

**MINUTES OF MEETING OF
THE LEARNING, TEACHING AND ASSESSMENT COMMITTEE
HELD VIA MICROSOFT TEAMS AT 9.15am ON THURSDAY 10 MARCH
2022**

Present:	Dr S Morton (Chair) Dr A Birkinshaw Professor J Craig Mx L Johnson (Principal and CEO) Mrs A Lall (Vice-Principal Curriculum and Quality) Mrs J Rogers (until M21/61) Mrs E Woodhall	In attendance:	Mrs J Matthews (Director of Governance) Ms A Crabtree (Head of Quality) Ms C Jackson (Student Services Manager)(until M21/26)
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		ACTION
	DEEP DIVE PRESENTATION: IT, MEDIA AND CATERING	
M21/44	Prior to the meeting, the Learning, Teaching and Assessment Committee received a presentation from Martin Lofthouse, Head of Business and Technology on his recent deep dive.	
M21/45	A Governor questioned whether staff had individual targets associated with the actions from the review and it was confirmed that although one to one meetings were held with staff to go through what was expected of them, these were not formally recorded. It was recommended that a formal mechanism should be in place to hold staff to account in order to ensure that rapid enough progress was being made.	Head of Quality
M21/46	Governors observed that it would be helpful for the format of the report to be reviewed so that it included a summary of what had been reviewed in terms of qualifications and levels, the process and key recommendations and outcomes to ensure they were highlighted clearly. The Head of Quality confirmed that the report format would be updated to include a summary at the beginning.	Head of Quality
M21/47	A question was asked about whether there had been any employer input as this was critical and it was confirmed that there was significant employer engagement, with a lot of employer links. The Chair thanked Martin Lofthouse for his presentation and he left the meeting.	
	APOLOGIES FOR ABSENCE	
M21/48	There were no apologies for absence but it was noted that Jane Rogers would have to leave early.	
	DECLARATIONS	
M21/49	There were no declarations of interest.	
	MINUTES OF 25 NOVEMBER 2021	
M21/50	The minutes of the meeting of 25 November 2021 were approved as a correct record.	
	MATTERS ARISING ON THE MINUTES OF 25 NOVEMBER 2021	
M21/51	Members had received a copy of the action tracker and noted the contents.	
	<i>M20/131 and M21/07 – parental feedback</i>	
M21/52	It was reported that the systems group would be meeting the following week to look at a web-based system for parental feedback. It was agreed to combine the actions referring to this into one. A question was asked about recruiting governors from the parent community and it was suggested that it might be worth including the governor advert in	DG

M21/53	any parental bulletins. A further question was asked about whether there were plans to develop a parent portal and it was confirmed that this was available through MyCraven or pro-portal at an additional cost, and would be explored.	Head of Quality
M21/54	<i>M20/109 – Ofsted preparation</i> It was reported that the new Director of Curriculum had been involved in the recent Ofsted inspection at Barnsley and an arrangement had been reached with Barnsley College to provide support for the College in preparing for Ofsted. It was noted that this was a topic for the Board briefing at the end of May.	
M21/55	<i>M20/120 – student enrichment</i> It was reported that there was a facility to record student enrichment on pro-portal and GroFar but this was to be reviewed to ensure the most appropriate system was being used.	VP C&Q
M21/56	<i>M20/135 – Careers Education, Information and Advice objectives</i> It was reported that interviews were taking place the following week for a new Careers Manager and the objectives would be reviewed with the new postholder.	
M21/57	<i>M20/125 – competitor and needs analysis</i> It was reported that a competitor and needs analysis was being undertaken as part of the new curriculum plan and a paper on curriculum development would be presented to the next meeting.	VP C&Q
M21/58	SAFEGUARDING Safeguarding update The Student Services Manager presented the safeguarding update and highlighted the key points. A copy of the recent Safeguarding internal audit review had been circulated and members noted that the Designated Safeguarding Lead (DSL) and Deputy DSL had also carried out an audit against the latest Keeping Children Safe in Education. It was reported that the required checks against prohibition from teaching had now been completed but Governors challenged whether all other relevant staff were also being checked and whether all the necessary HR processes were in place, including whether staff were trained in safer recruitment. It was reported that all managers involved in recruitment were required to undertake safer recruitment training and that all staff involved with students were subject to the prohibition from teaching checks.	
M21/59	In light of the audit findings it was recommended that similar checks on whether policy was being applied in practice should be carried out for health and safety. It was reported that a new Health and Safety Manager was in post and was carrying out his own audits, but a Governor challenged the plans to ensure policies were being properly followed through. The Principal agreed this issue should be added to the risk register.	Principal
M21/60	A question was asked about whether the students identified in relation to safeguarding matters might have multiple difficulties or whether each case represented a separate individual. It was reported that 259 students were accessing safeguarding support but a number of these did present with multiple difficulties.	
M21/61	Governors challenged the fact that only 91% of staff had completed mandatory training and asked what action was proposed to address this. The Principal reported that 5% of the non-completers were staff who were new, or absent due to maternity or sick leave. In relation to the remaining non-completers, discussions were taking place with their line managers to ensure they were supported to complete the training.	
	<i>Mrs Rogers left the meeting at this point.</i>	

