

**MINUTES OF MEETING OF
THE LEARNING, TEACHING AND ASSESSMENT COMMITTEE
HELD AT 10.00am ON THURSDAY 22 JUNE 2023 via Microsoft Teams**

Present:	Professor J Craig (Chair) Dr A Birkinshaw Ms J Atkins Mrs A Lall (Interim Principal) Mr Newall Mrs J Rogers	In attendance:	Ms A Crabtree (Interim Assistant Principal - Quality) Mr Duncan Bulloch (Interim Assistant Principal – Curriculum) Mr Wesley McGlinchey (Interim Assistant Principal – Curriculum) Mrs J Tracy (Interim Director of Governance)
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	Mr Wesley McGlinchey was welcomed to his first meeting of the Learning, Teaching and Assessment Committee and introductions were made by all present.	
	ITEM 1: APOLOGIES FOR ABSENCE	
M22/190	There were no apologies for absence.	
	ITEM 2: DECLARATIONS OF INTEREST	
M22/ 191	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 3: MINUTES	
	Item 3a: MINUTES OF 11 MAY 2023	
M22/192	A correction to the M22/152 minute had been made – Business Strategy being replaced by business planning. With this amendment, the minutes of the meeting of 11 May 2023 were approved as a true and correct record.	
	Item 3b: MATTERS ARISING ON THE MINUTES OF 11 MAY 2023	
M22/ 193	Members had received a copy of the action tracker and a detailed review of those not yet flagged as completed was undertaken.	
M22/194	M20/125 & M21/80 – <i>Competitor and needs analysis</i> The Chair of the Governing Board commented that the College had not fully addressed the request for competitor and needs analysis and information had not yet been provided on how the College was using the analysis and Emsi information to steal the march on our competitors. It was suggested that a summary paper for the next 3 years for each curriculum area, which included competitor analysis, be prepared by each Assistant Principal.	IAPs
M22/195	M21/137 - <i>Maths/English focus groups/short discussions</i> This had been flagged as green as the meetings were now taking place. However, no information had been provided on what issues/concerns had been raised in those meetings. The Interim Principal provided an update for the Committee.	
M22/196	M22/06iii – <i>Marketing Plan</i> The Chair of the Governing Board noted that the Marketing Plan would be considered by the Committee in September. Information was provided on the marketing activity, particularly in relation to adult provision.	

M22/197	The College confirmed that the curriculum was fully staffed, that monitoring of class sizes was and would be undertaken and that work was continuing to ensure that the information on the website reflected the actual curriculum offer. Online enrolment was expected to be available shortly and would be ready before Easter in future years.	
M22/198	A member of the Committee commented that the progress updates seemed to be a historical reference and asked whether a re-write was needed to show what is being done now, rather than how the College had arrived at the current situation. The Interim Principal informed the Committee that she would want to undertake a sweep of all the action trackers with the Interim Director of Governance before the start of the academic year.	IP/Interim DG
M22/199	It was agreed that the next two items would be considered together. ITEM 4: STUDENTS Item 4a: STUDENT SURVEY MIDDLE OF YEAR (MoY) Item 4b: STUDENT SURVEY – END OF YEAR (EoY)	
M22/200	The Committee had received a report on the Middle of Year Student Survey at its meeting in May 2023 and noted the update provided in the paper.	
M22/201	In relation to the end-of-year survey, the response rate in a number of areas of provision was lower than in the previous year, with that for adults and apprenticeships being of particular concern. The Committee noted the actions being taken to improve, including the re-opening of the survey for apprentices. The Committee also noted the information provided on the analysis of the FE, apprenticeship and adult survey results, the benchmark and comparison, demographics and actions being undertaken.	
M22/202	The Chair of the Governing Board questioned the College on whether all staff were aware of the outcome of the surveys and on whether managers and staff were set targets to improve the survey outcomes. Information was provided on the current situation which included discussions at Policy and Performance Review meetings and at departmental level. The Committee was informed that the new HR system would allow for relevant targets to be set and monitored. The Interim Principal also stated that discussions had taken place on a standard template for College meetings and that this would be in place for the start of the next academic year.	
M22/203	The Committee Chair commented on the very low percentages regarding student satisfaction and asked if this reflected very poor provision or incorrect data, and on whether some provision should be removed. The Interim Principal explained that in a particular area, over-recruitment had resulted in cramped teaching spaces and thus a poor satisfaction level, but that all students in that area would achieve. Criticism of the trips and visits in another area had since been addressed. The Interim Principal would expect the problems to be addressed with there being only one area of provision which she considered needed to be reviewed. Comments received at the focus group meetings also provided a far more positive picture. In response to a question from the Committee Chair, the Interim Assistant Principal – Quality provided information on how the focus groups were used.	
M22/204	However, in light of the very low satisfaction rate in Animal regarding quality of education, the Committee requested that the College look in detail at this area.	IAP - Q
M22/205	Item 4c STUDENT ENGAGEMENT REPORT The Committee considered the report which provided an update on enrichment activities undertaken to date and the actions being taken to further improve the offer and take-up.	

