

MOULTON COLLEGE

TEACHING, LEARNING AND ASSESSMENT COMMITTEE

Minutes of the meeting held on Tuesday, 11th October 2022 at 4.00pm,
IT Suite, Social Centre (2nd Floor)

Present: Mr A Thomson (in the Chair), Mrs C Harris, Mrs P Hawkesford,
Mr M Knibbs, Dr P Jones, Miss M McArdle and Mr D McVean

In attendance: Mr A Bailey, Mr B Billington, Mrs A Creasey, Mrs G M Hulley,
Mr T Mangan and Ms F Williams

SECTION A – ROUTINE AND STANDING ITEMS:

22/54 Apologies for absence (Agenda item 1)

Apologies for absence were received from Mrs S Ijewsky. Mr M Smith and Mrs S Smith also sent their apologies. Megan McArdle was welcomed to her first meeting.

22/55 Declarations of interest (Agenda item 2)

Mr A Thomson declared an interest in relation to his governance role at an institution that delivered BTEC Sport.

22/56 Minutes of the last meeting (Agenda item 3, Paper A)

The minutes of the meeting held on the 21st June 2022 had been circulated previously and were approved as a true and accurate record.

22/57 Actions from last meeting (Agenda item 4, Paper B)

Action 106: The new Governor dashboard would be available for the next meeting.

The three remaining actions were closed as they were either subject to a discussion at this meeting (Action 115) or reports would be presented at the next meeting (Actions 72 and 114).

SECTION B – PERFORMANCE 2021-22:

22/58 Data dashboard outturn (Agenda item 5)

The Vice Principal presented the latest enrolment numbers from the online dashboard. Student numbers for 16-18 had increased for the third year in a row. Withdrawals were being well-managed and currently below the national average. A proactive approach had been adopted by all Heads of School to ensure good levels of retention and student experience. A version of the new dashboard for governors would be available by the end of November 2022. Two improvements to the dashboard were suggested: the facility to present the information graphically so that governors could drill down into their preferred level of detail; and, the inclusion of course levels. Where outturn was concerned, retention was 92.1% and achievement 83.7% excluding English and maths. The Director of Quality and HE confirmed that for the purposes of monitoring quality, he used data sets that included or excluded English and maths were used. For the current academic year, due to the new Ofsted measurement, English and maths would be included when reporting on achievement.

Resolved: To note the report on outturn 2021-22.

SECTION C – QUALITY OF EDUCATION – INTENT:

22/59 Risk management and sector developments and changes in the external environment (Agenda item 6, Paper C)

The report confirmed that two of the nine strategic risks were reviewed by the TLA Committee. Both were currently scored above the target risk assessment score. Actions were in place to reduce the risk rating and progress was already being made against these. In addition, the paper was designed to promote a discussion about the external influences the College and FE/HE sector faced currently and over the next few years. This would ensure the College was appropriately aligned and equipped to navigate itself to exploit potential future opportunities. Following feedback from students, the Vice Principal outlined a number of areas that were under review to maximise the student experience. This included: further refinements to timetables; the opportunity for enrichment activities between lessons; and, improvements to progression.

The Chair of Committee sought assurances around actions being taken in relation to the two risks that were monitored by the Committee. Where Ofsted was concerned, this was being co-ordinated by: the Vice Principal who was soon to attend nominee training; and, the Director of TLA and Director of Quality and HE. Other internal systems and processes were fully embedded to maintain quality. The greatest challenge for the team was to ensure the CRM was up and running so that links with partners and employers could be held centrally. In response to a question about IT, the Committee was informed that this was the biggest risk for the College. Although the College remained a solid good in Ofsted terms, it would be very difficult in the longer term to achieve outstanding with the current IT systems. The Director of TLA had presented a very helpful report at a meeting of the Project Monitoring Board held earlier in the week. The report identified the immediate priorities and requirements for the next 5 to 10 years. An IT expert would soon be needed to validate the proposal and take responsibility for its implementation. The description of the risk needed to be reviewed as it currently did not address the impact on student experience and staff retention. (**Action 116** - Chief Operating Officer). The Committee agreed with the Chair's proposal to bring to the Corporation's attention that the quality of the student learning experience would be adversely affected without urgent investment in IT.

