

MOULTON COLLEGE

TEACHING, LEARNING AND ASSESSMENT COMMITTEE

Minutes of the meeting held on Tuesday, 8th February 2022 via Teams

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

In attendance: Mr A Bailey, Mr B Billington, Mrs G M Hulley, Mr T Mangan, Mr J O'Shea and Mrs S Smith

SECTION A – ROUTINE AND STANDING ITEMS:

22/01 Apologies for absence (Agenda item 1)

Apologies for absence were received from Mrs S Ijewsky and Dr P Jones. Mrs C Hayes, Mr D Aldridge did not attend the meeting.

22/02 Declarations of interest (Agenda item 2)

There were no declarations of interest.

22/03 Minutes of last meeting (Agenda item 3, Paper A)

The minutes of the last meeting held on the 30th November 2021 had been circulated previously and were accepted as a true and accurate record.

22/04 Actions outstanding from last meeting (Agenda item 4, Paper B)

- **Actions 72 and 73:** Updates were provided on both actions and the Committee agreed that both should remain open.
- **Actions 105 and 107:** Dates for completion were required. The Committee requested that 'as soon as possible' or 'to be confirmed' should not be used in future.
- **Action 108:** An update from Carla Hayes to be circulated.

All other items were either progressing with agreed timelines or on the agenda for discussion.

SECTION B – QUALITY OF EDUCATION (INTENT):

22/05 Sector developments and changes in the external environment: T Levels timeline and capacity arrangements (Agenda item 5, Paper C)

The report had been prepared to promote a discussion around the external influences the College faced in the short- to medium-term. This was for information only. Developments included Covid-19; funding; curriculum planning and implications of growth and change; and, the use of national benchmarks to gauge in-year progress. A key focus for the report was a discussion around the future delivery of Apprenticeships and T Levels. This was informed by current evidence of national uptake; reviews of pathways; resourcing; and, investment in facilities and resources.

The Director of Curriculum confirmed that where T Levels were concerned, the College was aiming for a cohort of 30 for 2023-24 in Construction. A working group had been set up who were meeting on a weekly basis. An AoC Advisor on T Levels was also working with the team. By the next meeting of the Committee, an implementation plan for the introduction of T Levels would be prepared. This would also support a wider discussion around the introduction of T Levels vs Apprenticeships. An action plan for Construction would also be available (**Action 109 – Director of Curriculum**). The action plan would provide a clear strategy and

actions that would need approval by the Committee. Visits were planned with 2 colleges in the South West who were currently successfully delivering T Levels. The Director of Teaching and Learning was part of the working group and was in the process of organising a 1-day training event on the 28th February 2022. Governors had been invited. The College also aimed to deliver T Levels in Animal Care in 2024-25.

The Committee welcomed the report and provided the following feedback:

- There was an opportunity in a future report to outline any implications from the recent Levelling Up White Paper published on the 2nd February 2022.
- Where the Ofsted report was concerned, what had been the fall out and what actions were being taken; what was the proposed response to any strategic challenges; and, what was our capacity and capability going forward to deal with those responses?
- Other topics that could be included in the report were: Skills Bill; and, our approach to employers.
- Safeguarding and proposed changes to Keeping Children Safe in Education (KCSIE) which were planned for September 2022. These were significant in terms of implementation and safer recruitment and it would be helpful for the Committee to understand the College plans and details of any impact. What are we doing about it as a college: this could be reported at the next meeting (**Action 110 – EDHR/DSLS**).

Resolved: To note the report on sector developments.

22/06 Risk Management (Agenda item 6, Paper D)

The College continued to have 2 of the 8 strategic risks above the College's risk appetite for securing long-term financial viability and reliance on bankers. Emerging concerns related to the College's ability to invest in the IT infrastructure and the short-term impact of lower than anticipated recruitment coupled with ongoing impact of Covid on the commercial operations of the College. The 2 risks for this Committee were still Red as the College was awaiting a care standards inspection and a HE inspection by QAA (Quality Assurance Agency for HE). It was unlikely that these risks would be as high in 6 months' time. In response to a question about succession planning, the Principal confirmed this featured in the operational risks which were monitored by the Audit Committee. The Director of Curriculum confirmed that guidance was currently being prepared in relation to additional funding that could increase guided learning hours to 580 per annum. There was no definitive answer at present until the team had reviewed and given full consideration to the impact of it.

