

<p style="text-align: center;">MINUTES OF MEETING OF THE LEARNING, TEACHING AND ASSESSMENT COMMITTEE HELD IN I1.10 AT 10am ON THURSDAY 6 MAY 2020</p>
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Present: Dr S Morton (Chair)
Mx L Johnson (Principal & CEO)
Ms J Baxter
Mr P Beck
Dr A Birkinshaw (from M19/148)
Mr D Mabbitt
Mrs A Lall (Vice-Principal Curriculum & Quality)

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

ACTION

	APOLOGIES	
M19/139	There were no apologies for absence.	
	DECLARATIONS	
M19/140	There were no declarations of interest.	
	MINUTES OF 5 MARCH 2020	
M19/141	The minutes of the meeting of 5 March 2020 were approved as a correct record.	
	MATTERS ARISING ON THE MINUTES OF 5 MARCH 2020	
M19/142	The action tracker setting out progress against previous actions had been circulated and its contents were noted.	
	<i>M19/115 – competitor analysis</i>	
M19/143	The Principal reported that the request made by the Committee had led to a bigger piece of work looking at all local competitors.	
	<i>M19/127 – IoT opening</i>	
M19/144	The IoT launch would be virtual event and invitations would be sent out electronically.	Principal
	<i>M19/135 – Pro-portal</i>	
M19/145	A question was asked about whether any follow up work had taken place on the usefulness of Pro-portal to students. It was reported that engagement with the platform had been inconsistent and students were currently being surveyed. All staff had been required to comply with Markbook during the Covid-19 closure and compliance had therefore increased. Staff buy-in had also increased as Markbook had proved useful in assisting in the production of accurate calculated grades, as required.	
	LEARNING AND TEACHING REPORTS	
	NART report	
M19/146	A paper had been circulated setting out the national achievement rate tables (NART) data which had been published recently. Comparisons were provided against national data, local competitors and colleges of a similar size. The College was ranked in the second quartile for pass rates and the third quartile for retention and achievement rates overall. English and Maths achievement rates were also below national average for both 16-18 and 19+.	
M19/147	The Committee was pleased to note that apprenticeships had ranked 8 th nationally, well above the national rate.	
	Observation of Teaching, Learning and Assessment	
M19/148	It was reported that some remote observations had taken place during the lockdown period and	

	the observation process was being developed to include this aspect. It was agreed that it would be helpful to give consideration to how Governors could have a role in monitoring this teaching.	VP C&Q/ Director of Governance
M19/149	A question was asked about whether there was a structure for walkthroughs and whether they took place in the first six weeks of the new academic year to help address any retention issues. The Vice-Principal (Curriculum and Quality) confirmed that she anticipated carrying out learning walks in the early weeks to ensure any concerns were identified quickly.	
	Complaints and Compliments	
M19/150	It was noted that there had been a recent increase in concerns raised about the process of calculated grades and the Vice-Principal (Curriculum and Quality) had written a number of letters explaining both the Ofqual process, and the College response, which were available on the website. Compliments received had been shared with the relevant staff.	
M19/151	Members agreed that there was a risk of increased complaints relating to the calculated grades in the summer, and it was reported that students would only be able to appeal the process not the grade, with appeals made to the awarding bodies. The College had developed a robust process to help facilitate the appeals process.	
M19/152	A Governor queried the low number of complaints reported about teaching and learning as they had observed a number of complaints at a recent visit to the Aviation Academy alone. Concern was expressed about how complaints were being captured, including both informal and formal complaints. It was agreed that it was important to capture informal complaints and respond to them, and that staff and students should see it as a positive process, supporting improvement. It was reported that complaints were only one aspect of student feedback and it was agreed that the paper should be changed in future to reflect student voice and feedback, rather than complaints alone.	VP C&Q
	Predicted achievement	
M19/153	It was reported that predicted achievement data for 2019-20 presented to the Committee had been through a validation process with Heads of Faculties who had held assessment committees with their curriculum teams. Each learner had been considered along with the evidence for their grades. Predictions were significantly higher than the previous year and retention was also higher. The Covid-19 lockdown had positively impacted on retention which had not declined in the way it had the previous year.	
M19/154	A question was asked about how the College had been impacted by the lockdown and it was reported that since there would be no performance data tables published, Ofsted would look at the previous year's data. The College would, however, be able to demonstrate an improving trend. A further question was asked about whether student performance had improved or whether improvements were due to higher retention, and it was reported that staff had reported better performance in assessments. The Head of Quality highlighted the changes that had been made in the current academic year, including increased walkthroughs, deep dives and improved data access. It was noted that the centre assessed grades submitted would be standardised nationally and if there was a significant improvement, it would be necessary to provide the rationale for that improvement.	
M19/155	The College was preparing for a possible increase in appeals, and it was intended to offer all students the chance to resit GCSEs at the earliest opportunity, including new students. A question was asked about whether appeals might lead to grade changes and the Vice-Principal (Curriculum and Quality) reported that further details were still awaited.	
	Retention and attendance	
M19/156	Retention data was currently above target and above national rate for 2018-19. HE withdrawals had also improved. The Committee noted, however, that attendance remained too low and the DfE had recommended a register code for use during the lockdown.	

