

<p>MINUTES OF MEETING OF THE LEARNING, TEACHING AND ASSESSMENT COMMITTEE HELD VIA MICROSOFT TEAMS AT 10am ON THURSDAY 17 JUNE 2021</p>

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
Mrs E Woodhall

In attendance: Professor J Craig
Mrs J Matthews
(Director of Governance)
Ms A Crabtree (Head of Quality)
Ms C Jackson (Student Services Manager)(until M20/ 135)

ACTION

APOLOGIES FOR ABSENCE

M20/104 There were no apologies for absence.

DECLARATIONS

M20/105 There were no declarations of interest.

MINUTES OF 4 MARCH 2021

M20/106 The minutes of the meeting of 4 March 2021 were approved as a correct record.

MATTERS ARISING ON THE MINUTES OF 4 MARCH 2021

M20/107 Members had received a copy of the action tracker and noted the contents.

M20/55 – Student Governor

M20/108 It was reported that due to difficulties engaging with and recruiting students to the Student Governor role, it was likely to be the new academic year before any appointment was made.

M20/93 – Ofsted preparation

M20/109 The Vice-Principal (Curriculum and Quality) confirmed that she would contact Dr Birkinshaw outside the meeting.

VP C&Q

M20/57 – MyDay app

M20/110 The Principal requested that the due date for implementation of the MyDay App be moved to a later due date, although it was planned to introduce it for September 2021. A question was asked about whether Board members could view the App and the Principal confirmed that could be arranged.

Director of Governance

SAFEGUARDING UPDATE

M20/111 The Student Services Manager presented the Safeguarding update and highlighted key points, including the recent OfS Statement of Expectations on preventing and responding to harassment and sexual misconduct. It was proposed that such matters would be reviewed by the Safeguarding Committee and reported to the Committee throughout the year through the Safeguarding updates.

M20/112 A question was asked about plans to support young male students who may have adopted patterns of behaviour to help them change, and it was reported that tutorial provision covered much of this, with a lot of work on respect, healthy relationships, consent and modelling of behaviours by staff. This would be prioritised in the early part of the new academic year and it was confirmed that it would recognise that males could be as vulnerable as females to abuse.

M20/113	In response to a question about what the College was doing to track use of the internet facilities to access inappropriate sites, it was reported that a web filtering system was in use on which weekly reports were received. A Governor suggested that there was software available that could provide immediate alerts and therefore made a big impact and the Student Services Manager agreed to look at that further. A further query was raised about whether it was being linked to Prevent, given the similarities in issues, and it was confirmed that, in a similar way, a lot of work was done with staff about looking for indicative signs,	Student Services Manager/VP C&Q
M20/114	A question was asked about staff training plans, and whether all staff had completed revised safeguarding training, and it was reported that the Education and Training Foundation had launched a new training package for staff and Governors which would be implemented. Staff training around harassment was also being developed.	
M20/115	A Governor questioned how the policy and procedures would be made available to students and parents, and particularly in relation to the language used for high needs students and those on lower level programmes. It was reported that significant information was available on Moodle and that a handbook would be produced for students similar to that provided about mental health and online safety.	
M20/116	In relation to the increased number of students accessing counselling, particularly after the second lockdown period, a question was asked about the current lead time, whether the College was able to respond promptly, and whether the timing of the increase was due to the second lockdown, or a long lead time. The Student Services Manager reported that there were 20 volunteer associate counsellors in College and students were therefore seen in a timely manner, being offered up to 10 sessions.	
M20/117	A question was asked about whether sexual harassment had been recorded previously and whether it was likely to dominate the figures presented. It was confirmed that they were recorded but would be included in the safeguarding reports in the future. Student surveys suggested that students had not previously tended to report them since they were so commonplace and whilst students generally felt safe in College, guidance would be provided on how to keep themselves safe outside College.	
M20/118	A Governor challenged whether the actions set out in the appendix on Peer on Peer abuse were in line with current guidance and emphasised that it should be articulated that staff lead by example. It was requested that the actions be reviewed carefully and the Student Services Manager undertook to do that over the summer before the new academic year.	VP C&Q/ Student Services Manager
LEARNING AND TEACHING		
Key Quality KPI update		
M20/119	The Quality KPI update had been circulated and the Vice-Principal (Curriculum and Quality) highlighted the key points. It was noted that questioning and feedback were RAG rated red in the observation of teaching and learning and were a focus for Ofsted during inspections as they had the biggest impact on student progress. A Governor challenged whether all staff had been trained in good practice in relation to questioning and feedback and whether the observers recognised what excellent questioning looked like. It was reported that it was disappointing that questioning and feedback remained the areas in need of greatest improvement and training on this would be a focus for the Staff Conference, as well as all lesson observers having additional discussions about excellent questioning. It was suggested that partnership with other colleges might be of benefit and it was agreed to pursue that.	Head of Quality/VP C&Q
M20/120	A Governor highlighted that recent Ofsted inspections had focussed on the evidence of the wider student experience and the impact of a rich curriculum on student progress, and it was recommended that consideration be given to how to evidence the student	

