

## MOULTON COLLEGE

### TEACHING, LEARNING AND ASSESSMENT COMMITTEE

#### Minutes of the meeting held on Tuesday, 30<sup>th</sup> November 2021 via Teams

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

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

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

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- 21/68 Apologies for absence (Agenda item 1)**  
Apologies for absence were received from Mr A Thomson and Miss S Harlow.
- 21/69 Declarations of interest (Agenda item 2)**  
There were no declarations of interest.
- 21/70 Minutes of last meeting (Agenda item 3, Paper A)**  
The minutes of the last meeting held on the 12<sup>th</sup> October 2021 had been circulated previously and were accepted as a true and accurate record.
- 21/71 Actions outstanding from last meeting (Agenda item 4, Paper B)**  
The Committee agreed that actions 91 and 100 could be combined into one and agreed a new deadline of February 2022. The remaining actions were either subject to discussion at the meeting or were not yet due.

#### SECTION B – INSPECTION:

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- 21/72 Ofsted: Draft report (Agenda item 5, Paper P)**  
The report confirmed that the College had been awarded Good in all areas with the exception of High Needs which was awarded Requires Improvement. The report identified three areas for development: leaders should improve the quality of education for learners on supported learning courses; leaders should ensure that all learners attend lessons at high rates; and, leaders should improve the pass rates for learners that take mathematics qualifications. Actions had already been taken to start to address the points raised including a post-Ofsted action plan for High Needs. The Committee would continue to monitor progress.

The Committee welcomed the report and congratulated the Principal and her team for such a positive outcome. A 1-page summary of those areas that governors needed to monitor was requested. This could be used by governors to guide discussions during Committee meetings or to provide context for link governor visits (**Action 101** – VPC&Q). Members agreed this was a very exciting time for Moulton. It would be important to maintain the current momentum and ambition to achieve excellence.

**Resolved:** To note the Ofsted report.

- 21/73 Risk management (Agenda item 6, Paper N)**  
The risk profile had improved during 2021 with the risk related to the quality of teaching and learning now reduced following the outcome of the Ofsted inspection in November 2021. This risk would remain as amber in view of

expected inspections of residential and HE. Once the delivery of Apprenticeships started, this could also trigger an inspection.

**Resolved:** To receive the report on risk management.

**21/74**

**High Needs Position Statement (Agenda item 7, Paper J)**

The report included a summary of actions that were required following the recent Ofsted inspection. This included a focus on: assessment of learners' work; robustness of tracking and monitoring; specialist SEND qualifications and upskilling of staff; qualifications review; and, use of learning walks to ensure independence of learners was being supported. The College quality improvement plan had also been updated to include these actions.

The Link Governor for High Needs confirmed that he had visits arranged for this area which would include learning walks. This would be an opportunity to monitor progress of the proposed actions and report to the Committee at future meetings. This area would remain on the priority list.

**Resolved:** To receive the High Needs Position Statement.

**SECTION C – ANNUAL REPORTS:**

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**21/75**

**Self-assessment report 2020-21 and Quality Improvement Plan 2021-22 (Agenda item 8, Paper C)**

The self-assessment report (SAR) 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 2020-21 and this had been endorsed by the recent Ofsted inspection. The Quality Improvement Plan (QIP) had since been updated to reflect the findings in the Ofsted report and this version would be circulated to the Committee (**Action 102** – Clerk).

The Committee welcomed the new layout and structure as it was now much clearer for Governors to monitor. Clarification was sought around milestones and the Director of Quality confirmed the first was at the beginning of January 2022. An update would be shared at the next Committee meeting. To support the monitoring process, SMART targets would be required and RAG ratings applied (**Action 103** – Director of Quality).

**Resolved:** To recommend the SAR 2020-21 and QIP 2021-22 to the Corporation for approval.

**21/76**

**Self-assessment report 2020-21 and Quality Improvement Plan 2021-22: Residential (Agenda item 9, Paper D)**

The SAR and QIP focused on the strengths and areas for improvement within the department and had been produced in collaboration through wider College involvement. Top strengths identified were: robust safeguarding arrangements and culture; a dedicated and experienced warden team; excellent student voice; excellent outcomes for residential students; and, comprehensive application and induction arrangements. Dan Noone, the Residential Co-ordinator was commended as author of the report and his commitment to ensuring that residential students received the best possible experience at the College.

In response to a question about higher rate of outcomes, the Committee was informed that this was very much due to the wraparound support for students. This included a dedicated warden team who were very responsive and the pastoral experience. The team was invited to consider gathering feedback directly from students about how the College can further improve.

