

MOULTON COLLEGE

TEACHING, LEARNING AND ASSESSMENT COMMITTEE

Minutes of the meeting held on Tuesday, 17th May 2022 at 4.00pm via Teams

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

In attendance: Mr D Aldridge, Mr B Billington, Mrs A Creasey, Mrs A Simson and Ms F Williams (observer)

SECTION A – ROUTINE AND STANDING ITEMS:

22/23 Apologies for absence (Agenda item 1)

Apologies for absence were received from the Director of Quality and HE and the Director of Curriculum.

Dr Mohamed Saeudy was welcomed to the meeting following his recent appointment as a co-opted member.

22/24 Declarations of interest (Agenda item 2)

There were no declarations of interest.

22/25 Minutes of the last meeting (Agenda item 3, Paper A)

The minutes of the meeting held on the 31st March 2022 had been circulated previously and were approved as a true and accurate record.

22/26 Actions from last meeting (Agenda item 4, Paper B)

Action 76: A lot of work had been completed in relation to HE including visits to the University of Northampton. The Committee was satisfied with the work that had been completed to date and agreed this action could be closed.

All other actions were either progressing in line with agreed timelines (Actions 72 and 106) or the Committee agreed to close them as reports had been prepared and subject to discussion in separate agenda items (Actions 110 and 111).

SECTION B – QUALITY OF EDUCATION – INTENT:

22/27 T Levels: Implementation Action Plan (Agenda item 5, Paper C)

The report confirmed that as part of the Curriculum Plan, the original intention was to launch the T Level in Construction from 2023. Following a robust review by the team, the Principal confirmed that for the next 12 months, it was important that the roll out of Apprenticeships was prioritised in order to ensure a successful launch during 2022-23. The paper outlined a proposal for the Committee to consider for the delivery of T Levels in Construction to be deferred by 1-year to 2024-25.

The Committee was assured that any deferral would not prevent the College from applying for capacity funding from the T Level Capital Fund. Any deferral would also provide the College with a much better opportunity to develop even stronger relationships with employers. This would also help to secure extended work placements and to safeguard retention and achievement. In addition, staff delivering on Apprenticeship standards from September would then be able to transition quite easily into T Level delivery with the necessary CPD. In response to a question about the Government's recent announcement in relation to BTEC qualifications, the

Committee was informed that the College would not be affected until 2024-25 when the College would lose funding for Construction Management. This course would be replaced by the T Level. The Committee highlighted the importance for the careers advisory staff to be in a position to provide effective and impartial advice with immediate effect.

Resolved: To recommend to the Corporation that the delivery of T Level in Construction should be delayed by 1 year to commence in 2024-25.

22/28 Risk Management (Agenda item 6, Paper D)

The College continued to have three of the eight strategic risks above the College's risk appetite for securing long-term financial viability, reliance on bankers and ageing IT infrastructure. The current inflationary pressures was having an impact on the College's budget and ability to hold non-pay costs (i.e. utility and building maintenance costs) in the short term and manage staff pay expectations into the future and improve the financial health score. The College would need to robustly review the curriculum delivery model to ensure efficiency was maximised and that growth targets were realistic and achievable. The relationships with the College banker remained positive. The score for the Risk 1 reflected that the College was awaiting a visit from AQA. HE remained a priority. Further 16-18 growth was expected in 2022-23 and Apprenticeships would provide an additional opportunity for the College.

Resolved: To receive the Risk Management report.

SECTION C – QUALITY OF EDUCATION – IMPLEMENTATION:

22/29 Safeguarding and Prevent (Agenda item 6)

a. College update (Paper E)

The report confirmed the findings of a termly review of safeguarding activity and outlined clearly what steps the College had taken to remain compliant. This was in relation to any legal duties and included the Keeping Children Safe in Education (KCSIE) 2021 guidance. Learners continued to present with a wide range of complex issues relating to their mental health and general wellbeing, much of which related to their home situations. Additional staff resources within the Safeguarding and Wellbeing team and the high quality CPD delivered to and by the team, allowed the College to provide early interventions to learners through daily wellbeing support dropins and curriculum-based support via the Personal Development Tutors. Partnerships with specialist organisations such as St. Andrew's and the Mental Health Support Team (MHST) further enhanced the quality of support and safeguarding.

