

MOULTON COLLEGE

TEACHING, LEARNING AND ASSESSMENT COMMITTEE

Minutes of the meeting held on Tuesday, 5th December 2019

Present: Mr A Thomson (in the Chair), Mr A Eastland, Mr B Hansford, Mrs C Harris, Ms S O'Connor and Miss L Watson

In attendance: Mr B Billington, Mrs G M Hulley, Mr T Mangan and Mr J O'Shea

19/73 Apologies for absence (Agenda item 1)

Apologies for absence were received from Mrs P Hawkesford and Mr D McVean

19/74 Declarations of interest (Agenda item 2)

There were no declarations of interest.

19/75 Minutes of the last meeting (Agenda item 3, Paper A)

The minutes of the last meetings held on the 22nd October 2019 were approved as a true and accurate record.

19/76 Actions outstanding (Agenda item 4, Paper B)

Action 45: Matters arising

The report on impact relating to continuing professional development (CPD) was due in Spring 2020. The report would draw on evidence from the Director of HR and Associate Director of TLA.

All other actions were on the agenda for discussion during the meeting or progressing in line with agreed timelines.

19/77 Data dashboard (Agenda item 5)

Members received a live demonstration of the latest performance data held on the dashboard. This enabled governors to closely scrutinise current levels of attendance, retention and achievement in each of the school areas.

Governor questioning related to the following:

- Assurances around the actions being taken to ensure good levels of attendance and to promote the importance of English and maths across the different school areas.
- The governor development day held the previous week had provided first-hand experience of the staff perspective around some of the challenges with the delivery of English and maths during the curriculum carousel exercise. Building on that experience, governors received confirmation of the staffing arrangements within English and maths and the likely timescale for improvements. Governors were also reassured by:
 - the leadership arrangements that had been put in place to support staff; and,
 - fortnightly curriculum and quality meetings which focused on English and maths as well as scrutiny during monthly performance monitoring boards.
- Any evidence that would be available to demonstrate to Ofsted that English and maths had improved from the previous year. Attendance in some areas was very good. Additional intervention classes were being

made available which should have a positive impact. A number of barriers had been identified which were being addressed to improve the student experience, for example, the room utilisation survey was being used to identify rooms nearer to where the students were based.

- Specific support being made available to help staff in these priority areas to teach in a more engaging way. Generic and bespoke CPD was being made available. A suite of online resources and webinars uploaded to the staff intranet. Some teaching staff had recently attended another college in the east midlands to observe effective practice.

Resolved: To receive the report on the data dashboard.

RAG Rating:	Green
--------------------	--------------

19/78

Self-assessment 2018-19 (Agenda item 6, Paper C)

The self-assessment report (SAR) had been subject to a series of moderation processes including a 1-day validation meeting held earlier in the month. The Chair and Vice Chair of Committee had attended this meeting and had taken an active part in challenging any part of the report where there was a need for further clarification. The Committee agreed that the report reflected the College's position in 2018-19. Recommendations included the need to proof-read the report; and, opportunities for further stretch to be developed around equality, diversity and inclusion.

Resolved: To recommend the SAR 2018-19 to the Corporation for approval.

RAG Rating:	Green
--------------------	--------------

19/79

Quality Improvement Plan (Agenda item 7, Paper D)

The report detailed a number of actions of which 20% were green and the rest were amber. The Director of Quality explained that the actions were subject to close monitoring to ensure no slippage. The action plan would be reconfigured into a cross-College plan so that it met the needs of the wider team. At fortnightly meetings, specialist leads could report on progress against their own actions which would add an extra level of assurance around progress against priorities. The Committee sought assurance around the level of pace and whether this was sufficient. Close monitoring by the Director of Quality ensured that actions were taking place. Pace was quick but there was a need to accept that evidence of impact would take longer. The Committee also appreciated that such a report was subject to constant change and as a result, recommended that a version should be made available in the governor shared area so that members can be updated between meetings.

Resolved:

- A live version of the QIP to be made available on the governor shared area.
- To receive the report on the QIP.

