

## MOULTON COLLEGE

### TEACHING, LEARNING AND ASSESSMENT COMMITTEE

#### Minutes of the meeting held on Tuesday, 20<sup>th</sup> October 2020

**Present:** Mr A Thomson (in the Chair), Miss E Conor Neighbour, Miss S O'Connor, Mr B Hansford, Miss S Frederikson, Mrs C Harris, Mrs P Hawkesford, Mrs S Ijewsky, Dr P Jones, Mr M Knibbs (Observer) and Mr D McVean

**In attendance:** Mr A Bailey, Mr B Billington, Mrs A Creasey, Mrs G M Hulley, Mr C Jenkins, Mr T Mangan and Mr J O'Shea

**20/53 Apologies for absence (Agenda item 1)**

There were no apologies for absence.

This was the last meeting for Sophie O'Connor as she was leaving the College. The Chair extended his thanks on behalf of the Committee for the contribution she had made throughout her tenure.

**20/54 Declarations of interest (Agenda item 2)**

There were no declarations of interest.

**20/55 Minutes of last meeting (Agenda item 3, Paper A)**

The minutes of the last meeting held on the 23<sup>rd</sup> June 2020 had been circulated previously and were accepted as a true and accurate record.

**20/56 Actions outstanding from the last meeting (Agenda item 4a, Paper B)**

The Dean of HE was in regular contact with Dr P Jones. A discussion around NSS (National Student Survey) results would take place in due course.

**20/57 Matters arising (Agenda 4b)**

In order to contextualise the papers at the meeting, the Chair asked for an update on matters relating to Covid-19 and any Government priorities and/or announcements relevant to this Committee. The Principal updated members with the latest numbers for Covid-19. It was hoped these would remain quite low. There had been no positive cases since the previous Wednesday. Where the FE White Paper was concerned, although there were no key messages to share, the Principal was in regular communication with the AoC and Landex. Any announcements would be shared with governors once known. Since the Prime Minister's announcement in September in relation to Adult Skills, the College had contributed to a list of qualifications which would be available at the end of this month. Guidelines on accessing funding from this initiative remained unclear. Changes to the arrangements in relation to Ofsted's responsibilities for the inspection of Apprenticeships at Levels 4, 5 and 6 were discussed. It was agreed this was a potential growth opportunity for the College. A letter from the ESFA would be circulated to all governors.

**20/58 Data dashboard and internal progression (Agenda item 5) and KPIs 2020-21 (Agenda item 6)**

The Vice Principal Curriculum and Quality (VPC&Q) used the Governor data dashboard to demonstrate the latest headline figures in relation to attendance, retention, predicted pass rates, predicted achievement rates, average class size and staff utilisation. As reported at the last Corporation, enrolment had been extremely positive. Internal progression had resulted in a 35% increase on the position from last

year. Progression from Levels 4 through to 6 remained low. Consideration was given to data resulting from the previous week's performance monitoring board (PMB) and it was agreed that an updated version of the spreadsheet would be shared at the next meeting (**Action 66** – VPC&Q). A previous request from the Chair of Corporation to agree a small number of KPIs for the Board to monitor was discussed. After some debate and discussion about the most appropriate KPIs to choose for this purpose, it was agreed that the Senior Leadership Team (SLT) would propose 5 KPIs which would then be circulated via email for Committee consideration (**Action 67** – VPC&Q) and agreement for presentation to the November Corporation meeting. In a wider discussion about results of the NSS, the VPC&Q confirmed that in the HE PMB planned for the following day, consideration would be given to suitable criteria (**Action 68** – VPC&Q).

**Resolved:** To note the presentation of the data dashboard. **RAG Rating – Amber**

**20/59 Safeguarding and Prevent (inc OfS compliance) (Agenda item 7, Paper C)**

The report outlined the number and type of safeguarding concerns during 2019-20. Key points to note included that there was a 30% increase in concerns raised during the 2019 autumn term compared with the previous year. A similar percentage related to concerns relating to mental wellbeing. There were 2 Prevent referrals during the period in question. Annual Safeguarding and Prevent training had been delivered to staff. The report included a table confirming OfS (Office for Students) compliance. There had been significant changes to Safeguarding in the previous year including additional resources in the team. This would ensure far more effective triaging of Safeguarding concerns and a greater focus on proactive Safeguarding.

The Committee agreed that the report was comprehensive and easy to read. The Committee welcomed the inclusion of Safeguarding data in curriculum SARs. In response to this, it was agreed that there was a further opportunity to report on impact of the work of the team through the analysis of data linked to high needs students and students on EHCPs (Education, Health and Care Plans). Early indications from an external audit completed the previous week were likely to include some recommendations but feedback was expected to be positive.

