

MOULTON COLLEGE

TEACHING, LEARNING AND ASSESSMENT COMMITTEE

Tuesday, 9th February 2021 at 4.00pm

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

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

SECTION A – ROUTINE, STANDING AND REGULATORY ITEMS:

- 21/1 Apologies for absence (Agenda item 1)**
Apologies for absence were received from Pauline Odulinski who was unable to join as an observer to the meeting as part of the College's governance review.
- 21/2 Declarations of interest (Agenda item 2)**
There were no declarations of interest.
- 21/3 Minutes of last meeting (Agenda item 3, Paper A)**
The minutes of the meeting held on the 10th December 2020 had previously been circulated and were approved as a true and accurate record.
- 21/4 Outstanding actions from last meeting (Agenda item 4, Paper B)**
Three items would be reported on as part of the meeting. The remaining action was progressing in line with agreed timelines.
- 21/5 Matters arising (Agenda item 4a)**
An update was requested in relation to work-experience and whether the College was still confident this would be completed as planned (Minute 20/79). The Director of Quality explained that the team remained confident that targets would be achieved. Support from a dedicated team continued to be effective and the opportunity for students to complete a virtual placement had provided additional opportunities which would help to escalate progress.
- 21/6 Safeguarding and Prevent (Agenda item 5)**
a. College report (Paper C)
The report provided a review of the number and type of Safeguarding concerns for the previous autumn term. Questions raised by the Committee included:
- Clarification about the number of students in one curriculum area with mental health concerns which seemed disproportionately high when compared to other subject cohorts. Members were informed that this was the largest curriculum area in the College with numbers in line with previous years. That said, extra resources had been put in place, for example, additional staffing, working with Rethink UK to deliver a resilience programme and continuing to raise awareness via resources uploaded to Moodle.
 - The extent to which any issues raised by students were course related. The Director of Teaching, Learning and Assessment confirmed that the curriculum review had not identified any issues on the planning or sequencing of assessments. Significant improvements had been made

where this was concerned.

- Future reports should not only report on the number of referrals but also the number of individual students. This would then help to report on impact of the support provided (Action 78 – Student Support Manager).

b. Governor Champion

The Governor Champion was pleased to report to members that following a recent College Safeguarding and Prevent meeting, he was assured by the Vice Principal Curriculum and Quality (VPC&Q) responses that two outstanding queries were being addressed.

Resolved: To receive the Safeguarding and Prevent reports.

21/7

Covid-19: Remote Learning (Agenda item 6, Paper D)

A meeting had been held on the 22nd January 2020 to update a small group of governors on the implementation of the College's remote learning offer since its reintroduction in January 2021. Confirmation was sought about the actions taken for students with limited or no access to equipment. These students had been prioritised at the start of the lockdown to ensure they were not disadvantaged. The College had been very proactive in allocating equipment at its own cost. Since the meeting, the College had also received its allocation of laptops from the Department of Education. The VPC&Q updated members on two outstanding actions from the meeting.

- a. In terms of specific maths and English support, sessions were shorter and more engaging to maintain student interest; and, the amount of large assessments had been reduced. Attendance was still very good.
- b. Where vulnerable students were concerned, a range of actions were in place: tracking to ensure learners were engaged; staff support; and, continued use of MyConcern. A small number of students were studying in the College.

Resolved: To receive the notes from the meeting held on the 22nd January 2021 and to circulate to all members of the Corporation.

SECTION B – HIGHER EDUCATION:

21/8

Data dashboard including KPIs and PMB analysis (Agenda item 9)

The development of a HE dashboard was still in development but some data would be available later in the week and circulated separately (**Appendix 1** – requested 10th February 2021 – Dean of HE). Monthly HE Performance Monitoring Boards continued to take place. These provided opportunities to monitor targets; ensure plans were put in place for any students identified at risk; and, as check points for predicted grades. Overall retention was currently 83% and there was every expectation that the continuation target of 85% would be achieved. Students were generally engaging well online with a few exceptions. In response to a question, the Dean of HE confirmed that the HE dashboard would include details of all data including withdrawals, continuation and progression.

Resolved: To receive the data update report on Higher Education.

David McVean joined the meeting.

21/9

HE Quality Enhancement Plan (Agenda item 10, Paper E)

Progress had been made with the HE Quality Plan over the last 5 months, however, certain areas within the quality framework had been identified as

being below average across some HE benchmarks. The College currently had a rate of continuation that was below average, where students failed to progress from one level to the next. The Dean of HE emphasised the importance of the need for targeted engagement with these students. Related areas such as the Pearson review, annual monitoring process, academic board and reporting were now underway and the HE KPI dashboard was almost complete.