M22/206	<p>The College had appointed a dedicated enrichment officer and work would be undertaken to ensure that students understood the difference between enrichment and enhancement. It was agreed that future reports would report separately on enrichment and enhancement.</p> <p>ITEM 5: LEARNING AND TEACHING</p> <p>Item 5a: FE REPORT</p>	Head of Student Services/IP
M22/207	<p>The Interim Assistant Principal - Quality presented the report which provided a summary of the current position against the key performance indicators (KPIs) for Further Education (FE) and highlighted the implications of the current position.</p>	
M22/208	<p>The actions being taken to bring about improvements were noted, including the positive impact of formal letters now being sent to parents. Attendance remained a priority for all curriculum staff but that for English and maths was agreed to be disappointing.</p> <p>Item 5b: APPRENTICESHIP REPORT</p>	IP/IAP - Q
M22/209	<p>The Interim Assistant Principal - Curriculum introduced the Apprenticeship report which provided an update on the key performance indicators for apprenticeships, including the predicated achievement by area. The Committee noted the College focus had moved to ensure completion within the current academic year.</p>	
M22/210	<p>In answer to a question from the Chair of the Governing Board, the Interim Assistant Principal clarified that the numbers in the 'likely to fail' column were not just the 'at gateway' learners.</p> <p>Item 5c: FORECAST QAR 2022-23: FE PREDICTED ACHIEVEMENT</p>	
M22/211	<p>The Interim Assistant Principal – Quality presented the report which provide an update on predicted achievement for 2022-23 in comparison to the previous year's turn-out and the updated 2021-22 National Rates.</p>	
M22/212	<p>FE achievement was largely affected by retention, as pass rates were good. The impact of English and maths was noted. As requested at the last meeting, information on predicted high grades had been included in the report. Predicted high grades had declined and the Chair of the Governing Board requested that the College look into the reasons for the poor outcome and that this be a focus for next year.</p>	
M22/213	<p>The Committee expressed disappointment in the adult provision in terms of the low achievement forecast and under-recruitment. The Interim Principal agreed and said that a fundamental review of adult management, its structure and accountability would take place in order to understand what went wrong and thus to effect improvements.</p> <p>Item 5d: ARTIFICIAL INTELLIGENCE UPDATE</p>	
M22/214	<p>As requested by the Committee at its meeting in May 2023, a report on Artificial Intelligence (AI) had been prepared. The report provided Governors with an insight into the benefits and challenges of AI and how the College was responding to this emerging technology.</p>	
M22/215	<p>The Committee Chair thanked the Interim Assistant Principal – Quality for the well-prepared paper.</p>	
M22/216	<p>The use of Turnitin was discussed and the College was asked to consider its effectiveness. The College was reminded of the need to be careful in its use of other detection tools which could be breaking data protection rules. The Committee also noted that the College was considering its assessment processes and that it would take into consideration the reviews on assessment which universities were undertaking.</p>	

	Item 5e: OBSERVATION OF TEACHING, LEARNING AND ASSESSMENT POLICY	
M22/217	The Interim Assistant Principal – Quality presented the report which included the main amendments (Appendix 1) to the Observation of Teaching, Learning and Assessment (OLTA) Policy which were intended to improve the overall OTLA process.	
M22/218	A discussion took place on whether the proposed amendments would achieve the step change needed. Comments from the Committee included: that the Policy should not be the be-all and end-all, but that other measures, such as the performance management process, should be used to influence performance; that the use of external experts in those areas of serious concern; that where there was an unacceptable observation, a review would take place which would include consideration of other information to provide triangulation.	
M22/219	Learning, Teaching and Assessment Committee approved the Observation of Teaching, Learning and Assessment Policy, subject to the inclusion of the amendments as noted above.	
	ITEM 6; ENGLISH AND MATHS	
	Item 6a: ENGLISH AND MATHS REPORT (INC PROGRESS)	
M22/220	The Committee considered the report which provided an update on English and maths with respect to student progress, functional skills assessment plans and results.	
	ITEM 7: STRATEGIC PLANNING	
	Item 7a: CURRICULUM PLAN 2023-24	
M22/221	Curriculum and business planning for 2023-24 had been completed and had been based on an analysis of labour market intelligence, trends in recruitment, feedback and discussion with key stakeholders as well as alignment to local strategies. The Curriculum Plan provided an overview of the proposed curriculum and target numbers.	
M22/222	The College was asked for and provided information on how it would ensure that achievement was high, noting that planned changes to adult provision to include more distance learning had been made. It was agreed that adult provision would be treated as high risk and subject to close monitoring over the next 12 months.	IAP – Q
M22/223	Clarification was requested on the 2022-23 figures, it being confirmed that these were actual and thus the comparison was not like for like. The Interim Principal would follow up and share the information after the meeting.	IP
M22/224	In answer to a question from the Chair of the Governing Board, the Interim Principal stated that the Head of Marketing attended all relevant meetings and that all pertinent information was taken into consideration when preparing the marketing strategy and plans.	
	Item 7b: CAREERS INFORMATION, ADVICE AND GUIDANCE ANNUAL REPORT 2022-23 AND PLAN 2023-24	
M22/225	Having considered the report, Learning, Teaching and Assessment Committee approved the Careers Information, Advice and Guidance Plan for 2023-24.	
	Item 7c: QUALITY OF EDUCATION POLICY	
M22/226	The Committee noted the work which was being undertaken in the College in relation to quality of education and commented that the proposed Quality of Education Policy, in its current form, was difficult to understand. It was agreed that the approval would be deferred until the College review had been completed and thus the Quality of Education Policy further revised.	

