

MOULTON COLLEGE

TEACHING, LEARNING AND ASSESSMENT COMMITTEE

Minutes of the meeting held on Tuesday, 21st November 2023 at 4.00pm in M14

Present:	Alastair Thomson (Chair)	Independent Governor
	Prof. Shan Wareing	Independent Governor
	Pauline Hawkesford	Independent Governor
	Suzanne Ijewsky	Independent Governor
	Corrie Harris	Principal
	Michael Knibbs	Staff Governor
	Ivy Knowles	Student Governor
Megan Smith	Student Governor	
In attendance:	Faye Williams	Vice Principal
	Matt Smith	Executive Director Skills & Business Development
	Brad Billington	Director of Teaching, Learning & Assessment
	Tony Mangan	Director of Quality and HE
	Nikki Southgate	Director of SEND & Student Experience
	Catherine Duro	Head of Governance (Clerk)

SECTION A – ROUTINE AND GOVERNANCE ITEMS:

23/01 Apologies for absence (Agenda item 1)

Apologies for absence were received from David McVean and Prof. Elaine Limond

23/02 Declarations of interest (Agenda item 2)

There were no declarations of interest.

23/03 Minutes of last meeting (Agenda item 3, Paper A)

The minutes of the meeting held on the **Tuesday, 10th October 2023** were approved as a true and accurate record.

There were no matters arising.

23/04 Actions from last meeting (Agenda item 4, Paper B)

A question was **asked** regarding the action to address lack of attendance in level 2. It was asked if the college was also exploring the reasons why students were not attending. There had been feedback lessons were not challenging enough. Heads of schools were introducing strategies to address group attendance, trips for team cohesion etc. Learning walks would be seeking to review learners' attitudes and needs, as well as teaching. Student voice would also be reviewed through the student voice survey.

SECTION B – STRATEGIC UPDATE:

23/05 Curriculum and Quality update (Agenda item 5, Presentation)

A presentation covering current priorities was received. Keynotes from the recent AoC conference were shared. These included; the need to upskill the work force, the challenge of the growth of AI and the important ethos that what students uniquely produce will be better

than AI can produce, (behaviours and employability skills are important and cannot be produced by AI).

An update was received on the developing T Levels and HTQ's. A significant grant had been secured to develop these further.

Reassured that the curriculum and business planning was comprehensive and timely and would feed into resource planning.

An Ofsted readiness update was provided. A strong detailed SAR was on the agenda, with a live dynamic QIP, showing accountability and shared ownership.

Thanks were given for a useful introduction. All agreed it was important that each school had their own narrative and sequencing.

SECTION C – QUALITY OF TEACHING, LEARNING AND ASSESSMENT (3I'S):

23/06 Student Journey – Induction and first 42 days (Agenda item 6, Paper C)

Thanks were given for a comprehensive detailed report, very informative at this early stage of the year.

Staff were **invited** to bring governors attention to key matters.

Governors were **assured** by the positive responses on safety and attendance.

The Committee was **given confidence** that the college was better positioned this year to manage students, ensuring they were enrolled on the best course for their needs and being supported.

It was **asked if** there were still concerns around teaching staff shortages. The Committee was **informed** that construction was fully staffed, but filled with agency staff, work was underway to back fill but the team had stabilised. In land, people had been recruited ready to start though the timetable had changed several times to accommodate the staff shortages, this was now settling down. Governors **explored more deeply** to ask if teaching, learning, and assessment remained sufficient, during this time. They were **advised** that some coaches and the quality team had been realigned to provide support and support the student experience. All **recognised** that it had been a challenging period, which had resulted in the loss of some construction students.

It was **questioned** how safeguarding was managed despite the higher staff turnover. Managers **explained** this was delivered locally, covered by a local co-ordinator, deputy head of school or head of school, introducing all staff to the policies, expectations and my concern system.

Key objectives for induction week were **challenged**, was there anything to support learners to understand how they would learn in college compared to in school. The Committee was **assured** that this had been part of the induction, building on its introduction the previous year. The student governors also **reiterated** that the importance of assessment had been introduced.

The challenge around securing additional high needs funding was shared and understood. It was **asked** if the college had expanded too fast. Managers **advised** this was not the case, But that we hadn't been fully aware of all those with EHCP's during the enrolment phase. Now recruiting for a transitions co-ordinator to support students transitioning in from year 10

and onwards, securing information at an early stage from their schools. Significant underfunding and negotiations underway were **explained**. **Assured** we could provide a good education for these learners. **Asked** to keep a close eye on the potential risk.

The newly available 1st impressions survey was shared. It was asked if they were open or closed questions. Governors understood they were statements to agree with or not but then room for comments, which still needed to be analysed. It **reassured** governors that managers knew the issues and the survey results were consistent with what was reported.

Concluding comments were that the college should have had a plan B, will have a plan next year, and cap enrolments where staffing challenges were known, we don't need to maintain this speed of growth, we need to grow sustainability with high quality provision maintained. Record numbers at the open day on Saturday, so further growth was anticipated.

