

<p style="text-align: center;"><b>MINUTES OF MEETING OF THE LEARNING, TEACHING AND ASSESSMENT COMMITTEE HELD IN I1.10 AT 10am ON THURSDAY 5 MARCH 2020</b></p>
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**Present:** Dr S Morton (Chair)  
Mx L Johnson (Principal & CEO)  
Ms J Baxter  
Dr A Birkinshaw  
Mr D Mabbitt  
Mrs A Lall (Vice-Principal Curriculum & Quality)

**In attendance:** Mrs J Matthews (Director of Governance)  
Ms A Crabtree (Head of Quality)

		<b>ACTION</b>
	<b>APOLOGIES</b>	
M19/107	There were no apologies for absence.	
	<b>DECLARATIONS</b>	
M19/108	There were no declarations of interest.	
	<b>MINUTES OF 6 FEBRUARY 2020</b>	
M19/109	The minutes of the meeting of 6 February 2020 were approved as a correct record.	
	<b>MATTERS ARISING ON THE MINUTES OF 6 FEBRUARY 2020</b>	
M19/110	<i>M19/81 – English and Maths Policy</i> The English and maths Policy and the Attendance Strategy had been included in the papers.	
M19/111	<i>M19/86 – Gatsby benchmarking</i> The Gatsby benchmarking report would be presented at the next meeting.	<b>VP (C&amp;Q)</b>
M19/112	<i>M19/89 – walkthroughs</i> Information on walkthroughs had been circulated to Governors.	
M19/113	<i>M19/91 – comparative retention data</i> Retention data comparing the current academic year to the previous one had been circulated. Retention for both 16-19 and 19+ was higher than at the same point the previous year.	
M19/114	<i>M19/91 – Power BI and KPIs</i> The Principal was developing KPIs for reporting to both the Board and Committees.	<b>Principal</b>
M19/115	<i>M19/92 – Keighley College</i> Keighley College had started one apprenticeship line at the Snaygill Estate and some competitor analysis was required.	<b>Principal</b>
M19/116	<i>M19/93 – Short programmes</i> It was reported that shorter programmes were already provided for some at risk students. A question was asked about whether the students on shorter programmes still had to stay until past 41 days and it was confirmed that although they would be enrolled for the full six weeks, they would only need to stay on course for two weeks. The key focus was on ensuring students were on the right programme and developing the skills to learn.	

M19/117	<p><i>M19/104 – Complaints Policy</i></p> <p>The Policy had been renamed the Complaints and Compliments Policy and the website was to be updated to make it easier for complaints and compliments to be lodged.</p>	Head of Quality
M19/118	<p><i>M19/105 – Risk Management</i></p> <p>The risk register was being updated and work taking place on linking it to Board and Committee agenda. A question was asked if Coronavirus had been added to the risk register and whether distance learning for students was being considered. The Principal confirmed it had been added and that distance learning via Moodle was being discussed with Managers as well as planning for other options for the remainder of the academic year.</p>	
M19/119	<p><i>M19/105 – curriculum developments</i></p> <p>A paper on curriculum developments had been circulated for the meeting.</p>	
	<p><b>LEARNING AND TEACHING REPORTS</b></p> <p><b>Curriculum, Quality and key performance indicators</b></p>	
M19/120	<p>A paper had been circulated on the curriculum, quality and key performance indicators. In-year retention was high and ahead of the same point the previous year. Attendance was too low and insufficiently aspirational, so the target would be reset at 90%, although from a student point of view it was 100%. A strategy around improving attendance was being discussed with managers.</p>	
M19/121	<p>Predicted achievement was too optimistic and did not include all students, so the Vice-Principal Curriculum and Quality was meeting with the MIS team to discuss a better system for the March predictions. A paper would be provided for the next meeting with more robust predictions.</p>	VP C&Q
M19/122	<p>A question was asked about how staff had responded to the new lesson observation grades and it was reported that some were demotivated, but staff were talking about improving teaching and learning rather than the lesson observation process. A question was asked about whether the lesson observation profile included the apprenticeship team and it was reported it only did if those staff infilled on other courses. It was agreed that there should be one common quality system covering all areas of provision and that it should be presented in one report to Governors. The Committee requested that future meetings included updates on lesson observation data for apprenticeships staff as well as on the progress and attendance of apprentices. It was reported that 20% of apprentices had exceeded their planned end date by more than three months and were not therefore eligible for achievement funding. Scheduling of end point assessments had been a problem which had also been experienced nationally.</p>	VP C&Q/Principal
M19/123	<p>A question was asked about whether there was confidence that there would be better visibility of forecast data for the next meeting of the Committee and the Vice-Principal Curriculum and Quality confirmed that she was confident that would be available.</p>	
M19/124	<p>A question was asked about the reason for a dip in retention in March and it was reported that this was likely to be due to issues arising following the Christmas break. A more accurate picture should be available by the end of March.</p>	
M19/125	<p><b>Curriculum developments report</b></p> <p>A paper had been circulated on curriculum developments and it was noted that an expression of interest for T-levels in Healthcare Science and Science had been submitted, with a response expected by the end of May.</p>	

