



TRURO AND PENWITH COLLEGE CORPORATION



Teaching, Learning and Assessment Committee

Minutes of the Teaching, Learning and Assessment Committee held on Wednesday 25 May 2022 via Teams.

Members: Mrs L Batchelor, Mr J Burnett, Mrs L Gooding, Mrs S Sanderson, Dr E Sheridan (Chair) and Mr M Tucker (Principal)

Also Present: Mrs L Bradley (Director of Quality), Ms L Briscoe (Director of Student Experience), Ms A Bull (Director of Curriculum Development), Ms H McKinstry (Director of Apprenticeships and Partnerships), Ms L Maggs (Director of Operations, Penwith College), Ms V Pearson (Director of Teaching and Learning) and Mrs A Winter (Clerk to the Corporation)

Apologies: Mr R Bray, Sir Robert Owen, Mr F Sadler, Ms F Sargent, Ms K Skipper and Prof F Wall
School representatives: Mr L Hall (Mounts Bay Academy), Mr B Marshall (Humphry-Davy) and Mr M Rabey (Richard Lander)

Item	Decision	Action
22/19	<p>Minutes</p> <p>The minutes of the meeting held on 9 March 2022 were APPROVED as a correct record.</p>	
22/20	<p>Matters Arising</p> <p>20.01 Exams (Minute 22/02.02)</p> <p>External exams were underway and running smoothly, despite significant logistical challenges to comply with the various exam board processes and make adjustments for large numbers of learners with additional needs. New T Level assessments were particularly complex. A shortage of invigilators was also adding to pressures.</p> <p>20.02 Applied General Qualifications (Minute 22/02.03)</p> <p>The ESFA had confirmed that applied general qualifications (BTEC) would continue to be funded in 2022/23 but would be defunded from 2023/24 where there was a corresponding T Level subject, despite widespread concerns about the suitability of T Levels for many learners and their currency for progression into employment and higher education. Many colleges were struggling to recruit to T Levels.</p> <p>The Principal was asked to provide an estimate of the likely numbers of students impacted by the withdrawal of applied general qualifications.</p>	<p>MT to provide estimate</p>

	<p>20.03 Student Progression and Destinations (Minute 22/06)</p> <p>Advice and guidance on university progression opportunities (UCAS talks, ILP days etc) were being reviewed to ensure promotion of options such as overseas universities and degree apprenticeships.</p> <p>20.04 Equality, Diversity and Inclusion (Minute 22/07)</p> <p>Governors noted that provision for adult and part time students was being enhanced to offer the full range of support, on a par with other students. Developments included designing a bespoke tutorial programme and promotion of the range of services and facilities available via an induction video and open evening.</p>	
22/21	<p>Lesson Observations and Course Reviews 2021/22</p> <p>The Committee considered the outcome of the annual lesson observations conducted in 2021/22 and noted that the last cycle of face-to-face observations had been completed in 2018/19, due to the pandemic. Over 400 observations had been completed and the summary of strengths, weaknesses and follow up actions were explained.</p> <p>Governors asked questions and noted that:</p> <ul style="list-style-type: none"> • a standardisation process, clear grading criteria and observer training ensured a consistent approach • numerous examples of innovative teaching methods and excellent, well-planned lessons were identified • where lessons did not meet the high standards expected (graded 3 or 4) appropriate mentoring, additional support and training was put in place and lessons re-observed • following re-observation there had been no lesson judged inadequate (grade 4) • some recently appointed, newly qualified teachers needed more time and support to develop skills and gain confidence • the College would be taking a more robust approach to student behaviour and classroom culture next year (eg. punctuality, use of mobile devices etc) – disruption to education due to the pandemic seemed to have resulted in a more relaxed attitude to learning. <p>Online Course and Tutorial Reviews remained very positive although response rates were slightly lower than last year. 94% of students expressed satisfaction with the quality of teaching (96% last year). Also 97% of respondents indicated they were happy with the quality of personal support received (99% last year). Two key areas had been identified for improvement – study skills support and the dissemination of regular, accurate information.</p> <p>In response to questions, the Director of Teaching and Learning explained the comprehensive review of the tutorial system this year which had led to the development of a core programme (including study skills) and central resources to improve the overall quality and consistency. Common tutorial slots were being built into the timetable to allow for guest speakers and effective delivery of key tutorial content. Nine designated cross-College tutorial leads were working with the Student Services Deputy Team Leader to enhance the tutorial provision.</p>	

