

**MINUTES OF MEETING OF
THE LEARNING, TEACHING AND ASSESSMENT COMMITTEE
HELD AT 9.15am ON THURSDAY 29 SEPTEMBER 2022 via Microsoft
Teams**

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

In attendance: Mrs J Matthews
(Director of Governance)
Ms A Crabtree
(Director of Quality)
Ms J Atkins
Mr R Newall (to M22/25)
Ms C Drury (NLG)

M22/01

APPRENTICESHIPS DEEP DIVE

Richard Swires, Apprenticeship Manager, gave a presentation on the recent Apprenticeships Deep Dive. The following questions and challenges were raised:

- Were employers questioned during the deep dive? A separate employers survey had been launched but had very little response, and it had not been part of the deep dive. It may be better to contact them for face-to-face discussion and this needed to be addressed as a priority. The Apprenticeships Manager and Director of Quality should contact a sample of employers with some questions before this deep dive was finalised.
- Will those apprentices not achieving receive their results eventually? There is a plan in place to recover them and this would continue through 2022/23. Late achievers would be certificated.
- How significant was it that the training provided did not match what was asked in assessments? The College was constantly trying to upgrade its facilities but at times employers were ahead of the College. Skills scanning was also taking place with employers.
- It was disappointing that apprenticeships were no longer an outstanding area – was the outcome of the deep dive a surprise? The deep dive was curriculum focussed so not necessarily representative, but it had been thorough and areas for improvement had been taken on board. Covid had had an impact and there was a backlog to work through but the expected achievement rate for 2021-22 was 68%

ACTION

Director of Quality

which was above national rate. A revisited, or mini, deep dive was suggested to ensure it returned to outstanding as a priority.

- Had sufficient observations taken place in the workplace? The majority of observations were in the workplace but not looking at the teaching and learning elements. There was a gap in the deep dive model to be addressed as Ofsted would look at that aspect.
- Had an audit of compliance with funding guidance been undertaken? The Principal confirmed they had contacted Myerscough College regarding advice on the new guidance and a thorough piece of work was being undertaken to ensure audit compliance. Audit Committee should be asked to consider an audit of apprenticeships to check that new funding guidance was being met.

**Director of
Quality/VP C&Q**

**Director of
Quality**

Chair

APOLOGIES FOR ABSENCE

M22/02 There were apologies for absence from the Student Services Manager. The Chair welcomed Ms Julie Atkins and Mr Richard Newall, Staff Governors, who were attending as part of their induction. The Chair also welcomed Ms Carole Drury, National Leader of Governance, who was observing as part of the External Review of Governance.

DECLARATIONS

M22/03 There were no declarations of interest.

MINUTES OF 23 JUNE 2022

M22/04 The minutes of the meeting of 23 June 2022 were approved as a correct record.

MATTERS ARISING ON THE MINUTES OF 23 JUNE 2022

M22/05 Members had received a copy of the action tracker and noted that there were a number of actions outstanding from previous meetings.

M20/125 – competitor and needs analysis

M22/06 It was reported that this would form part of the curriculum planning for 2022-23 and would be brought to the Away Day in January 2023. A question was asked if EMSI would cover all provision and it was confirmed it would. A further question was asked about when information would be shared with Governors and the Principal reported that they would be submitting a paper to the Board the following week on EMSI, with RCU Vector information on market share to be presented to the December Board. It was requested that all this information be included in the Marketing Plan.

Principal

**Principal
Principal**

M21/70 – data trends

M22/07	A new MIS manager and report writer had now been appointed and trends would form part of the data reports in future.	Principal/VP C&Q
M22/08	<i>M21/93 – enrichment plan</i> It was noted that there would be a report to the next meeting on enrichment as part of the student engagement plan. It was requested that interim data on enrichment activity already underway be included in that.	VP C&Q
M22/09	<i>M21/120 – student induction</i> A question was asked about whether managers spoke to students at the beginning of term and it was reported that they had and that heads of department were holding student parliaments every half term to pick up any concerns.	
M22/10	<i>M21/143 – targets</i> It was reported that the proposed QAR targets would be disseminated and then individual targets included as part of performance reviews. The Principal reported that they would take responsibility for the culture change targets alongside the Vice-Principal Curriculum and Quality. It was confirmed that not all staff had yet had performance reviews and it was requested that whilst the whole College targets should be widely shared, individual targets should be agreed between managers and staff members which were documented and there was therefore accountability and an audit trail. It was reported that 36 courses were now in supported intervention and there would be specific targets down to course level, and the Director of Quality agreed to ensure individual targets were included in performance development reviews.	Principal Director of Quality
M22/11	The Chair reported that the Principal’s targets had been discussed at a meeting the previous day and would be finalised within the next month.	
M22/12	<i>M21/163 – attendance session for staff development</i> It was reported that the staff development day had fallen in the middle of enrolment so staff development on attendance would take place in team meetings. It was requested that this action be kept open until it had been completed.	VP C&Q
M22/13	SAFEGUARDING Safeguarding/Prevent Annual Report The Vice-Principal (Curriculum and Quality) presented the Safeguarding/Prevent annual report 2021-22 and Governors noted that the number of safeguarding incidents continued to rise, questioning the reason for that. It was reported that the number of	

