

**MINUTES OF MEETING OF
THE LEARNING, TEACHING AND ASSESSMENT COMMITTEE
HELD AT 10am ON THURSDAY 23 JUNE 2022 via Microsoft Teams**

Present: Dr S Morton (Chair)
Dr A Birkinshaw
Professor J Craig
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)
(M21/146 – 149 and
M21/170 - 173)
Ms Yvonne Hoyte
(M21/170-173)
Ms J Atkins

ACTION

- M21/132 **APOLOGIES FOR ABSENCE**
There were no apologies for absence, although the Chair reported that Mrs Woodhall had resigned from the Board. The Chair welcomed Ms Julie Atkins who was a newly appointed Staff Governor and who was attending as part of her induction.
- M21/133 **DECLARATIONS**
Professor Craig declared an interest in relation to the item on Careers Information, Advice and Guidance in light of his role at Leeds Beckett University.
- M21/134 **MINUTES OF 12 MAY 2022**
The minutes of the meeting of 12 May 2022 were approved as a correct record.
- M21/135 **MATTERS ARISING ON THE MINUTES OF 12 MAY 2022**
Members had received a copy of the action tracker and noted that there were a number of actions outstanding from previous meetings.

M21/136	<p><i>M21/19 – English and Math survey</i></p> <p>A question was asked about whether a specific English and Maths survey had been carried out as previously discussed, or whether it was possible to do one. The Director of Quality reported that one would be carried out in the new academic year, and confirmed that the best time to do so would be after the November resits.</p>	VP C&Q/ Director of Quality
M21/137	<p>It was suggested that focus groups for English and Maths, or short meetings with students at the end of a class would be a quick and simple way to get student feedback and it was agreed to introduce those.</p>	VP C&Q/ Director of Quality
M21/138	<p><i>M21/70 – data trends</i></p> <p>It was requested that reviewing comparative data from meetings at the same point the previous year would allow Governors to identify any trends or key messages and it was agreed to complete this exercise in relation to the outturn for the year.</p>	VP C&Q
M21/139	<p>The Vice-Principal (Curriculum and Quality) reported that managers would be talking to students at the end of classes in the first two weeks of induction to identify any early problems. It was also reported that the senior team would be involved in talking to students during the induction week to set out expectations.</p>	
M21/140	<p><i>M21/80 – EMSI</i></p> <p>It was noted that there was to be a presentation on EMSI at the Away Day later that month and the Principal and Mr Langton would be presenting to Governors on local skills improvement plans. EMSI would focus on the Board’s new duty to report on how well the College’s provision met local needs. A question was asked about whether the Committee would receive a report on data from EMSI and the Principal confirmed that a report including EMSI data and information on demand from school leavers would be presented to the Committee in advance of the publication deadline of June 2023.</p>	
M21/141	<p>It was suggested that it would be helpful to have a position paper and needs analysis prepared for the Committee ahead of the next Ofsted inspection and the Principal confirmed that an outline was already in place.</p>	Principal
M21/142	<p>The Committee queried whether employers had been surveyed, and the Principal reported that there had been a low uptake of the employers survey so something more</p>	Principal

	<p>proactive was required. The Principal acknowledged the need to connect more with employers and the importance of that translating into delivery and curriculum design was emphasised. The Director of Governance agreed to share with the Principal a database of employers drawn up by Governors previously.</p>	DG
M21/143	<p><i>M21/113 – Principal’s targets</i></p> <p>Governors highlighted that this action should not have been RAG rated green as targets around retention and achievement for the Principal had not yet been agreed for September. The Chair agreed to contact the Principal regarding specific targets for their review.</p>	Chair
M21/144	<p>Governors discussed the layout of papers and identifying key points at the beginning and the Principal reported that the SMT had discussed the paper template and made some suggestions for improvement. It was also noted that the Vice-Principal (Curriculum and Quality) and Director of Governance had discussed provision of training to managers on preparing papers. The Chair reported that he felt that executive summaries had been used more effectively for this meeting than previously.</p>	
M21/145	<p>A Governor questioned what was happening with those actions where no update had been provided and whether they would come to the next meeting. The Director of Governance confirmed that some were not yet due but those that had not been completed would remain on the action tracker until such time as they were.</p>	DG
M21/146	<p>SAFEGUARDING UPDATE</p> <p>The Student Services Manager presented the safeguarding update and it was noted that there had been a 42% increase in safeguarding incidents and a 15% increase in counselling referrals. 91% of cases were within the first two categories of the STAR process, meaning their needs could be met locally.</p>	
M21/147	<p>A question was asked about the allegation against a member of staff and it was reported that it did not involve College students or any events on campus. A further question was asked about the incidents of sexual violence, and it was reported that those did not involve staff and related to a number of different students and circumstances.</p>	

M21/148 A Governor challenged the high number of safeguarding referrals, which appeared to be significantly higher than other colleges. A follow up question was also asked about whether any benchmarking had taken place. The Student Services Manager reported that the safeguarding incidents related to 374 students in total and that there were very robust mechanisms for referral but that no benchmarking had been carried out.

