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MINUTES OF MEETING OF
THE LEARNING, TEACHING AND ASSESSMENT COMMITTEE
HELD VIA MICROSOFT TEAMS AT 10am ON THURSDAY 19
NOVEMBER 2020

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

In attendance: Ms A Crabtree (Head of
Quality)
Ms B Cubiss

		ACTION
M20/37	**APOLOGIES FOR ABSENCE** There were apologies for absence from the Director of Governance (the meeting was to be recorded for transcription of minutes).	
M20/38	**DECLARATIONS** There were no declarations of interest.	
M20/39	**MINUTES OF 24 SEPTEMBER 2020** The minutes of the meeting of 24 September 2020 were approved as a correct record.	
M20/40	**MATTERS ARISING ON THE MINUTES OF 24 SEPTEMBER 2020** Members had received a copy of the action tracker and noted the contents.	
M20/41	*M20/08 – risk register* It was noted that cross referencing to the risks had been added to the agenda and it was recognised that Governors needed to monitor the direction of travel of risks, indicating whether actions were being effective, and ensuring that all risks on the risk register were being covered. It was agreed that the risk register would be updated to show when risks had been covered, and the level of detail in the risk management paper and sections within other papers would be increased to provide assurance and clearer cross reference to the risk register.	**Principal**
M20/42	*M20/34 – length of papers* The Chair reported that he had discussed the format of papers with the Director of Governance and work on that would be ongoing during the rest of the academic year.	**Chair/ Director of Governance**
M20/43	**LEARNING AND TEACHING** **Key Quality KPI update** The Quality KPI update had been circulated and it was noted that work experience was currently presenting a challenge, which was prevalent across the sector. Only 7% of the target for Study programmes and 16% of CDF target had been met so far, which was significantly lower than at the same point in the previous year. The Committee noted that achievement rates were at or above national rate for 2019-20 and there had been an improvement in high grades for GCSE English and maths. Issues continued with attendance in maths and English. There had been a decline in apprenticeships, although it remained a positive picture, and had been directly impacted by lockdown. The Vice-Principal (Curriculum and Quality) had managed to source some 2019-20 benchmarking data from the AoC which would be shared with the Committee once received.	
M20/44	Governors noted that there remained some areas of concern in the previous year, both in apprenticeships and 16-18 Entry and Level 1 and a question was asked about how these areas were being targeted to improve. It was reported that apprenticeships had now	

	been included in the supported self-improvement and deep dive process to ensure quality across all areas of the College was examined. The issues in Entry and Level 1 were predominantly around functional skills and maths, which were significant areas of concern in the College and a number of measures had already been put in place to address these.	
M20/45	Governors challenged the achievement in relation to 24+ apprenticeship standards and it was reported that this had been affected by small numbers and one particular cohort, however detailed information would be shared outside the meeting. It was reported that 24+ had been affected more by lockdown but a Governor challenged why that had not affected intermediate and advanced apprenticeship frameworks similarly and whether it was more of an issue with standards. The Vice-Principal (Curriculum and Quality) reported that data was held separately for apprenticeships and was not therefore as easily accessible for the quality team, so this was being addressed to ensure prompt action could be taken in areas of concern. The Principal confirmed that volumes would be added to future papers to ensure that the context was available for members.	**VP C&Q** **VP C& Q**
M20/46	In relation to the current year's data, a question was asked about whether data was available on recruitment, the 6-week drop out rate, and retention and the Principal reported that the RO4 data had not been available at the time papers were circulated, but was included in the papers for the next meeting of the Finance, Resources and Investment Committee. The Principal confirmed that it would be added for future meetings of this Committee.	**Principal/VP C&Q**
M20/47	A question was asked about the main risks associated with the work experience situation and it was confirmed that it wouldn't affect achievement, however it was anticipated that there may be further consideration at national level, given the impact on all colleges. It was noted that the College currently worked mainly with SMEs, who had been disproportionately affected by Covid-19, and was looking to increase its relationship with bigger employers.	
M20/48	**Curriculum Development report** The Vice-Principal (Curriculum and Quality) updated Governors on T-levels and the proposed expression of interest in the level 2 transition programme for Healthcare and Science routes, and other T-levels in business and accounting. In relation to T-levels, the importance of the work experience requirement was highlighted and the Principal and Vice-Principal (Curriculum and Quality) confirmed that the Work Experience Manager was part of the internal group on T-levels. Work was taking place currently to further develop employer links so that the College was prepared for 2022. Under the curriculum restructuring, the Principal reported that ownership within curriculum areas would be a focus. A question was asked about whether the facilities and space were available to run some of the new courses, such as plumbing, and the Principal reported that there was space available.	
M20/49	**Report on supported self-improvement** Most areas in supported self-improvement (SSI) had deep dives in 2019-20 although it had not been possible in Animal and Equine due to the lockdown. Significant improvements had been made in Construction, Computing and Equine during 2019-20 and they had been removed from SSI for 2020-21. Maths, Children and Young People and Animal Management had not improved sufficiently and remained in SSI in 2020-21. There had been significant intervention in these areas but it was hoped that the management weaknesses would be addressed through the curriculum restructure. Countryside, Motor Vehicle and Hair and Beauty had been added due to their 2019-20 performance although there would be a more action-focussed approach. A question was asked about whether the lesson observations undertaken during the SSI process would be graded and it was confirmed that they were not.	

