

## MOULTON COLLEGE

### TEACHING, LEARNING AND ASSESSMENT COMMITTEE

#### Minutes of the meeting held on Tuesday, 10<sup>th</sup> March 2020

**Present:** Mr A Thomson (in the Chair), Miss S O'Connor, Mr B Hansford, Mrs C Harris, Dr Peter Jones and Mr D McVean

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

**01/20 Apologies for absence (Agenda item 1)**

Apologies were received from Mr A Eastland, Mrs P Hawkesford, Mrs S Ijewsky, Mrs A Shelton Mayes and Miss L Watson.

**02/20 Declarations of interest (Agenda item 2)**

There were no declarations of interest.

**03/20 Minutes of last meeting (Agenda item 3, Paper A)**

The minutes of the last meeting had been circulated previously and were accepted as a true and accurate record.

**04/20 Actions outstanding from the last meeting (Agenda item 4, Paper B)  
Action 45, Matters arising – Staff CPD**

Although a report was planned for June 2020, the Director of HR would be asked to produce an interim report that could be circulated to the Committee within the next 3 weeks. (Open)

**Action 56, Safeguarding**

A reminder should be sent to any governor who had not confirmed that they had read KCSIE (Keeping Children Safe in Education), Part 1 as they had a legal duty to do this. (Open)

All other actions were either on the agenda for discussion later in the meeting or progressing in line with an agreed timeline.

**05/20 Risk Register (Agenda item 5, Paper C)**

The risk register had been updated following feedback from the Finance and Resources Committee who had requested that it should include the top 10 risks for the College ranked in order of importance. The Committee was informed that its biggest risk was expenditure on agency staff. Two risks that were rated as amber featured in the top 10. This reflected the situation as at March 2020. Although the probability had been rated medium due to the actions taken by management, the risk assessment remained very high. Due to the type of risk, SLT agreed that both should feature in the top 10.

Recommendations for further improvement included (**Action 57 – CFO**):

- Securing financial viability was the responsibility of all Committees albeit the emphasis would be slightly different. 'Resourcing implications' should be added to the cover sheet.
- Agency staff should be added to the risk register in the context of numbers, cost and level of risk.

**Resolved:** To receive the Risk Register.

**06/20**

**Data Dashboard (Agenda item 6, Paper D)**

The Committee received a live demonstration of the latest performance data held on the dashboard. This enabled governors to closely scrutinise current levels of attendance, retention and achievement in each of the school areas. An update on student progress against their target grade (based on their GCSE results) and their aspirational target were outlined. Student participation in two types of tutorials ensured that their awareness of the targets was maintained and progress against benchmarks was monitored. English and maths was subject to further challenge in terms of whether some figures were over-optimistic; understanding the data and being clear between target grade and aspirational target; and, the need for a confidence scale to inform judgements for each School. The Committee acknowledged that whilst English and maths was improving there was still a need for further rapid improvements. Details of changes to staffing, internal structures and quality of teaching were outlined to provide additional levels of assurance moving forward. It was agreed that a 2-page position paper on English and maths should be prepared for governors including a paragraph explaining how the College was trying to maximise achievement (**Action 58** – VPC&Q).

**Resolved:** To receive the update from the Data Dashboard.

**06/20**

**Retention (Agenda item 7, Paper E)**

The report covered retention and attendance data for further education and higher education from the 1<sup>st</sup> August 2019. Comparisons against data from last year, national rates and targets together with a review of progress against any active actions were included. From a quality perspective, the data showed that there was a clear improvement in expectations in retention and attendance for 2019-20 versus 2018-19 outcomes. Retention was 8% higher than target at present. There remained a lower than expected level of attendance and a significant gap between main provision and Maths and English attendance. The Committee welcomed the report and requested that when reporting on cohort size in future reports, actual numbers and percentages should be used.

**Resolved:** To receive the report on Retention.

**07/20**

**Predicted Achievement (Agenda item 8, Paper F)**

The report provided an overview of the latest predicted achievement for main qualifications, GCSEs, Functional Skills and Higher Education within the College. The report confirmed that there was a clear improvement in predicted achievements for the current year compared to 2018-19 outcomes. However, this was currently at or just below National Rate in the majority of cases. The Committee agreed that the changes to infrastructure and new systems had been instrumental in ensuring the declining trend was prevented. Members welcomed the focus that was now required to improve against National Rate dataset.

