

## MOULTON COLLEGE

### TEACHING, LEARNING AND ASSESSMENT COMMITTEE

#### Minutes of the meeting held on Tuesday, 23<sup>rd</sup> June 2020

**Present:** Mr A Thomson (in the Chair), Miss S O'Connor, Mr A Eastland, Mr B Hansford, Mrs C Harris, Mrs P Hawkesford, Dr Peter Jones and Mr D McVean

**In attendance:** Mr B Billington, Mrs A Creasey, Mrs G M Hulley, Mr T Mangan and Mr J O'Shea (Kirstie, Tom, Leigh, Cleve, Ann)

**20/34 Apologies for absence (Agenda item 1)**  
Apologies were received from Mrs S Ijewsky and Miss L Watson.

**20/35 Declarations of interest (Agenda item 2)**  
There were no declarations of interest.

**20/36 Minutes of last meeting (Agenda item 3, Paper A.1)**  
The minutes of the last meeting had been circulated previously and were accepted as a true and accurate record.

**20/37 Actions outstanding from the last meeting (Agenda item 4a, Paper A.2)**  
**Action 50, Staffing and People Plan**  
This would be available in September 2020.

**Action 56, Keeping Children Safe in Education (Part 1)**  
All governors had confirmed in writing that this had been read. (Closed)

**Action 62, HE Student voice**  
The Link Governor for HE would be contacted in the new academic year to discuss the NSS. (Closed)

All other actions were either on the agenda for discussion later in the meeting or progressing in line with an agreed timeline.

**20/38 Governance 2020-21 (Agenda item 4b, Paper A.3)**  
**a. Terms of reference:**  
The terms of reference had been updated to reflect: new job roles; current risks managed on behalf of the Audit Committee; and, policies. Further recommendations for amendments included:

- Amend terminology so that it aligned with the College house style.
- Clarify responsibilities of the Committee in relation to the workforce; stakeholder voice; equality, diversity and inclusion.
- Change the order of priority with Safeguarding and Prevent.
- There was no reference to the curriculum plan and this should be factored in so that it was clear what the role of the Committee would be.
- Ensure an equal balance was maintained between curriculum and quality.

The Clerk would circulate a copy of the updated terms of reference for agreement (**Action 63** – Clerk). Following discussion, it was agreed to recommend the terms of reference to the Corporation.

**b. Meeting dates:**  
The proposed meeting dates were approved.

**c. Business planner 2020-21:**

A minor change was recommended relating to the owners of each report. This should be changed to 'lead staff' and job titles used rather than names.

**Resolved:** To receive the report on Governance 2020-21.

**20/39**

**Safeguarding and Prevent (Agenda item 4c, Paper A.4)**

A comprehensive report had been prepared which was welcomed by the Committee as it provided the necessary levels of assurance that were required. The Committee was informed that where the action plans were concerned, advice had been taken (where applicable) from the Police and local agencies. The Governor Champion confirmed he was very pleased with progress in this area. A couple of points of clarification were sought. One was in relation to a policy that was under review and any associated training that was required. Secondly, it was confirmed how MyConcern included an option for a case review and lessons learned. A number of improvements were recommended by the Committee including (**Action 64** – Learner Welfare Manager):

- Review each action plan to ensure that they were fully completed.
- Revisit the risk register on online safety and Prevent to ensure use of non-Moulton systems was addressed.
- Ensure that all staff fully understood that the annual Safeguarding and Prevent training was compulsory.

The Committee was informed that the report addressed Safeguarding and Prevent from an HE perspective. The following actions should be completed to ensure full compliance with the OfS (**Action 65** – Dean of HE):

- Complete a formal cross-check against the OfS guidance for HE providers so that this can be explicitly reported to governors.
- Two issues that were pertinent to HE: (i) the involvement of the Student Union (particularly if they are involved in events and speakers) and, (ii) use of IT (for example, research). When any analysis of students' issues was completed, ensure that HE was separated out where it was possible to do so without breaching personal data.

**Resolved:** To receive the report on Safeguarding and Prevent.

**20/40**

**Risk Management (Agenda item 5, Paper B.1)**

The report was taken as read. Some questions were raised about:

- some risks that were potentially duplicated in the risk register;
- some inconsistencies throughout the paper;
- how impact of CPD upon the student experience was measured and in turn, whether this was a risk; and,
- whether the right things were being measured.

It was agreed that feedback would be sent directly to the Chief Finance Officer.

**Resolved:** To note the report on risk management.

**20/41**

**Data dashboard/Learning and Performance 2019-20 (Agenda item 6, Paper B.2)**

The report provided confirmation of the final outcomes and progress towards assessment and exams in light of the Covid-19 outbreak and lockdown. Predicted achievement for 2019-20 confirmed a significant improvement on the previous year. Members were informed of the robust processes that had been used to substantiate all of the data and the evidence base underpinning each grade. Performance Monitoring Boards (PMBs) were then held to provide further challenge to the data. Data and all forms of improvement had been shared with

external bodies including Ofsted. Evidence from the audit of OTLA processes and an online Landex peer review provided additional confirmation of the College's improvements.

