

## MOULTON COLLEGE

### Meeting of the Teaching, Learning and Assessment Committee

Held on Tuesday, 1<sup>st</sup> December 2020 at 4.00pm via Teams

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

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

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

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**20/73 Apologies for absence (Agenda item 1)**  
Apologies for absence were received from Miss S Frederiksen. Miss E Cohen Neighbour was unable to attend.

The Chair of the Committee congratulated the Principal and her team for the very positive feedback recently received following virtual visits from Ofsted and the FE Commissioner. The Chair also extended his congratulations following the announcement overnight of the outcome of the FE First Awards for marketing excellence where the College received 2 gold and 1 silver award including team of the year.

**20/74 Declarations of interest (Agenda item 2)**  
There were no declarations of interest.

**20/75 Minutes of last meeting (Agenda item 3, Paper A)**  
The minutes of the last meeting held on the 20<sup>th</sup> October 2020 had been circulated previously and were accepted as a true and accurate record.

**20/76 Actions outstanding from the last meeting (Agenda item 4, Paper B)**  
Actions were either subject to discussion as part of the meeting or responses had been provided by College managers. Clarification was sought about the delivery of Prevent across the whole curriculum. Members were assured that this was fully embedded into the content of lessons, part of induction and through tutorials. Further work was planned to ensure that Prevent was contextualised into all vocational areas. All outstanding actions had now been completed.

**20/77 Matters arising**  
The Vice Principal Curriculum and Quality confirmed that work was in progress to explore how digital technology could be incorporated through the farming provision. Further information would be made available once further planning had been completed.

**20/78 Safeguarding and Prevent (Agenda item 11)**  
**a. College update (Paper H.1)**  
The report provided an update of Safeguarding concerns for the period September to mid-November 2020. This included high needs, EHCP, residential and LAC/Care leaver students as per a request from the last meeting. There had been an increase in concerns compared to the same time last year. Safeguarding data was being used to inform future pastoral

sessions. Details of the 16 recommendations and 20 actions resulting from the recent Safeguarding audit were included in the report.

Members raised a number of questions in relation to whether the area had sufficient resources; the reason for the increase in numbers; and, benchmarking. In response, the Student Support Manager confirmed the changes that had taken place to the staffing arrangements in the area. It was agreed that future reports should include resource costs on the cover sheet. In terms of increase in Safeguarding concerns, some of this was expected both because of Covid-19, but also because of the 20% growth in student numbers. Increased numbers were in part due to the increase in student numbers at the College. Benchmarking was quite difficult due to the different ways in which such information was reported by other colleges. It was agreed that future reports would include data on any safeguarding issues for adults that have not got special needs (**Action 75 – SSM**).

**b. Governor Champion: Single Central Register (Paper H.2)**

The Governor Champion reported on a visit to the College in November 2020 where he reviewed the Single Central Register (SCR). A monitoring checklist had been completed to record findings and confirm compliance. The meeting had confirmed that the Executive Director had a detailed knowledge and understanding of the requirements around the SCR and associated procedures. The report identified 3 points for consideration by the SLT which had since been actioned. The report confirmed that with the slight caveat around contractors, appropriate measures were in place to minimise the risk to students. A follow up visit had been arranged for March 2021.

Members extended their thanks to Barry Hansford for his detailed report which gave assurances needed by the Committee. Findings had also correlated with those from the recent external Safeguarding audit.

**Resolved:** To receive the Safeguarding report and Single Central Register report. **RAG Rating – Green.**

Alison left the meeting.

## **SECTION B – REVIEW OF COLLEGE PERFORMANCE**

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20/79

### **Data Dashboard including KPIs and PMB analysis (Agenda item 5, Paper C)**

The report provided a comprehensive summary of College performance since the start of the academic year. Key points included:

- Achievement rates for 2019-20 had increased by 18%.
- Performance indications from PMBs and curriculum reviews were that everything was on track to meet the agreed KPIs across the College.
- In-year attendance was 2% higher than the same time last year with maths and English 10% higher. This was despite the effects of Covid-19.
- Functional Skills, English and maths would continue to be a priority to increase above national benchmarks.
- Curriculum planning was well underway in consultation with employers and stakeholders.
- With another predicted increase in enrolments, the team was working closely with Finance, HR Estates and MIS to ensure sufficient resources were in place to facilitate these predictions whilst ensuring best possible student experience.

