

MOULTON COLLEGE

TEACHING, LEARNING AND ASSESSMENT COMMITTEE

Minutes of the meeting held on Tuesday, 21st June 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 and Mr D McVean (via Teams)

In attendance: Mr D Aldridge, Mr B Billington, Mrs A Creasey, Mrs G M Hulley,
Mr T Mangan, Mrs S Smith and Ms F Williams

SECTION A – ROUTINE AND STANDING ITEMS:

22/41 Apologies for absence (Agenda item 1)

Apologies for absence were received from Mr B Hansford, Mrs S Ijewsky and Dr P Jones.

22/42 Declarations of interest (Agenda item 2)

There were no declarations of interest.

22/43 Minutes of the last meeting (Agenda item 3, Paper A)

The minutes of the meeting held on the 17th May 2022 had been circulated previously and were approved as a true and accurate record.

22/44 Actions from last meeting (Agenda item 4, Paper B)

Action 112 – The EDHR confirmed the changes that were being made to the management programme would be in line with the recommendations from the last meeting.

All other actions were either progressing in line with agreed timelines (Actions 72 and 106) or the Committee agreed to close them as reports had been prepared and subject to discussion in a separate agenda item (Actions 113).

SECTION B – QUALITY OF EDUCATION – INTENT:

22/45 Apprenticeships (Agenda item 5)

The Vice Principal Curriculum and Quality (VPC&Q) provided a detailed update of the good progress that had been made to date with recruitment to various positions. These were instrumental to ensure a high quality Apprenticeship offer. Priority was being given to ensure the College was fully prepared for September 2022. In terms of other preparations: visits to other high performing providers had been completed; quality assurance processes were robust; assessor training was planned; and, systems and procedures were in place. One risk was identified in terms of a member of the team who had been promoted to another role in the sector but the Committee was assured by the actions taken to date in relation to a very thorough handover. Where re-joining RoATP was concerned, a decision was expected by the middle of July. A number of actions which had already been taken were outlined in relation to end-point assessments.

Resolved: To note the report on Apprenticeships.

22/46 Higher Education (Agenda item 6)

a. Plan: Summary (Paper C.1)

The report was a summary of a wider piece of work that focussed on the HE provision at Moulton College. It offered six key points to be focussed on to ensure robust development was made to recruit and sustain student numbers and offer a high quality learning experience over the next five years. This summary document linked to a 'HE Guide' which was a working document for the HE Lead to monitor and manage. This 'Guide' offered clarity in the day to day working overview of the provision and would be a useful hand-over document when required.

The Committee sought clarification of a number of points from within the report. Where scholarly research was concerned, HE lecturers would receive 2 hours per week for 30 weeks for scholarly activity and research. This was in conjunction with the University of Northampton. Staff would be asked to write papers on their respective research and these would be published as well as shared with the wider College so that all staff would benefit. In order to further improve student progression, some HE teachers would teach FE students. Such cross-pollination in delivery would support student familiarity. Support for staff would be available as required. An example of effective practice in terms of governance was shared which involved having a specific committee to scrutinise proposals. As the Plan evolves over time, the Committee would like to see how higher level apprenticeships complemented the HE offer. An important question for the team was a wider consideration about employers. How would the team promote the HE offer to employers; what would be the benefits to those employers; and, why would an individual choose Moulton for their HE course over and above another institution (Action 114 – Director of Quality and HE).

In terms of next steps, the Director of Quality and HE confirmed that once the full HE Guide was finalised, it would be uploaded to the Governance area in Teams. In a final discussion point about how the College offer could be made more distinctive, Members were informed of further work that was being completed around widening participation. The Access and Participation Plan 2023-24 would be completed at the end of July 2022. For the next meeting, Members would be informed of how the College intended to widen participation in terms of a flexible offer in the HE provision; through diversity; and, maximising opportunities (Action 115 – Director of Quality and HE).

b. Office for Students (OfS) Compliance (Paper C.2)

The report confirmed that the College was currently compliant with the OfS and was under no known sanctions. The College responded to all queries and ensured that appropriate documentation was provided without delay. The *Director of Quality and Higher Education* coordinated any responses against the known deadline. The report included an update on the new Teaching Excellence Framework (TEF) which was thought to be live by 2023 with TEF outcomes available in time to inform prospective students for the 2024-25 recruitment cycle. Finally, the report included a piece about the College's current Access and Participation Plan 2021-25, and the upcoming developments on variations required by OfS. The Director of Quality and HE was thanked for the detailed report that provided the necessary level of assurance.

