

**MINUTES OF MEETING OF
THE LEARNING, TEACHING AND ASSESSMENT COMMITTEE
HELD AT 10.00am ON THURSDAY 24 NOVEMBER 2022 via Microsoft
Teams**

| | |
|--|---|
| Present: Dr S Morton (Chair) Dr A Birkinshaw Professor J Craig Mrs A Lall (Vice-Principal, Curriculum and Quality) Mrs J Rogers | In attendance: Ms J Atkins Ms A Crabtree (Director of Quality) Sarah Kearney (for the SEND presentation) Mr R Newall Mrs J Tracy (Interim Director of Governance) |
|--|---|

| | | ACTION VP C&Q |
|--------|--|------------------------------|
| M22/46 | <p>A meeting regarding an Ofsted update is to be arranged.</p> <p>The Chair welcomed Jean Tracy to the meeting in her role as Interim Director of Governance. It was noted that Joan Matthews was currently on annual leave and would leave the College at the end of December. An event to mark her departure would be arranged.</p> <p>Item 1: APOLOGIES FOR ABSENCE</p> | |
| M22/46 | <p>There were apologies for absence from Mx Lyndsey Johnson (Principal and Chief Executive), Catherine Jackson (Student Services Manager) and Joan Matthews (Director of Governance).</p> <p>Item 2: DECLARATIONS OF INTEREST</p> | |
| M22/47 | <p>There were no declarations of interest.</p> <p>Item 4a: MINUTES OF 29 SEPTEMBER 2022</p> | |
| M22/48 | <p>The minutes of the meeting of 29 September 2022 were approved as a correct record.</p> | |
| M22/49 | <p>Item 3: SPECIAL EDUCATIONAL NEED/DISABILITY (SEND) PRESENTATION</p> <p>Sarah Kearney, SEND Team Leader, was welcomed to the meeting.</p> | |
| M22/50 | <p>The College was committed to improving outcomes and had high aspirations and expectations for young people with SEND. The presentation provided Committee members with a detailed update on SEND, including what constituted a Learning Difficulty or Learning Disability, an Education, Health and Care Plan (EHCP) and the statutory duties associated with EHCP's, the SEND Code of Practice and associated legislation.</p> | |
| M22/51 | <p>The presentation also covered the aspects of SEND governance and the requirements placed on the Governing Board together with examples of good practice.</p> | |
| M22/52 | <p>The final section of the presentation provided information on the ways in which Ofsted inspectors would consider the extent to which leaders, managers and governors use the funding for learners with high needs in order that the individual learning programmes enable learners with SEND to acquire the knowledge and skills they need to succeed in life.</p> | |

| | | |
|--------|---|--------|
| M22/53 | <p>A member of the Committee asked for and was provided with information on the increase year on year on the numbers of SEND learners, and on how those learners with low needs were identified and monitored.</p> <p>Sarah Kearney was thanked by the Chair for her presentation and then left the meeting. (10:40am)</p> <p><i>Post meeting update: Copies of the presentation slides were circulated to Committee members following the meeting.</i></p> | |
| M22/54 | <p>Item 4b: MATTERS ARISING ON THE MINUTES OF 29 SEPTEMBER 2022</p> <p>Members had received a copy of the action tracker and noted that there were a number of actions outstanding from previous meetings.</p> | |
| M22/55 | <p><i>M20/125 – competitor and needs analysis</i></p> <p>The Vice Principal Curriculum and Quality confirmed that in light of the Principal's absence, she would pick on the outstanding items in relation to the use of data.</p> | VP C&Q |
| M22/56 | <p><i>M21/70 – data trends</i></p> <p>The Vice Principal Curriculum and Quality confirmed that in light of the Principal's absence, she would pick on the outstanding items in relation to the use of data.</p> | VP C&Q |
| M22/57 | <p><i>M21/143 – targets</i></p> <p>The Vice Principal Curriculum and Quality informed the Committee that progress had been made but had not yet been finalised, the sickness absence of the Principal and Chief Executive having had an impact on progress.</p> | |
| M22/58 | <p>The Vice Principal Curriculum and Quality also confirmed that she was leading on sector and stakeholder engagement and on all other items which were currently identified for action by the Principal and Chief Executive.</p> | VP C&Q |
| M22/59 | <p>A member of the Committee commented on the observations in the workplace and asked that the College continued its work in this area and that this was reflected in the tracker. It was noted that such observations would be covered in the Learning and Teaching report from the Director of Quality.</p> | VP C&Q |
| M22/60 | <p>Item 5a: SAFEGUARDING UPDATE</p> <p>The Vice Principal Curriculum and Quality presented the paper which provided the Committee with the termly report covering how the College was discharging its duties under safeguarding and the Prevent duty legislation. The Committee noted that the number of safeguarding incidents continued to increase year on year (59%), with mental health being the primary cause for intervention, and that counselling referrals had increased 50%.</p> | |
| M22/61 | <p>The Committee was informed that all actions arising from the independent review of safeguarding practices had been completed.</p> | |
| M22/62 | <p>In answer to a question from a member of the Committee, the Vice Principal Curriculum and Quality provided information on how the College ensured all staff knew how to report concerns, including where those concerns were against other staff, and on its inclusion as part of staff induction. It was agreed that this latter information would be shared with staff across all areas – business and academic – and that testing would be undertaken to confirm awareness of the reporting process.</p> | VP C&Q |