M20/50	It was recognised that maths had been an ongoing issue for a number of years, and a question was asked about how this could be addressed. The Principal reported that they were now meeting personally with the team on a weekly basis, and that there were some fundamentals of curriculum organisation that had not been put in place previously. A Governor commented that there had been discussion previously about the appointment of a maths specialist and questioned whether that appointment might now be made. The Vice-Principal (Curriculum and Quality) reported that the small group tuition fund from the government had been used to set up five, hour long tuition sessions daily, staffed by a local tuition provider, to provide one to one or small group tuition. The learning hub had been reconfigured so students came into College to access maths and English and to support them in their study skills. The Principal emphasised the importance of cross-college leadership in these areas. It was agreed to consider this again at the next meeting.	**VP C&Q**

SELF-ASSESSMENT
SAR 2019-20

M20/51	The Self-assessment report for 2019-20 had been circulated and it was noted that some Governors had attended the external validation. The College had self-assessed as Grade 2 overall. It was suggested that the document required a proof read to ensure consistency of tenses and that cross-reference to the EIF should also be added. The Committee **recommended** the SAR 2019-20 to the Board for approval.	**VP C&Q**

Quality Improvement Plan 2020-21

M20/52	The Quality Improvement Plan for 2020-21 had been circulated and it was noted that it was a new format with RAG-rating, and had been mapped to the EIF. Individual curriculum areas also had their own QIPs. A question was asked if the actions for curriculum managers were reflected in their performance targets and actions, and the Vice-Principal (Curriculum and Quality) confirmed that they were all reflected in the curriculum area SARs and QIPs, with clear KPIs. It was suggested that the key targets for each curriculum manager along with those that should be cascaded down, should be drawn out to ensure they were captured for performance reviews. It was highlighted that this could be a bigger issue for part-time staff. The Principal confirmed that the document would be proof read and the Committee **recommended** it to the Board for approval.	**VP C&Q** **VP C&Q**

STUDENT VOICE
Student Voice Plan 2020-21

M20/53	It was reported that there had been two nominations for the Student Union President so, following election, there would be a President and Vice-President. It was reported that more KPIs were required around student engagement and student voice as well as tracking enrichment. Curriculum areas would also need to actively engage and it had been recognised that there needed to be sharing of good practice across the College and central collation of that data. A question was asked about plans to further develop the student voice and Student Union in future years, and it was reported that work was taking place with students to engage with other students. It was recognised that it was important to communicate back to students the impact of the work they were doing, so that they felt it added value to their experience at the College.	

