

**MINUTES OF MEETING OF
THE LEARNING, TEACHING AND ASSESSMENT COMMITTEE
HELD at THE AVIATION ACADEMY AT 9.30am ON THURSDAY 12 MAY
2022**

Present: Dr S Morton (Chair)
Dr A Birkinshaw
Mx L Johnson (Principal and CEO)
Mrs J Rogers

In attendance: Mrs J Matthews
(Director of
Governance)
Ms A Crabtree
(Director of Quality)
Ms C Jackson (Student
Services Manager)
(until M21/100)

		ACTION
M21/87	<p>DEEP DIVE PRESENTATION: AVIATION ACADEMY Prior to the meeting, the Learning, Teaching and Assessment Committee received a tour of the Aviation Academy and a presentation on the Aviation Academy Deep Dive from Nikki Chestnut.</p>	
M21/88	<p>APOLOGIES FOR ABSENCE There were apologies for absence from Professor Craig, Mrs Woodhall and the Vice-Principal (Curriculum and Quality).</p>	
M21/89	<p>DECLARATIONS There were no declarations of interest.</p>	
M21/90	<p>MINUTES OF 10 MARCH 2022 The minutes of the meeting of 10 March 2022 were approved as a correct record.</p>	
M21/91	<p>MATTERS ARISING ON THE MINUTES OF 10 MARCH 2022 Members had received a copy of the action tracker and noted that there were a number of actions not yet completed.</p>	
M21/92	<p><i>M21/62 – MIS Manager</i> A question was asked about when the MIS Manager vacancy would be filled and it was reported that the post was being advertised but that an interim manager was currently in post. The Principal reported that the current interim manager was having a positive impact and it was agreed that in light of other priorities, the action to explore enrichment data for different student cohorts would be deferred to the autumn term.</p>	DG/Principal
M21/93	<p><i>M21/63 – enrichment timetable</i> It was reported that an update on the enrichment timetable would be available once the Vice-Principal (Curriculum and Quality) had returned. Governors emphasised the need for them to have a clear curriculum plan including enrichment so that they had a clear picture of what was being offered to students. It was also requested that Governors had visibility of what was planned for 2022-23 and beyond, and that was available as soon as possible.</p>	Principal/VP C&Q
M21/94	<p><i>M21/53 – parent portal</i> It was reported that parent access to Pro-portal was possible and that work was taking place to cost this facility. A question was asked about whether there was much parental interest in having access, and it was reported that discussions with other colleges suggested that there was not much parental uptake.</p>	Principal /VP C&Q

STUDENTS

Student Engagement

M21/95	The Student Services Manager presented the student engagement report and highlighted the key points. It was noted that 20% of students with learning difficulties were attending enrichment activities.	
M21/96	The Chair highlighted the opportunities for students, especially those from a range of ethnic backgrounds to be involved in working with the Yorkshire Dales National Park. The Principal agreed to follow that up with the Student Services Manager and Vice-Principal (Curriculum and Quality).	Principal/VP C&Q/Student Services Manager
M21/97	Members noted that there were a number of curriculum areas that had not engaged with enrichment activities and challenged what was being done to target those departments not involved. It was requested that future papers set out actions to be taken to address that and the Principal agreed to discuss it further with the Vice-Principal (Curriculum and Quality)	Principal/Student VP C&Q
M21/98	A question was asked about what support was provided for staff to get involved in enrichment activities in practical terms. The Principal confirmed that staff were given time off in lieu if they undertook additional activities, such as overnight trips. A further question was asked about whether they had separate time allocated for work on these activities, and the Principal reported that some was centralised within the Student Services team, and some was case loaded.	
	External Speakers Policy	
M21/99	Governors had received the External Speakers Policy which was presented by the Student Services Manager. A Governor questioned how the College ensured that there was an academic debate with both sides of an argument represented. It was reported that the policy related to gaining assurance that nothing controversial or related to radicalisation was involved. It was confirmed that the Student Services Manager referred any controversial events to the Designated Safeguarding Lead. Governors emphasised the importance of recognising and accepting different sides of a debate in an academic institution, and the Principal agreed, whilst highlighting the need to avoid any extremist activity.	
M21/100	A Governor queried whether there was an appeals process should a speaker be turned down, and it was reported that they would have to use the College complaints procedure. A Governor sought assurance that the policy was being implemented as set out and the Student Services Manager reported that a tutor was present for all events. A further question was asked about the systems for recording such events, and the Student Services Manager reported that all events were recorded on a central system, which would also capture any issues that occurred. Governors reiterated the importance of the policy being applied as set out and the Student Services Manager agreed to reinforce the operational aspects of the policy with heads of departments, and to append a flowchart to set out the procedure.	Student Services Manager
M21/101	The Committee approved the External Speakers policy subject to the actions discussed. <i>The Student Services Manager left the meeting at this point.</i>	
	Complaints and Compliments	
M21/102	The report on complaints and compliments had been circulated and the key themes were noted, in particular the changes in staffing, which it was reported had further increased since the time of writing. It was noted that this was impacting on attendance but that the majority of concerns could have been addressed through proactive	