Resolved: To note the risk management and sector developments report.

22/60 Key Performance Indicators 2022-23 (Agenda item 7, Paper D)

The KPIs had been agreed with Heads of School with the ambition to drive up each area's performance specifically in relation to improving the student experience and quality of teaching, learning and assessment. The information shared in the report was the proposed overall College top level targets for the 2022-23 academic year. There had been no national data available to use in this exercise. Performance from the previous year (2021-22) and the impact of exam performance had been considered when setting KPIs. The Vice Principal confirmed that KPIs for Apprenticeships and HE would be added following further internal discussions (**Action 117** – VP). The complete set of KPIs would then be presented to the TLA Committee for a recommendation to be made to the Corporation for approval.

The Committee sought assurances about actions being taken to further improve attendance. Analysis of student feedback gathered at the start of term had helped to highlight a number of actions that could be taken very quickly. A student experience officer would be recruited who would have responsibility for developing enrichment activities and well as a wider remit for working with other teams. The Director of TLA highlighted the importance of student resilience. He was currently working with teams to develop approaches that could be used with students that could have a positive impact on attendance.

Resolved: To note the report on KPIs.

22/61 OTLA and Staff CPD (Agenda item 8, Paper E)

The report highlighted the intended plans to monitor and support the development of teaching staff; and, and key priorities. This included the learning walk process and the CPD focus in order to ensure the College continued its journey to excellence.

The Committee welcomed the comprehensive CPD support that was provided to staff. This was an area that the College was becoming increasingly distinctive. Every opportunity should be taken to promote this within recruitment packs. In response to a question about developing industry level skills, the Committee was informed that this was monitored closely as part of Priority 1: *Significantly increase, monitor and support the professional upskilling that staff undertake*. Tracking and monitoring systems were in place to record activity completed outside College. Information is captured as part of the staff professional development review process. Heads of School are challenged to maximise opportunities for their staff and maintain records. Although further work was required around impact, the necessary processes were now in place. The Committee requested whether the dashboard could be developed further to include a data set for professional upskilling to help governors to measure impact on what was happening.

Resolved: To receive the report on OTLA and Staff CPD.

22/62 Higher Education (Agenda item 9, Paper F)

The report provided a current position of HE student numbers as of 21st September 2022. The report also provided an update to previous TLA Committee papers on the current position of HE within the College. The Principal confirmed that she had spoken to Landex colleges who had confirmed they had seen no growth. Since the report had been written, Moulton had recruited more HE students. The Director of Quality and HE confirmed that his wider remit meant that any issues related to continuity between FE and HE were now resolved. Good progress was being made with the review of HE provision at the College. Information was still being gathered and a detailed HE plan would be presented in due course. The Vice Principal highlighted a number of early themes that had been identified: product and having the right HE offer; progression opportunities; and, exploring partnerships.

The Committee welcomed the report. The Vice Chair highlighted the importance of understanding some of the learning and teaching metrics, for example, key metrics published by the Office for Students this week. Achievement gaps with the different populations also needed to be reported on. Other information that needed to be presented to the Committee was data around the National Student Survey published in May 2022. Governors would then be in a position to analyse the data and raise any questions. The Committee received confirmation that these reports had been produced and would be presented to the Committee in November 2022.

The student governor outlined feedback she had gathered from other students in relation to work-experience. Some students found it difficult to arrange their own placements and whether there was any potential for the College to organise them. This would be another incentive to retain and/or attract students. The student governor spoke positively of her current experience on her course with smaller groups and more interaction with the lecturers. The Principal emphasised the importance of all courses being financially viable.