M20/54	It was requested that curriculum enhancement and cross college enrichment be separated in future reports so that it was clearer where curriculum enhancement required improving, and where there was good practice.	**VP C&Q**

M20/55	A question was asked about whether steps were being taken to ensure continuity in the Student Union leadership so that the year could be started promptly with student representation. The Vice-Principal (Curriculum and Quality) reported that work would start with progressing students soon after Easter so that postholders were in place before the summer break. It was requested that, if possible, a Student Governor be in place for	**VP C&Q**

the last Board in the current academic year, so that they were fully engaged for the new academic year.

Initial Student Survey analysis

M20/56   Following a poor response to the previous survey, the initial student survey had been carried out through Teams, giving a 73% return rate, which was slightly below target but a great improvement.   A number of actions had been identified from the survey outcomes which would be included in subject area QIPs, although some quick actions had already been taken.

M20/57   Governors highlighted that many of the areas RAG rated red could be addressed through improvements to the marketing and website, as well as initial advice and guidance, and the Principal confirmed that this was an area to work on, with a longer term vision to have a Craven College app to allow students to personalise their journey. It was recognised that the way students preferred to communicate with the College had changed and the College needed to respond to that.   A question was asked about whether another survey would be carried out and it was confirmed that there would be one at the end of Semester 1 and a third one at the end of the year.   **Principal**

HIGHER EDUCATION
OU Annual Monitoring Report

M20/58   It was noted that the template for the AMR had been changed and the College had submitted its report, with a response expected before Christmas.

M20/59   A question was asked about whether a similar return would be required should the College move from the Open University to another validating body and it was confirmed that all providers would have a similar process.

HE Curriculum Development report

M20/60   A report had been circulated on curriculum developments and it was noted that initial proposals had been submitted to both University of Hull and the Royal Agricultural University for validation arrangements.   It was felt that both partners were more appropriate than the Open University as a validating body. Members also noted the new programmes and the new HE Review Group as well as information about higher technical education. A question was asked about whether the RAU would only be validating the College's land-based qualifications, and it was confirmed that they would. Members agreed that this was likely to be an increasingly important part of the College's offer following Brexit.

QUALITY OF EDUCATION POLICY

M20/61   The draft Quality of Education policy had been circulated which had been developed taking into account latest research on remote and blended learning as well as best practice from Ofsted's interim visits.   Governors agreed that this was easily understandable for staff and related clearly to the College's environment.

M20/62   A question was asked about the process to roll the policy out to staff and ensure that it was embedded in all teaching practice and it was reported that there would be recorded staff development sessions, in addition to staff development sessions related to the Observation of Teaching, Learning and Assessment policy. Every type of observation of a teacher's delivery, either through formal observation or walkthroughs, would be recorded on Pro-observe and RAG-rated, so staff would be able to see clearly how they were performing against expectations, as well as enabling closer monitoring centrally. The Committee **recommended** the Quality of Education policy to the Board for approval.

POLICY UPDATES
Observation of Teaching, Learning and Assessment policy

M20/63   The updated Observation of Teaching, Learning and Assessment policy had been

	circulated and it was noted that there had already been consultations with staff and unions. A Governor challenged the statement that the College was moving away from grading, recognising that the new policy did, in fact, indicate to staff how they were judged. It was reported that there would no longer be an overall judgement, although staff would still be able to see where they had strengths or areas for improvement, and it was agreed that this would be reviewed to make it clearer to teaching staff that they were not being judged.	**VP C&Q**
M20/64	A question was asked about whether this policy would address previous issues of staff receiving more favourable grades as a result of observers being uncomfortable with giving their peers lower grades for lessons. It was reported that this would no longer be the case as lessons would be judged against specific criteria and training would be provided to observers. A Governor stressed the importance of reporting on findings from the observations and for those to feed into the SAR at the end of the year, and it was confirmed that more detailed reporting than previously would be available at year-end. The Vice-Principal (Curriculum and Quality) reported that the findings from this would allow more targeted CPD for all staff, and the curriculum managers would be responsible and accountable for improving teaching and learning within their departments. The Principal also confirmed that the policy would be updated to include metrics and would be submitted to the next meeting.	**Principal/ VP C&Q**