RAG Rating:	Amber
--------------------	--------------

19/80

Teaching, Learning and Assessment (Agenda item 8)

The quality assurance process was outlined to members who were informed of the progress to date with formal lesson observations, learning walks and developmental observations. The Committee welcomed the approach which

also included the use of student voice to capture feedback on performance and to follow up with any issues that had been raised. The presentation included a breakdown of observation grades (Red, Amber, Green) and the actions that had been taken to address any issues that had been identified.

Where quality improvement was concerned, a CPD Schedule had been developed using a Joint Practice Development Model and time allocated over a number of weeks to develop practice in each priority in a collaborative way. The Associate Director of TLA launched the process and themes with all teaching staff in November in order to ensure that everyone received the same message and vision. Members had been informed of themed learning walks that were being completed each term. The Chair of Committee welcomed the theme around planning and sequencing as this was one of Ofsted's priorities.

Members agreed that the quality assurance and improvement processes were now far more robust. The fact that all staff had been observed and in accordance with the procedure, subsequently re-observed gave the Committee a better level of assurance of an improved student experience. It was also agreed that the new approach was one that would support staff to continually improve and develop their skills and expertise of TLA. In response to a question in relation to support for new teachers, members were informed of how time was set aside each Monday afternoon to meet with new staff on a 1:1 basis with a member of the Quality team and to find out details of any support requirements.

The Chair confirmed that he was encouraged by the progress to date and thanked the Associate Director for his report.

Resolved: To receive the report on TLA progress.

RAG Rating:	Amber
--------------------	--------------

19/81

Performance Monitoring Boards (Agenda item 9)

Performance Monitoring Boards (PMBs) had been introduced in September 2019. They were held on the 3rd week of every month and the VP Curriculum and Quality presented the latest data for each school across the College. Each PMB was an opportunity for relevant members of staff from each school area to meet with members of the Senior Leadership Team (SLT) to report on all aspects of their student performance including attendance and predicted pass rates. The SLT would use the PMB to challenge all aspects of the performance data being presented. Some governors had attended PMBs within their role as link governors.

In response to a question about predicted grades, members were informed that these were based on a teacher's perception of where they thought a student would be at the end of the year. Clarification was sought around the confidence associated with that qualitative judgement if the member of staff had received a red observation judgement as part of the quality assurance process. Members were informed of the additional follow up processes that were in place to address this situation. The Chair informed members that more detail of this could be found in the quality improvement policy.

Resolved:

- To receive the report on Performance Monitoring Boards.

19/82

Safeguarding (Agenda item 10, Paper H)**a. Safeguarding champion**

The report had been prepared by the Governor Safeguarding Champion following meetings with relevant College personnel with responsibility for this priority. The aim of the report was reassure the Board that their responsibilities in relation to this priority were being fulfilled. Governors were asked to note that the overall responsibility was a collective one and could not be delegated to an individual. A number of areas for exploration had been used to support the meetings and the Committee was informed of the College's progress in relation to these areas. A number of areas for further exploration were also identified and these would be taken forward by the College Executive. In terms of recommendations for the Corporation, these included:

- Safeguarding questions to be built into the Learning Walks to reassure governors that both staff and students were aware of their responsibilities.
- College management only report formally on Safeguarding to the Corporation twice a year against a number of headings provided in the report.

Following discussion, the Chair of Committee thanked the Safeguarding Champion for a comprehensive report. The Committee agreed with the recommendations and identified a number of additional actions for recommendation to the Board (Action xx, Clerk, January 2020):

- All governors to read Part 1 of Keeping Children Safe in Education 2019.
- Confirm that at least two governors had completed the Safer Recruitment online training.
- Consult with the wider sector in relation to key components of a Safeguarding report.

Resolved:

- To recommend 5 actions identified above to the Board.
- To receive the Safeguarding report.