The Dean of HE brought a number of points to the Committee's attention including: good collaborative work with the Quality team to address issues relevant to this area; Corporation approval would be required of the Access and Participation Plan submission to the Office for Students; good progression with staff which was now much more stable and staff feel supported; and, working with the Director of Quality to record student voice.

The Committee sought assurances about proposed changes to the portfolio. The Dean of HE confirmed the range of new awards for September 2021 and beyond. He agreed that further work was required around making more use of social media platforms to attract external applications. This would include a review of any marketing materials to ensure the narrative fully promoted the Moulton HE offer. In terms of internal progression, good progress was being made not only with final year students but also level 3 as part of a longer-term plan. Heads of School were fully aware of the HE portfolio which was subject to regular discussions at Curriculum and Quality meetings. The team continued to work positively with employers. A focus group was held the previous evening with an agricultural group. The team was asked to give further consideration to current skillsets to ensure staff could deliver/achieve the plan. This not only applied to teachers delivering HE awards but the specialist skills needed by staff delivering level 3 so that students can be confident they can learn at a higher level. Finally, consideration may also have to be given to further investment to realise the plan (Action 79 – Dean of HE).

Finally, the Committee sought assurance that the College was fully compliant with the Office for Students requirements. It was agreed that the Dean of HE would confirm key milestones for the year with the Clerk to the Corporation.

Resolved: To receive the HE Quality Enhancement Plan.

SECTION C – VP CURRICULUM AND QUALITY UPDATE:

21/10

Data dashboard including KPIs and PMB analysis (Agenda item 11)

The VPC&Q presented live data from the dashboard to provide governors with the latest information in relation to achieving agreed KPIs. No areas of concern were shared with the majority of KPIs were in line with expectations. Applications for 2021-22 had increased significantly compared to the same time last year. A copy of the link would be re-circulated to all governors.

In response to a question about the number of applications for next year, members were informed that this could not only be attributed to demographics, but also the impact of word and mouth and excellent marketing. Conversions were also very positive compared to the same time last year. Plans were already in place to ensure resources were in place to support expected growth. In a wider discussion around improvements to the dashboard, the team was asked to give further consideration to incorporating EDI (equality, diversity and inclusion) data so that this was reported on within each KPI (Action 80 – VPC&Q). Consideration should also be given to

whether there should be a risk associated with exams being reintroduced for all students. Although the College had been successful with its existing students, there would be a new cohort of students arriving in September 2021 that had not taken an exams since their SATs.

Resolved: To receive the report on FE data and PMBs.

21/11

Risk management (Agenda item 12, Paper F)

The report confirmed that despite this latest lockdown, the overall risk profile of the College remained relatively stable with three of the eleven strategic risks remaining above the College's risk appetite for securing long-term financial viability, COVID-19 and ability to attract and retain staff in the current environment. The senior leadership team continued to be confident that the risks relating to the quality of teaching and learning were on target as demonstrated by the recent Ofsted monitoring visit. There were: robust plans in place to respond to and deliver online learning to students during this latest lockdown; to continue to ensure that students received excellent quality teaching and learning; and, that the Ofsted grading would improve at the next full inspection later in 2021.

Following the recent monitoring visit, the Committee agreed to give consideration to the College's next steps. The written report would not be available until the next meeting in April 2021. Following the verbal feedback received on the day, members were informed of the actions that had been implemented. Any identified challenges were already factored into College plans and the team confirmed could be addressed quite quickly. This assurance together with evidence of significant improvement in the last 12 months recognised by external agencies informed the Committee's decision to recommend to the Corporation to request a full inspection.

Resolved: To receive the report on risk management and to recommend to the Corporation to request that the next visit from Ofsted should be a full inspection.

21/12

Curriculum Plan (Agenda item 13, Paper G)

The Committee was informed that the Curriculum Plan provided an offer that ensured Moulton College would become academically outstanding and financially viable in the next 5 years. The focus for this year was to consolidate the FE portfolio, particularly the new courses introduced last year, whilst expanding the College's HE offer. Ultimately, Moulton students would have the opportunity to start at Entry level and progress all the way to level 7. The College would also re-establish its Apprenticeship offer once it was able to re-join the Register of Apprenticeship Training Providers (RoATP). The initial focus would be on Construction and the Food and Drink industry from 2021.

The Committee sought clarification around the numbers used in the Plan and was informed that the figures were prudent as they had been based on October 2020. The numbers were subject to another review due to the massive increase in applications and expected progression numbers internally. In April, the College will be able to provide the ESFA with a realistic indication regarding how much growth was expected in the 16-18 allocation for 2021-22. Numbers would be finalised in April 2021 following discussion with the ESFA. At this point, decisions would also be taken about staffing as advertisements would be required in time for the new academic year.