Executive team asked to explore options to accommodate growth, as room shortages were challenging. **(Action FW)**

23/07 College SAR 2022/23 and QIP 2023-24 (Agenda item 7, Paper D)

The College SAR was taken as read. Governors were **advised** that a summarised version would also be prepared to meet Ofsted requirements. Governors were **reassured** that the report honestly reflected the college and were grateful that leaders were not afraid to be transparent. Overall effectiveness was graded as a 2. Achievement was agreed to be more important than pass rates.

The dynamic QIP was **introduced** on screen and a snapshot would be shared after the meeting. Governors **understood** that with 15 actions on the QIP, a headline view was easily summarised, but that governors, leaders and staff could drill down to a granular level.

Governors **appreciated** the ongoing development of these important documents, and the use of interactive digital platforms to make the process more effective with greater accountability on the ground. A useful development.

Resolved: that the SAR and QIP be recommended to the Board for approval.

23/08 KPIs 2023-24 – Progress update (Agenda item 8, Paper E.)

Governors appreciated that the template was that used by the FE Commissioner, **reassuring** them that the correct KPI's were being measured and reported on and providing consistency. Targets agreed were either the national minimum or set to be a 2% improvement on the previous year, where national minimums had been exceeded.

Governors **encouraged** the college to **remain ambitious** in the delivery of these targets.

23/09 Position statement: Apprenticeships and Commercial (Agenda item 9, Paper F)

A report was received, detailing the 5-year indicative growth plan forecasts. High grade targets were **explained**, only amber variances were reported. It was understood that at the time of reporting the learners were very new with no substantive assessment to base their predictions on. Information on the new standards and recruitment targets was received.

Questions were invited.

Thanks were given for a reassuring report with no surprises.

SECTION D - TRIANGULATION:

23/10 Student Governor Feedback (Agenda item 10)

Students **updated** the board that they were aware of a reduced level of learning support due to staff turnover, impacting on student experience. Actions to address this were discussed. Whilst it remained a challenge, governors were **reassured** that it was being actively addressed to deliver improvements. Governors were **interested** to note the proposed introduction of teaching assistant apprenticeships, which would enable the college to grow our own, diversifying the cohort of learning support colleagues and increasing engagement with learners.

Student council connectivity and feedback was sought. **(Action – IK/MS)**

23/11 Staff Governor Feedback (Agenda item 10)

The staff governor **expanded** on the impact of LSA shortages which could also affect exam access arrangements. The Committee was **made aware** that transport issues were bringing students late on a regular basis, which was having an impact. The new bus company was challenging. Governors were **reassured** the Student Services Director was actively managing this new supplier relationship. It was **asked** if the journey length for students coming from furthest away was part of the problem. It was **understood** that this was being analysed, managers were questioning if we were trying to reach too far geographically and crating knock-on issues. Further feedback and resolutions would be shared once the analysis was complete. **(Action AB)**

23/12 Link Governor Feedback (Agenda item 10)

The link governor for quality gave feedback from recent visits. Governors were **informed** that she had found; very good progress on English and maths, as updated at the Corporation meeting; most students to be very happy with their inductions and courses and reporting getting what they needed from the college. There were just some level 2 learners feeling that they were not being challenged enough. Wanted more in-depth challenge in a subject they are passionate about now they have left school.

Verbal feedback was offered from a governor who attended a learning walk, immediately before the meeting, they reported that; updates to ICT were essential, the commitment of staff seen was a positive, problems of expansion and staffing structure fragile due to lean teams. Is in the planning for next year. Saw engaged learners and committed teachers, a good college, doing good activity.

Concern was raised about some of the rooms being used for large groups of learners. The reasons were understood and this reinforced the earlier conversation about growth, the challenge across the estate for sufficient teaching space was **known**, and options for a remedy actioned.

SECTION E – STANDING ITEMS

23/13 Risk Management report (Agenda item 11, Paper G)

Taken as read and questions invited. The format and level of detail was appreciated.

The links with Northampton College were **delved** into, and the relationship was **explained**, detailing an openness for collaboration, support and competition for learners to develop their skills. Positive conversations but will take time to embed.

23/14 Safeguarding Update (Agenda item 12, Paper H)

Taken as read and questions invited.

The wellbeing visits were questioned. Governors **asked** what percentage of students in each area did the numbers reflect, was the same student being visited repeatedly, or were a number of students visited. It was **further questioned** if the need for support correlated with the courses that were known to have challenges or be short staffed.

The Director of SEND & Student Experience took this question away to analyse the detail further. **(Action – NS)**

SECTION E – POLICIES

23/15 Policies (Agenda item 13, Paper I)

Suicide Prevention Plan was received. Governors were reassured that this plan was in place and demonstrated the college was actively working to support learners and prevent suicide.

SECTION F – CLOSING ITEMS:

23/16 Any other items of urgent business (Agenda item 21)

There were no further items to discuss.

23/17 Impact of Governance (Agenda item 22)

- Well informed today to be 'knowing' governors, with sufficient detail to be assured
- Good evidence of triangulation – helped significantly by student governors
- Demonstrate agility through embracing digital dynamic QIP
- Reassured by involvement of wider management team

23/18 Date and time of next meeting (Agenda item 23)

6th February 2024 at 4.00pm