	breadth of experience and its impact.	VP C&Q
M20/121	A Governor queried whether it was possible to triangulate the data on observations, attendance and student feedback to identify specific courses, and it was confirmed that both maths and Animal Management had work ongoing. It was reported that the SAR process this year would review a range and depth of evidence to pull together a wide range of triangulated information in one place.	
	Curriculum Development report	
M20/122	The Vice-Principal (Curriculum and Quality) updated Governors on curriculum developments and it was noted that the 4Cast tool had been particularly helpful.	
M20/123	It was noted that since only one offer had been made for the Garden Design Foundation Degree, the course had been withdrawn and a report made to the OfS as no suitable alternative offer could be made. A question was asked about whether there was scope to have more flexibility with horticulture courses in the future and it was confirmed that the College was considering what students wanted to study and whether it should be full cost.	
M20/124	Governors questioned the cut off point for recruiting to courses and whether there was a review of the number of applications received before an offer was made in order to minimise the OfS reportable events. It was confirmed that there were weekly meetings between the HE team and the Vice-Principal (Curriculum and Quality) from January onwards, focussing on where courses may not be viable, and the HE Scheme Management Board met termly to look at applications. Most students were local or progressing and tended to apply late for places.	
M20/125	A Governor challenged the rationale for the courses in Performing Arts and Stage Management and Health and Wellbeing in Sport as they did not seem to align with the skills analysis and employer needs. Concerns were also expressed about the competitor analysis and the investment required to deliver a high quality student experience. It was reported that following a request from Hull University for indicative plans, Heads of Schools had been asked for possible future courses although these were initial proposals only and would be subject to a thorough analysis and review. The Vice-Principal (Curriculum and Quality) set out the rationale for each course and Governors requested that a full competitor and needs analysis be conducted, as well as a review of costs and resources required and the Vice-Principal (Curriculum and Quality) confirmed that would be completed and presented to the Academic Board for approval.	VP C&Q
M20/126	A question was asked about how many students progressed from the foundation to full degree courses and it was reported that varied depending on the curriculum area.	
M20/127	The Committee approved the decision not to the run the Foundation Degree Garden Design in September 2021.	
	SELF-ASSESSMENT	
	Quality Improvement Plan 2020-21 progress update	
M20/128	The Quality Improvement Plan 20-21 progress update had been circulated and it was noted that it would be closed at the end of June. Any actions not completed would be carried forward to the following year. A question was asked about attendance and responsibility for timetabling of English and maths and it was reported that the Head of English and Maths had been responsible for it in 2020-21 but that the Vice-Principal (Curriculum and Quality) had done it for 2021-22. Vocational subjects had been built around English and maths for the new academic year.	
M20/129	In acknowledging that it had been difficult to gather robust evidence of impact in recent times, a Governor challenged how the College could be confident of having robust	

	evidence for the claims it made, and the impact on students. It was reported that the deep dive process was to be reviewed and there would be an increased focus on wider elements, as well as consulting students. A Governor also suggested that more information on what steps would be taken to address the red areas would be helpful and the Vice-Principal (Curriculum and Quality) agreed to seek to provide that.	VP C&Q
	STUDENTS	
	Student Engagement report	
M20/130	The Committee received the student engagement report and noted the contents. The Chair reported that Governors had indicated in their Individual Performance Review meetings that they would welcome a return to interaction with students. Governors reiterated the importance of quantifiable evidence of students' wider experience and gathering first hand evidence from students about their positive experiences.	
	End of Year Student Survey	
M20/131	A report on the end of year student survey had been circulated and Governors questioned whether employers and parents were surveyed and whether the positive results were used in marketing activities. It was confirmed that parents were not surveyed and it was agreed to consider further how that might be done. A recent deep dive in apprenticeships had identified the need to survey employers and that would be progressed, with the results shared with the Committee.	Head of Quality/VP C&Q
M20/132	In response to a question about whether adult students were surveyed, it was confirmed that some feedback was received but that it was difficult to get responses after they left the College. The Committee expressed its concern at the 1% response rate to the destination survey and requested that a process be put in place to ensure such information was captured on their last day in order to fully complete a learner's journey, emphasising tutors' responsibilities in this area to inform progression.	Head of Quality/VP C&Q
M20/133	It was agreed that it was necessary to collate all student survey feedback centrally in order to get an overall picture and a further question was asked about whether any "You said, we did" feedback was published to students. It was confirmed that posters had been displayed prior to lockdown and that in some subject areas, subject leaders did meet student teams to respond to feedback, but it was agreed that this should be done centrally and consistently in future.	Head of Quality/VP C&Q
M20/134	A question was asked about when the HE survey, and NSS results would be shared with the Committee, and how views on IT and library facilities were surveyed. It was confirmed that the results of the HE survey would be available for the next meeting, and that the HE action plan included actions relating to the Library and IT.	
	STRATEGIC PLANNING	
	Careers Education, Information, Advice and Guidance Strategy	
M20/135	The updated Careers Education, Information, Advice and Guidance Strategy had been circulated and the Committee requested that the objectives be reviewed to ensure they were more specific. Subject to that review, the Committee approved the Careers Education, Information, Advice and Guidance Strategy.	VP C&Q
	<i>The Student Services Manager left at this point.</i>	
	HIGHER EDUCATION	
	Office of the Independent Adjudicator report	
M20/136	Governors received the report from the Office of the Independent Adjudicator and a Governor challenged how the College ensured it was up to date with information from that Office and was reviewing examples from the website to identify any possible implications for the College. The Vice-Principal (Curriculum and Quality) reported that this was a standing item for the HE Scheme Management Board.	

RISK REVIEW

M20/137 The Committee reviewed the risks relevant to its work and noted that there was an increased risk relating to the impact of COVID-19 on apprentice end point assessments. It was noted that only 50% of the work placement target had been achieved as employers were not willing to take on students.

COMMITTEE REVIEW OF EFFECTIVENESS

M20/138 A paper summarising the recent survey of Committee effectiveness had been circulated and concern was expressed about the workload for staff if each meeting included a slide presentation, and it was agreed that should be reviewed.

REVIEW OF MEETING

M20/139 The Committee reviewed the meeting and noted that some important actions for management had been identified.

DATE OF NEXT MEETING

M20/140 It was noted that the next meeting would be held on **Thursday 25 November 2021 at 10am.**

The meeting closed at 11.50am

Principal