M22/14	<p>students with mental health issues was still growing, and it was anticipated that the impact of the pandemic would continue to be felt for some time.</p> <p>A question was asked about whether resilience training was being provided for students and it was confirmed that a programme had been put in place as well as the appointment of student wellbeing champions and mental health practitioners. It was intended to provide training at the next staff development day so that staff could better support learners.</p>
M22/15	<p>It was requested that the Governor glossary be updated to include the relevant abbreviations.</p>
M22/16	<p>Safeguarding Children and Vulnerable Adults Policy</p> <p>The updated Safeguarding Children and Vulnerable Adults Policy had been circulated and it was reported that following a recent review by Cosain Consulting, there would be further minor recommendations and updates before it was presented to the Board for approval.</p>
M22/17	<p>Governors reported that the iHasco Level 1 training completed had been of poor quality and the Vice-Principal (Curriculum and Quality) reported that all departmental teams would be doing follow-up case study training, as well as all staff completing Level 2 safeguarding training.</p>
M22/18	<p>In response to a question about when parents were involved, it was reported that parents were only contacted in relation to 16- and 17-year-old students when it was safe to do so, and external agencies would be alerted when parents were not involved.</p>
M22/19	<p>The Committee recommended the updated Safeguarding Children and Vulnerable Adults Policy to the Board for approval, noting that any further amendments would be highlighted for the Board.</p> <p>STUDENTS</p> <p>Final destinations report 2020-21 and interim destinations 2021-22</p>
M22/20	<p>The final destinations report for 2020-21 and interim destinations for 2021-22 had been circulated and the dominance of the retail sector was noted. Overall, however, it was reported that the data was positive.</p>
M22/21	<p>A question was asked about how the College could be assured that students were going into the right sort of jobs and that destinations reflected satisfactory outcomes in all</p>

VP C&Q

cases. The Director of Quality reported that it was possible to interrogate the data further and that further nuancing of the questions could be requested for the next survey.

Director of Quality

LEARNING AND TEACHING

FE report

M22/22 The FE report had been circulated and it was reported that overall achievement was 13% below national rate, at 74%. Some results remained outstanding and it was anticipated that 16-18 achievement was likely to reach 75%, with overall achievement likely to remain below 80%. Student satisfaction had also declined by 7% to 87%. It was reported that there was a significant gap for those students with Learning Difficulty or Disability.

M22/23 The Vice-Principal (Curriculum and Quality) acknowledged that this represented significant underperformance and that 36 courses had been put into supported intervention, with robust metrics in place to measure progress. Deep dives would focus on those underperforming groups and staff performance development reviews would include actions from the supported intervention process.

M22/24 It was noted that the lesson observation and deep dive data was still good, and a question was asked about whether observers would consider staffing changes and exam preparation as part of that process. The Vice-Principal (Curriculum and Quality) confirmed that observation indicators included these aspects and would be more specific than previously.

M22/25 Governors expressed serious concern at the declining achievement over the past few years, and students leaving the College without achieving their qualifications. It was emphasised that this was an urgent whole College issue, and required a cross-College strategy to improve attendance, pass rates, high grades and improving stretch and challenge in classes, with significant and rapid improvement required. A question was asked about whether staff had been made aware of the overall achievement rates and it was confirmed that they had not yet. The Vice-Principal (Curriculum and Quality) agreed that this needed to be the sole focus for the College in the coming weeks and months and that additional resource had been put into the quality team to assist. It was reported that high grades had also declined from 23% at Level 3 in 2021 to 22% in 2022, and that a detailed report would be shared once the data was available.

Principal/VP C&Q

M22/26 Governors questioned whether there was an issue with staff sickness and overall morale and it was reported that staff turnover had slowed, following a lot of new staff

