

**MINUTES OF MEETING OF  
THE LEARNING, TEACHING AND ASSESSMENT COMMITTEE  
HELD AT 10.00am ON THURSDAY 11 MAY 2023 via Microsoft Teams**

<b>Present:</b>	Professor J Craig (Chair) Dr A Birkinshaw Ms J Atkins Mrs A Lall (Interim Principal) Mr Newall Mrs J Rogers	<b>In attendance:</b>	Ms A Crabtree (Interim Assistant Principal - Quality) Mrs J Tracy (Interim Director of Governance)
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**ACTION**

- Professor Craig welcomed everyone to the meeting, it being noted that it was his first meeting as Chair of Learning, Teaching and Assessment Committee.
- Item 1: APOLOGIES FOR ABSENCE**
- M22/149 There were apologies for absence from Mr Duncan Bulloch (Interim Assistant Principal – Curriculum) who was attending a T-Level event in Birmingham.
- Item 2: DECLARATIONS OF INTEREST**
- M22/ 150 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 9 MARCH 2023**
- M22/151 The minutes of the meeting of 9 March 2023 were approved as a correct record.
- Item 3b: MATTERS ARISING ON THE MINUTES OF 9 MARCH 2023**
- M22/ 152 Members had received a copy of the action tracker and the Interim Principal provided updates including those relating to the business planning meetings, it being noted that a report would be presented to the Committee at its meeting in June 2023. A full review of business planning was being undertaken.
- M22/153 M21/162: Audit of Performance Review  
The Interim Principal confirmed that the audit had been completed and that a report would be presented to Staffing and Remuneration Committee at its meeting in the following week.
- M22/153 M22/59: Safeguarding  
The Interim Principal informed the Committee that the staff survey was currently underway and included a key question around safeguarding. Information on the top line data would be presented at the Board briefing.
- Item 4a: SAFEGUARDING UPDATE**
- M22/154 The Assistant Principal presented the report in view of a potential conflict of interest re Julie Atkins’ role as Head of Student Services. The report provided a termly report covering how the College was discharging its duties under Safeguarding and Prevent legislation.
- M22/155 The key points were considered by the Committee and included information on mandatory training, safeguarding and counselling referrals, web filtering, complaints against staff members (the details being classified as confidential) and the safeguarding reviews. The Committee noted that there was no safeguarding risk to College students in relation to the complaints.

**Interim Principal**

M22/156	The Interim Principal informed the Committee of a third complaint which involved a member of the business support staff and thus there was no direct contact with students. The College had discussed the case with the Local Authority Designated Officer (LADO) who was satisfied that there were no concerns from their perspective.	
M22/157	The Chair of the Committee commented on the high completion rates for training which were now being reported.	
	<b>Item 5: STUDENTS</b>	
	<b>Item 5a: STUDENT SURVEY – MIDDLE OF YEAR (MoY)</b>	
M22/158	The Interim Assistant Principal – Quality provided a verbal update on the student survey. The response rate stood at 83% and there had been an increase in the percentage of students who had expressed satisfaction with the College. The questions had been matched to those used in the inspection framework and the responses to these were very positive in all but personal development. The Committee noted that an Enrichment Officer was to be put in post in order to increase the uptake on the enrichment activities.	
M22/159	The survey results would be followed up by the College, including at the Student Parliament and via 'You Said, We did'. It was also confirmed that the Committee would receive a written report at its next meeting and that the report would also cover a number of other surveys.	IAP – Q
M22/160	The Chair of the Committee asked whether it was possible to identify demographics of those students not responding, or those who didn't agree with the statements. It was <b>agreed</b> that a report would be presented to the Committee at its meeting on 22 Jun 2023.	IAP - Q
	<b>Item 6: LEARNING AND TEACHING</b>	
	<b>Item 6a: FE REPORT</b>	
M22/161	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). The Committee noted that the National Rates (NRs) used for comparison measure had been updated with the recently released 2021-22 data.	
M22/162	Current retention for 2022-23 now stood at 91% for both 16-18 and 19+ learners, this being below <sup>1</sup> the 2021-22 NR of 92%, and down from the 94% figure reported at the last meeting. Current overall attendance and that for English and maths both remained below target. Attendance and achievement were now the highest priority at the College, attendance being looked at on a daily basis.	
M22/163	Information was also provided on the consideration and actions to be undertaken to effect improvements. This included the Curriculum Quality and Performance meetings, additional sessions for catchup and flexible timetables. In answer to a question from a Committee member, the College explained the process for when students did not attend and it was confirmed that parents were involved at each stage of the interventions.	
M22/164	The Committee discussed the importance of attendance, a comment being made that if the teaching and the timetable were right, students would attend despite any other issues (such as mental health). It was <b>agreed</b> that a review would be undertaken before the end of the academic year in order to find out the exact reasons for non-attendance.	IAP - Q