Resolved: To receive the reports on Higher Education.

22/47 Teaching, Learning and Assessment (Agenda item 7, Paper D)

The report provided assurance to governors that the TLA team was committed to further raising the level and quality of the student learning experience; teaching qualifications; and, developing a clear plan to take the College to the next level in

teaching practice. The aim was to become a regional lead for CPD and offer out CPD to the sector with the intention of showcasing best practice and attracting high quality staff to the College. The focus of the plan was on the student experience and all resources and CPD were aimed at improving their daily experience and upskilling staff appropriately.

The Committee was unanimous in its view that the report set out a clear vision of how the Director of Teaching, Learning and Assessment intended to take the College towards excellence. A very ambitious report. The aspiration was for all teaching staff to have the opportunity to upskill their teaching qualifications to a minimum level 4 and co-ordinators PGCE/Cert Ed. Alternative routes for non-teaching staff were also available. These could provide progression pathways into teaching. This was very much about improving professional competence and inspiring staff to improve. Cert Ed numbers would be capped annually by prior agreement. Costs were minimal.

The Committee emphasised the importance of managing expectations. It was important for the Corporation to have sight of this report. This would emphasise a commitment to a higher skilled workforce. The approach was not just about training but a recruitment tool that would further support retention and higher quality staff. The Principal confirmed that in time, the College would want to deliver these courses. The expertise to do this already existed in the team and therefore this longer-term ambition was achievable.

Resolved: To recommend the report on Teaching, Learning and Assessment to the Corporation for approval.

SECTION C – QUALITY OF EDUCATION – IMPLEMENTATION:

22/48 Safeguarding and Prevent (Agenda item 8)

a. College update (Paper E)

The 2022 Keeping Children Safe in Education Statutory Guidance for Schools and Colleges was released in May 2022 and would come into force on the 1st September 2022. Many of the changes were minor amendments although the expansion of part 5 which now incorporated the previous non-statutory guidance Sexual Violence and Sexual Harassment in Schools and Colleges was a major change. The accompanying 14-point action plan would ensure that the new requirements of this release were complied with. Three points were highlighted. Adequate training for governors including at induction was emphasised. It was agreed this was a strength of governance and would continue to be monitored. There was a need to review monitoring and filtering systems which would be completed by August 2022. The Committee was informed of a decision needed in relation to terminology: peer to peer vs child to child. In view of feedback from the wide sector; and, the College's cohort, it was agreed to use peer to peer. This would be reflected in the Safeguarding policy.

In view of the current cost of living crisis, the Committee sought assurances around actions being taken by the team. The Student Support Manager confirmed that this was a home issue which was likely to continue alongside mental health and wellbeing. The pastoral team was now at full capacity. One of the priorities for next academic year would be for the team to be more visible across all campuses.

Resolved: To receive the report on Safeguarding.

SECTION D – QUALITY OF EDUCATION – IMPACT:

22/49 Predicted Achievement Rates (Agenda item 9, Paper F)

As of mid-June 2022, the College's predicted achievement for FE, was identified to be **81.6% including** maths and English (**84.6%, excluding** English and Maths). This would be a decrease of 1.4% compared to the 83% actual achievement rate last year. A decline of just 1.4% 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 predicted achievement of 84.6% (Excluding) would also provide 0.4% below expected target for 'excluding' English and maths. Caution was advised, however, as this outcome was subject to examinations taking place this year, with anxious students and a lack of exam preparation in previous years. The Principal confirmed that the results were very positive and demonstrated how close the College had been with its teacher assessed and centre assessed grades last year.