- Following the recent Safeguarding audit, a number of actions were being taken forward. This included moving one student cohort to the main campus.
- It had become apparent that the College's commitment to 'business as usual' and 100% face to face delivery was the right decision. Retention and student engagement were very high; and, the instances of Covid-19 incredibly low.

The Committee sought assurances that deadlines for the completion of work-experience were achievable. The Director of Quality outlined work that had been completed to date with local employers and placements from January 2021 had already been agreed. He had every confidence with the timeline. Members were also pleased that the decision to have 100% face to face delivery had had such a positive impact on student experience. It was felt that there was potential to promote this further in marketing materials. Governors were now accessing their Dashboard from home and able to scrutinise the data. Governors were thanked for attending a number of PMBs during the term.

**Resolved:** To receive the report on the Data Dashboard, KPIs and PMB Analysis. **RAG Rating – Green.**

**20/80**

**Risk Management (Agenda item 6, Paper C)**

The risk register had been reviewed and updated by SLT; the risk profile of the College remained stable. Three of the eleven strategic risks remained above the College's risk appetite. The direction of travel for eight of the risks were shown as 'improving.' In terms of the 4 risks that were monitored by this Committee, 2 were improving and the Committee acknowledged the reasons why 2 risks remained the same. The Vice Chair of the Committee (HE) highlighted a piece of work by the Office for Students to develop new metrics for Universities and HE providers. Once these had been confirmed next year, it was recommended these should be included in the risk register (**Action 76 – CFO**).

**Resolved:** To receive the Risk Management report. **RAG Rating – Green.**

**SECTION C – QUALITY ASSURANCE:**

**20/81**

**Self-Assessment Report 2019-20 and Quality Improvement Plan 2020-21 (Agenda item 7, Paper D)**

The self-assessment report (SAR) and Quality Improvement Plan (QIP) had been subject to a series of moderation processes including a validation meeting held earlier in the month. Mr Thomson and Mr Hansford had attended this meeting and had taken an active part in challenging any part of the report where there was a need for further clarification. The Committee agreed that the report fully reflected the College's position in 2019-20.

The Chair of Committee provided a short overview of each section inviting members to raise any questions or provide feedback including:

- Check the wording in the section on 'personal development' and whether sufficient prominence was given to 'safety' in view of the health and safety inductions that were delivered.
- Agreement that Appendix D should be removed.

- Acknowledgement should be given to staff who now demonstrated high levels of competence in front of any audience. Governor feedback from observing Performance Monitoring Boards (PMBs) also confirmed this.

The Director of Quality confirmed that further work had been completed in the last week in relation to the Quality Improvement Plan which would be presented to the Corporation on the 10<sup>th</sup> December 2020.

In summary, all members agreed that the document presented a fair, honest and accurate representation of the College in 2019-20. Members also agreed with the proposed grades.

**Resolved:** To recommend the SAR 2019-20 to the Corporation for approval. **RAG Rating – Green.**

**20/82**

**Stakeholder Voice (Agenda item 8, Paper E)**

The report provided an overview of student voice activity against a number of scheduled surveys for the year to date. Specifically, this related to Student focus groups; First Impressions, HE induction; and, Parent/Carer surveys. The Committee welcomed the use of a new Survey Manager as this would provide more detailed analysis into different areas and offer a much clearer view of the impact on different sets of protected and vulnerable groups within the College.

Members received assurances about the actions taken to follow up on responses which were below the College average. This included the involvement of Heads of School and the Quality team. In response to a question about one area that had received responses that were lower than expected, this had been due to some legacy issues which were being addressed.