| | |
|--------|---|
| M22/63 | The Vice Principal Curriculum and Quality confirmed that consideration had been given to a change in the Designated Safeguarding Lead (DSL), as had been suggested in the review, and that it had been agreed that she would continue as DSL. |
| M22/64 | In further discussion, it was noted that staff training included case studies and sample scenarios and that work on including 'simple mistakes made by staff' in the weekly staff newsletter was being undertaken. It was suggested that a QDP survey covering mandatory training, etc. might be useful. |
| M22/65 | The Committee noted the large increase in the number of staff using CPOMs for referrals and the resultant demands on the safeguarding team. |
| | <p>STUDENTS</p> <p>Item 6a: STUDENT ENGAGEMENT PLAN</p> <p>The Vice Principal Curriculum and Quality presented the report.</p> |
| M22/66 | The paper provided information on the plan for student engagement with interim data on enrichment activities undertaken to date. Monitoring of enrichment activity was now taking place and the appointment of a full-time member of staff was being taken forward in order to drive the enrichment programme. The Vice Principal Curriculum and Quality confirmed that she had undertaken a quality check on the enrichment activity data being recorded in ProMonitor and that the College was able to drill down to student level. |
| M22/67 | A member of the Committee noted the improved monitoring and suggested that more cross-college events, particularly related to employability, would be welcomed. |
| | <p>Item 6b: WORK EXPERIENCE REVIEW 2021-22 AND PLAN 2022-23</p> |
| M22/68 | The Vice Principal Curriculum and Quality presented the paper which provided an update on the work experience activity in 2021-22 and for 2022-23. The Committee was informed that monthly reports to SMT on work experience activity by department were being considered and that students were now expected to complete all work experience activity they had started, this requirement having been relaxed during Covid. |
| M22/69 | The Vice Principal Curriculum and Quality clarified the information under 3.2 of the report in that the percentage was of all students. |
| M22/70 | A member of the Committee noted the importance of data accuracy, it being particularly relevant to be able to show the tracking to Ofsted and that Ofsted would require more information than included in the paper. The Vice Principal Curriculum and Quality confirmed that the data required was being captured and could be extracted for Ofsted. |
| | <p>Item 6c: BEGINNING OF YEAR STUDENT SURVEY REPORT</p> <p><i>Post meeting update: Report title should read 'beginning'</i></p> |
| M22/71 | The Committee considered the paper which provided a summary of key findings from the FE Beginning of year student survey which measured satisfaction following the induction period, trend analysis against the previous academic year and to highlight the implications of the current position. |
| M22/72 | A member of the Committee expressed concern about the low quartile blocks and the curriculum areas which were falling below what the Board would expect. The Director of Quality provided information on the work being undertaken by the College to bring about fast improvements, with particular focus being on the areas of concern, and involving all relevant staff. |

M22/73 In answer to a question from a member of the Committee as to whether certain beginning of year tasks, for example timetabling, could be done centrally, the Director of Quality confirmed that a working group had been set up to look at the induction process, working collaboratively to drive this forward.

