

## MOULTON COLLEGE

### TEACHING, LEARNING AND ASSESSMENT COMMITTEE

#### Minutes of the meeting held on Tuesday, 9<sup>th</sup> May 2023 at 4.00pm in the IT Suite

**Present:** Mr A Thomson (in the Chair), Mrs C Harris, Mrs P Hawkesford, Mrs S Ijewsky, Professor E Limond (Teams), Miss I Knowles, Mr D McVean and Miss M Smith

**In attendance:** Mr D Aldridge, Mr B Billington, Mrs G M Hulley, Mr T Mangan, Mr M Smith, Mrs S Smith and Ms F Williams (via Teams)

#### **SECTION A – ROUTINE AND STANDING ITEMS:**

---

**22/19 Apologies for absence (Agenda item 1)**

Apologies for absence were received from Rosie Brown, Mr M Knibbs, Megan McArdle and Professor Shan Wareing. Samantha Smith also sent her apologies. Professor Elaine Limond was welcomed to her first meeting.

**22/20 Declarations of interest (Agenda item 2)**

Alastair registered an interest in agenda item 7. There were no other declarations of interest.

**22/21 Minutes of the last meeting (Agenda item 3, Paper A)**

The minutes of the meeting held on the 7<sup>th</sup> February 2023 were approved as a true and accurate record.

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

Actions 121 and 124 would be discussed as part of the meeting. Where action 123 – IT investment plan was concerned, the Director of Teaching, Learning and Assessment (TLA) confirmed that good progress was being made with working with other colleges. Curriculum upskilling of staff had commenced. A meeting had been held with the IT team to understand their challenges. An IT champions working group would meet the following week to move this project forward from an operational view. In terms of any challenges that the Committee needed to be aware of, members were informed that there was a need to be mindful of upskilling staff and students. The first stage was about resources before taking action on delivery. Three other actions remained open.

#### **SECTION B – QUALITY OF EDUCATION – INTENT:**

---

**22/23 Operating plan and KPIs (Agenda item 5, Paper C)**

The report confirmed that performance was up against last year but KPIs were not met because benchmarks were too ambitious. Although disappointing that many areas now fell below the KPI target set, all apart from attendance and 16-18 level 2 achievement projections were performing better than the previous year's outturn. Good progress was being made against the Operating Plan objectives with an additional two regrading skills shortages and regional need (OP3) and Curriculum Plan (CP5) progressing from amber to green. The Vice Principal confirmed that there was a need to review the KPIs for the next cycle; they needed to be realistic but still challenging.

Members sought clarification for the reasons underpinning the current position with English and maths. The Vice Principal outlined some challenges that had been encountered throughout the year including changes in staffing; and, reviews undertaken by the TLA team had confirmed maths was a concern with English stronger. A new Head of English and maths had been recruited and he would bring new ideas of engaging students in innovative ways. The team was invited to consider some KPI targets to be ranged; a minimum expectation and then stretch. This would offer a more agile approach to monitoring. The Committee welcomed the report and recommended that further

versions could have less analysis of data but a greater emphasis on the implications and actions being taken.

**Resolved:** To receive the report on the Operating Plan and KPIs.

#### **22/24 Risk Management (Agenda item 6, Paper D)**

There were two TLA focused strategic risks. Since the previous report in February, there had been a reduction in one of the risk ratings and the other remained the same. There had, however, been work taking place to mitigate both of these risks which were detailed in the report. The main areas of concern arose from the inability to invest financially in staffing and resources which directly impacted on the quality of the students' experience and were a consistent theme related to a previous report.