The Committee agreed that the biggest risk would be if student outcomes were downgraded due to any decision to use historical data. No details had been made available yet about any appeals procedure or what the financial implications would be for any regrades. Clarification was awaited. The Committee identified two School areas in the report where English and maths were having a large impact. Reassurance was sought for details of actions that would be taken to ensure these areas would improve. Specific help had been identified and further plans were in place to support both areas to ensure this did not happen again. In response to a question about improved external progression, an external company had been commissioned to complete research on student destinations. Due to Covid-19, the research company couldn't yet forward the findings from that research. Once received, the Quality team would analyse the data and report on the findings. Great progress had been made with developing the data dashboard. Every effort should be made to have this live for the next meeting so that everyone can view this information online. Everyone was thanked for the positive progress that had been made during the year.

**Resolved:** To receive the report on data dashboard and performance.

20/42

**Curriculum Plan 2020-25 (Agenda item 7, Paper B.3)**

The curriculum plan had been updated to take into account feedback from the Strategy Committee held in May 2020. The College aspired to achieving outstanding within the lifetime of the plan and so some references to this remained in the report. The Committee highlighted the importance of getting back onto RoTAP and with the uncertainty of when the College would be inspected, what actions could be taken. The Principal had discussed this situation with the ESFA and FE Commissioner's team and any final decision was yet to be made about when inspections would recommence. Covid-19 had had an impact on income and so good student recruitment in September 2020 remained a priority. Although there remained some uncertainty about numbers, the College was doing everything it could to ensure that students returned once the College re-opened.

The Committee requested that prior to it being presented to the Corporation for approval, this version should be updated to include costs over the period as well as equality impact assessments. The schools section in the report should be reviewed to ensure that they distinguish between learner demands and employer demands. It was also unclear whether this section fully considered the role of part-time and full cost recovery courses (**Action 65 – VPC&Q**) . Any further feedback should be sent to the Clerk.

**Resolved:** To receive the report on the Curriculum Plan.

20/43

**Online learning (Agenda item 8)**

The Committee was informed that generally, feedback from students about online learning had been positive in terms of their experience. A variety of platforms were being used. Some students had returned to College the previous week to complete the practical elements of their courses. Looking forwards to September, it was not known how much remote learning would be required and this could have implications on the availability of equipment. Engagement was being tracked using analytics from Moodle. Evidence suggested that the College had high activity with remote learning. In response to a question about how learners who were not engaged were identified, the Committee was informed that data

gathered from monthly PMBs enabled each Head of School to scrutinise engagement on an individual level and agree which strategies would be most appropriate for those learners. In terms of the ILT strategy, the creation of this was being informed from an external review completed during the year. The 2 key recommendations were the need to use different platforms and software as well the need for the College to move to a more cloud-based system. The team was asked to give further consideration to the quality aspect of e-learning in terms of students with different needs. More detail was required on this before a detailed plan was produced.

**Resolved:** The online learning report was noted.

20/44

**Landex peer report and action plan (Agenda item 9, Paper B.4)**

The Landex peer review was completed at the end of April 2020. Due to Covid-19 the 2-day review was completed online. The report provided a clear indication of the positive progress being made by the College and included a number of recommendations. An action plan had been produced and this was actively being monitored as part of the College's quality improvement processes. The Committee was informed of the actions that were taken to address 3 actions which were RAG rated amber.

**Resolved:** The Landex peer report and action plan were noted.

20/45

**Quality Improvement Plan (QIP) 2019-20 (Agenda item 11, Paper C.1)**

This report had been scrutinised by the Committee at each of its meetings to date. There were currently 10 actions that had not progressed due to Covid-19. If these were still outstanding at the end of the year, they would be carried forward to next year's QIP. In response to a question about enrichment activities and how a governor might find out more about them, members were informed of the type of activities this would include and how it was recorded centrally on ProMonitor to monitor levels of engagement. It was agreed that governors may wish to promote this aspect of student activity in their role as ambassadors when talking to employers. An information leaflet was in the process of being compiled and would be circulated in due course (**Action 66** – Marketing Manager).

Feedback from the Committee on the new College website was very positive. There was further potential to enter into collaborative arrangements with employers so that their work with College students was promoted. Reciprocal arrangements with employer websites could be explored. Other areas for consideration included: maintaining excellent relationships with employers; for HE to have a similar focus; and, explore opportunities with alumni.

