19 and the QIP for 2019-20 and it was noted that the SAR had been externally validated, with Governors in attendance. A question was asked about how often the QIP was updated and it was reported that it was approximately four-weekly. A Governor questioned the issues relating to Early Years and it was reported that there were concerns around retention, and a deep dive was due to take place.	
M19/101	The Committee **recommended** the College SAR for 2018-19 and QIP for 2019-20 to the Board for approval.	
M19/102	**HE Beginning of Course Survey** The Committee had received a report on the HE Beginning of Course Survey and questioned whether there were sometimes issues with understanding the questions. It was confirmed that was sometimes the case. Members noted that whilst a high percentage of students agreed or strongly agreed with the questions, the number strongly agreeing was not as high as at other colleges. Focus groups tended to be more positive although it was recognised that face to face responses may be less reliable. A question was asked about the implications for the Teaching Excellence Framework and the Vice-Principal Curriculum and Quality reported that the College did not subscribe to TEF.	
M19/103	A Governor questioned progress in relation to IT improvements at the Aviation Academy and it was reported that whilst there had been considerable investment, the College continued to work with the broadband provider to improve speeds. Further work was scheduled for February half term. A Governor commented that it had been evident during a recent observation at the Aviation Academy that teaching and learning was being impacted by the IT. The Interim Principal agreed to ask the ICT Manager to report on progress to the next meeting of the Finance, Resources and Investment Committee.	**Interim Principal**
M19/104	**COMPLAINTS POLICY** Members had received the updated Complaints Policy and a question was asked about whether there was also a Compliments Policy. It was confirmed that there was not, and it was recommended that it be incorporated in the Complaints Policy. It was also recommended that the Whistleblowing Policy be cross referenced in the Complaints Policy. It was agreed that both informal and formal complaints should be collected and reported and it was agreed that the policy should include this information. The Committee **approved** the Complaints Policy with these amendments.	**Head of Quality**
M19/105	**RISK REVIEW** The relevant extract from the risk register had been circulated and it was noted that the biggest risk was whole College underperformance. The Committee discussed the importance of reporting against the risks, and that it was important to ensure that they were receiving appropriate scrutiny either within committees or at Board level. It was agreed that reporting on curriculum developments would need to be discussed with the Principal Designate.	**Interim Principal/Chair/Director of Governance** **Chair**
M19/106	**DATE OF NEXT MEETING** It was agreed that it would be helpful to have an additional meeting in early May and that a date should be circulated after the meeting. It was also agreed that the meeting scheduled for 18 June should be moved to 4 June at 10am. **The meeting closed at 12.35pm**	**Director of Governance**