M22/227	The Policies review/approval list as contained in the Board Scheme of Delegation would be updated by the Interim Director of Governance to reflect the Committee's decision. <i>Post meeting update – action completed.</i>	
	ITEM 8: HIGHER EDUCATION	
	Item 10a: HE REPORT (INCLUDING UoH INSTITUTIONAL REVIEW AND ENHANCEMENT REPORT)	
M22/228	The Assistant Principal – Quality presented the report. The Committee Chair noted that the College was no longer subject to enhanced monitoring for condition B3 (continuation, completion and graduate outcomes) and wished to record his thanks to all those involved.	
M22/229	In relation to the Joint Development Board Annual Report, the College was requested to reconsider the proposed action (page 105).	
M22/230	Having considered the paper, Learning, Teaching and Assessment Committee approved the Joint Development Board Annual Report, but noting the comment as above.	
	Item 10b: ACCESS AND PARTICIPATION PLAN UPDATE	
M22/231	Learning, Teaching and Assessment Committee noted the information provided in the report and that a new Access and Participation Plan (APP) would be submitted by summer 2024 to start in 2025/26. The Committee Chair encouraged the College to start work on the new APP early.	
	Item 10c: OFFICE OF INDEPENDENT ADJUDICATOR REPORT	
M22/232	The Committee noted the report which provided information on the key highlights from the College's annual statement from the Office of the Independent Adjudicator for the calendar year to 31 December 2022.	
	ITEM 9: STRATEGIES	
	Item 9a: PREVENT STRATEGY	
M22/233	The paper provided the Committee with information on the proposed updates to the Prevent Strategy.	
M22/234	Having considered the paper, Learning, Teaching and Assessment Committee approved the updated Prevent Strategy.	
M22/235	The College was asked to ensure that the Freedom of Speech Policy was reviewed and updated as necessary in line with OfS requirements.	Head of Student Services/IP
	Item 9b: EMPLOYER AND STAKEHOLDER STRATEGY	
M22/236	Learning, Teaching and Assessment Committee reviewed the Employer and Stakeholder Strategy and requested that amendments were made to include: more explicit detail on how the College meets/interacts with employers; clearer information and standards set on how the College is going to engage with employers; reference to the Parental Portal and parental induction.	IAP - Q
M22/237	With the amendments as above, Learning, Teaching and Assessment Committee agreed to recommend the Employer and Stakeholder Strategy to the Board for approval.	
	ITEM 10: RISK REVIEW	
M22/238	The Committee reviewed the risks relevant to its work and noted the latest information on those which had increased, decreased or remained the same.	
M22/239		

M22/240	<p>It was agreed that the Interim Principal would consider the inclusion of a separate risk in relation to adult and that the risk relating to student satisfaction should not be reduced.</p> <p>The agenda would be reviewed to ensure that key items were considered at the beginning of the meeting.</p>	IP/Interim DG
M22/241	<p>ITEM 11: REVIEW OF COMMITTEE EFFECTIVENESS</p> <p>The Committee reviewed the outcome of the self-evaluation review, noting in particular the need to reduce the length of papers, to provide more succinct information and with the executive summary providing information on the key issues.</p>	
M22/242	<p>The College was also requested to consider how data was presented and to ensure that the reports were comparing like with like. The Interim Principal would share a proposed template.</p>	IP
M22/243	<p>Consideration would also be given to grouping the reports differently – for example, survey results, achievement retention could be grouped rather than there being separate reports for each.</p>	IP
M22/244	<p>ITEM 12: REVIEW OF MEETING</p> <p>A review of the meeting took place:</p> <ol style="list-style-type: none"> 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. 	
M22/245	<p>However, the Committee questioned whether sufficient scrutiny had been given to the English/maths report, though it wished the minutes to record that this did not mean that the Governors were not concerned about this area of provision.</p>	
M22/246	<p>Item 13: DATE OF NEXT MEETING</p> <p>It was noted that the next meeting would be held on Thursday 28 September 2023 at 15.30pm via Microsoft Teams</p> <p>The meeting closed at 12.04pm.</p>	