Fitness to Study policy

M20/65	It was noted that this was a new policy relating to where a student's fitness to study was severely impacted by illness or mental health difficulties, and so there was clarity about everyone's roles and responsibilities. A question was asked about whether this was entirely separate from disciplinary policies and the relationship between the two. It was agreed that there was an important balance between those, and it was reported that whilst there was a system for students to disclose any learning difficulties, on occasion, some students didn't disclose and it significantly impacted on their, and other's learning. Subject to clarification of the wording around liaison with emergency services, the Committee **approved** the policy.	**VP C&Q**

ANNUAL REPORTS 2019-20
Complaints and Compliments

M20/66	Governors were pleased to see the balance of complaints and compliments in the report circulated and it was highlighted that teaching still represented half of all complaints and that during 2019- 20 those predominantly related to concerns about centre assessed grades, and how those would be calculated. It was noted a significant number of compliments related to Evolve and whether all areas should be encouraged to ensure they captured all compliments. It was reported that Evolve managed the collection of compliments very effectively and that there was also a lot of parental involvement there. Moving parents' evenings online during the pandemic had increased parental engagement and there may be benefits seen in other areas as a result of that.	

Final destination data 2018-19 and interim data 2019-20

M20/67	The Committee received and noted the final destination data for 2018-19 and interim data for 2019-20, and the Vice-Principal (Curriculum and Quality) reported that this had been added to the risk register in relation to systematic collection of data.	

Careers Information, Advice and Guidance 2019-20 and plan 2020-21

M20/68	The Committee received and noted the Careers Information, Advice and Guidance report for 2019-20 and plan for 2020-21.	

Freedom of speech

M20/69	The annual report on Freedom of Speech had been circulated and it was noted that this essentially captured the enrichment and enhancement activity taking place in College. The Principal reported that the recording structures and key responsibilities would be	

identified and formalised to ensure this information was captured appropriately.

RISK REVIEW

M20/70 The Committee reviewed the risks relevant to its work and noted that four of the five risks that had decreased related to Covid-19 and increased confidence in the College's systems. A question was asked about whether the College was confident it had addressed the issue around previous collection of destination data, and the Vice-Principal (Curriculum and Quality) reported that previously there had been reliance on one individual to collect the data, but a steering group had now been established to oversee collection of this data. A further question was asked about whether the lack of previous destination data had been reported in the SAR and the Vice-Principal (Curriculum and Quality) reported that the data was available, but had not been in a form that was easy to analyse centrally.

M20/71 A question was asked about the risk in relation to work experience, and whether the situation was manageable or if there was anything further that could be done. It was reported that there was a detailed record of employer contacts and responses, as well as planned hours. There had been sharing of good practice with other colleges and the AoC was lobbying on behalf of the sector. The College discussed the matter with its ESFA Territorial Manager at each meeting. The Principal reported that funding for study programmes would be secure since the College could demonstrate that the hours were planned. The main risk was around the Capacity Delivery Fund although the ESFA were showing some flexibility.

REVIEW OF MEETING

M20/72 The Committee evaluated the effectiveness of the meeting and it was agreed that a lot of material had been covered in the time available; the Chair thanked members for their focussed discussion.

DATE OF NEXT MEETING

M20/73 It was noted that the next meeting of the Committee would be held at 10am on Thursday 4 March 2021. The Principal proposed that monthly reports against key metrics be shared with the Committee, in a similar way to the Finance, Resources and Investment Committee, and the Committee could then raise any queries outside the scheduled meetings. This would ensure that Committee members were updated on a regular basis.

The meeting closed at 12.05pm