

**MINUTES OF MEETING OF
THE LEARNING, TEACHING AND ASSESSMENT COMMITTEE
HELD VIA MICROSOFT TEAMS AT 10am ON THURSDAY 24
SEPTEMBER 2020**

Present: Dr S Morton (Chair)
Mx L Johnson (Principal)
Ms J Baxter
Dr A Birkinshaw
Mrs A Lall (Vice-Principal Curriculum and Quality)

In attendance: Mrs J Matthews
(Director of Governance)
Ms C Jackson (Student Services Manager) until M20/22

ACTION

- APOLOGIES FOR ABSENCE**
M20/01 There were apologies for absence from Mr Mabbitt and Mr Beck.
- DECLARATIONS**
M20/02 There were no declarations of interest.
- UPDATE ON TEACHING AND LEARNING ENVIRONMENT**
M20/03 The Principal reported that as much teaching as possible had been moved online and that two isolated staff cases of Covid had been identified, both of which had been contained. A question was asked whether student contact had been limited during practicals and it was reported that the learning environment had been set up so that students were socially distanced. Visors had been issued to staff and the key was changing people's behaviours.
- MINUTES OF 18 JUNE 2020**
M20/04 The minutes of the meeting of 18 June 2020 were approved as a correct record.
- MATTERS ARISING ON THE MINUTES OF 18 JUNE 2020**
Members had received a copy of the action tracker and noted the contents.
- M19/194 – student engagement*
M20/05 It was reported that there had been 60-75% engagement of At Risk students during lockdown, which was an improvement on the period leading up to that, with counselling support provided to 53 students and mentoring to over 70.
- M19/196 – divisional SAR timetable*
M20/06 The Vice-Principal (Curriculum and Quality) agreed to share the divisional SAR timetable.
- M19/202 – Prevent training*
M20/07 It was reported that it had been intended to do some Prevent scenario-based training during half term, but that timescale would now need to be reviewed in light of the Covid situation.
- M19/209 – risk references*
M20/08 The Committee discussed the cross-referencing of the risk register to reporting so that Governors could be confident that everything was being covered. It was agreed that this should be incorporated during the forthcoming review of the agenda format.
- SAFEGUARDING**
Safeguarding and Prevent annual report
M20/09 The Safeguarding and Prevent annual report had been circulated and was presented by the Student Services Manager. A question was asked about those staff who did not complete the mandatory training, and whether those were permanent staff or part-time

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**Chair/
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	<p>staff, and what sanctions had been put in place regarding non-completion. It was reported that they may be staff on long-term sick leave, or maternity leave, and it was agreed those should be removed from the data for a truer reflection of the position, along with information where a member of staff left the College. Sanctions were in place for those staff who did not comply.</p>	<p>Student Services Manager/VP C&Q</p>
M20/10	<p>A question was asked about whether there was confidence that all volunteers and part-time staff had been captured, and it was confirmed that the data was held within the central record which included all volunteers as well as contracted staff.</p>	
M20/11	<p>A question was asked about whether there were guidelines in relation to relationships between staff and students, and the relevant age limits. It was recognised that even if a young person was 18, staff were still in a position of trust. It was agreed that the relevant policies and codes of conduct would be checked to ensure that it was covered, and assurance provided to the Committee at its next meeting. It was requested that this also cover HE, apprentices and employers, and that staff were fully aware.</p>	<p>VP C&Q</p>
M20/12	<p>It was noted that there had been an increase in the number of incidents and members questioned whether that was due to improved systems for capturing the information. It was reported that the College was now in its second year of using CPOMS and there was more rigorous reporting and recording.</p>	
M20/13	<p>The Committee endorsed the recommendations within the papers and noted that the link Governor for Safeguarding would be a member of the Safeguarding Strategy Group.</p>	
	<p>Safeguarding Children and Vulnerable Adults policy</p>	
M20/14	<p>The updated Safeguarding Children and Vulnerable Adults policy had been circulated and the changes highlighted.</p>	
M20/15	<p>A question was asked about whether there was a system for alerting staff or students where there were any concerns in relation to financial abuse, and whether students were encouraged to report such concerns. It was confirmed that the College worked with the police and had protocols for sharing such information. There were good trusting relationships with tutors, progress coaches and progression support assistants and staff did come forward with any concerns.</p>	
M20/16	<p>It was requested that a footnote be added to clarify that any reference to children also included any vulnerable individual.</p>	<p>Student Services Manager/VP C&Q</p>
M20/17	<p>Subject to the above, the Committee recommended the updated Safeguarding Children and Vulnerable Adults policy to the Board for approval.</p>	
	<p>WORK EXPERIENCE REPORT 2019-20 AND TARGETS 2020-21</p>	
M20/18	<p>The work experience report for 2019-20 had been circulated and it was noted that work experience had halted in March 2020. 70% of students required to do work experience were expected to undertake that by the time of lockdown although there were particular areas which were lower than others. Although it was still intended to undertake work experience in 2020-21, it was expected to be challenging with only 6% of employers contacted in the last week able to take students on work placement.</p>	
M20/19	<p>Governors recognised the possible distraction in trying to meet this target and suggested that a more pragmatic approach be taken, with minimum expectations set in the light of the current environment. The Principal reported that the College would continue to contact employers, some of whom were willing to work remotely with students, and the matter was also to be raised with the AoC. The Chair requested that updated information be included in reports for future meetings, including information about the employers the College was engaging with.</p>	<p>VP C&Q</p>

CAREERS EDUCATION, INFORMATION AND GUIDANCE STRATEGY

M20/20 The updated Careers Education, Information and Guidance Strategy had been circulated and it was noted that the College was aiming to achieve the Careers Standard by July 2021.

