



TRURO AND PENWITH COLLEGE CORPORATION



Teaching, Learning and Assessment Committee

Minutes of the Teaching, Learning and Assessment Committee on Wednesday 6 October 2021 via Teams.

Members: Mrs L Batchelor, Mr J Burnett, Mrs L Gooding, Sir Robert Owen, Mrs S Sanderson, Mr F Sadler, Ms F Sargent, Dr E Sheridan (Chair), Mr M Tucker (Principal) and Prof F Wall.

Also Present: Ms L Briscoe (Director of Student Experience), Ms A Bull (Director of Curriculum Development), Ms L Chanter (Roseland Academy – left after item 21/30), Mr S Cryer (Director of Finance), Ms J Cashmore (Director of Operations), Ms L Maggs (Director of Operations, Penwith College), Mrs H McKinstry (Director of Partnerships & Apprenticeships), Mrs V Pearson (Director of Teaching and Learning) and Mrs A Winter (Clerk to the Corporation)

Apologies: Mr R Bray,
Also, Mrs L Bradley (Director of Quality), Mr J Butterworth (St Ives), Ms M Eastburn-Cutts (Penair), Mr L Hall (Mounts Bay) and Mr M Rabey (Richard Lander)

Item	Discussion/Decision	Action
21/31	<p>Minutes</p> <p>The minutes of the meeting held on 9 June 2021 were APPROVED as a correct record.</p>	
21/32	<p>Matters Arising</p> <p>32.01 Curriculum Development Plan (Minute 21/19.01)</p> <p>Governors were pleased to note that Nursing Associate and Operating Department Practitioner (ODP) apprenticeships had been approved by UCAS. Also, the Level 6 Nursing degree had gained approval from the Nursing and Midwifery Council.</p> <p>32.02 Lesson Observations (Minute 21/20)</p> <p>With the resumption of onsite delivery and easing of Covid restrictions, graded lesson observations would be reintroduced from January 2022. A critical friend visit by two former HMIs in October would include lesson observations as well as deep dives into four curriculum areas.</p> <p>32.03 Student Retention Rates (Minute 21/21)</p> <p>Early indications suggested that retention from Year 1 to Year 2 of Diplomas this September was lower than expected, possibly due to more students staying on in summer jobs or moving into employment, especially in areas of high demand such as health, social care and hospitality. A full analysis of retention and enrolments was being collated for the 42-day census date.</p>	

21/33 Student Achievements – Summer 2021

The Committee received a report explaining the assessment arrangements in 2021 with the majority of awards based on Teacher Assessed Grades (TAGs). Robust internal processes were established to assess the performance of each learner demonstrated on a wide range of measures making up a portfolio of evidence. Over 5,000 TAGs were submitted to awarding organisations. In addition, many practical assessments for technical/occupational qualifications had been completed onsite where possible, adapted or delayed as necessary. Additional data would be provided in the College Self-Assessment Report (SAR) later this term. National attainment tables would not be published by the DfE for 2021 results.

In response to questions, Governors noted:

- the headline data indicated excellent outcomes across all areas
- A Level results were outstanding although due to different assessment methods, direct comparisons with previous years could be misleading
- pass rates and the proportion of A*- B grades was slightly below last year and had not followed the national grade inflation seen in 2020
- ALPS 2 scores (measuring progress since GCSEs against national benchmarks) placed the College as one of the highest performing schools and colleges for value added
- achievement levels on vocational diplomas remained high
- outcomes for the IB programme were excellent with 93% achieving 30+ points (equivalent to AAA grades at A Level)
- GCSE English and Maths resit results had improved this year and were well above the FE national averages
- Apprenticeship outcomes were not yet complete, but overall achievement was likely to show a reduction this year, largely due to the very significant disruption in many occupational areas caused by the pandemic
- the Access to HE courses remained successful with 87% of the 154 students progressing to universities of their choice
- success in higher education awards ranged from honours degrees, foundation degrees, HNDS, PGCEs and short course certificates for 271 learners
- a small number of students were unhappy with their A Level grades, resulting in 15 appeals, none of which were upheld
- publication of detailed guidance on modifications to assessments in 2022 was awaited
- evidence on progress was being collected as a contingency, in the event that exams could not take place next year
- the government was planning to address grade drift over the next two years (which was caused by the temporary assessment arrangements) - the College was satisfied that due to its rigorous moderation processes this issue had been avoided.

Governors acknowledged the staff integrity and quality of the College's TAG processes and were pleased to **NOTE** the excellent outcomes based on a rigorous approach to assessments.

21/34	<p>Student Enrolments – Autumn 2021</p> <p>The Principal explained that numbers were still settling with some late starts continuing. Governors noted:</p> <ul style="list-style-type: none"> • the pandemic had impacted on interviews, visits and open days throughout 2020/21 and a new online admissions process had been implemented this year which impacted on applications patterns • at this early stage, the overall FE numbers appeared to have remained at a similar level to last year • there was increased popularity in STEM subjects and around 100 learners had enrolled for T Levels • recruitment to occupational courses (eg. hair & beauty, hospitality) had reduced • higher education recruitment had fallen, in line with a national trend • part time recruitment was disappointing, due to ongoing uncertainties related to the pandemic • the College’s recruitment figures indicated around 80% learners on 16-18 Level 3 programmes, 11% on occupational qualifications, 5% on Level 2 courses and 4% on foundation studies provision. <p>The Committee discussed the overall recruitment position which appeared to suggest that a lower proportion of young people were continuing into further or higher education this year.</p>	
21/35	<p>Schools Updates</p> <p>The school representative shared experience of the hugely time-consuming and complex TAGs processes for GCSEs and the adjustments to syllabuses and preparation for formal exams in 2022. Schools were welcoming the return of work experience placements which helped students to widen their perspective on career progression.</p> <p>Like the College, schools were introducing additional study skills, exam preparation, controlled assessments and structured tests would be completed this year to help students build resilience and gain confidence in exam techniques.</p>	
21/36	<p>Review of 3 year Curriculum Development Plan 2021-24</p> <p>The Committee reviewed the Curriculum Development Plan setting out the broad strategic direction for the curriculum over the next three years. The Plan had been updated to incorporate recent developments and encompass the key themes set out in the FE White Paper to address local skills and employment needs.</p> <p>The Committee discussed the rationale for the Plan, the drivers leading to the proposed curriculum offer, progression routes and new developments such as a Green Skills Technology Centre, further expansion of Nursing courses and T Levels. Whilst national policy influenced the College’s offer, there was also a focus on addressing local employment needs and revitalising provision.</p> <p>In response to questions, the Committee was informed of plans to review HE provision, in consultation with employers, to ensure the College provided a distinctive offer. Opportunities to access additional funding to support new developments were being pursued.</p>	

