

**MINUTES OF MEETING OF
THE LEARNING, TEACHING AND ASSESSMENT COMMITTEE
HELD VIA MICROSOFT TEAMS AT 10am ON THURSDAY 4 MARCH
2021**

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

In attendance: Mrs J Matthews
(Director of Governance)
Ms A Crabtree (Head of Quality)
Ms C Jackson (Student Services Manager)(until M20/83)

ACTION

APOLOGIES FOR ABSENCE

M20/74 There were no apologies for absence. Ms Baxter was late joining the meeting.

DECLARATIONS

M20/75 There were no declarations of interest.

MINUTES OF 19 NOVEMBER 2020

M20/76 The minutes of the meeting of 19 November 2020 were approved as a correct record.

MATTERS ARISING ON THE MINUTES OF 19 NOVEMBER 2020

M20/77 Members had received a copy of the action tracker and noted the contents.

M20/57 – Craven College app

M20/78 In response to a query about progress with the Craven College app, it was confirmed that this was still an option being explored.

STUDENT ENGAGEMENT REPORT

M20/79 The student engagement report was presented and key points highlighted. It was noted that work was taking place on developing consistent reporting of enrichment and enhancement activities. A question was asked about whether consideration had been given to prioritising one enhancement activity at a time with each group, since both staff and students were likely to be somewhat overwhelmed on their return to College. It was confirmed that activities around wellbeing would be the focus when students returned.

M20/80 A question was asked about the reasons for the poor response rate to the middle of year survey from Countryside and Horticulture students and it was reported that response rates linked closely to attendance. It was confirmed that student feedback during the recent deep dive was positive but engagement during remote learning had been more difficult for practical courses.

MENTAL HEALTH AND WELLBEING STRATEGY

M20/81 The new Mental Health and Wellbeing Strategy had been circulated and it was noted that the College had signed up to the AoC Mental Health and Wellbeing Charter. A Governor challenged the lack of reference to development of resilience and independence, expressing concerns that students and staff may develop a dependency culture. The Student Services Manager confirmed that there was a strong belief in College about building resilience and agreed to include additional references within the Strategy to reinforce that message. Governor advice was sought on how best to incorporate this within the curriculum and a number of external research sources were suggested. Subject to ongoing development, the Committee **approved** the Strategy and the Principal reported that it would be reviewed annually.

**VP C&Q/
Student
Services
Manager**

M20/82	<p>SAFEGUARDING UPDATE</p> <p>The Safeguarding update had been circulated and it was noted that at risk students would be a priority on their return to College. A question was asked about the “toxic trio” risk students and how those were managed, and it was reported that the College was notified when a student witnessed domestic violence. The College would then maintain close contact with them to provide support.</p>	
M20/83	<p>A question was asked about whether consideration had been given to a restart programme for those students who had become significantly disengaged during lockdown and the Principal confirmed that consideration had been given to this and would be discussed again. It was recognised that this did not necessarily have to involve a qualification but would serve to help students get back on track.</p> <p><i>The Student Services Manager left the meeting at this point.</i></p>	Principal/ VP C&Q
	<p>LEARNING AND TEACHING</p> <p>Key Quality KPI update</p>	
M20/84	<p>The Quality KPI update had been circulated and it was noted that overall retention was high whilst attendance was lower, particularly in the practical subjects, along with English and Maths. In apprenticeships, attendance was 90%, and retention high, but achievements had been impacted by lockdown.</p>	
M20/85	<p>A Governor commented that remote learning had been more challenging for some students and subjects than for others, and questioned the plans to address that. It was reported that curriculum heads had identified at risk students and would prioritise them on re-opening.</p>	
M20/86	<p>A Governor challenged the mismatch between attendance and retention, and it was requested that the data be cleaned, once students returned, to ensure that there was a clearer view of retention. It was reported that weekly attendance reports were shared with curriculum heads but that the system was not necessarily capturing data on intervention and engagement outside timetabled teaching time. A further question was asked about whether sample checks of attendance on Pro- Monitor were carried out to ensure follow up, and it was confirmed that they were, with at risk students discussed at meetings with managers. It was agreed to pull all metrics together into one meaningful set of data.</p>	Principal/ VP C&Q
M20/87	<p>It was noted that a low percentage of lesson observations were graded good or better and Governors questioned whether staff were aware if they were not satisfactory, and what measures were in place to support those staff. It was requested that the next report to the Committee include information about re-observations and actions taken.</p>	Principal VP C&Q
M20/88	<p>A Governor questioned whether the good practice in relation to English and Maths could be shared among curriculum leaders and it was confirmed that such sharing of information already took place. It was particularly successful where tutors emphasised the importance of English and Maths from the outset and took responsibility for attendance at those classes.</p>	
	<p>Curriculum Development report</p>	
M20/89	<p>The Vice-Principal (Curriculum and Quality) updated Governors on curriculum developments and it was noted that the 4Cast tool had been positively received and would help with curriculum planning. A question was asked about sharing of curriculum with the T-level courses and it was reported that the T-level curriculum group was reviewing the possibilities. Curriculum teams were also considering what training they required and whether some existing courses could continue alongside the T-levels, with co-teaching.</p>	