M20/21 A question was asked about whether any system was in place to track what was happening within the different sectors, and it was reported that the College monitored labour market information closely and was looking to implement a new package, RCU Vector, to assist with that. A further question was asked about relationships with, and intelligence from, local partnerships and it was confirmed that there were good links with the LEP and local authority, as well as representation on local partnership groups.

M20/22 The Committee **approved** the Careers Education, Information and Guidance Strategy as circulated.

The Student Services Manager left the meeting at this point.

LEARNING AND TEACHING

Draft QAR 2019-20

M20/23 It was noted that the data presented was based on that available on 11 September and a final data set would be presented to the next meeting of the Committee.

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M20/24 A question was asked about progress in relation to unknown outcomes and it was reported that as of 20 September there were fewer than 200. A further question was asked about whether the data currently recorded unknown outcomes as fails, and the Vice-Principal Curriculum and Quality reported that they were largely passes following modelling with the MIS and curriculum teams. Governors agreed that they would prefer actual data in future rather than modelled figures.

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M20/25 A further question was asked about intelligence on data at other colleges and it was reported that reported figures for English and maths were higher, and it was anticipated that the national average would rise. Members recognised the importance of not being complacent and setting higher parameters, and in this context a question was asked about whether it might be possible to access local average data. It was agreed to raise the question at the AoC Quality meeting.

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Quality KPI update and QAR targets 2020-21

M20/26 The Quality KPI update and QAR targets for 2020-21 had been circulated and a question was asked about whether the targets needed to be revised. It was reported that targets for 2019-20 and 2020-21 had been set by the Principal and Vice-Principal (Curriculum and Quality) when they joined the College but it was confirmed that the targets would be revisited once the final data was known.

SELF-ASSESSMENT

SAR Indicative Grades 2019-20

M20/27 A paper setting out SAR indicative grades for 2019-20 had been circulated and it was noted that the SAR external validation would take place in early October, to which Governors had been invited. A Governor challenged that the SAR did not always include enough evidence to support the judgements and without that evidence, it was not possible to comment on the accuracy of the grades. It was reported that the College's own internal validation would take place the following week which would involve questioning of the grades and supporting evidence. It was recognised that the SAR had been produced in time for the FEC visit and there was still work to do to finalise it. Concerns were also expressed that the grades may be over generous particularly in relation to the quality of education, and the Principal agreed that the evidence should be tested before the grades agreed. A final version of the SAR would be presented to the

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Committee at its next meeting and to the Board in December.

Draft Quality Improvement Plan 2020-21

M20/28 The draft Quality Improvement Plan for 2020-21 had been circulated and it was noted that the template had been changed, to be better aligned to the EIF. Once the SAR was finalised, with clear evidence, the QIP would be further refined, along with a separate action plan for English and maths.

INITIAL ENROLMENTS UPDATE

M20/29 An update on initial enrolments was presented and it was noted that a lot of work was taking place to limit attrition. If current 16-19 students were retained, the College would be 13% above target and an approach would be made to the ESFA in relation to in-year growth. The College had also exceeded its Learner Loan allocation and was in scope for growth. In relation to HE, numbers had increased by 32 since the time of writing, of whom 10 were fully enrolled. This remained below target and was a risk to the College.

M20/30 A question was asked about recruitment at the Aviation Academy and it was reported that numbers had not dropped as anticipated and represented 46% of the College's HE provision. A further question was asked about the lower recruitment areas and it was reported that Garden Design had closed, and Childcare figures were low but increasing slowly. A request was made for further updates and it was confirmed that updated data would be available for the Board meeting in October. It was suggested that it might be worth approaching other Colleges to see if reciprocal arrangements could be agreed, and it was agreed that the Vice-Principal (Curriculum and Quality) would pursue that.

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STRATEGIC PLANNING: OUR OFFER

M20/31 It was reported that Strategic Plans had been shared with staff at the recent staff conference and that they were underpinned by operating plans to ensure that appropriate actions were in place to meet the strategic objectives. A question was asked about whether the weekly maths and English themes were across the whole curriculum and the Principal confirmed that the curriculum areas had to reinforce maths and English in a relevant way.

ENGLISH AND MATHS STRATEGY

M20/32 The English and Maths Strategy had been circulated and a question was asked about whether teaching staff were required to have Level 2 English and maths on appointment, and if not, whether they had to work towards them. It was confirmed that was the case, and that a skills scan of staff in relation to English and maths would take place in order to provide the necessary support to improve. It was requested that clear targets around Level 2 qualifications for staff were included in the Strategy. The Principal emphasised the importance of developing staff confidence and providing the CPD to do that. It was suggested that a review of the recruitment policy and the necessary departmental support would be useful. Subject to the above, the Committee **approved** the English and Maths Strategy.

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RISK REVIEW

M20/33 The Committee reviewed the risks relevant to its work and noted that there were no new risks at the time of writing. It was suggested that risks around T-levels, work experience, and any other risks involving employers might need increasing in light of the current circumstances and it was agreed that they should be reviewed.

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REVIEW OF MEETING

M20/34 The Committee evaluated the effectiveness of the meeting and it was agreed that the papers were very long and it would be helpful to separate the main body of the papers from the appendices, if possible.

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M20/35 In response to a question, the Principal and Vice-Principal Curriculum and Quality

confirmed that they felt appropriately challenged. It was agreed that it would be helpful to have more time for discussions around safeguarding and also to have more members so that the discussion was not dominated by one or two individuals. It was noted that two members of the Committee were absent from the meeting and consideration was also being given to additional Governors joining the Committee.

DATE OF NEXT MEETING

M20/36

It was noted that the next meeting of the Committee would be held at 10am on Thursday 19 November 2020.

The meeting closed at 12.10pm