M19/157	A question was asked about whether attendance prior to lockdown could be provided, and the Vice-Principal (Curriculum and Quality) reported that the data provided was up to the point of closure at the end of March. It was requested that the data for the four-week period prior to lockdown be run to identify those students who had not been attending at that time.	VP C&Q
M19/158	It was reported that some students were engaging better with remote learning and work was taking place to cost installation of webcams and speakers in all classrooms so that theory could be delivered online in the future. A further question was asked about the current levels of engagement and it was reported that it ranged between 65 and 100% prior to the Easter break, although that had reduced recently.	
	Curriculum developments report	
M19/159	It was reported that a response was still awaited on the T-levels expression of interest. The plans for HE were currently being reviewed and consideration being given to the College's USP and areas of growth. It was anticipated that there might be an increased demand amongst adults and that bridging qualifications for 16-18 years olds might be needed for those students who had missed parts of their education as a result of the lockdown. Discussions were taking place with staff at the Aviation Academy about the transferability of skills following the impact of Covid-19 on the industry.	
M19/160	It was suggested that the College's careers advice and guidance service should be advertised more widely, particularly to adult learners. The College was trialling some online courses which may form part of the curriculum offer in the future. It was agreed that there may be a need for retraining of adults in industries not previously considered before and the Vice-Principal (Curriculum and Quality) confirmed that she would be looking at that as part of the adult offer.	VPC&Q
M19/161	A question was asked about whether there was any interest in the new qualifications on offer and it was reported that whilst most had not yet been advertised, there had already been interest in Sport. A further question was asked about applications for the new academic year and the Vice-Principal (Curriculum and Quality) reported that they were relatively buoyant, and higher than at the same point in the any of the previous four years. A virtual future students morning had been planned and that an individual discussion was taking place with every student that had applied. An update on student numbers had been provided for discussion at the Board meeting the next day.	
M19/162	The Principal reported that it was intended to end the College term at the May half-term break and from that time, new and progressing students would be involved in bridging activities in preparation for the new academic year.	
	QUALITY IMPROVEMENT PLAN UPDATE	
M19/163	The latest update on the Quality Improvement Plan had been circulated and it was noted that English, Maths and attendance still remained red at this stage.	
	HIGHER EDUCATION	
	APP Action Plan update	
M19/164	The updated Access and Participation Plan action plan had been circulated and it was noted that there had been a 4% increase in the registration of students from areas of higher deprivation in 2019/20. There had been a 3% fall in applications from students of a BAME background as well as a decrease in the conversion of applications to registration within this group. The APP Impact Report would be presented to the next meeting.	VP C&Q
	Institutional Annual Monitoring Report update	
M19/165	It was reported that the next review of the action plan was taking place the following week and would be reported to the next meeting. Targets for HE were being brought together and would be included in the HE monitoring KPIs to be reported to the Committee in future.	VP C&Q