Reductions in support from local authorities had resulted in increased pressures placed upon the education sector to provide wide-ranging support for its students. The primary focus of the support provided by the College was very much linked to the courses being completed by students. The team also had a good relationship with the regional contact from the DfE; a Prevent update was scheduled for the next day to ensure the College was fully compliant. In response to a question about any additional staff training requirements, the Committee was informed that the team had access to Westfield Health. In addition, there was an agreed protocol when dealing with a particular range of concerns whereby staff were advised to refer the students to the Learner Welfare team. The Director of Teaching, Learning and Assessment (TLA) outlined a comprehensive CPD programme that staff completed including a bespoke curriculum where required.

b. Governor Champion

The Governor Champion confirmed that he had met with the Learner Welfare Manager the previous week to discuss the report. He was pleased to see that peer on peer abuse-related concerns continued to drop. This was evidence that staff training had begun to have an impact. Consideration was given to data on the Equality, Diversity and Inclusion (EDI) Dashboard and crossover into Safeguarding and looked after children (LAC); and, EDI crossover with retention particularly of those in care and leaving care. There was also a need to make sure there would be a focus on Apprenticeships and work placements in relation to safeguarding at each provider. Systems and procedures needed to be robust and fully understood by all staff, students and employers. No concerns about safeguarding were raised.

Resolved: To receive the reports on Safeguarding and Prevent.

Ann Simson joined the meeting

22/30 Management Programme (Agenda item 7, Paper F)

The team was in the process of implementing a 3-stage approach to management development based around the following key principles:

- Dedicated management induction;
- Core/refresher training in key activities; and,
- Ad hoc management training.

Following a period of disruption to normal training methodologies due to Covid-19 and lockdowns, the team felt it was important to establish a clear approach to developing managers in the core skills needed to undertake the wider remit of their roles.

The Committee welcomed the report confirming how timely it was. The Committee recommended that consideration should be given to further developments to the Management Programme around: a greater emphasis upon EDI; ensuring managers had a better understanding of how to meet the needs of different industries; further consideration given to culture during induction; how to move beyond Good; succession planning; how to understand team working; and, an annual leadership event with guest speakers from industry from the wider education sector. Finally, the Committee thought there was a need to have a longer-term vision for the programme, perhaps the next 3 years. In summary, the Committee concluded that the programme should be as inclusive as possible so that staff had access to the best career development and opportunities available (**Action 112** – EDHR).

Resolved: To receive the report on the Management Programme.

SECTION D – QUALITY OF EDUCATION – IMPACT:

22/31 Key Performance Indicators (KPIs) 2021-22 and Performance Monitoring Boards (PMBs) (Agenda item 8, Paper G)

The predicted pass rate was confirmed as 93.9%. Attendance was slightly below target. Having reviewed the online Dashboard, no questions were raised.

Resolved: To note the report on KPIs and PMBs.

22/32 Predicted Achievement (Agenda item 9, Paper H)

As of 22nd April, the College's predicted achievement for FE, (through the use of predicted pass rates and retention rates), was identified to be 81.8% including maths and English (86.1%, excluding English and maths). This would be a decrease of

1.2% compared to the 83% actual achievement rate last year. A decline of just 1.2% would demonstrate a significant achievement this year, based on sector concerns over former TAG grades impacting on 'right learner, right level, right course' at the start of the year. The predicted achievement of 86.1% would also provide 1.1% above expected target for 'excluding' English and maths. Caution was advised, however, as this outcome was subject to examinations taking place this year with anxious students and a lack of exam preparation in previous years. HE predicted achievement was also much higher than last year. The Director of Quality and HE would present a report at the June meeting to outline his plans for this area and to discuss achievement.

In terms of any lessons learned, the Committee was informed that learning walks now not only focus on staff but also at course level. The team can then identify potential issues that need to be addressed across a number of courses thus offering a more strategic oversight of areas to focus on. Relevant Directors had also met to consider what support was required next year to support the curriculum and pastoral offer. The Learner Welfare Manager confirmed the support that would be put in place for those students who experience anxiety with exams; this included the use of smaller classrooms rather than a large sports hall. Everyone was in agreement that any support model had to be sufficiently flexible to support the needs of students.

Resolved: To receive the report on Predicted Achievement.