**Resolved:** To receive the QIP.

20/46

**Stakeholder Voice (Agenda item 11, Paper C.2)**

The report was presented in 3 parts. This included a stakeholder voice events calendar for 2020-21. This hadn't been received previously and would ensure that work on this priority would continue in a structured manner moving forward. A summary of the surveys completed during 2019-20. Finally, responses to HE specific stakeholder voice questions previously raised by the Committee was included. Members were informed that it had been most unfortunate that the National Student Survey had been cancelled due to Covid-19. Prior to that, the HE focus groups had been very well attended. A recommendation was made for student feedback to be recognised to validate the process. Posters throughout the College confirming actions taken should be considered. The Staff Governor reported that students in her area had reported on feeling more involved and this had been a positive experience. The Governor Champion for stakeholder voice

confirmed that progress was being made but queried whether all members of the SLT would attend some of the focus groups. The Principal confirmed that this would be the case.

**Resolved:** To receive the reports on Stakeholder Voice.

20/47

**Teaching, Learning and Assessment (Agenda 12)**

**a. English and maths (Paper D.1)**

**b. OTLA (FE and HE) and CPD (Paper D.2)**

Both reports were welcomed by the Committee as they provided the latest information of actions that had been taken during the year and planned for 2020-21. Paper D.1 had been specifically written to address previous questions around how effective practice was being shared; any specific areas for development and actions being taken; and, findings from the most recent PMB. Members requested that future reports should clarify whether English was progressing better than maths (or vice versa) and the actions that were needed to address any anomalies in these two subjects.

Paper D.2 reported on the outcomes of the observation process as at early June 2020 and to address a specific question previously raised about quantifying the level of investment in CPD. The report confirmed the number of CPD hours that had been completed. Future reports should include the number of people who had received CPD. Members were reassured to know that every fortnight, all heads of school receive a breakdown of CPD attended by their team. In a wider discussion around the number of observations that had been completed, the Committee was assured that only those staff who were on maternity leave or sick had not been observed. These would be a priority for observations once the College had reopened.

**Resolved:** To receive the reports for English and maths, TLA and CPD.

20/48

**Higher Education (Agenda item 13)**

**a. Quality Enhancement Plan (Paper E.1)**

**b. Access and Participation Plan (E.2)**

**c. Office for Students (OfS) compliance**

Cleeve Jenkins, the new Dean of HE was welcomed to the meeting. Both reports were taken as read and members asked for an update in relation to compliance with the OfS. Confirmation was received that future agendas for this Committee would have a standing item for 'conditions of registration' and an audit of this would be completed with the findings presented at the start of each academic year for approval. Good progress had been made on the majority of areas of compliance. The report highlighted the impact of Covid-19 on student pass rates which may affect the College's predicted improvements in continuation rates. This would remain a priority for action. Reassurance was also provided about communication with the OfS. This was ongoing and positive.

The Committee welcomed the level of detail in the reports so that all members were fully informed of all aspect of HE provision. The Committee was keen that the Quality Enhancement Plan gave due recognition to the level of investment that was required to support the delivery of the HE portfolio. The Governor Champion for HE confirmed that the College had made progress from the previous year. He emphasised a number of points that the College team needed to keep in mind going forward. This included: any review of the portfolio would be key and consideration also needed to be given to the importance of distance learning in terms of curriculum design. Thought needed to be given to the HE curriculum not only in terms of compliance but student experience; progression; and, how the College facilities would be used so they attract more students.

Members were informed that details of the 2020-21 offer would soon be published.

**Resolved:** To receive the report on HE.

**20/49**

**Equality, Diversity and Inclusion [EDI] (Agenda item 14, Paper F.1)**

The action plan was part of an ongoing commitment to improving EDI within the College. The report focused on 11 key areas for improvement with each one individually RAG rated including progress against agreed actions. The Governor Champion confirmed that he had met with the team last week to discuss the action plan in great detail. He was confident it was moving in the right direction. As a result of that meeting, the Corporation would be discussing EDI in the context of their own legal responsibilities as well as: use of a dashboard to scrutinise data; agreeing key performance indicators; and plans for training. A recommendation to revisit the widening participation theme in HE to ensure that it was considered in its widest sense, for example, in terms of context, recruitment (staff and students), assessment processes including appropriateness; and, a commitment to reading wider agendas.

**Resolved:** To receive the report on EDI.

**20/50**

**Internal Audit: Performance Management of Teaching (Agenda item 15, Paper G.1)**

A follow up review had been agreed in order to enable the College to complete the performance management cycle and for the internal auditors to review the progress in implementing the recommendations made in their original report. The report carried an overall assurance rating of Substantial and confirmed that the new systems and procedures in place were rigorous. The report would also be subject to further discussion at the next Audit Committee.

**Resolved:** To note the report from the Internal Audit: Performance Management of Teaching

**20/51**

**Any other business (Agenda item 16)**

There was no other business.

**20/52**

**Date of next meeting (Agenda item 17)**

Tuesday, 20<sup>th</sup> October 2020 at 4.00pm in Thornby.

Meeting closed at 6.00 pm