	<p>The Committee also discussed the implications of the government's current plans to phase out BTEC qualifications and alternative options for the large numbers of learners that were likely to be impacted by this change. Further information was awaited.</p> <p>Following consideration, the Committee APPROVED the Curriculum Development Plan for 2021-24.</p>	
21/37	<p>Safeguarding Report</p> <p>The Committee received a comprehensive update on recent safeguarding activities and discussed:</p> <ul style="list-style-type: none"> • the work of the safeguarding team, the response to Covid-related issues, as well as ongoing support activities • the scale and range of provision • the numbers of students with an Education Health Care Plan (EHCP) or other specialist plan in place • the safeguarding files transferred from schools for new students (545 files) which were being individually assessed • a rise in Covid-related anxiety, general anxiety and concerns about transition to College • other key welfare issues supported by Student Services including eating disorders, gender related issues, antisocial behaviour and concerns about child exploitation • new Assistant Safeguarding Officers (at Truro and at Penwith) had added capacity, but the team continued to be very busy • a range of training and continuing professional development activities had been undertaken by staff to maintain mandatory training as well as update and enhance skills. <p>In response to questions, Governors noted that files from schools did not follow a standard format and varied widely, depending on the local approach. In some cases, follow up with schools was necessary to find out relevant information.</p>	
21/38	<p>Higher Education</p> <p>38.01 OfS Update – Conditions of Registration Risk Register</p> <p>The Committee reviewed the updated risk register and noted the recent activity and actions to ensure compliance with the OfS conditions of registration. No modifications to the risk ratings had been made and there were currently 0 high risks, 4 medium risks and 19 low risks. The College Board of Studies for HE (CBSHE) would continue to action and monitor the conditions closely.</p> <p>38.02 Access and Participation Plan (APP)</p> <p>The Committee noted that following the submission of the APP monitoring return for 2021, the OfS had confirmed that the enhanced monitoring requirements had been removed. The CBSHE would continue to oversee actions and monitor implementation of the APP.</p> <p>In response to questions about Project 1 (to boost recruitment of young males and mature learners from specific target areas), Governors noted that the College was working with The Cornwall College Group (TCCG) to minimise competition or duplication of HE courses.</p>	

21/39	<p>Draft Cycle of Annual Business for 2022</p> <p>The Committee considered and APPROVED the cycle of business for 2022.</p>	
21/40	<p>Dates of Future Meetings</p> <p>Members NOTED the dates of forthcoming meetings as follows:</p> <ul style="list-style-type: none"> • HE QA Group - Friday 12 Nov 2021 at 11.30am • SAR Working Party - Weds 24 Nov 2021 at 4.00pm • TLA Committee - Weds 9 March 2022 at 5.00pm 	
21/41	<p>Confidential Report on Complaints and Compliments for 2020/21</p> <p>The Committee reviewed the confidential report and discussed several individual complaints in further detail. Governors noted that a wide range of mechanisms were available for learners to give feedback and care was taken to address any problems raised. In most instances it was beneficial to talk through issues with complainants and few complaints remained unresolved.</p> <p>Governors acknowledged that each issue was often unique and that there were no obvious trends. Although the total number of complaints had risen at Truro since 2019/20 this was primarily due to the lockdowns and reduced activity on site last year. The key causes of complaints this year were Covid-related issues and transport difficulties. The number of complaints from Penwith students had however, declined this year.</p> <p>The Committee NOTED the range of issues raised and processes to address concerns and was pleased that overall the number of complaints remained low in relation to the numbers of students and other individuals interacting with the College.</p>	
21/42	<p>Confidential Report on Suspensions and Exclusions for 2020/21</p> <p>The Committee received a confidential summary of the formal disciplinary cases, suspensions and exclusions during the year and disciplinary processes were explained.</p> <p>In total there had been 122 formal disciplinary cases leading to 3 exclusions this year, an increase on 2019/20 (when cases were unusually low due to the lockdowns).</p> <p>In response to questions, Governors noted that wherever possible, the focus was on helping individuals modify behaviour and take personal responsibility. Exclusions were a last resort.</p> <p>During discussion the Committee noted that the College was reviewing policies and the approach to harassment and abuse, particularly peer on peer abuse in the context of the Everyone's Invited initiative. A tutorial programme was being developed to support this work.</p>	
21/43	<p>Confidential Report on HE Academic Appeals for 2020/21</p> <p>The Committee received and noted a confidential report on the two academic appeals (compared to 1 in 2020/21). One appeal had been upheld and the other was ongoing. The issues arising from the successful appeal were being addressed.</p>	