The Committee requested feedback on value added and was informed that this was looking reasonably strong but it was not possible to compare nationally. A wider discussion was held around those learners completing level 2 and the extent to which any correlation had been found between attendance and observation of teaching grades and results. This was a complex area with many competing factors, for example: differences between groups; and, a shift in exam based teaching when a lot of students moved over to RQF. The Director of Curriculum drew Members' attention to achievement by children in care (CIC) where retention was recognised as low. Action had already been taken to address this and a response team through the Quality and Student Support and Welfare teams had been formed. This would ensure CIC students were reviewed, appropriately supported and monitored. HE achievement had significantly improved from last year.

Resolved: To note the report on Predicted Achievement Rates.

22/50 Quality Improvement Plan (Agenda item 10, Paper G)

The current QIP was last reviewed in June 2022. To date, it had 43 areas for improvement identified of which 37 (88.4%) had been completed. Five actions (11.6%) remained active and were awaiting a July review for final progress outcomes. Currently, seven actions were 'closed with further actions' to carry over to next academic year for further development. This was due to a number of reasons, partly down to Covid-19, and/or delay in resources to resolve specific actions.

In response to a question about learning points from the process, the Director of Quality and HE confirmed how well the wider team had worked together to resolve and to make further improvements to the QIP. The Committee agreed the report was far more succinct and they all found it to be very helpful for monitoring purposes. The Principal confirmed that a small number of actions would be carried forward into the next academic year but this was due to timing following an external review. In terms of looking forward to the following year, the Director of Quality and HE confirmed that course leads had recently completed their self-assessment reports (SARs). These would soon be moderated by Heads of School. A validation panel would meet in November with governor attendance; and, approval by the Corporation in December 2022.

Resolved: To receive the report on the Quality Improvement Plan 2020-21.

Mr D McVean left the meeting. The meeting was no longer quorate.

22/51 Staff CPD 2021-22 (Agenda item 11, Paper H)

Year to date, the College had invested £36.6k in external staff development activities and qualifications. There had been 464 activities recorded as CPD in the same

period. A key focus of the activity continues was around: teaching qualifications; health and safety; compliance; safeguarding; and, wellbeing/mental health. Additional key themes that were focussed on this year were behaviour management; and, equality, diversity and inclusion. The EDHR outlined changes that had been made to promote the performance development review (PDR) cycle with the introduction of a limiting grade for an individual and line manager if mandatory training remained outstanding by the end of August 2022.

The Chair recommended that future reports should explain to governors what further investment was required for staff; how this should be invested; and, an associated timeline. Further clarity was sought around how managers were currently planning CPD for their staff. Learning walks were a very useful way of identifying priorities and in some instances, may require an immediate response to coach an individual. Every manager received an overview of their area which would help to inform the PDR rating. Heads of School were very proactive in asking for this information for their teams.

Resolved: To recommend the approach to CPD and PDRs to the Corporation.

SECTION E – GOVERNANCE AND COMPLIANCE:

22/52 Governance 2022-23 (Agenda item 12, Paper I)

The report confirmed proposed meeting dates for 2022-23; a review of the Committee's terms of reference; and, the agreed Link Governor Scheme. A change was requested for the proposed date of the 2nd May 2023. The risks to be managed on behalf of the Committee were to be checked against the overall risk register for accuracy. Members agreed the Link Governor Scheme was comprehensive. Governor allocations would be agreed at the next Search and Governance Committee in July 2022. The Clerk agreed to circulate the report to all members of the Committee in order to gather any feedback prior to presentation to the Corporation in July 2022.

Resolved: To receive the report on Governance 2022-23.

SECTION F – CLOSING ITEMS:

22/53 Any other items of urgent business (Agenda item 13)

There was no other business.

22/40 Date and time of next meeting (Agenda item 14)

Tuesday, 11th October 2022 at 5.00 pm at Moulton College.

Meeting closed at 5.35 pm.