M21/149 A Governor highlighted the difficulty in understanding the proportions of students involved in the departmental data, and what that data actually told Governors. The Student Services Manager reported that work was taking place to look at proportionality and the vulnerabilities of particular groups, along with preventative measures that could be put in place.

The Student Services Manager left the meeting at this point.

STUDENTS

End of Year Student Survey report

M21/150 The Director of Quality presented the End of Year Student Survey report and members noted the disappointing results. Of particular concern was the drop in the number of students who would recommend the College or felt it was a good College. It was highlighted that the curriculum areas with the lowest satisfaction scores were those with newer managers and support was being formalised for them. The Director of Quality highlighted the proposed actions as a result of the survey. Members agreed that student satisfaction should be included in the Principal's targets for 2022-23.

Chair

M21/151 A Governor challenged the plan to address concerns with directed study, and it was reported that all directed study was now timetabled with instructors and/or teachers and each term had a focus. It would form a key part of induction and expectations set out from the offset.

M21/152 A Governor challenged whether students were set projects that related to their courses, and it was reported that had already worked well in some areas such as land-based. A further question was asked about whether the plan for the year would be shared with students at the beginning of the year so they had an understanding of what it would achieve and how the College was addressing their concerns. The Vice-Principal (Curriculum and Quality) confirmed that it would be.

M21/153	A question was asked about whether focus group themes were cross-referenced to lesson observations and how that information was fed back to managers. It was reported that all managers received focus group feedback, and quality reviews and self-assessment were all triangulated. It was reported that lesson observation KPIs were being reviewed and an opportunity provided to add student survey and complaints information to observers' information so that could be considered.	
M21/154	Governors noted that the overall position had declined and questioned which particular areas had slipped most. The Director of Quality reported that there was more detail available to support the report, and it was requested that in future, reports included comparisons with both internal data and external benchmarks, as well as inclusion of more narrative on the context for curriculum areas.	VP C&Q/Director of Quality
M21/155	<p>Final destinations report</p> <p>It was reported that the final destinations report for 2020-21 had still not been received from the external agency but would be presented to the Board in July.</p>	VP C&Q
M21/156	<p>LEARNING AND TEACHING</p> <p>Key Quality KPI update</p> <p>The Quality KPI update had been circulated and the Director of Quality highlighted the key points. Retention was above the previous year and within three percentage points of the target, whilst attendance for 16-18 year olds was below target.</p>	
M21/157	It was reported that the OfS was currently consulting on a number of matters and that the KPIs would be reviewed once the consultation finished. A question was asked about when the Committee would receive the results of the NSS survey, and it was reported those would be available for the September meeting.	VPC&Q
M21/158	A question was asked about whether intermittent attendance was a problem in the College and it was confirmed that it was, with parents often keen to keep students at home. A further question was asked about what strategies were in place to address sporadic attendance in the following academic year and the Vice-Principal (Curriculum and Quality) reported that team building activities would be taking place in the induction week, and that there would be regular points throughout the year when	

	<p>students would be working together. There would also be parental induction about the expectations. It was suggested that best practice elsewhere on whole college campaigns on attendance be reviewed for consideration.</p>	VP C&Q
M21/159	<p>Forecast QAR</p> <p>A paper had been circulated updating Governors on the forecast QAR and it was noted that there was a one percentage point increase on all measures. It was reported that it was difficult to be sure about the accuracy of the predictions given the teacher assessed grades used over recent years.</p>	
M21/160	<p>Deep Dive and OTLA end of year report 2021-22</p> <p>The deep dive and OTLA end of year report for 2021-22 had been circulated and it was noted that 70% of lessons were good or better, which was an improvement on the previous year but below the KPI. The three departments with lower grades were those with new managers and intensive support was being provided.</p>	
M21/161	<p>Governors highlighted the inconsistency between the OTLA data and the student satisfaction and it was agreed that the OTLA criteria needed to be reviewed as it was not reflecting the current performance.</p>	VP C&Q/Director of Quality
M21/162	<p>A Governor highlighted that online performance reviews were often not completed or implemented in practice and it was requested that an audit of performance reviews be conducted in the first term to confirm that they were being carried out correctly and that measurable targets were being set.</p>	Principal/VP C&Q
M21/163	<p>A Governor questioned what the focus for the staff development day was and it was reported that was drawn out of emerging themes from deep dives and walkthroughs. A further question was asked about whether it was worth including a session on attendance and it was agreed that it was.</p>	VP C&Q/Director of Quality
M21/164	<p>Apprenticeships report</p> <p>The Principal introduced the apprenticeships report and it was noted that there was a new apprenticeships accountability framework from the DfE which would review the 2021-22 data although it took effect from May 2022. The Principal reported that the</p>	