The team was thanked for the detailed report and highlighted the importance of taking into account student voice as part of the curriculum review. A suggestion to set

up separate task and finish groups for HE and learner voice that some governors could attend was welcomed. Consideration should also be given to external expertise to contribute to the process.

Resolved: To receive the HE report.

22/63 Apprenticeships (Agenda item 10, Paper G))

Significant work had taken place since August 2022 to ensure that the College was in a position to honour commitments made to employers to get apprenticeships up and running this academic year. The first group of apprentices started their programme on the 9th September and there was a significant amount of demand from both employers and potential apprentices. Much work remained to be done but based on conversations with stakeholders to date, the Executive Director Skills and Business Development was confident that the team would achieve its budgeted income profile. The College had a very good pipeline of employers and students.

In response to a question about Ofsted monitoring visits, Members highlighted the importance of apprentices understanding the end-point assessment process in terms of the course developing new skills, knowledge and behaviours and not simply having their existing knowledge accredited. Although certain it was happening, the team would be reminded of this (**Action 118** – EDSBD). The team confirmed that assurances were also provided from the curriculum review process which would pick up any themes from the apprenticeship programme.

Resolved: To note the report on Apprenticeships.

22/64 Policy: Student bursary, discretionary and advanced loans bursary funds (Agenda item 11, Paper H)

The policy was subject to scheduled renewal. The Chair confirmed that tracked changes should be used on all policies presented to a Committee. A minor change had been made to the financial support package to take into account the current financial environment and to make sure large families were not disadvantaged. In a wider discussion about the current economic climate, the Executive was asked to give a considered response to providing a free breakfast to all students (**Action 119** – Vice Principal/COO). The Committee was informed that the policy had been approved by the senior leadership team and was now subject to Corporation approval via a recommendation from this Committee.

Resolved: To recommend the Corporation to approve the student bursary, discretionary and advanced loans bursary funds policy.

22/65 Policies (Agenda item 12)

A selection of policies were subject to scheduled renewal. Each policy had been approved by the SLT and were now subject to Committee approval.

- a. **Attendance (Paper I.1):** Minor changes to names only. **Approved.**
- b. **Careers Information Advice and Guidance (Paper I.2):** The policy included additional elements specifically designed to meet the requirements of the Matrix Standard. This included an updated vision; scope of the statutory requirements; and purpose. Appendix 2 had been updated to reflect the calendar of activities in 2022-23. Recommended changes included: Page 3, 'challenge unrealistic expectations': change to: raise aspirations and identify ways in which they can be achieved. An updated copy to be sent to the Chair. **Approved.**
- c. **Curriculum Review (Paper I.3):** Minor amendments that reflected curriculum reviews now looked at full curriculum scope rather than in isolation. The new curriculum review template was attached as an appendix. **Approved.**

- d. **English and maths (Paper I.4):** Minor changes made in light of the College changes to functional skills and GCSE delivery. Recommended changes included: Paragraph 15, qualify the use of initial assessment as diagnostic assessments can also be used. **Approved.**
- e. **Malpractice and misadministration (Paper I.5):** No changes made. **Approved.**
- f. **Observation of teaching, learning and assessment (Paper I.6):** Minor changes made to include: the addition of 'coaching walks'; and, removal of old HE specific process to allow cross-College standards to be implemented. Recommended changes include the need to ensure the policy reflected the importance of professional upskilling as discussed earlier in the meeting. Industry requirements could be included in the table in Paragraph 16; and, add this to the coaching profile. An updated copy to be sent to the Chair. **Approved.**
- g. **Prevent (Paper I.7):** No significant changes made. **Approved.**
- h. **Safeguarding and Child Protection (Paper I.8):** Changes to Safeguarding Governor; removal of some names from the policy; and, addition of content relating to child-on-child abuse. **Approved.**
- i. **Stakeholder feedback (Paper I.9):** Minor changes in relation to the inclusion of Apprenticeships and exclude FE Choices survey. The appendix had been updated to include a schedule for 2022-23. The Committee queried what progress had been made with setting up a students' union and any potential to elect a student President/Vice President. Members were informed that with the recruitment of the student experience officer, this would be an ideal opportunity to start the process during this academic year. **Approved.**
- j. **Student transfer (Paper I.10):** No changes made. **Approved.**
- k. **Transgender (Paper I.11):** No changes made. Rationale for re-approval was to maintain approval status whilst a new, broader policy was produced which would supersede this and the disability policy. **Approved.**