LEARNING AND TEACHING

Item 7a: FE REPORT

M22/74 The FE report had been circulated and it was reported that the final overall achievement remained at 74% for both 16-18 and 19+, this being 13% below national rate.

M22/75 Current retention for 2022-23 stood at 99% but current overall attendance was below target – 3pp of the 90% target overall for both age groups. The Committee noted the improvement in attendance, and the information provided on assessment progress and students at risk, and on those courses under Supported Intervention (SI).

M22/76 The Director of Quality reminded the Committee of the series of reports and measures which were giving the College live information and the weekly monitoring of attendance, risk factors and the ProMonitor engagement report. Pass rates were the highest priority for all staff, with information from the student survey and performance reviews being utilised.

M22/77 The Director of Quality, in answer to a question from a Committee member, provided information on the attendance monitoring and the absence notification process. The Committee was also informed that the progress coaches were involved in following up on student attendance. It was **agreed** that the College would look into a process for immediate notification and follow up calls.

VP C&Q

Item 7b: QAR TARGETS 2022-23

M22/78 As per the previous Committee meeting, the Vice Principal Curriculum and Quality presented the report on the revised QAR targets for 2022-23. The proposed targets had been reviewed to ensure that they were realistic, taking account of the long-term impact of the pandemic, and did not demotivate staff and managers if not achieved. However, the Committee was informed that these were minimum targets. The Committee noted that the detailed operational metrics linked to the Key Performance Indicators (KPIs) would be monitored by Quality and shared with the Senior Management Team (SMT) monthly. Departmental reviews by Quality and performances reviews by SMT to monitor in year performance of each department would also take place. The key focus would be on tracking and reporting on student progress and predicting pass rates.

M22/79 Having considered the report, the Committee **approved** the targets for 2022-23 as per the paper.

Item 7c: APPRENTICESHIP REPORT

M22/80 The Vice Principal Curriculum and Quality introduced the Apprenticeship report which provided an update on the final Apprenticeship achievement rates for 2021-22 and the delayed achievement by sector subject area.

M22/81 In answer to a question, the Vice Principal Curriculum and Quality explained that ProAchieve would be used to provide the overall trend pattern in Table 1. The Director of Curriculum, Duncan Bulloch, would also follow up on the data on student completion and that timely reviews were taking place as required.

M22/82 A correction regarding the years in the heading of Table 1 (Appendix 1) would be made.

VP C&Q

Item 7d: DEEP DIVE 2021-22 AND OTLA RPEORT

M22/83 The Director of Quality provided a verbal update to the Committee, it being noted that the information in the report was as had been considered at the last Learning, Teaching and Assessment Committee. Deep dives were included in the planning cycle, the number of which had been increased. Deep dives for Apprenticeship provision had begun that week, with employers being visited in the coming week.

M22/84 The Director of Quality provided an explanation on the Apprenticeship Accountability framework, noting that this would be checked against the College provision.

Item 7e: OFSTED PREPARATION UPDATE

M22/85 The Director of Quality presented the paper which provided the committee with an update on the preparation activities to ready College staff for an Ofsted inspection and it was noted that the College was looking to include some externality in the deep dives.

M22/86 The Chair asked about training for the Board on what was expected and on being provided with summary information on the areas of concern and action being taken to address these. The Director of Quality noted that questions for Board members would include EDI (Equality, Diversity and Inclusion), vision and direction, the 3Is (intent, implementation, impact), Self-Assessment Report (SAR), the skills statement and skills alignment. The College was also asked to provide governor briefings and this would be taken forward by the Vice Principal Curriculum and Quality and the Interim Director of Governance.

M22/87

M22/88 Professor John Craig confirmed his willingness to be included in the group of Board members which, it was proposed, would also include the Chair, Alison Birkinshaw, Martyn Stone, Dean Langton and Jane Rogers.