Clarity was sought around the proposed investment to have more personal development tutors (PDTs) and what their interaction with students would be. The Vice Principal confirmed that academic tutorials would continue; there would also be additional sessions delivered by PDTs on study skills and academic skills. Ultimately, PDTs would help to reduce the gaps in students' timetables and provide more added value into students' College experience. The report confirmed movement in the risk rating in relation to providing students with an exceptional experience. One member queried whether this should be reduced just yet in view of the need for further IT investment. The Director of TLA confirmed the team had a much better idea of current priorities but as yet, this had not materialised into the classroom. The process had started; there was a clear direction of travel; and, further movement was expected throughout the summer. In view of this discussion, it was agreed that the senior leadership team would reconsider this decision and reconfirm what the risk rating should be (**Action 125** – Vice Principal)

**Resolved:** To receive the Risk Management report.

### **SECTION C – QUALITY OF EDUCATION – IMPLEMENTATION:**

---

#### **22/25 Curriculum Plan (Agenda item 7, Paper E)**

The Curriculum Plan process was launched in October 2022 and had been informed by the curriculum efficiency and financial sustainability support (CEFSS) process completed by the FE Commissioner's office and also by Pauline Odulinski's report on 'research to inform the College curriculum strategy 2022.' The College was awaiting the LSIP from the Chamber of Commerce. This would ensure priorities from this document were also recognised in the Curriculum Plan documentation. The Heads of School had now had their plans approved by the SLT and a summary of their proposals were included in the report. The report was considered in two parts: the overall summary of vision; objectives; process; and, implications for the curriculum. The second part outlined the school level curriculum plans. Questions were directed according to those two parts; responses are shown in italics.

##### **a. Part 1 – summary of vision, objectives, process and implications:**

- Were all of the proposed changes on P5-7 in response to employer demand, students demand or a combination of both and which took precedence? *The Vice Principal confirmed that Heads of School had presented their plans to a range of audiences – SLT, wider SLT, curriculum and quality meetings. Feedback was also gathered from students and employers in terms of agreeing priorities. Heads of School were also asked to review progression pathways to ensure next steps were clear. Additional courses had also been added to support progression. Staff had also had access to Vector to draw down LMI data for their own individual areas; this was then incorporated into the School plans.*
- Where T Levels were concerned, how dependent was the College on the capital bid? *The Director of Quality and HE confirmed it would be difficult to deliver T Levels without funds from the capital bid. If the College wasn't successful, there were alternatives but this was likely to involve a reliance on partners.*

- P8 included projected number and it wasn't clear if this included new qualifications. What was the student pathway; there was a concern about moving supported learning students from one level to another. *Further detail could be found in the school level plans. The projected numbers included new qualifications.*
- The College was committed to be sustainable but there was little on this in the report; there was an expectation that as sustainability was a curriculum issue that it should appear in every curriculum. The next iteration needed this including. *Sustainability had been discussed as part of the SLT meeting earlier in the day and would be factored in at a future point in time.*

**b. School level plans:**

The Chair of Committee requested that Heads of School were congratulated for providing such level of detail. Consideration should be given to whether Heads of School should be invited to the Committee as part of their own staff development. In a wider discussion about marketing and where reports were considered, it was agreed this Committee would benefit from a report. A meeting planned for 30<sup>th</sup> May which would look at the planning cycle for 2023-24 and would be an opportunity to consider this (**Action 126** – Clerk).

- Animal Welfare:
  - What was the position in relation to numbers? *There had been a decline in 16-18 numbers; the team was increasing provision for 19+.*
  - There was mention of the introduction of GCSE Biology? *This was very much part of a vision for next year and would be subject to a much bigger discussion.*
- Business: Greater emphasis needed in any marketing to highlight the employment opportunities in this subject were not just about employment but also self-employment.
- Construction: There was agreement that there was a need to further promote furniture making and stone masonry as the College had an excellent reputation in these areas.
- Land-based: It was agreed this would continue to be central to the College for the future. *The curriculum was currently being updated to reflect this. Further development of FADIC courses were expected; the College could now deliver chef qualifications as well as bakery.*
- Supported learning:
  - Will the curriculum allow more stretch? *The team was fully aware of what needed to be achieved and were very much being guided by other local education institutions. There would be a good curriculum that would stretch students; it would be ambitious and build on expertise gathered from visits to other successful colleges.*
  - How much do you know about what these learners are doing in the school prior to attending Moulton? Experience at our school is that if transition was improved, this greatly helped retention. *There was now sufficient resources in place to ensure a conversation; more questions will be asked of the new cohort.*

