



TRURO AND PENWITH COLLEGE CORPORATION



Teaching, Learning and Assessment Committee

Minutes of the Teaching, Learning and Assessment Committee held on Wednesday 9 June 2021 via Teams.

Members: Mrs L Batchelor, Mr R Bray, Sir Robert Owen, Mrs S Sanderson, Dr E Sheridan (Chair) and Mr M Tucker (Principal)

Also Present: Mrs L Bradley (Director of Quality), Mr J Burnett (Governor Observer), Ms J Cashmore (Director of Operations), Mr S Cryer (Director of Finance), Ms L Maggs (Director of Operations, Penwith College), Mrs C Mewton (Director of Studies), Mrs V Pearson (Director of Teaching and Learning), Mr A Stittle (Director of Partnerships) and Mrs A Winter (Clerk to the Corporation)

Apologies: Mr R Crossland, Mr F Hilsdon, Ms B Tubb and Ms K Skipper
Also, school representatives: Ms L Chanter (The Roseland), Mrs S Crawley (Cape Cornwall), Ms M Eastburn-Cutts (Penair School), Mr L Hall (Mounts Bay Academy), Mr B Marshall (Humphry-Davy) and Mr M Rabey (Richard Lander)

Item	Decision	Action
21/18	Minutes The minutes of the meeting held on 10 March 2021 were APPROVED as a correct record.	
21/19	Matters Arising 19.01 Curriculum Development Plan (Minute 21/02.01) The Director of Partnerships confirmed additional nursing courses were being developed with the first Operating Department Practitioner (ODP) cohort starting in September. Also, a new Registered Nurse qualification and a full Nursing degree were at the final approval stages with the Nursing and Midwifery Council. Governors were delighted to hear of the latest developments which would enable the College to offer a range of pathways with excellent progression opportunities. 19.02 SW Institute of Technology (Minute 21/02.02) The Principal confirmed that Valency had been completed and equipped for use, providing a fantastic state-of-art facility. Minor snagging work was being finalised.	

	<p>19.03 Teacher Assessed Grades (TAGs) (Minute 21/03)</p> <p>The Director of Quality provided an update on assessment processes, particularly the TAGs for A Levels and GCSEs. Governors noted the huge volume of work and challenges exacerbated by late guidance.</p>	
	<p>All grades were currently going through an additional cross-College moderation process before submission to exam boards by 18 June. A Level results were due for publication on 10 August and GCSE results on 12 August and, in consultation with unions, staff holidays had been changed to ensure appropriate staffing to support current students with progression as well as deal with new enrolments.</p> <p>In response to questions, Governors were assured that students were aware of the assessments making up their portfolio of evidence and had been kept informed of progress throughout the year. Priority appeals could be raised with exam boards between 10-23 August and non-priority appeals could continue until 17 September. Appeals could potentially create significant additional workload for the College to extract, scan and supply evidence for each case.</p> <p>Governors expressed their gratitude to staff. Lowenna Bradley, Andy Stittle and Vicky Pearson were particularly thanked for all their work to develop and oversee the TAG processes.</p>	
21/20	<p>Lesson Observations and Course Reviews 2020/21</p> <p>The Committee noted that lesson observations had been adapted this year due to the pandemic. Shorter (45min), ungraded observations focussing on support and development had been conducted online, with some continuing on site.</p> <p>Remarkable developments in online teaching had been observed as staff gained experience in new techniques, supported by additional training and advice. Numerous examples of innovative approaches and good practice had been identified. Some developmental opportunities had also been identified and were being addressed.</p> <p>Online Course and Tutorial Reviews remained very positive, with 96% of students expressing satisfaction with the overall quality of teaching (compared to 97% last year). Also 99% of responses indicated they were happy with the quality of personal support received, highlighting the value of the tutorial system.</p> <p>In response to questions, the Director of Teaching and Learning explained that it was possible to analyse the data and some targeted follow up work had been done where students had indicated dissatisfaction. The intention was to re-introduce graded lesson observations next year. There were no plans to adopt online learning for the main 16-19 cohort as social contact and the whole College experience was so important, although some adult and HE provision was likely to continue online at the request of students.</p> <p>The Committee was pleased to note the positive reviews. Governors NOTED that analysis of the data at course and class levels would be used to inform developments and the Annual Self-Assessment Report.</p>	