VP C&Q

	<p>in 2021-22. It was also confirmed that changes had been made to the way cover was arranged and work was taking place on a staff dashboard so that cover staff could access everything needed.</p>	
M22/27	<p>Staff Governors reported that there was a lack of time spent talking about teaching and learning due to the volume of other activities that took time away from core roles. It was felt that a refocus on teaching and learning was required.</p>	
M22/28	<p>The Committee recognised the fall in performance and that it was a priority for the Principal and SMT to address this urgently, and that any additional support that was required in order to achieve that should be raised with Governors.</p>	
M22/29	<p>Members noted that that a number of papers repeated the same data and suggested that duplication should be avoided wherever possible.</p>	Director of Quality
M22/30	<p>QAR Targets A paper had been circulated setting out proposed QAR targets for 22-23 which it was noted proposed a minimum improvement of 5%. Governors challenged whether a pass mark of 86% was too low and retention of 95% was realistic. A question was also asked about targets for high grades and the Vice-Principal (Curriculum and Quality) reported that those were also available. It was requested that attendance be included in the KPIs as a measure for course improvement and that a target for high grades be included.</p>	VP C&Q
M22/31	<p>Governors suggested that longer-term, incremental, targets be set, with steps over a number of years and it was agreed those would be included. The Principal reported that each student would be RAG rated, with individual targets so that support could be individualised.</p>	VP C&Q
M22/32	<p>It was agreed that revised QAR targets would be presented to the next meeting.</p>	VP C&Q
M22/33	<p>Apprenticeships report The Principal introduced the apprenticeships report and it was noted that there were 100 apprentices who had been delayed and 11 that the team was concerned about. A question was asked about the 5 students at risk in Health and Social Care and it was reported that was due to the apprenticeship qualification having expired, and therefore could not be closed down. They had, however, received a framework certificate.</p>	
	<p>Annual Complaints and compliments report 2021-22</p>	

M22/34	<p>The annual complaints and compliments report 2021-22 had been circulated and it was reported that those departments with the most complaints correlated with those courses now in supported intervention.</p> <p>STRATEGIC PLANNING</p> <p>Our Offer Operating Plan 2021-22 and 2022-23</p>	
M22/35	<p>The Committee had received the updated “Our Offer” Operating Plan and it was reported that any items not completed in 2021-22 would be carried forward to 2022-23. Governors challenged why activities were included in the operating plan that did not relate to improvements in teaching and learning and attendance and requested that staff be empowered to review how things were being done. It was also highlighted that there was a big gap between the strategic plan and the operating plan. Governors emphasised the importance of the following year’s plan and the need to focus on whole College strategies.</p> <p>SELF-ASSESSMENT</p> <p>Quality Improvement Plan 2021-22</p>	VP C&Q
M22/36	<p>The completed Quality Improvement Plan for 2021-22 had been circulated and its contents were noted. It was requested that consideration be given to what had been effective and what had not so that changes could be made for 2022-23 to accelerate progress.</p> <p>Self-assessment report 2021-22</p>	VP C&Q
M22/37	<p>The Vice-Principal (Curriculum and Quality) presented the indicative SAR grades for 2021-22 and reported that not all 19+ data was yet available but the grades from 2020-21 had been maintained. The adult grades were likely to impact both on quality of education and leadership and management and it was recognised that the grades were likely to change.</p>	
M22/38	<p>Governors challenged whether a leadership and management grade of 2 was realistic, and whether there were other areas that had grades that were over optimistic. It was agreed that a review of grades was required in light of the data available.</p> <p>Draft QIP 2022-23</p>	VP C&Q
M22/39	<p>The Vice-Principal (Curriculum and Quality) presented the high-level quality improvement plan (QIP) for 2022-23 and it was requested that it be reviewed to reference whole College strategies on teaching and learning. A final version of the QIP would be presented to the next meeting.</p>	VP C&Q VP C&Q

HIGHER EDUCATION

HE Report

M22/40 A HE report had been circulated and the Committee agreed to the proposed timetable for programme and institutional reports for approval at the Scheme Management Board.

HE Student satisfaction report

M22/41 The Committee received the HE student satisfaction report which was presented by the Director of Quality. A question was asked about the proportion of HE students at the Aviation Academy and it was reported that around 40% were based there, with the remainder at the Aireville Campus. It was confirmed that the response rate was higher at the Aviation Academy. It was noted that the OfS were currently consulting on the NSS questions and it may be necessary to review the KPIs used in the future.

RISK REVIEW

M22/42 The Committee reviewed the risks relevant to its work and noted that the first risk management group meeting of the year had yet to take place. It was reported that the risk relating to outturn and underperformance had been increased significantly and the Committee emphasised the increased risk relating to Ofsted. In relation to that, the Chair reported that the Principal had agreed to provide an outline of their presentation for Ofsted by the end of October and a full presentation by the end of November. It was reported that a plan in preparation for Ofsted was in place and it was requested that a report on that be presented to the next meeting.

VP C&Q

REVIEW OF MEETING

M22/43 The Committee reviewed the meeting and agreed that the papers were still lengthy, and contained a lot of tables, often repeating the same or similar information. It was suggested that it would be helpful to streamline that to avoid repetition. It was also agreed that there was a gap between strategic and operational levels in terms of information provided and recognised that it was a priority to get the updated Strategic Plan presented to the Board in order to prioritise strategic priorities. It was agreed that there had been an improvement in terms of the amount of time spent presenting information, allowing more time for discussion.

VP C&Q

M22/44 Governors emphasised to the Principal and senior team the urgency to act to address the declining outcomes and that this should be the College's immediate priority.

DATE OF NEXT MEETING

M22/45 It was noted that the next meeting would be held on **Thursday 24 November 2022.**

The meeting closed at 11.50am