

**MINUTES OF MEETING OF
THE LEARNING, TEACHING AND ASSESSMENT COMMITTEE
HELD AT 10.00am ON THURSDAY 9 MARCH 2023 via Microsoft
Teams**

Present: Dr S Morton (Chair)
Dr A Birkinshaw
Ms J Atkins
Professor J Craig
Mrs A Lall (Acting Principal)
Mr Newall
Mrs J Rogers

In attendance: Ms A Crabtree (Interim
Assistant Principal -
Quality)
Mr D Bulloch (Interim
Assistant Principal –
Curriculum)

		ACTION
	Item 1: APOLOGIES FOR ABSENCE	
M22/104	There were apologies for absence Mrs C Thomas and Mrs J Tracy (Interim Director of Governance). It was agreed that Mrs Anita Lall would act as clerk to the meeting.	
	Item 2: DECLARATIONS OF INTEREST	
M22/ 105	There was a declaration of interest from Professor J Craig regarding his appointment as an Office for Students (OfS) Teaching Excellence Framework (TEF) assessor.	
	Item 3a: MINUTES OF 24 November 2022	
M22/106	The minutes of the meeting of 24 November 2022 were approved as a correct record.	
	Item 3b: MATTERS ARISING ON THE MINUTES OF 24 NOVEMBER 2022	
M22/ 107	Members had received a copy of the action tracker and noted that there were a number of actions outstanding from previous meetings. The Acting Principal provided updates including those relating to the curriculum plan, market intelligence and competitor analysis responding to local needs.	
M22/108	M21/140: The Committee was informed on the timescale for the production of the Accountability Statement. A paper would be included for the 11 May 2023 Committee meeting.	AP
M22/109	An update was also provided on Ofsted preparations, including that for Governors.	
M22/110	It was agreed that HR would be asked to provide the information on the percentage of PDR's completed and that this would be made available for the next meeting of the Staffing and Remuneration Committee.	AP
M22/111	M22/10: It was agreed that this would be paused until the Senior Management position was known.	
M22/112	M22/25 & 30: The Assistant Principal also confirmed that information on forecast high grades and actual high grades would be included in the report to be presented at the next meeting.	AP
M22/113	M22/35: Operational Plans are to be reviewed by the Acting Principal and Vice Principal – Finance and Resources on the latter's return from annual leave.	AP/VP F&R

Item 4a: SAFEGUARDING UPDATE

- M22/114 The Committee noted that Julie Atkins had been appointed as Head of Student Services and thus would declare this interest as necessary going forward.
- M22/115 The Head of Student Services 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 reported to date showed a 65% decrease on the prior year, the higher figure in the previous year being due to the impact of COVID. Counselling referrals showed a 39% increase against the previous year.
- M22/116 The Committee noted that there were no safeguarding complaints against any staff members. An internal audit review of safeguarding been undertaken and an overall reasonable assurance rating had been given. The Committee noted the update on the three strategic findings.

STUDENTS**Item 5a: STUDENT ENGAGEMENT REPORT**

The Acting Principal presented the report.

- M22/117 The paper provided information on the enrichment activities undertaken to date. Student engagement activity was noted to be generally high but with some challenges for land based and early years students. The Committee noted the plan to create a student enrichment officer role and to develop the method to capture and record cross-college enrichment on ProMonitor. Information on the role of the student enrichment officer was requested and provided by the College.
- M22/118 The report to the Committee would be further refined to enable reporting by protected characteristic and monitoring of the student parliament actions would be included as part of staff performance reviews.

LEARNING AND TEACHING**Item 6a: FE REPORT**

- M22/119 The Interim Assistant Principal- Curriculum presented the report which provided a summary of the current position against the key performance indicators (KPIs) for Further Education (FE).
- M22/120 Current retention for 2022-23 stood at 94% for both 16-18 and 19+ learners, a drop on the 99% figure reported at the last meeting. Current overall attendance and that for English and maths were both below target. Information was also provided on the consideration and actions to be undertaken to effect improvements.