21/21	Student Retention Rates <p>Members reviewed the full time FE retention rates and noted that overall retention remained very high at 94.5% (compared to 95.7% in 2019/20 and 93% in 2018/19). Retention was very similar across both campuses and retention into the second year of 2-year courses was also high, showing a rise of 7% to 86% this year.</p>	
	<p>Governors asked about the projected retention rates for 2020/21 and noted that retention remained good, despite the considerable difficulties caused by the pandemic. The Committee discussed the regular monitoring of attendance with half-termly reports reviewed by all curriculum areas with any concerns highlighted. Governors also considered comparisons with sector benchmarks for GFE colleges, keeping in mind the atypical profile of the College (with fewer adult learners, mostly following Level 3 courses and above).</p> <p>Retention remained a key focus throughout the College with close monitoring, early intervention and follow up actions.</p>	
21/22	Safeguarding Annual Assurance Return <p>The Director of Studies reported that the Annual Self-Assessment had been submitted based on contributions from the safeguarding team and input from the safeguarding lead governor. A new format for reporting had been introduced this year with greater emphasis on the voice of the young person.</p> <p>The Quality Assessor's feedback was very positive, recognising the strong safeguarding culture throughout the College, examples of good practice and partnership working. Also, the College's observations about difficulties with the Education and Health Care Plan (EHCP) application process and inconsistent approach from the local authority had been taken on board.</p> <p>The Quality Assessor suggested that Staff Wellbeing became a regular agenda item for the full board but following discussion, it was agreed that this continued to receive appropriate attention from the committees and it was not necessary to raise this separately at Corporation meetings.</p> <p>The meeting discussed preparations for the autumn and the anticipated mental health and emotional issues for new students due to the considerable disruption to education during the past two years. The safeguarding team welcomed the additional posts providing Assistant Safeguarding Officers at each campus.</p> <p>The Committee thanked the Director of Studies (designated safeguarding lead) for all her work on this important area.</p>	
21/23	Student Recruitment Numbers Forecast for 2021/22 <p>The Principal reported that predicting FE recruitment for September 2021 remained uncertain but at this stage the forecasts were optimistic. A new online application process had been rapidly implemented and remote interviews had been taking place. Despite a lack of onsite visits, open days and events, applications were slightly up and it was possible that there would be some growth in FE recruitment at Truro with</p>	

	<p>particular interest in STEM subjects but a decline in applications for the IB.</p> <p>Higher Education applications were also encouraging, particularly interest in new nursing qualifications and Level 4 and Level 6 courses.</p> <p>Applications and acceptances were being closely tracked to plan staffing, class sizes and address other implications.</p>	
21/24	<p>New Course Developments</p> <p>The Committee NOTED new developments for 2021/22 including:</p> <ul style="list-style-type: none"> • T Levels in Nursing, Health, Science, Construction and Digital • Level 2 transition courses leading into T Levels • Bootcamps – to support pandemic recovery (eg. welding courses starting in July 2021) • HND in Construction • various ESF projects such as Bedrock Futures Project (to develop higher level technical skills in space, aerospace and engineering specialisms) • many other opportunities, new initiatives and funding bids 	
21/25	<p>College Board of Studies for Higher Education (CBSHE)</p> <p>The Committee considered the minutes of the recent CBSHE meeting, the range of issues addressed and NOTED that:</p> <ul style="list-style-type: none"> • learner voice feedback about online provision and survey responses were positive with students praising staff for the support provided • developing research and research practice was a key focus • the IoT status had opened up additional funding opportunities • work to gain the HTQ quality badge for approved higher technical qualifications meeting employer needs was progressing • HE applications for 2021/22 were looking similar to last year but showing a slight increase, with the addition of nursing programmes and other higher level apprenticeships. 	
21/26	<p>Update on OfS Conditions of Registration: Risk Register</p> <p>The Committee reviewed the Risk Register and actions to ensure compliance with Office for Students (OfS) conditions of registration.</p> <p>Governors NOTED that most risks remained low and were largely related to the pandemic with a rise in non-completion rates this year and progression into high skilled employment below the OfS target.</p> <p>The Committee discussed the close monitoring and ongoing actions to meet OfS requirements and recognised the onerous level of bureaucracy for a small team of staff. It was also noted that the Audit Committee had suggested the risks of failing to meet the OfS conditions, implications and financial penalties were given higher priority in the College's overall risk register.</p>	
21/27	<p>HE Access and Participation Plan (APP) Update</p> <p>A report summarising the key activities and progress with the College's 5 year APP was considered. Seven projects were underway, linked to specific targets spanning the student lifecycle. Each project was being evidenced and evaluated.</p>	

	Governors asked questions and noted that the work of Student Ambassadors had been particularly successful. Also, pre-enrolment support and preparatory work with applicants was being expanded. The key links to target recruitment from geographically low participation areas and the BAME community were also discussed. Overall, there had been good progress with projects which were continuing to be closely tracked and evaluated.	
21/28	Review of HE Quality Assurance Group Terms of Reference The Committee reviewed and APPROVED the terms of reference of the HE Quality Assurance Group with no changes.	
21/29	Any Other Business The Committee expressed its gratitude to Cheryl Mewton and to Andy Stittle who would be retiring this year. Governors thanked them for their considerable impact and leadership in this area of activity.	
21/30	Date of Next Meeting The Committee would meet at 5.00 pm on Wed 6 Oct 2021.	ALL to note