Resolved: To receive the Risk Management report.

Pauline Hawkesford joined the meeting during the next agenda item.

SECTION C – QUALITY OF EDUCATION (IMPLEMENTATION):

22/07 Safeguarding and Prevent (Agenda item 7)

a. College report (Paper E)

The half-termly report outlined what steps the College had taken to remain compliant with any legal duties. The College had seen an increase in concerns during this period compared to the same period last year.

The Committee queried what Safeguarding training was being completed and was informed that all staff had mandatory units to complete via Smartlog or in relation to Keeping Children Safe in Education. For those staff who had not yet

completed the training, the Committee queried how this was being monitored. The Principal confirmed that this figure related to staff who not yet started in post. Any non-completion was followed up by Human Resources or the Safeguarding team. The report confirmed that the threat level had been raised to severe in mid-November. The Committee was informed that the College Intervention Management Team continued to meet on a regular basis and guest speakers had been invited to provide briefings to staff. These had been very helpful. Various campaigns with students had been completed and the team was committed to all students taking part in a full drill in the near future. The Director of Student and Learning Support was in discussion with the provider of the 24-hour support service to ensure that the College was receiving the best possible service and that it was good value for money.

b. Governor Champion

Following attendance at the Safeguarding Committee last week, confirmation was received that the small percentage of staff that had not completed Smartlog training in this area was because this related to new staff. This cohort would have received Safeguarding training as part of their induction. Where Prevent was concerned, it was agreed that monitoring of online activity would continue; and, there was a need to complete a lockdown procedures drill for the wider College. The Governor Champion had completed his annual review of the single central register (SCR) – no major issues were identified. Two actions were agreed with the team to develop further good practice and provide opportunities to improve. The report confirmed that the Governor Champion had complete confidence that the College was taking its SCR responsibilities seriously and had appropriate measures in place to minimise the risk to students.

Resolved: To receive the reports on Safeguarding.

22/08 Curriculum Plan (Agenda item 8, Paper F)

The Principal confirmed that the draft report was an opportunity for the Committee to have early sight of the College's intentions in relation to curriculum growth. Heads of School had attended the SLT meeting earlier in the day to present their strategic vision around 16-18, HE and Adult. At that meeting, feedback was provided about further HE pathways to explore and the College's intention to engage with the international market. The Director of Curriculum confirmed that the next version of the report would also include: how stakeholders influenced the design; unique selling points; and, findings from horizon scanning. This version would be prepared by March 2022 and the report would also be subject to scrutiny and challenge by the Finance and Resource Committee.

A wide ranging discussion was held so that Members could gain a good understanding of the process to date and how the current version of the Curriculum Plan would develop prior to both Committees recommending it for approval by the Corporation. Key points that were highlighted by the Committee for consideration included:

- A focus on priorities for each Curriculum area and associated timeline ideally for 1, 3 and 5 years.
- How the Curriculum Plan had been informed by local management information.
- Closer links needed to ethos and character of Moulton in terms of its intention to be a provider with a world class offer. Opportunities for further innovation.
- Ensuring the adult offer was closely linked to employment opportunities.
- Any commercial elements that can be included.
- Where equality, diversity and inclusion was concerned, evidence in the narrative that every consideration had been given to ensuring the curriculum was inclusive.

- Ensuring that the Curriculum Planning process in 2022-23 aligned to the governance cycle.

Resolved: To receive the report on the Curriculum Plan.

SECTION D – QUALITY OF EDUCATION (IMPACT):

22/09 Key Performance Indicators 2021-22 and Performance Monitoring Boards (Agenda item 9, Paper G)

The report confirmed that there had been significant improvements throughout the College and one of the drivers had been the strategy to improve. Underpinning the strategy, was agreed targets and timelines throughout the curriculum. The KPIs were agreed at curriculum level by each Head of School, Director of Curriculum and Vice Principal. This ensured that there was real ownership; they were embedded into performance development reviews at all levels; and, referred to in performance monitoring boards (PMBs) and team meetings. The overall College KPIs were agreed by the Senior Leadership Team.