Item 8a: ENGLISH AND MATHS REPORT

M22/89 The Committee noted the report which provided an update on English and maths with respect to the November GCSE English and maths re-sit exams, small group tuition, student progress and functional skills assessment plans.

Item 8b: ENGLISH AND MATHS STRATEGY

M22/90 The English and Maths Strategy had been aligned with the College's strategic plan and described the College's aspirations and expectations in supporting and developing all students to ensure that they had effective English and maths skills at the appropriate levels. The strategy would also facilitate compliance with the Study Programme English and maths condition of funding. Changes to the strategy had been highlighted in green in the appendices, the detail being also provided in the cover sheet.

M22/91 The Committee **approved** the English and Maths Strategy.

Item 9a: SELF-ASSESSMENT REPORT (SAR) 2021-22

M22/92 As part of the College's Further Education self-assessment review, indicative grades had been proposed against the Education Inspection Framework (EIF) key judgements and types of provision. The Vice Principal Curriculum and Quality provided the Committee with an explanation of the grading and the rationale behind this. The College needed to be clear in its assessment and not to over-assess, and as agreed at the last meeting, a review of grades had been undertaken.

M22/93 The Committee noted the key points, key strengths and the key areas for improvement.

Item 9b: QUALITY IMPROVEMENT PLAN 2022-23

M22/94 The Vice Principal Curriculum and Quality presented the draft Quality Improvement Plan (QIP), this having been reviewed as requested by the Committee at its last meeting.

**VP C&Q /Interim
Director of
Governance**

| | | |
|---------|--|---------------------|
| M22/95 | The main actions for improvement had been themed into key areas with the five main areas of focus being as detailed in the report. The QIP had five clear goals for addressing areas of improvement, these being included in the paper. These were agreed to be much clearer and more realistic than in the past. However, the Committee requested that the College include the whole College pass rates were included, these setting out the expectations for all, and that the QIP was clearer around staff development. It was noted that the QIP would be further refined following the SAR validation on 1 December before being presented to the Board on 8 December 2022. | Director of Quality |
| M22/96 | The Committee agreed to recommend the QIP to the Board, noting that further revisions would be made following the SAR validation on 1 December 2022. | |
| | HIGHER EDUCATION | |
| | Item 10a: HIGHER EDUCATION REPORT | |
| M22/97 | A HE report had been circulated which provided information regarding the Office for Students (OfS) student outcome performance tables as well as the Teaching Excellence Framework (TEF) data outcomes. The Committee noted that overall performance against OfS data measures and TEF student experience outcomes were at or above benchmark and would satisfy that the College was performing at a satisfactory level and would not require OfS intervention due to its risk level. The Committee supported the decision not to go for TEF. | |
| | Item 11: RISK REVIEW | |
| M22/98 | The Committee reviewed the risks relevant to its work and noted the increase in the risks as detailed in the paper. The Committee also noted that a new strategic risk (#135) had been added – this being linked to the statutory Meeting Local Needs duty. | |
| M22/99 | The Committee was informed that there had been a lot of interest in T levels at the recent Open Evening. The College was also keeping a watching brief on provision which was being replaced by T levels. | |
| | Item 12: REVIEW OF MEETING | |
| M22/100 | The Committee reviewed the meeting and agreed that the papers were much improved and that the way in which these had been presented allowed for questions and discussion. However, the Committee requested that future presentations be more focussed, and that the College look to into alternative ways to provide the information, which would then give more time for discussion. The Vice Principal Curriculum and Quality would take this forward with the Interim Director of Governance. | VP C&Q |
| M22/101 | The Committee requested that information on early achievement, for example, November resits, be circulated to members in between meetings. | VP C&Q |
| M22/102 | The report relating to the HE Survey would be forwarded to the Interim Director of Governance for forwarding to Committee members. | VP C&Q |
| | DATE OF NEXT MEETING | |
| M22/103 | It was noted that the next meeting would be held on Thursday 9 March 2022 at 10am | |
| | The meeting closed at 12.20pm | |