M19/126	Developments in relation to Sport were noted and discussions were taking place with the Craven Leisure Centre regarding delivery of the Fitness Instructing and Personal Training courses. Entry would be at Level 2 although it would be a two-year study programme. A question was asked about staffing for the programme and the Principal reported that discussions had taken place with Craven Leisure who were keen to work collaboratively.	
M19/127	A question was asked about whether there was any interest in the IoT courses and it was noted that there was some interest in the Cyber Security course, with discussions also taking place with the existing Level 3 students. A targeted leaflet drop was also planned. A Governor questioned whether there should be more electronic marketing and it was confirmed that a targeted social media campaign was planned. The Principal agreed to confirm the date for the opening of the IoT and reported that there would be a targeted session for schools that day, followed by a wider session for the public.	Principal
M19/128	A Governor questioned whether any consideration had been given to how the curriculum might be affected by external factors, such as changes to the land-based economy post Brexit, and how more transferable skills were taught. The Principal reported that recently there had been a loss of focus on employability skills and it was intended to work on this across the whole College, and work was also taking place with employers on behaviours they were looking for.	
M19/129	<p><b>QUALITY IMPROVEMENT PLAN UPDATE</b></p> <p>The latest update on the Quality Improvement Plan had been circulated and it was noted that following the mid-year survey, the student experience had been added as an area for improvement. English and Maths presented a key risk as progress was too slow and it was unclear whether the actions currently in the QIP would deliver the required progress. A more refined version of the QIP, which was RAG rated, would be presented to the next meeting. Members agreed that key areas needed to be highlighted for Governors.</p>	VP C&Q
M19/130	<p>A question was asked about how the priorities for the remainder of the year were being highlighted to the staff and the Principal reported that a weekly communications meeting was taking place at which key issues were flagged, along with individual conversations to engage with all staff.</p> <p><b>POLICIES AND STRATEGIES</b></p> <p><b>English and Maths and Attendance</b></p>	
M19/131	The Committee had received the policies on English and Maths and Attendance and it was noted that they were being updated, with procedures separated from the strategy, and would be presented to the next meeting of the Committee.	VP C & Q
M19/132	<p><b>ACCESS AND PARTICIPATION PLAN</b></p> <p>Members had received the Access and Participation Plan which had been accepted by the OfS, along with a copy of the access monitoring return for 2018-19. An update on the action plan would be submitted to the next meeting of the Committee prior to submission of the annual impact report. The Committee <b>approved</b> the Access and Participation Plan and noted the contents of the access monitoring return for 2018-19.</p>	VP C & Q
M19/133	<p><b>MID-YEAR STUDENT SURVEY</b></p> <p>Results of the mid-year Student Survey had been circulated which had been discussed with managers and actions for improvement put in place. A better understanding was required of why students didn't feel safe as that often related to their travel to College arrangements. It was hoped to establish more information through work with focus groups. The Principal reported that they would review the</p>	

benchmarking group as fewer colleges were now using QDP and the language was not necessarily accessible to students. It might be possible to get more useful results through focussed questions designed in house.

M19/134 A question was asked about whether apprentices and adults completed the survey and it was confirmed that they did not.

M19/135 It was noted that 25% of students reported that they did not find Pro-portal useful and a question was asked about whether this varied between courses. It was confirmed that it did. More detail was required at both course and campus level.

#### **RISK REVIEW**

M19/136 The relevant extract from the risk register had been circulated and it was noted that the key risk remained underperformance. The Principal reported that there had not been a robust analysis of why recruitment had dropped although the Committee was pleased to note that offers for 2020 entry were significantly ahead of the previous year. Governors commented that due to lagged funding, there would need to be a plan in place to cater for higher student numbers in the new academic year.

#### **STRATEGIC ISSUES FOR THE AWAY DAY**

M19/137 The Committee discussed the forthcoming Away Day and possible topics including refocussing of the quality improvement processes and the curriculum in light of the challenges facing the College in the coming years. It was recognised that whilst it was difficult to move away from the traditional offer, the College needed to be nimble in its offer. Other topics to be considered for the Away Day included Governor oversight of the curriculum intent, visibility of the financial strategy and consideration of possible collaborative options.

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

M19/138 It was noted that the next meeting would be held on Wednesday 6 May at 10am.

**The meeting closed at 12noon**