<sup>1</sup> The report incorrectly stated that this was 'above' the NR

M22/165	A Committee member commented that whilst the requirement to study English and maths was not popular with students, it must be seen as non-negotiable and needed to be better enforced in the College.	
M22/166	The Committee requested that a report on Artificial Intelligence issues be presented to the Committee.	IAP - Q
	<b>Item 6b: APPRENTICESHIP REPORT</b>	
M22/167	The Interim Principal introduced the Apprenticeship report which provided an update on the forecast Apprenticeship achievement rates for 2022-23. The forecast was now 73%, two percentage points lower than that reported at the last Committee meeting. It was noted that the College apprenticeship achievement rates compared favourably to other colleges nationally, the College being in the top 15%, and that it was ranked second – and only 0.7% behind the top ranking college - when comparing with Yorkshire and Lancashire colleges.	
M22/168	The Chair of the Committee requested and received information on the out of funding learners and the reasons behind the higher figure in one area.	
	<b>Item 6c: STUDENT PROGRESS: PREDICTED ACHIEVEMENT</b>	
M22/169	The Interim Assistant Principal – Quality presented the report. It was noted that the data had been considered on a line by line basis so as to ensure the accuracy of the predicted achievement. The Chair of the Committee asked how much confidence should the Governors have that the figures were accurate. The Interim Assistant Principal – Quality replied that quality performance monitoring had changed in order to be able to provide more accurate predictions from the beginning of the academic year, and that Heads would be brought to account for any inaccuracies.	
M22/170	The Chair of the Governing Board commented that Governors and staff would be disappointed were the 79% to be the final figure, and asked why the intervention strategies had not brought about the required improvements. The Interim Principal replied that the Predicted Achievement report had been shared with managers and that they had been tasked with producing actions from now to the end of the academic year to improve achievement.	
M22/171	The College was asked to include information on the high grades – by level and department. The Interim Principal confirmed that such information was available and would be included in the next report.	IAP – Q
	<b>Item 6d: DEEP DIVE AND OBSERVATION OF TEACHING, LEARNING AND ASSESSMENT (OTLA) REPORT</b>	
M22/172	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 remained at 93% sufficient or better, though this was below the measure at the same point in the previous year.	
M22/173	The Committee considered the information provided in the headline analysis and on the actions being taken. The Committee noted that supported interventions had made good progress, with the exception of IT where a formal course for improvement notice had been issued. An explanation of the deep dive and OTLA process was provided in answer to a question from the Chair of the Committee. It was noted that this included observation and triangulation with the standard of student work, the introduction of a new HR system would allow for better checks on the quality of the personal development reviews, and staff development plans for each area would be more strategic to enable better improvements.	
M22/174	The College would consider:	IP/IAP - Q

- external dual observations for the future, the Chair of the Governing Board commenting that this would ensure a more robust mechanism
- a review of the Deep Dive Actions Summary to try to identify those things which were quite basic (e.g. staff training) from those which were more structural in order to provide a better focus on solutions.

**Item 6e: QUALITY IMPROVEMENT PLAN (QIP) 2022-23 PROGRESS UPDATE**

M22/175 The report provided the Committee with an update on progress against the Quality Improvement Plan, including the headline analysis and high-risk issues and actions being taken.

M22/176 The Committee noted that a number of issues had been covered in earlier discussions/reports.

**Item 7; ENGLISH AND MATHS**

**Item 7a: ENGLISH AND MATHS REPORT (INC PROGRESS)**

M22/177 The Interim Principal presented the report which provided an update on English and maths with respect to student progress, functional skills assessment plans and results.

M22/178 The Interim Principal noted that whilst students found English and maths more challenging, and that this was a national issue, the College needed to focus on its importance and was now getting better follow up on non-attendance. The Committee noted in particular the delivery timetabling and block delivery of functional skills and the letters being sent out from the Interim Principal to all poor attenders and their carers (where relevant) regarding the importance of English and maths and of sitting the examinations.

M22/179 The Committee received an explanation of the GCSE Lift qualification, noting that the College was involved in the pilot.

**Item 8: STRATEGIC PLANNING**

**Item 8a: Annual Accountability Statement**

M22/180 The Interim Principal presented the report which provided information on the purpose of the Annual Accountability Statement, the deadlines for production and publication, and the requirement for the inclusion of SMART objectives that set out the planned scale of priority provision in 2023 to 2-23 and demonstrated the College's ambition for growth. The skills priorities and draft Statement were included in the papers as appendices.

M22/181 The Interim Principal informed the Committee that smaller employers had not been consulted as part of the Local Skills Improvement Plan and were thus not engaging. The College would ensure that it did consult and engage with them.

M22/182 The Chair of the Governing Board requested that the Statement include programmes which were bespoke to the College, even if not in the government priorities.

M22/183 The Board would be asked to sign off the final Annual Accountability Statement at its meeting on 6 July 2023.

**Item 9: POLICIES**

**Item 10a: Careers Education, Information, Advice and Guidance Policy**

M22/184 The Careers Education, Information, Advice and Guidance Policy had been reviewed and was considered to still be fit for purpose, the only addition being a reference to the T-level careers guidance grant. The Head of Student Services was now working with the marketing team on how this funding could be used. The Head of Student

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Services also informed the Committee of the appointment of a Careers Adviser and a Careers Apprentice.

M22/185 The Learning, Teaching and Assessment Committee **approved** the Careers Education, Information, Advice and Guidance Policy.

**Item 10: RISK REVIEW**

M22/186 The Committee reviewed the risks relevant to its work and noted the latest information on those which had increased, decreased or remained the same.

Mr R Newall left the meeting as he was invigilating an examination.

**Item 11: REVIEW OF MEETING**

- M22/187
- a. The Committee agreed the agenda papers were written and presented clearly.
  - 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
  - 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.

M22/188 A discussion took place on a proposal to amend the title of the Committee to Quality and Curriculum Committee. The terms of reference would remain unchanged. It was **agreed** that formal Board approval would be sought to the change of name.

Chair

**Item 13: DATE OF NEXT MEETING**

M22/189 It was noted that the next meeting would be held on **Thursday 22 June 2023 at 10am** via Microsoft Teams

**The meeting closed at 11.29am.**