Item 6b: APPRENTICESHIP REPORT

- M22/121 The Acting Principal introduced the Apprenticeship report which provided an update on the forecast Apprenticeship achievement rates for 2022-23. The forecast was 75% compared to the 2021-22 outturn of 65% and which, if achieved, would exceed the published national rate by at least 10%. However, Motor Vehicle, Land Based Engineering and Beauty Therapy were areas of current concern.
- M22/122 The Committee noted the information provided on achievement to date and on Out of Funding apprentices and End Point Assessments (EPAs). The Chair asked for the reasons in the increase in EPAs and was assured by the Interim Assistant Principal – Curriculum that the final figure would be as needed. The Interim Assistant Principal - Curriculum informed the Committee that a number of learners who failed because of losing their employment. Adult courses and full-time equivalent courses provided further learning opportunities.

	Item 6c: QUALITY IMPROVEMENT PLAN (QIP) 2022-23 PROGRESS UPDATE	
M22/123	The Interim Assistant Principal – Quality presented the report which provided information on the latest position with regards to the QIP and headline analysis and high-risk issues. Actions to effect improvements and the impact of such actions were also considered.	
	Item 6d: DEEP DIVE AND OTLA REPORT	
M22/124	The report provided an update on the progress of the Deep Dive reviews and Observation of Teaching, Learning and Assessment (OTLA) for 2022-23. It was noted that the OTLA indicator measures were currently at 93% sufficient or better, though this was below the measure at the same point in the previous year.	
M22/125	The Committee considered the information provided in the headline analysis and on the actions being taken.	
	Item 6e: STUDENT PROGRESS : PREDICTED ACHIEVEMENT	
M22/126	The Interim Assistant Principal - Quality presented the paper which provided the Committee with an update on the predicted achievement for the 2022-23 and the comparison with previous years. Information was also considered in relation to headline analysis, high risk issues and actions being taken to address these.	
M22/127	The Committee noted that overall predicted achievement was expected to be 89% for both 16-18 and 19+, with high needs at 88% and that these were within or above the national rate and significantly above last year's outturn overall of 74%. The Committee also noted that achievement for functional skills for full-time learners in English was positive but that for maths was lower. The newly appointed Head of English and Maths was providing very specific focus on English and maths achievement, including effective teaching and learning strategies and increased provision of individual support and workshops.	
	Item 7a: ENGLISH AND MATHS REPORT	
M22/128	The Committee noted the report which provided an update on English and maths and that a report on GCSE results had already been considered at the Board briefing event.	
M22/129	In answer to a question from a member of the Committee, it was confirmed that the College did have examiners for GCSE amongst its English and maths staff and that they were involved in staff development. The College was also looking at its workforce development in English and maths delivery.	
	STRATEGIC PLANNING	
	Item 8a: Quality of Education Policy	
M22/130	The Interim Assistant Principal – Quality presented the report. The Policy had been largely re-written to be a public-facing policy and to include engagement with employers and stakeholders. All staff needed to understand the Quality of Education and the roles they played in this and thus the new policy template format had been developed in conjunction with staff for ease of understanding and clarity.	
M22/131	A member of the Committee commented on the need for further detail on impact to be included and on how the College would measure impact. The Interim Assistant Principal – Quality would take this on board, noting that a statement at the beginning of the Policy on the reasons for the Policy and the expected impact be included at the beginning and that reference would be made to the standard operating procedures and processes underneath. Further staff consultation on the Policy was also proposed.	IAP – Quality
M22/132	Noting the comments as above for amendments to the Policy, Learning, Teaching and Assessment Committee agreed to recommend the Quality of Education Policy to the	