M20/90	The Committee discussed the partnership with Brooklands School and in response to a question about whether they would be paying for the taster sessions provided, the Principal confirmed that they were. The same arrangement had been put in place for Oastlers School.	
	English and Maths report	
M20/91	The English and maths report had been circulated and it was noted that a deep dive was currently underway in maths. New curriculum leaders were in place, although there were no programme leaders, and the Committee discussed the possible use of motivators in these subjects. It was recognised that a culture change was required around English and maths which would take some time.	
	Ofsted update	
M20/92	An update on the Ofsted inspection process had been circulated and it was noted that full inspections were likely to resume from September 2021. The College continued its preparations for inspection and it was agreed that the Chair and Director of Governance would discuss a possible group of Governors.	Chair/DG
M20/93	It was recommended that it would be helpful to train curriculum leaders in preparation for meetings with Ofsted inspectors and that it would be useful to bring an inspector into College to undertake this work. Dr Birkinshaw offered to assist with this exercise and it was agreed that would be beneficial.	VP C&Q/Dr Birkinshaw
	SELF-ASSESSMENT	
	Quality Improvement Plan 2020-21 progress update	
M20/94	The Quality Improvement Plan 20-21 progress update had been circulated and it was noted that it had been RAG-rated. The Committee recognised that the key risk at present was attendance.	
	POLICY UPDATES	
	Observation of Teaching, Learning and Assessment policy	
M20/95	The updated Observation of Teaching, Learning and Assessment policy had been circulated and was approved by the Committee.	
	Complaints and Compliments	
M20/96	The updated Complaints and Compliments policy had been circulated and the addition in relation to processes around appealing teacher assessed grades was noted. The Committee approved the Complaints and Compliments policy as circulated. Governors also received an update on complaints and compliments received and noted that the majority of compliments related to Evolve, which was particularly effective at capturing them.	
	HIGHER EDUCATION	
	OfS compliance report	
M20/97	Governors received a report on compliance with consumer protection law, as required by OfS Condition C1, and noted that the College was reporting that all required actions were completed. There was therefore no need to make a report to the OfS.	
	HE Plan	
M20/98	The HE Plan had been circulated to the Committee and it was noted that it was proposed to focus on core higher education unless HNC or HND qualifications were of particular importance in a vocational area. A question was asked about whether there had been issues with recruitment to Media Make-up and it was reported that it had not recruited well in recent years and consideration was required as to how to make it more of a niche area.	
M20/99	A Governor asked a question about the subject areas and recruitment plans for higher	

level apprenticeships and it was reported that a number of areas might be considered, including finance, where students might be recruited from local employers.

M20/100 The Committee **recommended** the HE Plan to the Board for approval.

RISK REVIEW

M20/101 The Committee reviewed the risks relevant to its work and noted that there was a new academic risk around the impact of COVID-19 on apprentice end point assessments. A Governor challenged management to use recruitment and progression as measures when designing the curriculum.

REVIEW OF MEETING

M20/102 The Committee reviewed the meeting and agreed that it had been effective.

DATE OF NEXT MEETING

M20/103 It was agreed that the meeting scheduled for 22 April be cancelled and that up to date data on the teacher assessed grades be presented to the Board briefing on 20 May. The next meeting would therefore be held on **Thursday 17 June 2021**.

The meeting closed at 12noon