M21/103	<p>communication. The Principal reported that although lessons had been covered, there had been delays in assessment, marking and feedback.</p> <p>Governors emphasised the benefits of proactive, formal, communications with parents and carers setting out what the College was doing to address any problems. It was also suggested that it was helpful to ensure any subsequent contact was channelled through one centralised point.</p>	
M21/104	<p>The Principal confirmed that they were concerned about the outcomes for students and that a meeting had been held involving all heads of departments and associated support staff to emphasise the need for clear support and personalised timetables. The Principal reported that they had given heads of department their support to put in place whatever measures were required to ensure students achieved success.</p>	
M21/105	<p>The Principal reported that they planned to amend the format of the report to make comparisons with the previous year and it was requested that it also include follow up actions plans.</p>	Principal
M21/106	<p>A question was asked about the reasons for the high level of complaints in Science and Allied Health and it was reported that there had been performance management issues with staff in animal management whilst here had been a lot of staff changes and supply staffing in A-levels. A question was asked about why known maternity leave had not been covered by an advertised maternity cover post and it was reported that it had been advertised but no appointment made.</p>	
M21/107	<p>Student Survey update</p> <p>An update on student focus groups had been circulated and it was noted that the apprenticeships survey had now been completed and the Apprenticeship Manager was acting on the concerns raised. It was reported that the Apprenticeships deep dive was currently underway and similar themes were emerging which would feed into one action plan.</p>	
M21/108	<p>A question was asked about the issues relating to behaviour at the Auction Mart and it was reported that some related to historic issues. Governors suggested that consideration be given to reintroducing walkabouts at key times as there could be significant reputational damage if it worsened.</p>	Principal
M21/109	<p>Governors expressed their concern at these systemic issues which needed to be dealt with centrally in order to avoid uneven strategies. It was emphasised that the Committee would like to see expectations being set centrally by senior managers and the Principal agreed that a whole College action plan was required as well as for individual departments.</p>	Principal
	<p>LEARNING AND TEACHING</p> <p>Key Quality KPI update</p>	
M21/110	<p>The Quality KPI update had been circulated and the Director of Quality highlighted the key points. The Principal reported that it was expected that attendance and achievement would both exceed the data reported in this paper. They also reported that the work experience data incorrectly recorded that students doing Capacity Delivery Fund industrial placements were also required to do work experience. A question was asked about the implications of that for the data, and it was reported that the figures would improve once that was addressed.</p>	
M21/111	<p>A question was asked about whether directed study was included in the attendance data and it was confirmed that it was. It was recognised that would depress the data and reinforced the importance of addressing the issues around directed study.</p>	Principal/VPC&Q