In a wider discussion around equality and diversity and protected characteristics, the Committee recommended that the report should include an extra level of granularity to include a number of core groups. This would help members' understanding of any groups that were below the average together and agree any targeted actions. This should be reported by exception. In a discussion around any potential barriers for students, members were informed of a detailed action plan that the EDI Committee had produced. A number of actions had been identified and the plan would be presented to the next Committee meeting (**Action 59** – AD Student Support).

**Resolved:** To receive the report on Retention.

**07/21**

**Quality Improvement Plan (Agenda item 9, Paper G)**

The report detailed a number of actions of which 77% were now green and the rest amber. No actions were 'red' meaning all were in progress or completed. Evidence of impact was documented throughout. The QIP was uploaded to the central system so that staff had full access to it and governors could review progress between meetings. The Quality team outlined the actions that would be taken in terms of taking the content of this document and the way in which it would be used as part of the self-assessment process for 2019-20. The self-assessment process would confirm the progress that the College was making. Clarification was sought about a number of individual actions. The Committee was keen to have assurances around the current staffing infrastructure to support ongoing improvements and ensure the upskilling of staff.

**Resolved:** To receive the Quality Improvement Plan.

**07/22**

**Teaching, Learning and Assessment (TLA) inc Observations (Agenda item 10, Paper H)**

The report provided the Committee with assurances around the quality of TLA. Specifically, that it was being developed and monitored closely to ensure that the College was making the required improvements and that processes were in place to achieve this. The quality of TLA was being monitored through formal observations and learning walks. It was being improved through coaching and CPD using a JPD model. Where observations were concerned, this was about monitoring performance and also measuring impact from CPD. Based on scrutiny of the outcome from observations completed since the start of the term, the Committee observed that the observation profile was very positive. The Committee also welcomed the actions that had been taken to date with under-performance. The observation profile for HE was also outlined.

Clarification was sought around the observations for staff on probation. This included those members of staff receiving support from their line manager and coaches throughout the probationary period. The Committee also questioned whether the Maths Centre of Excellence was having an impact. The Director of TLA explained that support had been quite extensive to include consultancy support and further positive benefits from being part of that network. The Committee welcomed the report but requested an additional piece of work to be completed around the amount of investment in CPD in terms of costs associated with staff time and resources. This would help to quantify what had happened to date and inform a wider discussion around further actions that were still required (**Action 60** – Director of TLA).

**Resolved:** To receive the report on Teaching, Learning and Assessment.

07/23

### **Safeguarding (Agenda item 10)**

- a. College report**
- b. Action Plan: Residential**
- c. Action plan: Safeguarding**
- d. Action plan: Prevent**

The report provided an update to the Committee on Safeguarding concerns raised to date for the 2019-20 academic year with comparisons for the same period last year. Progress reports were also included on Residential, Safeguarding and Prevent action plans.

The Committee welcomed the report as this provided a level of detail to ensure everyone had a shared understanding of each area. As the Governor champion attended College meetings in relation to these priority areas and reported regularly, the Committee agreed that future reports should be shorter in length. In future reports, greater emphasis should be placed on actions that needed to be taken, any areas of concern, reductions in the number of individuals with safeguarding issues and the impact on their learning from the support received. The Chair emphasised the need for the Committee to also be conscious of the financial impact of what was being provided. The Principal outlined a number of processes and procedures that would be reviewed by an external consultant.

Where the specific action plans were concerned (**Action 61** – Learner Welfare Manager):

- a. Residential: Particularly good progress was being made with this action plan which had resulted from a recent peer review by Landex. The Committee challenged a number of actions which remained outstanding and sought assurances that these would be dealt with in the very near future.
- b. Safeguarding: The Committee recommended that the action plan should be reviewed to ensure that dates were included with all actions.
- c. Prevent: This action plan was due to be sent to the regional HE co-ordinator for an audit. An update would be provided at the next TLA Committee meeting.

### **e. Governor champion**

The Governor champion confirmed that a meeting had been held with the VPC&Q and Learner Welfare Manager. A follow up meeting would be arranged. At the moment, he felt that the College was going in the right direction.

Mrs A Creasey left the meeting.