The Committee welcomed the Plan and made a number of suggestions that should be considered for the next version prior to submission to the Corporation for approval in March 2021 (Action 81 – VPC&Q):

- Having clarity about the sequence and timeline for the developments to the curriculum and how/when that would fit into the marketing windows? What investment would be needed?
- Opportunities to make available courses for students at pre-Level 2 where it would be important that everyone understood the employment needs. Effective information, advice and guidance would be essential.
- What was the current capacity/capability to deliver the new areas? The Plan needed to outline a more flexible approach to meeting the staffing requirements without compromising quality.
- How were these complex changes being planned, particularly with the other extensive changes (staff, students, marketing) across the College? Was there a central programme/change office? Should one be developed?
- Which employers would actively support these developments if the College asked them to do so (if they had not already done so)?
- The extent to which these new provisions were economically viable?

The VPC&Q confirmed that the Finance and Resources Committee would be considering the financial implications of the Plan at its next meeting in March.

Resolved: Following an update to the Plan in line with Action 81 above, to recommend the quality and academic aspects of the Curriculum Plan to the Corporation.

SECTION D – QUALITY AND TEACHING, LEARNING AND ASSESSMENT:

21/13

Quality Improvement Plan (QIP) 2020-21 (Agenda item 14, Paper H)

The QIP had been developed from the College self-assessment report and included a small number of actions from the previous year. The QIP had now been structured to be fully aligned to the College's strategic objectives as well as maintaining contact with the Education Inspection Framework for Ofsted monitoring purposes. The Director of Quality explained that to further improve the monitoring process, half-term reviews would be implemented. In terms of areas for improvement, there were no red rated actions. One change was requested by the Committee in relation to the 5% attendance gap between main programmes and maths and English. In the event of attendance of main programmes dropping below 90%, the narrative needed to be clear that anything below 85% attendance on maths and English would not be acceptable (Action 82- Director of Quality).

Resolved: To receive the Quality Improvement report.

21/14

Stakeholder Voice (Agenda item 15, Paper I)

The report provided a brief overview of student voice activity against scheduled surveys and activities since the last TLA report in November 2020. This included a top-level overview of Student and Parent/Carer Residential student surveys along with the main Parent/Carer survey. In addition, the paper detailed surveys and activities that were imminent or in progress, along with a comparison from 2019-20 to 2020-21 using the 2 benchmark questions asked in the surveys.

The Committee acknowledged some of the challenges associated with capturing student voice under the current circumstances. As survey fatigue

can be an issue, members emphasised the importance of exploring other innovative ways of capturing feedback. The ad hoc student focus groups seemed to provide an alternative mechanism to capturing responses to questions as well as helping to validate and quantify responses.

Resolved: To receive the stakeholder voice report.

21/15 Teaching, Learning and Assessment: Staff continuing professional development (CPD), Observations, maths and English (Agenda item 16, Paper J)

The report outlined actions taken in the autumn term to continue to assure and improve the quality of Teaching, Learning and Assessment (TLA). This was through a rigorous and supportive quality assurance process involving curriculum reviews and over 250 learning walks. There was also a comprehensive CPD programme that had a specific emphasis on maths and English. Members' attention was drawn to the impact of Covid-19 in terms of CPD. The team had been very responsive with more time spent: supporting staff individually; developing ILT collaboration; improved communication; and, data sharing between the team and Heads of School to ensure any support was targeted.

Members welcomed the report and requested a greater level of detail with the data in relation to staff attendance at CPD events. This would offer insight into the number of sessions attended by an individual, as well as a proportion of the School and wider College. In view of the recently published FE White Paper, the Committee would welcome information on actions being taken to ensure that staff were industry-ready. This would be reported via the People Plan.

Resolved: To receive the report on Teaching, Learning and Assessment.

SECTION E – CLOSING ITEMS:

21/16 Any other items of urgent business (Agenda item 17)

- a. **Moulton College Centenary 2021:** The Principal explained that plans in relation to this event were in hand and an initial plan had been produced. This event had specifically been brought to the Committee's attention as student involvement would be paramount. Ideas for some curriculum areas were under consideration and it was hoped that the Committee would contribute ideas as to how other areas could get involved. The Chair requested that this should be subject to discussion at a future meeting.
- b. **Safeguarding and Prevent:** Alison Creasey confirmed that she would be on maternity leave from the 10th March 2021. Carla Haynes would deputise for Alison at future meetings of the Committee.

21/17 Date and time of next meeting (Agenda item 18)

The Committee considered a proposal to change the date of the next meeting so that it was either before or after the Easter holidays. In view of work that was still required with the Curriculum Plan, it was agreed that the meeting should take place on **Tuesday, 27th April 2021 at 4.00 pm** via Teams. The Dean of HE should liaise with the Clerk to agree any decisions required by the Corporation in relation to the Access and Participation Plan.