**Resolved:** To recommend the Safeguarding and Prevent report for approval by the Corporation. **RAG Rating – Green.**

Mrs A Creasey left the meeting.

**20/60 Careers, Education, Information and Guidance (CEIAG) report 2019-20 (Agenda item 8, Paper D)**

The report was welcomed by members as the Committee's self-assessment had identified this was a particular area for scrutiny over the coming months. Good progress had been made with embedding the Gatsby benchmarks full compliance of which was viewed as outstanding practice. An action plan and calendar of events were included in the report both demonstrating how the function was robustly embedded into its core activities. The programme of activities had also been designed to reduce the impact of Covid-19 and ensure that essential careers advice and guidance can continue. Feedback on the report included:

- The potential for utilising the College website as this was one way of taking pressure off face to face guidance through ICT.
- Closer links that can be made to employers. Were there any other representative groups that should be borne in mind?
- Seeking feedback on perception of IAG from the 2 student governors.

- Consideration given to whether external specialists were required when College staff were being trained up to Levels 4 and 6.
- Ensure activities and action plan supported those students at Levels 2 and 3 who did not want to go onto HE.

**Resolved:** To recommend for approval to the Corporation the report on CEIAG. **RAG Rating – Amber.**

David McVean joined the meeting.

**20/61 Quality Improvement Plan (2019-20) (Agenda item 9, Paper E)**

The Director of Quality reported that last year's QIP was almost completed. A small number of actions would be carried over into this academic year. The 2020-21 QIP was in development as part of the College SAR process and would include unresolved 2019-20 actions. This would be available as part of the College SAR process.

**Resolved:** To receive the QIP 2019-20. **RAG Rating – Green.**

**20/62 Compliments, complaints and suggestions (Agenda item 10, Paper F)**

Overall for 2019-20, there were 108 formal interactions with the College. Of these, 48 were compliments, 61 complaints and 1 suggestion. Of the 61 formal complaints, 31 were upheld. Four complaints went to appeal of which 1 was upheld. All actions identified were completed. The Committee sought clarification about processes involved and after explanation, confirmed that they were assured that these were both comprehensive and robust.

**Resolved:** To receive the report on Compliments, Complaints and Suggestions. **RAG Rating – Green.**

**20/63 Stakeholder voice (Agenda item 11, Paper G)**

A comprehensive report that provided an overview of stakeholder voice events in 2019-20 and proposed plans for the current academic year. The end of year survey showed a significant rise in student satisfaction with the majority of questions scoring 90% or above. The Committee recommended:

- Thought was given to how stakeholder views from BAGs (Business Advisory Groups) was captured.
- Review the action plan so that it addressed any issues raised by employers or HE students.
- Further discussion with the two student governors to explore a less College-driven approach.

**Resolved:** To receive the report on Stakeholder Voice. **RAG Rating – Green.**

**20/64 Observation of Teaching, Learning and Assessment (TLA) FE and HE 2020-21 (Agenda item 12, Paper H)**

The report provided evidence that TLA was improving at the College achieved through a robust observation process. A different process was in place currently due to Covid-19 with curriculum reviews and learning walks being undertaken. This enabled the observers to go safely into lessons more frequently for less time to identify good practice and areas for development. Team teaching was also proving to be having a positive impact and motivating for staff.

The Committee sought assurances around 3 specific areas. The Director of TLA confirmed that enhanced support was being provided to those staff that were in most need through the use of curriculum coaches. Weekly meetings were held with the coaches and staff had confirmed this was having a positive impact on practice. Where HE was concerned, there would be a much higher number of observations in the next term with an approach that was more evaluative. Priority was also being given to the relatively small number of staff who were observed as Amber or Red last year. In the event of a further lockdown, work had already commenced to ensure a blended approach can be implemented swiftly.

**Resolved:** To receive the report on OTLA 2020-21. **RAG Rating – Green.**

**20/65 Staff Continuing Professional Development (CPD) (FE and HE)**

The report provided details of a comprehensive CPD programme that had been delivered the previous year. A thematic approach to CPD had been adopted and particular success had been achieved from sessions on ‘sequencing and planning.’ The impact of the CPD programme was demonstrated via the overall increase in achievement across the College and the reduction in staff turnover. The next report would include more detail on ILT, impact of planning and sequencing and staff satisfaction.

In response to a question around other examples of impact, the Committee was informed of a number of examples including very positive feedback from learners about their experiences in the classroom. Where Maths and English were concerned, the Committee received assurance there was full collaboration across curriculum areas.