	Board for approval, it being noted that once approved, a communication plan would be put into action to ensure all staff were clear and could articulate their role in meeting the objectives set out in the introduction to the policy.	
M22/133	The final Quality of Education Policy would be brought back to Learning, Teaching and Assessment Committee at its meeting in May 2023.	AP/IAP – Quality
	Item 8b: Employer and Stakeholder Strategy	
M22/134	The Interim Assistant Principal – Quality presented the report. The Employer and Stakeholder Strategy had drafted using best practice from the sector and was based on the need for a focused connection, both strategically and operationally, in how the College engaged with employers and stakeholders, including its students, and on what the College used the feedback to improve its services.	
M22/135	In answer to a question from a Committee member, the Interim Assistant Principal – Quality confirmed that the Strategy was intended to bring together all the areas of the College, rather than operating in silos, and to properly utilise the feedback from employers. A discussion took place on the need to define the stakeholder groups and to expand on impact and how this is measured, and that the feedback from employers and stakeholders is used at a strategic level to identify key priorities – for curriculum planning, marketing, etc.	
M22/136	A member of the Committee also commented on the need for discussions with employers to include whether the provision was providing the wider student development in addition to that required for the technical requirements.	AP/IAP – Quality
M22/137	It was agreed that consideration be taken of the Committee’s comments, that feedback be taken from staff, the Evolve Team, the Apprenticeship Team etc. and with employers and that a revised draft be brought back to the Committee at its next meeting.	IAP - Quality
	HIGHER EDUCATION	
	Item 9a: HIGHER EDUCATION REPORT	
M22/138	The Interim Assistant Principal – Quality presented the report which provided information on HE retention, APP variations, Start of Course survey results, external reports and student experience. The Committee also noted that development consent had been received for the Degree in Applied Equine Management.	
M22/139	A member of the Committee questioned whether the retention target of 90% was too high and the College was also asked to consider whether promoting its enrichment activities as ‘career development opportunities’ might increase participation. It was noted that the NSS would no longer include an overall satisfaction score and the College was asked to consider expressing the target in a different way as it would no longer have data to enable comparison. The Acting Principal commented that the College did undertake its own internal surveys in addition to the NSS which enabled analysis for each year, and not just final year students.	
M22/140	The College was asked about the employment outcome targets and on the risk to the College of its performance, it being noted that a number of the Aviation Academy graduates move into entry level jobs before progressing through the ranks, there being limited opportunity to being taken on higher level jobs at the start of their career. The College would undertake discussions as to why graduate level employment was difficult and on possible action to improve the situation, though it was noted that this was an industry-wide issue.	AP/IAP - Quality

POLICIES

Item 10a: Complaints and Compliments Policy and Report

M22/141 The Interim Assistant Principal – Quality presented the report which provided the Committee with an update on the complaints and compliments received by the College, on the headline analysis and on the actions being taken.

M22/142 The Committee questioned whether, post COVID, the College needed to undertake further work to ensure that staff felt comfortable in their face-to-face environment with students, on the professional approach needed and the dangers of social media, expressing their own views, etc.

M22/143 The Committee then looked at the proposed changes to the Policy and requested amendments to Section 1.3 – remove ‘legitimate’ – and that the College review the appeal process which appeared to be very inflexible. The College was asked to consider who would hear an appeal, noting that it may not always be appropriate for it to be the Director of Quality. It was also noted that there was no mention of complaints against the Principal, Board of Governors or the Director of Governance. * The Committee noted that there was no mention of improvements in the flow chart for complaints. It also requested that the policy be amended to include that every complainant would be provided with feedback on action being taken to improve things generally, and not just on their specific complaint, and that all members of staff who were involved also received feedback on the outcome.

M22/144 *Post Meeting Update: The Procedure for Complaints against Governors (which also includes the Director of Governance) was approved by the Board in March 2020.*

M22/145 After discussion, Learning, Teaching and Assessment Committee **agreed** to recommend the Complaints and Compliments Policy, subject to the changes being made as discussed.

Item 10: RISK REVIEW

M22/146 The Committee reviewed the risks relevant to its work and noted the latest information on those which had increased, decreased or remained the same. The Committee also noted that a new strategic risk (#55) had been re-classed as reporting to the Learning, Teaching and Assessment Committee, it previously having been considered by Finance, Resources and Investment Committee.

Item 11: REVIEW OF MEETING

M22/147 a. The Committee reviewed the meeting and the Interim Director of Governance is to be asked whether the use of bookmarks was possible.

Post Meeting Update: Advice from Perivan is that the visibility of bookmarks when opening the pdf file is dependent on the version of Adobe being used. If not visible, they have suggested that the pdf file is saved to your own laptop/computer and then opened.

The College was also requested to try to ensure that all papers were passed to the Interim Director of Governance by her deadline in order that a single file be uploaded in VBR. College managers were asked to continue to review and refine the executive summary to ensure it is succinct and the Acting Principal was asked to arrange for training for senior managers.

b. The Committee agreed that it had all the information need to be able to participate fully in the discussion.

c. The Committee agreed that the issues discussed were appropriate

d. The Committee agreed that it had enough time for thorough debate and to express views during the meeting

Interim DG

AP, etc.

AP

- e. The Committee was satisfied that the decisions were reached in an appropriate manner.
- f. There were no new risks which the Committee felt needed addressing or any other risk changes which had not been discussed.

Item 13: DATE OF NEXT MEETING

M22/148

It was noted that the next meeting would be held on **Thursday 11 May 2023 at 10am** via Microsoft Teams

The meeting closed at 12.00pm .