M21/112	A Governor challenged why the College was not forecasting that all students on roll would achieve at this stage in the year. The Principal reported that they expected to exceed the forecast data and it had been emphasised to staff that they should personalise programmes to ensure students all achieved.	
M21/113	Governors questioned whether there were personal targets for the Principal relating to retention and achievement in order to hold the Principal accountable personally, and it was agreed to ensure that such targets were included in their personal development review in future. A question was asked about the systems in College to hold managers to account, and it was reported that there was a STAR review process which tracked the progress of managers and allowed interrogation down to course level. The importance of having effective and robust targets was emphasised and members emphasised the need for some culture change work throughout the College to ensure a focus on the key issues such as retention and attendance.	Chair/Principal
M21/114	The Principal reported that students had changed course in the current year more frequently than in previous years and that it was felt that was due to issues with initial advice and guidance. Governors challenged whether students had been placed on programmes that suited the College rather than the right programmes for them and that a risk assessment was required of where the process had gone wrong. The Principal reported that every student carried a risk rating with key flags to identify concerns.	Principal
M21/115	Deep Dive and OTLA report A paper had been circulated updating Governors on deep dives, and it was reported that the OTLA criteria and profiles were due to be reviewed, although it was felt that they were effective.	
M21/116	Governors challenged the disconnect between the data presented in the paper and that in other reports presented to the Committee, as the indicators did not align with the other indicators. It was reported that the lesson observations should be looking at the weakest indicators. A question was asked about whether observations were carried out beyond the deep dive process and the Director of Quality reported that managers carried out three recorded walkthrough observations per year, as a minimum, but confirmed that it was only in deep dives that someone observed from outside the department.	
M21/117	Forecast QAR The forecast QAR data for 2021-22 was presented and it was noted that predicted achievement was 84%. Governors expressed particular concern about 16-18 years olds and Level 3 data and emphasised the need for urgent work to take place.	
M21/118	It was reported that there were some issues around qualifications on entry and on Level 3 courses, where students were unable to cope with the work. Governors indicated that such a situation should have been anticipated and questioned what the plans were for the following year. The Principal reported that there would be new approach in the following academic year, with all students RAG rated as soon as they joined the College and interventions being put in place in a timely way. There would also be greater use of the disciplinary policy and involvement of parents.	
M21/119	A question was asked about what steps were taken should a student not attend, and it was reported that it would be followed up but there were no consequences.	
M21/120	A Governor challenged whether presentations were delivered at the beginning of the year to set out expectations, and it was reported that a pre-recorded message had been provided and heads of departments then took the lead on it. Members emphasised the importance of the Principal leading induction and that it needed to be in person to set out expectations.	Principal

M21/121	<p>A question was asked about whether any improvement in the data was anticipated by the next meeting of the Committee and the Principal reported that they were working with individual heads of departments to ensure students achieved.</p> <p>Apprenticeships report</p>	
M21/122	<p>The Principal introduced the apprenticeships report and a question was asked about the issues relating to hospitality and catering. The Principal reported that it was difficult to find the students and that they were working on developing an academy around the visitor economy.</p> <p>HIGHER EDUCATION</p> <p>AMR Action Plan</p>	
M21/123	<p>A paper had been circulated updating members on the AMR and it was noted that the final action plan would be provided to the next meeting for approval.</p> <p>SELF-ASSESSMENT</p> <p>Quality Improvement Plan 2021-22 progress update</p>	VP C&Q
M21/124	<p>The Quality Improvement Plan (QIP) 2021-22 progress update had been circulated and it was noted that insufficient progress had been made on both attendance and the student experience and the Principal confirmed that overall, there had been insufficient progress with the QIP.</p>	
M21/125	<p>Governors challenged the RAG rating which it was felt was overly generous, and it was agreed that these would be updated for the next meeting.</p> <p>STRATEGIC PLANNING</p> <p>Our Offer Operating Plan</p>	Principal/VP C&Q
M21/126	<p>The Committee had received a copy of “Our Offer” Operating Plan and it was identified that there had been insufficient progress in terms of the actions and impact. Governors expressed concern that the evidence and data did not relate to the Intent and requested that it be aligned.</p> <p>Digital Learning Strategy</p>	Principal/VP C&Q
M21/127	<p>The Digital Learning Strategy had been circulated and members noted that it was a big document in which it was hard to identify the main priorities. It was recommended that these could be condensed into the operating plan for 2022-23 and the Committee approved the Strategy.</p> <p>RISK REVIEW</p>	Principal/VP C&Q
M21/128	<p>The Committee reviewed the risks relevant to its work and noted those risks that had increased. The Principal reported that actions had been put in place to mitigate the risks since the paper was written. It was agreed that the papers for the next meeting should ensure Governors could understand what had been done and was going to be done further to move those risks from amber and red to green.</p> <p>REVIEW OF MEETING</p>	Principal/VP C&Q/Director Quality
M21/129	<p>The Committee reviewed the meeting and agreed that some information was repeated in individual papers, and should focus on the key issues of attendance, retention and achievement. Governors emphasised the need to make better use of the executive summary and to be more efficient in the presentation of papers. It was agreed the focus should be on the data, its analysis and the actions to be taken.</p>	
M21/130	<p>It was suggested that those items RAG rated red should be prioritised on the agenda to allow greater focus on them.</p>	DG/VP C&Q

M21/131

DATE OF NEXT MEETING

It was noted that the next meeting would be held on **Thursday 23 June 2022.**

The meeting closed at 1.10pm