SECTION D – QUALITY OF EDUCATION – IMPACT:

22/66 Link Governor Scheme feedback (Agenda item 13)

Pauline Hawkesford presented a detailed report based on her visit to the College on the 29th September where she attended: an English and mathematics PMB; met with 11 students from levels 1 and 2; and, a SAR validation for each of the Schools.

- a. **PMB:** A very thorough discussion of progress in English and maths. Two highlights included: better attendance for exams, and plans to improve this further; and, both high grades and passes above grade 1 had risen.
- b. **Meeting with 11 students:** Areas represented were Construction, Business, Sport and Animal. A very useful meeting with disarmingly honest students with the caveat that these were all student perceptions and not triangulated with the views of staff and managers. Two highlights included: some learners praised the good help they were getting with maths with methods being clearly explained rather than them just being expected to know; and, Carpentry students reported on the usefulness of their work experience, during which they felt they had learnt a lot by being involved with large scale projects. Two areas for improvement included: more stretch and challenge in some lessons; and, ensuring prospective students received information at enrolment about the proportion of practical and theoretical sessions that can be expected. Actions had already been taken by the Executive to address the points raised.
- c. **SAR validation:** A very useful initial discussion between all of the Heads about how they constructed their SARs. All SARs were challenged thoroughly and sensibly by the senior staff present. Grades were altered to match the evidence. The template for completing the SARs appeared to be working well and creating judgement-rich and well supported findings.

22/67 Student Governor feedback (Agenda item 14)

Feedback from the student governor was recorded in Minute 22/62.

SECTION E – ANNUAL REPORTS 2021-22

22/68 Safeguarding and Prevent (Agenda item 15, Paper J)

The report included an annual review of safeguarding activity for 2021-22 to provide the Corporation with the necessary assurances in line with their responsibilities. The report also included a three-year trend comparison and an outline of development plans for 2022-23. There had been an 85% increase in concerns raised compared to the previous period. Mental health related concerns continued to be the biggest reason for concern with a 36% increase in these types of concern compared to the previous year. The extensive work of raising awareness of and responding to incidents of peer-on-peer abuse had continued to the 60% increase in concerns of this nature. The safeguarding team were increasingly aware of individual safeguarding needs and risks early in the student journey. This, together with the proposed relocation to the heart of the campus would allow for increasingly proactive support and risk management. The College was fully compliant with the statutory requirements set out in the 2022 Keeping Children Safe in Education in Guidance.

Resolved: To recommend the Safeguarding and Prevent annual report to the Corporation.

22/69 Compliments, complaints and suggestions (Agenda item 16, Paper K)

The annual report offered a brief overview of the compliments, complaints and suggestions formally recorded by the College during 2021-22. Overall, there were 125 formal interactions with the College which was seven more than recorded last year. Of these, there were 4 suggestions; 20 compliments; and, 101 complaints. In terms of the latter, 30 were upheld compared to 33 last year. There were 13 appeals made against complaint responses; none of which were upheld.

Resolved: To recommend the compliments, complaints and suggestions annual report to the Corporation.

SECTION F – CLOSING ITEMS

22/70 Any other items of urgent business (Agenda item 17)

The Chair encouraged all governors to look at the news pages on the College's website. They would find interesting articles, for example, students achieving world skills selection; and, a tutor who won the NAPCE Pastoral Member of Staff of the Year.

22/71 Date and time of next meeting (Agenda item 18)

Tuesday, 29th November 2022 at 4.00pm in the IT Suite.

Meeting closed at 6.00pm.