**Resolved:** To receive the report on CPD. **RAG Rating – Green.**

**20/66 Maths and English (Agenda item 14, Paper J)**

Significant improvements had been made to the department in terms of leadership and management with improved consistency of staffing. This would improve financial viability and standardising of teaching approaches and planning. The integration of Century Tech was ensuring that the College was embracing new technologies to make Maths and English more accessible. The report acknowledged there was still room for improvement but it was considered that the foundations were now in place to meet the needs of students to best prepare them to succeed. The Committee recommended that consideration should be given to making greater links with employers to explain the importance of Maths and English to future career prospects. It was agreed consideration would be given to the use of guest speakers (**Action 69** – Director of TLA).

**Resolved:** To receive the report on Maths and English. **RAG rating – Amber.**

**20/67 Higher Education**

- a. HE annual report (Agenda item 15, Paper K)**
- b. Quality Enhancement Plan (Agenda item 16, Paper L)**
- c. Admissions (Agenda item 17, Paper M)**

The Dean of HE drew members’ attention to 3 priority areas in relation to Continuation; NSS; and, Recruitment. The report outlined the current issues in relation to each priority. The Committee was informed of a number of actions that were planned in the short-, medium- and long-term. This included:

- a. Continuation: assigning a personal tutor to each student with weekly progress tutorials; monthly PMBs to highlight issues with overall grades; and, the Dean of HE would attend University of Northampton progression boards.

- b. NSS: plans to improve overall participation; and, quality mechanisms to create a feedback loop to students to explain how issues and concerns have been addressed.
- c. Recruitment: a dedicated member of staff responsible for the UCAS system in house; working with Uni Connect programme to promote the College offer to local schools and support widening participation; and, the use of alumni for student advocacy talks.

The Committee welcomed the reports which provided a comprehensive update on HE at the College. A number of actions were agreed for the Dean of HE to take forward including:

- Numbers for land-based were less than expected and consideration should be given to developing a portfolio for this area.
- Giving further thought to the inclusion of degree-Apprenticeships as part of the HE offer.

**Resolved:** To receive the HE reports (Papers, K, L and M). **RAG Rating – Amber.**

#### **20/68 Governance 2020-21 (Agenda item 18)**

##### **a. Committee self-assessment (Paper N.1)**

The report outlined the findings of the Committee self-assessment completed during the summer. Three areas were identified as requiring further scrutiny by the Committee during 2020-21. **RAG Rating – Amber.**

##### **b. Governance self-assessment report (Draft) (Paper N.2)**

The Clerk presented the findings from the recent governance self-assessment. The report included an Improvement Plan that would be monitored by the Search and Governance Committee at each of its meetings. Members were invited to consider the findings and provide any feedback. It was agreed that opportunities for governors to make business links should feature in the improvement plan.

**Resolved:** To note the findings of the Governance Self-Assessment report. **RAG Rating – Green.**

#### **20/69 Link Governor Scheme (Agenda item 19, Paper O)**

The report outlined an alternative approach to the existing Link Governor Scheme in view Covid-19 which prevented governors from taking part in learning walks and observations. The approach included a continuation of termly meetings with Heads of School or priority areas, attendance at PMBs and governor champions, SAR moderation panels and stakeholder voice meetings. The Clerk confirmed these would all be held virtually via Teams for the foreseeable future.

**Resolved:** To approve the Link Governor Scheme 2020-21. **RAG Rating – Green.**

#### **20/70 Policies (Agenda item 20)**

- a. **Transgender (Paper P.a):** It was agreed that there should be one point of contact for EDI and this should be made clear in the policy. Policy was approved.
- b. **English and maths (Paper P.b):** No changes were requested.
- c. **Bursary Loans (Paper P.c):** Revisions to the policy included:
  - A review of the length of time taken between application and decision.

- In paragraph 12 where 'window of applications will close at the end of the first term', this should be amended to address any emergency requests or incidents requiring an application.

**Resolved:** Subject to any changes identified by the Committee, to approve the 3 policies.

**20/71 Any other business (Agenda item 21)**

- a. An annual external quality assurance report had been prepared by the Quality team. This would be circulated to the Committee and uploaded to Teams.
- b. The Vice Chair highlighted a recent publication that outlined the demand for employability around the country and the increasing emphasis on digital in the context of Agriculture. The Committee needed to have a better understanding of the College's approach to this from a TLA and learner perspective. It was agreed a report would be presented to the next meeting (**Action 70** – VPC&Q).

**20/72 Date of next meeting (Agenda item 22)**

1<sup>st</sup> December 2020 at 4.00 pm via Teams.

Meeting closed at 6.20 pm