POLICIES AND STRATEGIES		
Quality Management Policy		
M19/166	The Committee had received the new Quality Management Policy and it was requested that information should be added connecting quality improvement and policies, strategy and risk management. The Principal reported that the Risk Management procedure was being reviewed and quality processes would be embedded. Subject to this amendment the Committee approved the Quality Management Policy.	VP C & Q
Attendance Strategy		
M19/167	The updated Attendance Strategy had been circulated and the changes highlighted. A question was asked about the follow up process should a tutor not complete the register on time. The Vice-Principal (Curriculum and Quality) reported that the system would be established to alert managers after 15 minutes and again at the end of the day. A question was asked about whether there was clarity about authorised absence and a policy around absence marks. It was confirmed that there were authorisation codes although it was agreed that an additional lockdown register mark would be added. The Principal reported that consideration was being given to the situation post lockdown, and whether there might be days dedicated to theory teaching which could be remotely accessed whilst still generating an attendance mark. It was confirmed that it would be made clear which marks were negative, positive, or neutral, with authorised absence as a neutral mark, and this would be added to the procedures. A further question was asked about follow up procedures and the Vice-Principal (Curriculum and Quality) confirmed that timescales were within the procedures but that she was in discussion with MIS about which reports were required and the frequency of those.	VP C & Q
M19/168	Subject to the amendments discussed, the Committee approved the Attendance Strategy.	VP C & Q
English and maths Policy		
M19/169	The updated English and maths policy had been circulated and the Vice-principal (Curriculum and Quality) reported that a wider English and maths strategy would be presented to the next meeting, included detailed procedures. The Committee approved the English and maths Policy as circulated.	VP C & Q
SAFEGUARDING UPDATE AND KPIS		
M19/170	Members had received the latest Safeguarding update and KPIS and noted that the number of reported deferrals had increased. This was due to improved awareness within the Student Services Team but also an increased number of at risk students. The majority of referrals related to mental health issues and the Vice-Principal (Curriculum and Quality) reported that the College had been successful in winning a bid with Craven Mental Health to provide additional guidance and early intervention in relation to mental health. An amendment to the Safeguarding Policy in the light of the Covid-19 lockdown would be presented to the May meeting of the Board for approval and video-conference protocols had been put in place for teachers whilst delivering online. It was noted that further detail would be provided in the end of year report and a question was asked about whether the report would capture information on the impact of lockdown on the number of students at risk. The Vice-Principal (Curriculum and Quality) confirmed that it would, and that students were being followed up individually. Cyber security remained a big issue and whilst students were studying at home, the College was not able to see if they were accessing sites that were normally blocked in College. The focus was therefore on engaging with both parents and students around this.	
M19/171	A question was asked about whether the College had sufficient staff to support students, particularly during lockdown. It also seemed likely that there would be an increase in students requiring support post lockdown. The Vice-Principal (Curriculum and Quality) confirmed that student mental wellbeing would be a focus for the senior management team, but there were staff outside Student Services who had also been trained to provide support. It was agreed to discuss putting Mental Health First Aiders in place with the Student Services Manager.	VP C & Q

GATSBY STANDARDS UPDATE

M19/172 A paper benchmarking against the Gatsby Standards had been circulated and it was noted that the Start Profile tool had been purchased recently. There was a number of virtual activities taking place in relation to careers and the Careers Team had remained busy under lockdown.

RISK REVIEW

M19/173 The relevant extract from the risk register had been circulated and it was noted that Ofsted had suspended activities at present, although it remained on the risk register.

DATE OF NEXT MEETING

M19/174 It was agreed that the next meeting would be moved back to its original date of 18 June at 10am.

The meeting closed at 12.10pm