

## MOULTON COLLEGE

### TEACHING, LEARNING AND ASSESSMENT COMMITTEE

#### Minutes of the meeting held on Tuesday, 12<sup>th</sup> October 2021 via Teams

**Present:** Mr A Thomson (in the Chair), Mr B Hansford, Miss S Harlow (Observer), Mrs C Harris, Mrs P Hawkesford, Dr P Jones and Mr M Knibbs

**In attendance:** Mr B Billington, Ms C Hayes, Mrs G M Hulley, Mr T Mangan, Mr J O'Shea and Mrs S Smith

#### SECTION A – ROUTINE AND STANDING ITEMS:

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**21/52 Apologies for absence (Agenda item 1)**

Mrs S Ijewsky and Mr D McVean sent their apologies for absence. The Dean of HE had also sent his apologies. Sam Harlow, FE student governor was welcomed to the meeting as an observer.

**21/53 Declarations of interest (Agenda item 2)**

There were no declarations of interest.

**21/54 Minutes of last meeting (Agenda item 3, Paper A)**

The minutes of the meeting held on the 15<sup>th</sup> June 2021 had been circulated previously and were approved as a true and accurate record.

**21/55 Actions outstanding from last meeting (Agenda item 4, Paper B)**

**Actions 72 and 76:** Both related to HE and the Dean of HE would be asked to report on progress at the next meeting. (Open)

**Action 78a:** Progress had now been made to extract data from MyConcern in order to report on impact of the support provided. A report would be shared at the next meeting. (Open)

**Action 91:** The Committee agreed that the report needed to include information on upskilling of staff in terms of vocational experience. This was in line with the College policy that staff should be going out to industry for an agreed number of days per year. A further update would be provided at the next meeting. Clarification was also sought about the percentage of staff attending sessions. (Open)

#### SECTION B – PERFORMANCE 2020-21:

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**21/56 Data Dashboard Outturn (Agenda item 5, Paper C)**

The report provided a summary of the work and outcomes for 2020-21 including achievement, student voice, work-experience/careers, Safeguarding, OTLA, learning walks and CPD. A key point to note was that overall achievement had increased by 3% for 16-18 year olds. Maths and English had also shown significant improvements at all levels. The report included a brief summary of strengths and areas to develop for each School and initial self-assessment report (SAR) gradings. The College had been graded as Good across the board.

The Committee agreed that the report included an impressive set of data and all staff should be thanked. The Committee was informed that: some data had been updated since the report had been written; the information provided within pastoral arrangements for Sport could be made clearer; and, SAR grades in animal and care

needed to be checked. It was agreed that an updated version of the report would be circulated (**Action 97 – VPC&Q**). The Committee was keen to view the reports associated with the national student survey and HE induction which ordinarily, would be shared at the performance monitoring board (PMB). Copies of both would be presented at the next meeting (**Action 98 – Dean of HE**). The Principal explained how the SAR grades were calculated in order that there was a shared understanding by everyone present.

**Resolved:** To receive the Data Outturn 2020-21 report.

## **SECTION C – ANNUAL REPORTS 2020-21:**

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### **21/57 Safeguarding and Prevent (Agenda item 6, Paper D)**

In addition to the annual report, a 3-year trend comparison and an outline of development plans for 2021-22 were included. The report outlined the steps that the College had taken in response to the Ofsted report on sexual abuse in schools and colleges. Key points to note were: there had been a significant increase in the number of concerns received last year and the College had responded well and in a timely and consistent manner; there had been an increase in mental health concerns which correlated with the national picture; a range of initiatives had been put in place to support individuals. The College provided a robust cross-College tutorial and wellbeing offer which provided positive strategies around independence and resilience. The team's remit focused on prevention rather than cure.

The Committee confirmed that it was confident by the information provided in the report and that the College was fully compliant with its statutory responsibilities. The Committee acknowledged that the last 18 months had been difficult for students and wanted confirmation of the specific arrangements for students:

- The College had given thought to the need to support learners in crisis outside of College hours. An external contract with Endsleigh Insurance had been commissioned to provide 24-hour support by a group of qualified counsellors with crisis care expertise.
- Members were also informed of the systems and procedures in place following a rise in reporting suicidal thoughts including: a fitness to study policy; risk assessments; and, an agency who provided support.