19/83

Policies (Agenda item 11)**a. Equality and diversity [E&D] (Paper F.1)**

The Committee received confirmation that where recruitment and selection was concerned, E&D information was separated from each application form. The governor champion for equality, diversity and inclusion asked if it would be helpful if he attended future meetings of the E&D group. This proposal was welcomed. A question was raised about the number of College buses that were accessible for wheelchairs (Action xx – AD Quality). Where monitoring of various protected characteristics was concerned, it was agreed to find out why faith and sexual orientation were not included. (Action xx – AD Quality)

Resolved:

- To circulate meeting dates of the E&D group to the governor champion.
- To recommend the Equality and Diversity policy for approval to the Corporation.

Members had received copies of a number of additional policies that had been produced since the last meeting. Each was subject to minor points of clarification which were noted by the Associate Director of Quality. Any specific action points that required follow up were noted in the minutes:

- b. Quality improvement (Paper F.2)**
- c. Internal quality assurance (Paper F.3)**
- d. Plagiarism, collusion and cheating (Paper F.4)**
- e. Compliments, complaints and suggestions (Paper F.5)**
- f. Stakeholder feedback (Paper F.6)**
 - There was an expectation by the Committee that over time, students would take ownership of student voice working in collaboration with management.
 - The Access and Participation Plan included a student access and participation group. This did not currently feature in the policy.
 - Consideration to be given to any additional key performance indicators linked to this policy to be added to the current dashboard.
 - Ensure that student feedback was gathered for all students including adults.
- g. Learner appeals (Paper F.7)**
- h. Academic conflict of interest (Paper F.8)**
- i. Work placement (Paper F.9)**
 - Ensure there was a more explicit link to safeguarding and health and safety.

Resolved: All additional policies (F.2 to F.9 were received).

RAG Rating:

None

19/84

Office for students [OfS] (Agenda item, 11, Papers G.1 to G.3)

The Committee had received three documents from the Office for Students. In their correspondence (Paper G.2), the OfS had accepted that the systems in place were new and the requirements different. As a result, a large number of providers missed one or more deadline. In this instance OfS required that the governing body discussed the reasons that deadlines were missed along with actions being taken to prevent any reoccurrence. The OfS also required that this was minuted and that the minutes were uploaded to the OfS portal.

Issue 1: Late payment of fees:

An invoice from the QAA had been raised on the 10th June 2019 and was due to be paid by the College on the 10th July 2019 but was actually paid on the 19th July 2019. Following an internal investigation, it was found that the original invoice was sent to FE Curriculum (instead of HE and/or Finance) and was subsequently passed between managers who were no longer employed by the College. Once the invoice was approved it was then paid on the next BACS payment run, meaning that it was 9 days late.

Regulatory bodies for HE were being asked to direct invoices to the Head of HE and to the finance office. The new quality team had been asked to forward any such invoices that they received accordingly. This would mean that delays in approval can be avoided. If there were unforeseen delays Finance had been asked to consider making dedicated BACS payments to ensure compliance.

Issue 2: Late filing of Unistats form:

The UNISTATS return was due on the 16th August and was originally filed on July 20th, in advance of the deadline. However, the acceptance was delayed because of administrative errors, including the OfS contacting the wrong person at the College to say that revisions were required and the MIS manager not being an authorised person with regards to submitting the revisions. The final submission was sent through the OfS portal on 20th August where it was received and signed off.

The MIS manager was now the authorised data contact and checks have been made with OfS to ensure that the details that they hold were correct. The MIS manager was now authorised to submit the returns on behalf of the Principal.

The Committee was informed that an action plan was now in place which would avoid this situation arising again.

Resolved: To recommend the Corporation to note the receipt of communications from the OfS; the explanation why the deadlines were missed; and, understanding of the plans to prevent a reoccurrence.

RAG Rating:	RED
-------------	-----

19/85 Any other items of urgent business (Agenda item 12)

There were no other items of urgent business.

19/86 Date of next meeting (Agenda item 13)

It was agreed that the next meeting should now be convened for early March 2020. The Clerk to the Corporation would contact members for availability and confirm the date in due course.

The meeting closed at 5.14 pm.