	<p>STUDENTS</p> <p>Student Engagement, Complaints and Compliments</p>	
M21/62	Governors had received an update on student engagement including information on complaints and compliments. A Governor questioned whether the information on student engagement was differentiated for students with different characteristics and it was requested that this be further explored to ensure that it was not the same students participating in a number of activities.	VP C&Q/Student Services Manager
M21/63	A Governor expressed surprise at how few clubs and lunchtime activities were taking place, and a question was asked about whether there were plans to deliver more. It was also observed that enhancement opportunities were uneven across the College and it was reinforced that there should be a minimum expectation for each curriculum area. The Vice-Principal (Curriculum and Quality) reported that a Wednesday afternoon had been identified as an appropriate time for enhancement opportunities and a booklet setting out all available activities was being produced. There would be a target of one activity per term per student and an update would be produced for the next report on the student engagement plan.	VP C&Q/Student Services Manager
M21/64	A Governor requested that the complaints and compliments be presented in a separate paper to student engagement in future.	VP C&Q/Student Services Manager
	<p>Mid-year Student Survey Report</p>	
M21/65	A report on the mid-year student survey had been circulated and it was noted that there had been a good response rate to the survey, however some of the results were of concern with significant declines in some areas. It was reported that focus groups were being arranged to follow up areas of particular concern.	
M21/66	A question was asked about the feedback on spelling and grammar and it was reported that the College did have guidelines in relation to marking but that they were felt to be too generic so a new policy was being developed.	
M21/67	Concern was expressed that student achievement had fallen the previous year and student satisfaction had also fallen in the current year, largely due to dissatisfaction with teaching. The need to go back to basics and carry out intensive development with teachers and associated staff around what makes outstanding teaching was emphasised. It was reported that there had been a “back to basics” theme for some time and managers were reporting that staff were in more of a “survival mode”. Members emphasised that this needed to be a whole College activity, led from the top, and the Vice-Principal (Curriculum and Quality) confirmed that she would be leading the work.	
M21/68	A Governor questioned whether Covid had impacted different cohorts in different ways and how that was being dealt with, and it was confirmed that was an emerging theme with different needs for different groups.	
M2/69	It was agreed that the interim focus group data should be presented to the next meeting of the Committee with the end of year survey data presented to the June meeting.	VP C&Q/Head of Quality
	<p>LEARNING AND TEACHING</p> <p>Key Quality KPI update</p>	
M21/70	The Quality KPI update had been circulated and the Vice-Principal (Curriculum and Quality) highlighted the key points. It was requested that the data from the same point the previous year be included so that Governors could understand the trends and evaluate the forecast end of year position.	VP C & Q
M21/71	A question was asked about whether consideration had been given to allocating achievement budgets to ensure that students achieved and the Vice-Principal (Curriculum	

and Quality) reported that managers had already been asked to identify what resources were required for them to support their students in achieving. It was also reported that risk indicators were going to be standardised as it was felt that there may be more students at risk than currently identified.

Ms Jackson left the meeting at this point.