**Resolved:** To recommend the Residential SAR 2020-21 and QIP 2021-22 to the Corporation for approval.

21/77

**Equality, diversity and inclusion annual report (Agenda item 10, Paper E)**

The report provided an overview of the College's position in 2020-21 for identified protected and vulnerable groups. The report was presented in 4 parts: summary of overall approach and statutory obligations; key achievements and activities; student equality data; and, staff equality data. The Committee was informed that this priority area would continue to develop. A bid to work in collaboration with another partner organisation to develop an EDI toolkit and strategy on a page had been successful. Governors and leaders from both organisations would be involved.

The Committee welcomed the report and queried whether future versions could be shorter. Section 2 should also include a focus on gender, race and disability. A query was raised about plans for transgender training for staff and the Committee was informed that this would be delivered this academic year. An external professional had been sourced. In response to a question about monitoring of the EDI action plan, it was confirmed that this would be completed by the College's EDI Committee.

**Resolved:** To recommend the EDI annual report 2020-21 to the Corporation for approval.

21/78

**Stakeholder voice (Agenda item 11, Paper F)**

A comprehensive report that provided an overview of stakeholder voice events in 2020-21. The Quality team managed a centralised action plan for stakeholder voice and worked with Schools and Departments to ensure that these remained timely and had clear impact on resolution. The report included results from the national student survey (NSS). The Dean of HE highlighted a number of key strengths including: teaching and learning; and, participation rates. The response rate had improved compared to the previous year. Plans for this year's NSS survey to ensure high participation rates were outlined. A priority for this academic year would be integration with the National Union of Students.

**Resolved:** To recommend the Stakeholder Voice Annual Report to the Corporation for approval.

21/79

**Governance self-assessment report 2020-21 and Improvement Plan 2021-22 (Agenda item 12, Paper G)**

A governance SAR was produced on an annual basis with any actions captured in an Improvement Plan which would be monitored by the Search and Governance Committee. The evaluation framework to inform the self-assessment process was aligned to the AoC Code of Good Governance. The process provided qualitative and quantitative evidence in support of the Clerk to the Corporation's annual review of evidence to support the 'must' statements from the Code. Actions from the Governance Review (Education

and Training Foundation, April 2021) had been incorporated into the Improvement Plan. College staff had been invited to provide feedback and 60+ responses were received. The staff governor reported that any opportunities for governors to meet with staff would be welcomed in order to support effective communication.

**Resolved:** To recommend the Governance SAR 2020-21 and Improvement Plan 2021-22 to the Corporation for approval.

21/80

**Careers, Education, Information, Advice and Guidance (CEIAG) annual report (Agenda item 13, Paper H)**

The report confirmed that Gatsby benchmarks continued to improve. There were increases in 5 out of 8; and, 3 remained stable but with significant improvements. Overall, the score had risen by 16% from April 2021. The report highlighted a number of key achievements including: positive feedback from Ofsted in relation to the careers service; 376 career 1:1 interventions; 70 career SEND interventions; 579 students attended a careers fair; matrix standard commenced; and, all employability activities recorded and tracked on Pro Monitor. The Link Governor had provided excellent guidance and support at the start of term and this visit had proved helpful in terms of preparations for Ofsted.

In response to a question about cost implications, the Director of Student Services confirmed that existing staffing and resources had been reconfigured at zero cost. As numbers continued to grow, staffing and resources would need to keep track with recruitment. Where progress with achieving the matrix standard was concerned, a range of actions were outlined to give the Committee assurance that this would be achieved by the end of the academic year.

**Resolved:** To recommend the CEIAG annual report to the Corporation for approval.

**SECTION D – QUALITY OF EDUCATION – INTENT:**

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21/81

**Sector developments and changes in the external environment (Agenda item 14)**

The Committee received a brief update on some of the key messages from the AoC conference including:

- Removal of the exit requirement in relation to GCSE grade 4 in English and maths (or level 2 functional skills) for all T Level students.
- Level 3 qualification reform timetable to be delayed by one year.
- A 3-year inspection cycle from September 2022 to July 2025 involving the full inspection of every college and school regardless of their previous grade.