	<p>DfE had indicated that they were pleased with the College’s apprenticeship progress and anticipated outturn. Achievement of 75% was being forecast.</p>	
	<p>STRATEGIC PLANNING Our Offer Operating Plan</p>	
M21/165	<p>The Committee had received a copy of “Our Offer” Operating Plan and it was reported that the evidence had been linked to the intent. The establishment of Talking Business Fora was behind target and would be a key target for the new Employer Engagement Manager.</p>	
M21/166	<p>Curriculum Plan</p> <p>A paper on the curriculum plan had been circulated and was presented by the Vice-Principal (Curriculum and Quality). It was recognised that defunding of level 3 courses might result in a cohort who found T-levels or apprenticeships challenging and it was essential that provision was available for them, particularly those students had received teacher assessed grades at level two. The Committee emphasised the importance of prioritising the students and agreed that it would be reluctant to reduce level 3 qualifications until it was required to do so. It was agreed that consideration would be given to AS and A-level qualifications as an alternative option. It was noted that the curriculum plan would be considered further at the Away Day the following week.</p>	<p>VP C&Q</p>
	<p>QUALITY IMPROVEMENT PLAN 2021-22 PROGRESS UPDATE</p>	
M21/167	<p>The updated Quality Improvement Plan for 2021-22 had been circulated and its contents were noted.</p>	
	<p>HIGHER EDUCATION Access and Participation Plan</p>	
M21/168	<p>A paper on variations to the Access and Participation Plan had been circulated and members noted that it still included language that the Office for Students had indicated it would prefer not to be used. It was agreed that the document should be updated to ensure compliance with OfS expectations.</p>	<p>VP C&Q</p>
	<p>Office of Independent Adjudicator report</p>	
M21/169		

A copy of the report from the Office of the Independent Adjudicator had been circulated and members congratulated the College on only having one complaint, which had not been upheld.

CAREERS INFORMATION, ADVICE AND GUIDANCE

Careers Report

M21/170 The Committee received the Careers Report covering the period November 2020 to July 2022, and the new Careers Manager, and the Student Services Manager, joined the meeting for this item. Governors questioned whether the College was ensuring equality of opportunity and closing the gaps in terms of students accessing university. It was requested that targets for students going on to further education and gaining graduate employment be identified.

VP C&Q/ Student Services Manager

M21/171 A Governor questioned whether the Committee would receive a report on how many students had taken up their university places and on subsequent achievement at university. It was confirmed that once results were received in August, it would be possible to confirm which students had secured their places at university. It was also agreed that it would be helpful to discuss with marketing what more work could be done with alumni.

VP C&Q/ Student Services Manager

Careers Information, Advice and Guidance Strategy

M21/172 The updated Careers Information, Advice and Guidance Strategy had been circulated and was **approved** by the Committee. Governors noted that there was an expectation that data was disaggregated by centre, as well as in relation to students with disability or learning difficulties, and this should be incorporated in all papers.

VP C&Q

M21/173 It was noted that there was nothing specifically included around HE students and it was reported that had already been identified through focus groups and a specific programme was being put together.

The Student Services Manager and Careers Manager left the meeting at this point.

RISK REVIEW

M21/174 The Committee reviewed the risks relevant to its work and noted that there had been no new risks since the last meeting. A question was asked about how often the senior management team reviewed the risks and whether it informed reporting to Governors. The Principal reported that they were reviewed every half term by the senior management and each Committee owned its own risks.

REVIEW OF COMMITTEE EFFECTIVENESS

M21/175 The Director of Governance presented the paper on the Committee's review of effectiveness and highlighted the ongoing concerns regarding the papers presented to the Committee. It was agreed that papers for this meeting had been improved but there remained scope for further improvement. In relation to training, members were invited to highlight any particular training needs. It was agreed that Ofsted training for the whole Board was required and that would be delivered in September 2022. A number of possible external providers were discussed.

Chair/VP
C&Q/DG

TERMS OF REFERENCE

M21/176 The Director of Governance presented the updated terms of reference and highlighted the proposed changes. The Committee **recommended** the revised terms of reference to the Board for approval.

REVIEW OF MEETING

M21/177 The Committee reviewed the meeting and agreed that the meeting had been more productive, with less presentation and more discussion. In response to a question, the Vice-Principal (Curriculum and Quality) confirmed that the OfS minimum standards of courses would be presented to the Committee annually.

VP C&Q

DATE OF NEXT MEETING

M21/178 It was noted that the next meeting would be held on **Thursday 29 September 2022.**

The meeting closed at 12noon