Deep Dive and OTLA report

M21/72 A paper had been circulated updating Governors on deep dives, and it was confirmed that the actions from deep dives would be included in the performance review process. A Governor challenged whether the new OTLA system had been successful in improving practice or should consideration be given to reverting to the previous system. The Principal reported that they were committed to the new process but it would be kept under review. A further challenge was made about whether staff felt it had made a difference and helped develop them to be better teachers. It was reported that those identified as having weaker teaching had received intensive, focussed support which had made a difference, however that had not necessarily been the case for all teaching.

VP C&Q

QAR Targets

M21/73 The updated QAR targets for 2021-22 had been circulated and it was reported that national rates and the AoC benchmark data from 2020-21 had been used as comparisons, as well as outturns for 2019-20 and 2020-21. The Vice-Principal (Curriculum and Quality) acknowledged that the proposed targets were ambitious but it was suggested that tolerance be 5% in order not to demotivate staff. Governors expressed concern that 5% was an unusually high tolerance and recommended that either the tolerance or the target be reduced.

VP C&Q

M21/74 After discussion, the Committee agreed that the target using AoC benchmarks should be adopted for 2021-22.

VP C&Q

English and Maths report and strategy

M21/75 The Committee had received the English and Maths report and strategy, and noted that additional information had been included in relation to functional skills. The Committee **approved** the strategy as circulated.

Apprenticeships report

M21/76 The apprenticeships report had been circulated and the Principal reported that it was hoped to be able to present some end point assessment results at the next meeting.

Principal

M21/77 A Governor challenged whether the College remained outstanding in its provision of apprenticeships and the Principal confirmed that they were confident that it would retain outstanding.

Professor Craig and Ms Woodhall left at this point.

M21/78 A Governor questioned whether there were any issues to be highlighted regarding hospitality and the Principal reported that they had been impacted by Covid and work was taking place to boost achievement.

SELF-ASSESSMENT

Quality Improvement Plan 2021-22 progress update

M21/79 The Quality Improvement Plan (QIP) 2021-22 progress update had been circulated and it was noted that student experience and student attendance had increased to red in the RAG rating. A Governor questioned why the overall risk rating was green whilst there were many individual items that remained amber or red. The Vice-Principal (Curriculum and Quality) reported that the overall risk related to the SAR and as that had been graded Good, the RAG rating was green.

	<p>STRATEGIC PLANNING</p> <p>Our Offer Operating Plan</p>	
M21/80	<p>The Committee had received a copy of “Our Offer” Operating Plan and it was reported that it was on track, with only a small number of sub-targets behind schedule. A question was asked about the extent to which it reflected the needs of employers and the Principal reported that there was a new DfE requirement about how far training met local needs which would become part of the accountability measures. The Principal reported that discussions had taken place with Emsi to commission a report and in response to a question about when that would start, the Principal confirmed that scoping had started but the Committee would be kept up to date.</p>	Principal
	<p>Marketing strategy</p>	
M21/81	<p>The updated Marketing Strategy had been circulated and the Committee agreed to recommend it to the Board for approval.</p>	
	<p>POLICIES</p> <p>Complaints and Compliments</p>	
M21/82	<p>Governors received the updated Complaints and Compliments Policy to which there were only minor amendments. The Committee approved the Policy as circulated.</p>	
	<p>RISK REVIEW</p>	
M21/83	<p>The Committee reviewed the risks relevant to its work and it was reported that the key risk that had increased was the student voice. Information had been added about where the Committee had received papers relating to the risks.</p>	
M21/84	<p>A Governor challenged whether, given that the work placements risk had decreased, the College was confident that all students would have appropriate work placements. The Vice-Principal (Curriculum and Quality) reported that 82% of the Capacity Delivery Fund (CDF) target and the monthly updates available through GroFar gave confidence that work placements would be achieved.</p>	
	<p>REVIEW OF MEETING</p>	
M21/85	<p>The Committee reviewed the meeting and agreed that staff presenting should assume that members had read the papers and ensure that introductions were kept short. It was also agreed to include some timings on the agenda for the next meeting.</p>	Principal/ VP C&Q DG
	<p>DATE OF NEXT MEETING</p>	
M21/86	<p>It was noted that the next meeting would be held on Thursday 12 May 2022 at the Aviation Academy.</p>	
	<p>The meeting closed at 12.25pm</p>	