**Resolved:** To receive the Stakeholder Voice report. **RAG Rating – Green.**

**SECTION D – HIGHER EDUCATION:**

**20/83**

**Data Dashboard including KPIs and PMB analysis (Agenda item 9 Paper F)**

Key Performance Indicators were taken from the approved Access and Participation Plan 2019-20. These were in relation to Widening Access and Participation; Quality; and, Student Experience. These would be incorporated into the Dashboard and inform monthly PMBs. The OfS will monitor the College's progress against strategic milestones in March 2021.

**Resolved:** To receive the Data Dashboard and report on KPIs. **RAG Rating – Green.**

**20/83**

**Quality Enhancement Action Plan (Agenda item 10, Paper G)**

The Dean of HE confirmed that the team had been successful in gaining pre-approval to continue to run Animal Welfare awards for the next 5 years. Good progress was being made in relation to internal progression. Feedback gathered from students was also very positive. In terms of Scholarly Activity, the College was now a member of Advance HE which would provide a range of support for staff. A round-table event had been held where an informal discussion considered best practice. Such events would be held on a monthly basis. The Action Plan highlighted the identified areas of improvement and

actions to be taken. This was an ongoing, monitored document which provided an indication of progress against identified areas for improvement. Progress against the improvement plan was further challenged and updated through Academic Board, Senior Leadership Team and TLA Committee meetings.

The Committee welcomed the Action Plan commenting that it confirmed the direction of travel for HE. Members recommended that future iterations of the Action Plan should have the actions prioritised (low, medium and high) and include RAG ratings in order to help monitor progress. The Action Plan should also include growth plans over and above internal progression, for example, Higher Apprenticeships (**Action 77** – Dean of HE). The Principal confirmed that meetings had been held with all Heads of School to receive presentations on curriculum planning for each area. All areas had plans in place for the next 5 years and growth plans, which included Higher Apprenticeships, were well thought out. The Vice Chair (HE) emphasised the importance of clarity around getting the portfolio for the College for the next 10 years.

**Resolved:** To receive the Quality Enhancement Action Plan. **RAG Rating – GREEN.**

## **SECTION E – REGULATORY:**

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### **20/84 Equality, Diversity and Inclusion Annual Report (Agenda item 12, Paper I)**

The report provided an overview of the College's position in 2019-20 for identified protected and vulnerable groups. Where areas of concern were identified, appropriate actions had been identified and were included at the end of the report. Whilst the College was fully compliant, the report acknowledged that there was further work to confirm that the College was ensuring that all students, regardless of identify, achieve equally.

Members agreed that the report was comprehensive with an appropriate level of detail. Members asked that the action plan was reviewed to ensure use of language was concise. Some examples of changes would be forwarded from the Chair of TLA. The Corporation was committed to having a membership that reflected its local community. As there were currently no vacancies, co-opted membership could be an option and opportunities should be explored with the EDI Committee for achieving this.

**Resolved:** To recommend the Equality, Diversity and Inclusion report to the Corporation for approval. **RAG Rating – Green.**

## **SECTION F – GOVERNANCE:**

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### **20/85 Governance Self-Assessment Report 2019-20 and Improvement Plan 2020-21 (Agenda item 13, Paper J)**

The governor self-assessment report (SAR) had been amended to take into account feedback from the last meeting of the TLA Committee. A Governance Improvement Plan (GIP) had been produced for the period ending July 2021. The proposed actions would provide further opportunities for the Corporation to demonstrate impact. In a discussion around the proposed grading of the report, it was agreed that there was sufficient evidence to show that progress had been made since the last Ofsted inspection. Recommended changes included:

- Feedback from the recent visit from the FE Commissioner who had confirmed governance had been transformational and leadership, inspirational.
- Ensure that the GIP was very clear about governor actions in relation to those priority areas for 2020-21.

**Resolved:** To recommend the Governance SAR and proposed overall judgement to the Corporation for approval. To receive the Governance Improvement Plan for 2020-21. **RAG Rating – Green.**

**SECTION G – CLOSING ITEMS:**

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**20/86 Any other items of urgent business (Agenda item 14)**

There were no other items of urgent business.

**20/87 Date of next meeting (Agenda item 15)**

Tuesday, 9<sup>th</sup> February 2021 at 4.00 pm