The Governor Champion for this priority confirmed that he was pleased with the report which now included all of the information required for Governors. Thought needed to be given the Smartlog training for Governors to ensure it was fit for purpose. Follow up action was also required for any member of staff who had not completed their training.

**Resolved:** To recommend the Safeguarding and Prevent Annual Report 2020-21 for approval.

### **21/58 Compliments, Complaints and Suggestions (Agenda item 7, Paper E)**

Overall for 2020-21, there were 118 formal interactions with the College. Of these, 24 were compliments, 91 complaints and 3 suggestions. Of the 91 formal complaints, 33 were upheld. Thirteen complaints went to appeal of which 1 was upheld. The Committee highlighted the importance of the findings from this report and confirmed that systems were in place that were both comprehensive and robust.

**Resolved:** To recommend the Compliments, Complaints and Suggestions 2020-21 report to the Corporation for approval.

## **SECTION D - QUALITY OF EDUCATION: INTENT**

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### **21/59 Key Performance Indicators (KPIs) 2021-22 (Agenda item 8, Paper F)**

The report presented the proposed KPIs for 2021-22 at College level and also for each of the Schools. The Committee was informed of the process that had been taken to agree each KPI. There was a greater sense of ownership for KPIs which were now embedded into performance development reviews at all levels. KPIs also featured in discussion at PMBs and team meetings. In response to a question about value added, Members were informed this could be presented in 2 ways and the use of percentages aided staff understanding.

**Resolved:** To recommend the KPIs 2021-22 to the Corporation for approval.

### **21/60 Sector developments and changes in the external environment (Agenda item 9, Paper G)**

The Chair informed the Committee that he had asked senior staff for regular updates on national developments. This would help with horizon scanning and would help the Committee to 'read the landscape' better, consider any threats or opportunities and to share intelligence, for example, in the context of 'What's It Mean for Moulton' (WIMFM)? In time, other members of the team could be brought in to produce such a report as a development opportunity.

The VPC&Q outlined a number of immediate issues in relation to: supporting students to move forward; preparations for Ofsted; employers and local skills improvement plans; T Levels; and; the opportunity for the College to re-join the RoATP (Register of Apprenticeship Training Providers) after inspection. The Principal outlined the implications of the White Paper (*Skills for Jobs: Lifelong Learning for Jobs*) where there would be a greater emphasis on collaboration between providers locally and regionally. The curriculum also needed to be fit for purpose to help people into jobs. The Committee was informed that the College had been successful in its joint bid to be part of the FE professional development grant pilots with Northampton College as lead partner (and 2 other colleges). This was about upskilling teachers which was a real priority for Moulton.

The Committee sought assurance that where sport and animal were concerned, there were opportunities for students on those courses. Members were informed that both curriculum areas had excellent links with employers and the destination data confirmed that these students progressed into HE or employment. Clarification was also sought about the way in which the senior leadership team would utilise the information in the report. Apart from discussions at weekly meetings, an away day in November and again in spring would provide focused time for these discussions. A Future Skills event was planned for February 2022 which would have significant employer presence. Governors would be invited to attend. Other priorities that the Committee thought important for future consideration were around: the digital agenda (skills for staff and students); and, ecology and the environment which were relevant to most of Moulton subjects. The Committee agreed this was a valuable report to include on every agenda and the Clerk would gather feedback on future topics outside of the meeting (**Action 99 – Clerk**).

### **21/61 Education Recovery Plan (Agenda item 10, Paper H)**

The report outlined how the College intended to proceed with face to face delivery throughout 2021-22. High quality teaching and learning remained a priority with a real focus on the development of wider skills that students would need to advance at the end of their programmes. The pastoral system would be key to this with an emphasis

on student mental and physical health as well as work-experience. The report also outlined how the College would adapt learning under different degrees of Covid-19 infection to the student and staffing body. This report would be uploaded to the website and a more detailed version was available on request.

Clarification was sought around the availability of laptops in the event of a future lockdown and arrangements for allocating these in different scenarios that were outlined. In the event of a full lockdown, laptops would be allocated to any student that needed one. If there was a need to deliver teaching remotely to classrooms from staff who were isolating at home, classrooms had been checked to ensure equipment was working. The Director of Curriculum assured the Committee that the College had everything in place to respond to each of the scenarios should they occur.