	<p>The Director also explained that it was possible to analyse the data and some targeted follow up work had been done where students had indicated dissatisfaction or raised specific issues. Feedback at course and class levels was being used to inform developments and self-assessment processes.</p> <p>The Committee was pleased to note the positive reviews and robust response to the weaknesses identified.</p>	
22/22	<p>Governor Learning Walk Feedback</p> <p>A significant number of governor learning walks had taken place this term and observations were overwhelmingly very positive, particularly witnessing excellent rapport between staff and students, well-structured lessons, positive encouragement by lecturers as well as good facilities and equipment. The complexity of arrangements for many learners with additional needs, close working with families and reliance on an effective ECHP were also recognised during visits.</p> <p>During a learning walk the use of headphones and mobile devices by students had been observed and the Committee supported strategies to improve classroom culture and tackle inappropriate behaviour.</p>	
22/23	<p>Student Retention Rates 2021/22</p> <p>Members reviewed the data for full time learners and noted that overall retention had dipped to 90% (compared to 94.5% in 2019/20 and 95.7% in 2019/20). The possible reasons for the decline were discussed and included grade inflation due to CAG/TAG processes and gaps in learning which meant that some students met GCSE entry criteria for Level 3 qualifications but struggled with course content. Also, a very buoyant job market had resulted in more students leaving vocational/occupational courses to go into employment. This situation was being experienced by colleges nationally.</p> <p>Retention for second year A Level students had however risen now that the linear level route had been fully embedded. A detailed analysis of the data was enabling further information to be gained about the types of learners leaving early (both before and after the 42day funding census date) and any trends would be addressed.</p> <p>Retention would remain a key focus throughout the College with close monitoring, early intervention and follow up actions.</p>	
22/24	<p>Safeguarding and Welfare Report</p> <p>The Director of Student Experience summarised recent developments and the Committee discussed:</p> <ul style="list-style-type: none"> • coordination of Safeguarding work across Truro and Penwith by the Safeguarding Lead to ensure consistency across each site and adherence to statutory guidance • implementation of the CPOMS (Child Protection Operating Management System) software to streamline tracking processes • a peer review with the Cornwall College Group and Callywith College taking place this year • learner voice feedback and consultation with single sex learner voice groups (based on the Ofsted model) • sexual harassment awareness campaign, learner voice feedback and follow up actions 	

	<ul style="list-style-type: none"> mental health developments including increased counselling provision, a more effective triage system and promotion of Cornwall's Orange Button Scheme to support those struggling with mental health and thoughts of suicide. <p>Governors noted that students indicated they felt safe on campus but felt less safe on buses and in smoking areas. The actions and measures to address these specific areas were explained. The revised tutorial programme would help reinforce good behaviour and incorporate 'bystander training' to support individuals to come forward and report problems. Any instances of inappropriate conduct would be dealt with firmly with disciplinary action where necessary. Staff were also working with the bus company on tackling poor behaviour.</p> <p>The Committee asked for further information at the next meeting on expectations, how inappropriate behaviour was being addressed and the College's response to the student voice feedback.</p>	LB for next meeting
22/25	<p>Student Recruitment Numbers Forecast for 2022/23</p> <p>The Principal reported that recruitment forecasts remained uncertain at this early stage but 16-19 applications for Truro appeared to be level with last year and were slightly up at Penwith. Many candidates had applied to more than one institution and increased competition, including Callywith College, was likely to impact on enrolments.</p> <p>A complete overhaul of the admissions system had resulted in a new online application process with interviews offered within three weeks.</p> <p>The recruitment position for Higher Education was mixed. Applications were positive for Nursing and Level 4 courses but down for Level 6.</p> <p>Recruitment activities were continuing, and applications and acceptances were being closely tracked to plan staffing and delivery.</p>	
22/26	<p>New Course Developments</p> <p>The Committee NOTED new curriculum developments under consideration for 2022/23 or 2023/24 which included:</p> <ul style="list-style-type: none"> new vocational and academic pathways in Sports and Uniformed Protective Services Criminology additional T Levels Progression 2 courses - incorporating transition to T Levels Extended Project Qualification (EPQ) - as an extension to other Level 3 qualifications Foundation Degree in Cybersecurity - approval awaited. 	
22/27	<p>Recovery Funding and Additional Hours 2022/23</p> <p>The Committee reviewed the plans to increase study programmes from 540 – 580hours next year to meet the Government's post-Covid education recovery plan.</p> <p>During discussion, the logistical challenges, staffing implications and resourcing of the extra provision were clarified, particularly addressing the capacity of Learning Resource Centres, enhancement of academies, health/wellbeing and other enrichment activities.</p> <p>An update on implementation would be provided for the next meeting.</p>	MT to provide update

22/28	<p>Higher Education Update</p> <p>28.01 OfS Conditions of Registration – Risk Register</p> <p>The Committee noted the key risks and ongoing actions, in particular regarding the Access and Participation Plan (APP).</p> <p>28.02 HE Recruitment for 2022/23</p> <p>Recruitment activities were ongoing and applications were being closely monitored. The College’s HE provision was being actively promoted to FE learners, parents and at UCAS fairs. New branding and revised staffing were helping to provide greater focus on recruitment. Interest in Nursing qualifications was very positive. The development of new digital and engineering programmes was being taken forward.</p> <p>28.03 Access and Participation Plan (APP)</p> <p>The Committee was reminded of the need to achieve APP targets to continue to charge fees above the basic rate. APP performance had been impacted by the pandemic, cost of living crisis other factors resulting in delays to progress with APP targets. Measures to improve the student experience, enhance employability and other improvement activities were progressing well.</p> <p>The OfS had recently published refreshed priorities for APPs and amendments to the College’s APP had been developed. A new five-year APP would need to be submitted for approval in Spring 2023 for implementation from 2024/25 onwards.</p>	
22/29	<p>Review of Committee Terms of Reference</p> <p>The Committee reviewed the terms of reference and subject to updating job roles, the terms of reference were APPROVED.</p>	
22/30	<p>Any Other Business</p> <p>The Committee expressed its gratitude to Lizzie Sheridan who would be retiring this year. Members thanked Lizzie for her considerable leadership and support for teaching and learning.</p>	
22/31	<p>Date of Next Meeting</p> <p>The Committee would meet at 5.00 pm on Wed 28 September 2022.</p>	ALL to note