**Resolved:** To recommend the Curriculum Plan to the Corporation for approval.

**22/26 Safeguarding and Prevent (Agenda item 8, Paper F)**

The report outlined what steps the College had taken to remain compliant with its legal duties. Learners continued to present with a wide range of complex issues but for the first time, home issues had the highest number of concerns closely followed by mental health. The cost of living crisis had had a huge impact on many of the students and families and many home issues students were facing related to financial struggles at home. The recently published mental health report from the Association of Colleges recognised that COVID was still having an impact on mental health especially within the 16-18 year old age range. A review of the College's student support and experience offer was underway

to enhance services for students and the team was currently recruiting for roles within the department.

The Committee welcomed the report which provided assurance about the College being compliant. A decision was needed about the report content in terms of when to report on Prevent (**Action 127** – Safeguarding and Wellbeing Manager). The Director of SEND and Student Experience had been appointed and would be joining the College in June 2023. A meeting would be arranged to meet the Link Governors (**Action 128** – Clerk). A minor point was raised about paragraph 7.1 whereby the word 'should' to be changed to 'have'. The Committee also asked the team to give consideration to developing the narrative in the report to focus more on whether the support was making a positive experience on the student experience; if it was to explain how; and, if it wasn't, what action would the team be taking (**Action 129** – Safeguarding and Wellbeing Manager.) The Director of TLA confirmed that weekly Curriculum and Quality meetings provided an opportunity to receive information on what the current risks were in any area; the team evaluated information and data provided at that meeting to make the necessary connections in order to resolve any issues.

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

## **SECTION D – QUALITY OF EDUCATION – IMPACT:**

---

### **22/27 Predicted Achievement Report (Agenda item 9, Paper G)**

As of 2 May, the College's predicted achievement for FE, (through the use of retention and predicted pass rates), was identified to be **81.5% including** maths and English (82.8% excluding English and Maths). At this time last year, achievement was predicted at 77% including E&M, so the achievement does show a slight increase in direct comparison. An increase 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 prediction for HE was 75% compared to 55% (2021-22) and 48% (2020-21).

The Director of Quality and HE confirmed that the team continued to work closely with teams and course managers' data was becoming more focused so there was potential to do better than last year. The Committee welcomed the tabular format of the report and suggested that consideration was given to reporting in response to the question of 'so what?'

**Resolved:** To receive the report on Predicted Achievement.

### **22/28 Quality Improvement Plan 2022-23 (Agenda item 10, Paper H)**

The Quality Improvement Plan for 2022-23 was developed from the College SAR and Action Plan. The QIP was the latest copy and was last reviewed as part of Milestone 2 in December 2022 and January 2023 with the second milestone review taking place in February 2023 and April 2023. Of the 48 actions identified in the report: 5 were complete but not fully achieved; 30 were completed; and, 13 in progress.

A discussion was held about the level of detail included in the current report and whether to report by exception. The majority of members agreed that they appreciated having oversight of all of the actions as this provided a level of assurance that they required. In response to a question about KPIs, the Director of Quality and HE confirmed that the QIP lined up to the strategic objectives. This year the team would be self-assessing business support areas and curriculum teams. This would provide a wider understanding of the whole College and how the corporate objectives were being met. In response to a question about plenaries, the Committee was informed that these had been a focus for the observation team during the year. As a result, this process had highlighted the need for further staff development which would be captured in the next version of the QIP.

**Resolved:** To receive the Quality Improvement Plan.

**22/29 Stakeholder voice (Agenda item 11, Paper I)**

Five groups of students had been seen since February including: Level 4 Massage, Level 2 Agriculture and Level 3 Equine. Generally, in all focus groups students were really happy with their course and were enjoying their experience at Moulton. Most students praised their tutors and liked the mixture of practical and theory. All departments within HE had internal Modular surveys which students completed at the end of each module; normally at the end of each semester. Generally, response rates to each module were very low not allowing for a full representation from each group with only 1-5 students completing each module survey. There was a 61% completion rate for the national student survey. In response to a question about stakeholder voice of employers, the Committee was informed this would be completed the following week. The report outlined actions completed since the last Committee meeting.