The Chair confirmed that having attended a number of PMBs, he considered the process was working well and he had every confidence that every student was being monitored. The Director of Student and Learner Support would be asked to submit a short report in response to a query raised about retention in relation to young people in care (**Action 111 – DSLs**). A wider discussion was held around any exam-based student skills and assessment that the College was putting in place to prepare students; and, making maths and English relevant to the vocational areas particularly when thinking of progression. The Director of Curriculum outlined a number of actions that were being taken to ensure students were fully supported with exam-style assessment. Focus was being given to contextualisation in the vocational subjects and the Head of maths and English was prioritising this currently.

Resolved: To receive the KPI and PMB report.

22/10 Quality Improvement Plan 2021-22 (Agenda item 10, Paper H)

The current QIP was reviewed for milestone 1 at the end of January 2021. To date, it had 43 areas for improvement of which 30% had been completed and the rest were in progress. All milestones with the exception of 5 were making good progress. It was expected that these would have caught up by the February review. There was no immediate concern from the Quality team.

In response to a question about any assessment on the effectiveness of last year's staff recruitment, the Committee was informed that the quality of staff this year had been very strong. It had been one of the best recruitment processes the team had been involved in. Effective systems were in place to monitor staff.

Resolved: To receive the Quality Improvement Plan.

22/11 Stakeholder Voice (Agenda item 11, Paper I)

The report provided a brief overview of student voice activity against scheduled surveys for the 3-month period ending January 2022. This paper includes the Residential Student Survey, Residential Student Parent/Carer Survey, College Parent/Carer Survey, and the cross college focus groups. 2021-22 offers increases of at least 10% for the main questions asked. Throughout the Student Voice there has been a positive increase in the majority of areas across the College from 2020-21 to 2021-22, with QDP Service benchmarking results offering increases in quartile results from lower 50% to top 25% in some instances.

The Chair encouraged the team to use some of the headline information in any marketing materials. The results were excellent and should be used to promote the student experience. As governors would probably see employers as stakeholders, future reports should include a paragraph about engagement with employers (**Action 112 – Director of Quality**).

Resolved: To receive the report on Stakeholder Voice.

22/12 Teaching, Learning and Assessment: Staff CPD, Observations and English and Maths (Agenda item 12, Paper J)

The report highlighted the extent to which staff CPD was having a positive effect on the quality of teaching and learning; the student experience; and, outcomes. Information on how the implementation of a new learning walk process was monitoring and driving improvements in the quality of teaching, learning and assessment was included. The report also referenced broader College CPD activity and highlighted the need for further investment in the future if Moulton was to become the provider of choice. A wider College plan in relation to staff development was needed moving forward.

The Committee welcomed the report and appreciated the focus on developing a culture of CPD where all staff are committed to improving. Future reports could include: how Heads of School capture innovations from visits to other post-16 organisations; and, further detail on employer engagement to give an assurance that each School was engaging with the correct ones. Reporting on the impact of the training was also important and the extent to which the number of Red and Amber observations were reducing. One governor requested a review of Smartlog training that was currently being completed by governors to ensure it was fit for purpose. The Committee also welcomed the introduction of the new Staff Profile. This provided everyone with a view of where they were doing well and provided evidence of impact.

Resolved: To receive the report on CPD.

22/13 Link Governor Scheme (Agenda item 13)

The Chair confirmed he had attended Performance Monitoring Boards the previous week. These continued to offer assurances around quality. He requested that thought should be given to how to build student resilience and a paper prepared for this Committee.

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

SECTION E – CLOSING ITEMS:

22/14 Any other items of urgent business (Agenda item 14)

There were no other items of urgent business.

22/15 Date and time of next meeting (Agenda item 15)

Tuesday, 3rd May 2022 at 4.00pm.