**Resolved:** The Educational Recovery Plan was noted.

#### **21/62 Policies (Agenda item 11)**

All policies were recommended for approval by the Corporation. If any changes are required, comments are included against each policy:

- a. Quality Improvement\* (Paper I.1): No changes requested.
- b. Quality Intervention\* (Paper I.2): No change requested.
- c. Stakeholder Voice\* (Paper I.3): In sections 7.5 and 7.11 change wording from 'should' to 'will'. Include reference to how students would be empowered in the workings of the College with the potential need for a long-term strategy. Cross-reference (as appropriate) to listening to employers. Plans for introducing NUS to be shared by Dean of HE at a future meeting once plans had been agreed.
- d. English and Maths (Paper I.4): No changes requested.
- e. Observation of teaching, learning and assessment (OTLA) (Paper I.5a): Consideration as to whether Intention, Implementation and Impact needed to be mentioned in the appendices. Was there a sufficient number of peers to provide the intended model of support and would it be rigorous? Annex 1 – refer to 'post' rather than the individual.
- f. TLA Assessment (Paper I.5b): See above.
- g. Tutorial (Paper I.6): Make explicit arrangements for tutorials for part-time students. Check if there was a tutorial policy for HE.
- h. Safeguarding and Child Protection\* (Paper I.7a) and Prevent (Paper I.7b): Feedback from Governor Champion had been actioned. Correct names for Chair and Vice Chair of Corporation.
- i. Peer on Peer Abuse (Paper I.7c): No changes requested.
- j. Disability (Paper I.8a): No changes requested.
- k. SEND (Paper I.8b): No changes requested.

**Resolved:** All policies approved with those marked with an asterisk recommended for approval by the Corporation.

### **SECTION E – QUALITY OF EDUCATION: IMPLEMENTATION**

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#### **21/63 College Self-assessment Report 2021-22 (Draft), (Agenda item 12, Paper J)**

The report was an early draft of the College SAR. Members were encouraged to send any comments by email to the team. The Principal confirmed that further work was being completed on it in time for presentation to the November meeting in line with the usual timeline. Governors would also be involved in the validation process. In response to a question about equality and diversity, the Director of Quality confirmed that images would be fully representative.

**Resolved:** To receive the College SAR 2021-22.

**21/64 Curriculum Performance Position Statement (OTLA and Sequencing) (Agenda item 13, Paper K)**

The report highlighted the extent to which the summer planned CPD was having a positive impact on the culture of development within the College. It included a particular focus on how well new staff were supported as they joined the College through a 2-day TLA induction, 1:1 coaching, Licence to Teach qualification and developmental learning walks. The report also outlined how sequencing and assessment had continued to be developed. As a result, there was a high level of confidence that programmes were well-sequenced and assessment schedules were planned on the appropriate systems. At the time of writing, there had been in excess of 110 learning walks involving all new staff and agency staff.

The Committee received confirmation that every course had an assessment calendar. Future versions of this report must provide a greater level of detail in relation to: what the College funded for internal and external CPD; and, a whole College report of CPD including a breakdown of activities and spend to upskill vocational staff (**Action 100 – Director of TLA**)

**Resolved:** To receive the TLA Position Statement.

**SECTION F – QUALITY OF EDUCATION: IMPACT**

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**21/65 Link Governor Scheme Feedback (Agenda item 14)**

The Chair confirmed that he had attended two PMBs. The PMB for maths and English had confirmed the significant number of assessments of new students that had taken place to date. Congratulations were extended to the team. The HE PMB had been interesting in terms of demonstrating progress that had occurred since the summer. As well as holding teams to account and assuring Governors, the PMB provided an insight into perspectives from other members of the team. The Vice Chair had met with Directors of Quality, TLA, maths and English. All meetings had been extremely useful. A report had been prepared and uploaded to Teams. The Governor Champion reported on his meeting with the Director of Student and Learning Support. The meeting had been an opportunity to discuss EDI, Safeguarding and Prevent.

**Resolved:** To note the report on feedback from the Link Governor Scheme.

**SECTION G – CLOSING ITEMS**

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**21/66 Any other business (Agenda item 15)**

There was no other business.

**21/67 Date of next meeting (Agenda item 16)**

Tuesday, 30<sup>th</sup> November 2021 at 4.00 pm.