**Resolved:** To receive the stakeholder voice report.

**22/30 Student destinations (Agenda item 12, Paper J)**

The destination survey was completed in December 2022 providing a number of months for students to settle into their destination prior to this survey taking place. The results of the survey looked positive compared to the National Rates (20-21). The Committee queried who received a copy of the report and were informed it was shared with SLT, heads of school and the marketing team. A recommendation for employers to receive a copy was agreed by the team.

**Resolved:** To receive the report on student destinations.

**22/31 Continuing Professional Development (Agenda item 13, Paper K)**

The paper highlighted the progress made in relation to the priorities from Term 2 in relation to professional upskilling, peer observations and lesson visits to plenaries which had all increased. The paper also provided evidence of the indications in relation to the quality of TLA across the six main components that had slightly improved through the year and was now consistent and stabilised in relation to last year. The Committee received assurance that teaching and learning was still being monitored; and, staff were being supported who were not performing as well. The team was now trying to support staff in relation to the development of skills in their own sector as part of dual professionalism. A priority for next term would be neuro-diversity.

The Committee welcomed the report highlighting the importance of the need to retain staff and ensure they perform at their very best. Both reports provided assurance that this was being achieved. Clarification was sought about the arrangements for staff to complete a level 4 teaching qualification. The Director of TLA confirmed there would be another cohort starting in mid-September 2023. The Committee recommended the need to ensure such opportunities were marketed as widely as possible. The Director of TLA confirmed that: the team marketed to other colleges through presentations at the AoC which was beginning to have a positive impact; and, recruitment had improved generally. Where dual professionalism was concerned, 65 staff had taken part and any impact would be used as part of the PDR process and observed against performance in the classroom. The Committee sought assurance about how student voice fed into the process and were assured that students would be asked questions the answers to which formed part of the judgement.

**Resolved:** To receive the report on Continuing Professional Development.

**22/32 Management Programme (Agenda item 14, Paper L)**

The report confirmed a commitment to deliver a programme of development for College managers. So far the first module of this programme had been launched focusing on

'Difficult Conversations'. The team was currently working on the next module which would be titled 'Assessing Performance'. The sessions were delivered by the EDHR and HRM and were designed to be engaging and discussion-based to develop managers' confidence in addressing key staffing areas. Feedback from initial sessions had been positive. Both of these topics would be delivered over the spring and summer term.

**Resolved:** To receive the report on the Management Programme.

**22/33 Apprenticeships (Agenda item 15, Paper M)**

The report confirmed that during the first year following the reintroduction of the apprenticeship provision at Moulton College, recruitment of staff and learners, development of processes, systems and procedures were all progressing well. By the end of this academic year the team should have recruited approximately 60 apprentices across six individual standards. Further managed growth was planned for the next five years which would allow the College to balance income and quality. The Committee welcomed the report and the level of detail which offered the necessary assurances for everyone concerned.

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

**SECTION E – CLOSING ITEMS:**

---

**22/34 Any other business (Agenda item 16)**

- a. **University of Northampton: partnership review.** The Director of Quality and HE confirmed that following a lengthy meeting involving presentations, questions, answers and discussion the University had put forward approval to continue the partnership with no formal conditions. There were four recommendations relating to: student data; research; relationships and employer engagement; and, sharing good practice. Feedback from the UoN partnership: *'Well done for getting all the paperwork together and presenting an honest picture today with the positive actions you have been taking to address the issues. I think that helped enormously.'*

**22/35 Date and time of next meeting (Agenda item 17)**

Tuesday, 20<sup>th</sup> June 2023 at 4.00pm in the IT Suite.

Meeting closed at 6.03 pm.