**Resolved:** To note the report on sector developments.

**SECTION E – QUALITY OF EDUCATION – IMPLEMENTATION:**

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21/82

**Safeguarding and Prevent (Agenda item 15)**

**a. College update (Paper I)**

The report outlined a review of safeguarding activity since the start of term. The College had seen an increase in concerns raised during this period and in comparison to the same time last year. Student feedback confirmed that the safeguarding arrangements in the College had had a positive impact on

students to enable them to feel safe and supported at College. The report responded to a specific question from the Committee previously around the need to focus on outcomes for the most vulnerable young people. A request had been made for data in relation to progress, retention and attendance. This data had now been exported and the report confirmed that the College supported safeguarded learners well to enable them to remain at College but further improvements were required to enable them to achieve at an equivalent rate to their peers. This would continue to be monitored.

The Governor Champion welcomed the report, in particular: the focus on student data; the update on Prevent and CPD take-up; and, the importance of close monitoring of performance at performance monitoring boards (PMBs).

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

21/83

**Position statement: Curriculum Plan (Agenda item 16, Paper K)**

The report outlined the timeline for the proposed curriculum planning process which had been launched on the 15<sup>th</sup> November 2021. The process would ensure a full and thorough: review of the College's current offer; analysis of application trends; consultation with local/regional employers; response to learner need and labour market intelligence; effective financial control and business planning; and, a broad and responsive curriculum offer in 2022-23. Final approval by the Corporation by the Corporation would be in March 2022. The Teaching, Learning and Assessment Committee and Finance and Resources Committee would review draft versions at meetings on the 8<sup>th</sup> February 2022 and 24<sup>th</sup> January 2022 respectively (**Action 104** – Director of Curriculum).

**Resolved:** To receive the position statement: Curriculum Plan.

David McVean arrived

**SECTION F – QUALITY OF EDUCATION – IMPACT:**

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21/84

**Key Performance Indicators 2021-22 and Performance Monitoring Boards (Agenda item 17, Paper L)**

The report provided a comprehensive summary of College performance since the start of the academic year. PMBs continued to meet on a monthly basis. The Committee requested that progress with KPIs should be presented from the data dashboard at future meetings. The Director of Curriculum confirmed that the team continued to be ambitious towards achieving excellence. In response to a question about the use of technology to reduce any gap in learning caused by the lockdown, a robust plan was in place to respond to Covid. Confirmation had been received of a further allocation of 44 laptops. Any disadvantaged student would have access to a laptop if there was a need to study at home.

**Resolved:** To receive the report on Key Performance Indicators and Performance Monitoring Boards.

21/85

**Student voice: Term 1 (Agenda item 18, Paper M)**

The report provided an overview of the first impressions survey completed in September 2021 and the HE induction survey. The results of the surveys confirmed an increase in results from the first impressions survey compared to last year in every area with the exception of one question. The Director of Quality explained that considerable time had been spent on reflecting and

reviewing how students were questioned. Where the question 'do you feel safe' was concerned, the student would be prompted with a follow up 'why' question. This provided a much richer evidence base for analysis. Completion rates had improved due to the effective pastoral support that was in place. The Director of Quality outlined the ways in which student feedback was gathered throughout the year via focus groups, cross-College services, etc. The Committee highlighted the need to explore every opportunity to gather feedback from any group where feedback was insufficient. A request was also made for specific feedback from High Needs students as this wasn't included in the report (**Action 105** – Director of Student and Learning Support). Future updates on stakeholder voice needed to be presented on a dashboard (**Action 106** – Director of Quality).

**Resolved:** To receive the Student Voice report.

21/86

**Link Governor Scheme (Agenda item 19)**

Since the last meeting, Pauline Hawkesford had completed her visits for Quality and English and maths. Feedback had been shared earlier in the meeting. A written report would be uploaded to Teams. All link governors had been invited to attend PMBs and complete their School visits.

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

**SECTION G – POLICIES:**

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21/87

**Equality, Diversity and Inclusion (Agenda item 20, Paper O)**

The policy aimed to promote diversity and ensure equality of opportunity for all stakeholders in their dealings with Moulton College. This would be achieved by providing a learning and working environment which valued individuals equally without disadvantaging individuals by discriminating on any grounds. This included: age; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief; sex (gender); and, sexual orientation.

Clarification was sought about the section on responsibilities of various individuals and groups in terms of implementation. How would the individuals and groups be made aware of these responsibilities and what measures would be taken around accountability (**Action 107** – Director of Student and Learning Support). The Committee raised a concern that the policy needed further development around the Corporation (**Action 108** – Director of Student and Learning Support)

**Resolved:** To recommend the Equality, Diversity and Inclusion policy to the Corporation for approval.

**SECTION H – CLOSING ITEMS:**

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21/88

**Any other items of urgent business (Agenda item 21)**

There were no other items of business.

21/89

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

Tuesday, 8<sup>th</sup> February 2022 at 4.00 pm.