22/33 Quality Improvement Plan (Agenda item 10, Paper I)

The Quality Improvement Plan (QIP) for 2021-22 was developed from the College SAR and Post Inspection Action Plan. The current QIP was reviewed for Milestone 2 in March 2022. To date, it had 43 areas for improvement identified of which 26 (60.5%) had been completed to date. Seventeen (39.5%) remained in progress, with all actions having some form of progress made. Eight actions have not met their initial milestone expectations, but we remain confident that all incomplete actions will be resolved by end of academic year and that there was no immediate concern within the quality team. The next review of the QIP would take place during early June 2022.

In response to clarification sought around one area which had a lot of actions, the Committee was informed that Landex was completing a 2-day peer review the following week on this area. As a result of this review, the team would receive feedback on the progress that had been made to date; and, what areas still required focus to be continued. The review would also focus on stretch and challenge.

Resolved: To receive the report on the Quality Improvement Plan 2020-21.

22/34 Stakeholder Voice (Agenda item 11, Paper J)

The report offered a brief overview of student voice activity against scheduled surveys and activities since the last TLA report in January 2022. This included a top level overview of the FE and HE surveys along with any ongoing surveys which were currently live. The paper also showed surveys and activities that were imminent, along with a comparison from 2020-21 to 2021-22 using the 2 benchmark questions asked in the surveys. An action plan was under full review to allow ease of access and monitoring, ensuring where areas for improvement from student voice was identified and acted upon. There had been an increase in responses from employers; their responses were very positive. Results from the HE national students' survey would be available in early July 2022.

The Committee welcomed the report and suggested a number of changes to future reports (**Action 113 – QI&SM**):

- To include details of the range of other activities that occur at the College in relation to student engagement.
- Sport Activators had a crucial role in the process and should be actively encouraged to attend student focus groups.
- Consideration should be given to amending the employer survey so that responses could be analysed according to size of organisation.
- Any analysis based on protected characteristics should be shared with the relevant safeguarding and/or link governor.

Resolved: To receive the report on Stakeholder Voice.

22/35 Student Destinations (Agenda item 12, Paper K)

The report confirmed that QDP Services undertook a telephone survey to determine the destination of leavers from Moulton College. The report provided a summary of the outcomes for the survey which was completed in February 2022. A total of 1,134 learners were approached to take part in the survey which was completed by 369 (33%) respondents. The report included a detailed breakdown of the responses. In addition to the destinations gathered through the survey, Moulton College provided the known destinations for 865 learners. These included those continuing at the College and those who had gone on to HE.

The Quality Improvement and Standards Manager confirmed that where internal progression was concerned, it was possible to request an extra level of detail so progression between levels and year 1 to 2 could be reported on. Clarification was sought about any actions that were being taken with the data in the report. Each Head of School had received data for their own area. Action plans from each School would be collated and a College plan produced.

Resolved: To receive the report on Student Destinations.

22/36 Teaching, Learning and Assessment: Learning Walks and Staff CPD (Agenda item 13, Paper L)

The report highlighted the extent to which CPD and learning walks were having a positive effect on the quality of teaching, learning, the student experience and outcomes. It was also important to highlight that processes identified in the report were having a positive impact on the culture in raising the priority of staff developing their pedagogical craft through supportive and developmental learning walks; CPD and coaching; and, supporting new staff in the College.

The Committee welcomed the report and that the focus had become more responsive. Clarification was sought to understand why some new starters had left the College and various reasons were shared with Members. Where staff buy-in was concerned with learning walks, the Director of TLA confirmed that the team would include non-rated learning walks (coaching learning walks) from September 2022. These were developmental and had been trialled successfully with a small number of staff. The Principal confirmed that the process was very supportive and was welcomed by most staff.

Resolved: To receive the report on Learning Walks and Staff CPD.

22/37 English and maths (Agenda item 14, Paper M)

The Committee welcomed the report and extended its thanks to Tom Redshaw for presenting such detailed information.

Resolved: To note the report on English and maths.

22/38 Link Governor Scheme Feedback (Agenda item 15)

Since the last meeting, 3 governors had completed visits to their areas of responsibility. This included: English and maths; Land-based; HE; and, Sport in January 2022. Feedback was very positive on the progress that had been made.

Resolved: To note the report on the Link Governor Scheme.

SECTION E – CLOSING ITEMS:

22/39 Any other items of urgent business (Agenda item 16)

There was no other business.

22/40 Date and time of next meeting (Agenda item 17)

Tuesday, 21st June 2022 at 4.00pm.

Meeting closed at 5.47pm.