**Resolved:** To receive the reports on Safeguarding.

07/24

### **Compliments and complaints (Agenda item 11, Paper I)**

The report provided a detailed summary of the data associated with compliments, complaints and suggestions received since August 2019. Members raised a series of questions based on an analysis of data by School area, various categories, equality and diversity and type of provision. Scrutiny of the data resulted in members seeking assurances around specific actions that would be taken. Changes to induction and changes to assessment schedules were two examples cited by the College Executive. In response to a question about training arrangements for staff who investigated complaints,

members were informed that coaching in investigative techniques was provided together with direct support for new officers. The Committee recommended further consideration should be given to this for the future.

**Resolved:** To receive the report on compliments and complaints.

**07/25 Landex peer report (Agenda item 12)**

Some discussions had been held in relation to exploring options for a visit from Landex in the spring/summer term. As it was likely that the College would receive a monitoring visit from Ofsted imminently, agreement had been reached that the visit from Landex could focus on a small number of points raised by Ofsted. The Principal also explained there may be further opportunities to collaborate with Landex through the Colleges' Collaboration Fund.

**Resolved:** To receive the Landex peer report.

Mr B Billington left the meeting.

**07/26 Office for Students [OfS]: Letter to Chair (Agenda item 13, Paper J)**

The report was noted.

**07/27 Access and Participation Plan [APP] (Agenda item 14, Paper K)**

The Committee was informed that the APP 2018-19 was completed and the required review of expenditure outcomes was submitted to the OfS by the required date. APP 2019-20 was under review and enhanced monitoring by the HE steering group to maximise progress against targets. There was a particular focus on securing successful outcomes for under-represented groups. APP 2020-25 had been approved by the OfS in summer 2019. Discussions had been held between the College and OfS. The Committee received an assurance that the College was fully compliant.

**Resolved:** To receive the report on the Access and Participation Plans.

**07/28 HE QIP Action Plan (Agenda item 15, Paper L)**

Since the last meeting, a HE steering group and HE quality enhancement plan had been established in February 2020. This would provide an effective vehicle for monitoring compliance and quality improvement actions as well as enabling challenge and assurance internally with this Committee. The Committee agreed that the updated HE QAP was more detailed and included a comprehensive set of actions. The Committee recommended that in future meetings, progress against actions should be by exception. Once agreed, the link governor for HE would also be invited to join the steering group.

**Resolved:** To receive the report on HE QAP.

**07/29 HE Marketing and Recruitment (Agenda item 16, Paper M)**

Good progress was being made with the implementation of actions set out in the marketing plan agreed at the last meeting. The VPC&Q confirmed that the focus on internal recruitment was critical given deadlines in relation to UCAS and time remaining in this academic year. In terms of numbers, applications, acceptances and conversion rates had risen compared to the same time last year. The team was keen that the Committee fully understood risks associated with this and the further actions that were necessary. Assurance

was sought around student destinations and governors were informed this report would be presented to the Committee in June 2020.

**Resolved:** To receive the report on HE marketing and recruitment.

**07/30**

**HE student voice (Agenda item 17, Paper N)**

A more robust approach to capturing HE student voice was outlined. The response rate to the national student survey (NSS) was currently 63% which was much improved on the previous year. It was agreed to have a more detailed discussion around NSS engagement outside of the meeting (**Action 62** – Director of Quality). Significant feedback was now being captured directly from students via student representative meetings. Further meetings were planned for the rest of the academic year. Three governors had been invited to a meeting planned for April 2020. Further reporting was planned for the next meeting of the TLA Committee.

**Resolved:** To receive the report on HE student voice.

**07/31**

**Link Governor Scheme (Agenda item 18, Paper O)**

The report confirmed that:

- Link governors had completed 6 visits to their allocated areas with a further 8 planned before Easter 2020.
- Eight independent governors had completed learning walks across all School areas.
- Nine independent governors will have taken part in 19 different performance boards before June 2020.
- Feedback from every visit was shared with the VPC&Q and his quality team to follow up any points raised.

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

**07/32**

**Any other business (Agenda item 19)**

There was no other business.

**07/33**

**Date of next meeting (Agenda item 20)**

Tuesday, 23<sup>rd</sup> June 2020 at 4.00pm in Thornby.

Meeting closed at 6.40 pm