



# TRURO AND PENWITH COLLEGE CORPORATION



## Teaching, Learning and Assessment Committee

**Minutes** of the Teaching, Learning and Assessment Committee  
on Wednesday 28 September 2022 at Truro College.

Members: Ms A Anderson, Mr J Burnett, Mrs L Gooding, Mrs S Sanderson (Chair), Mr M Tucker (Principal) and Professor F Wall

Also Present: Ms L Briscoe (Director of Student Experience), Ms A Bull (Director of Curriculum Development), 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: Mrs L Batchelor, Mr R Bray, Sir Robert Owen  
Also, Mr L Hall (Mounts Bay) and Mr W Marshall (Humphry Davy)

Item	Discussion/Decision	Action
22/32	<p><b>Minutes</b></p> <p>The minutes of the meeting held on 25 May 2022 were <b>APPROVED</b> as a correct record.</p>	
22/33	<p><b>Matters Arising</b></p> <p><b>33.01 Applied General Qualifications (Minute 22/20.01)</b></p> <p>The ESFA had stalled the defunding of applied general qualifications (BTEC) from 2023/24 due to widespread problems with T Level assessments. Large numbers of students had been impacted, particularly in Health and Science. The outcome of a national review was awaited.</p> <p><b>33.02 Student Retention Rates (Minute 22/23)</b></p> <p>Early data suggested that retention was lower than expected, possibly due to unreliability of pre-entry CAGs/TAGs and the availability of well paid employment. The AoC was looking into the issues nationally. A full analysis was being collated for the 42-day census date and College Self-Assessment Report (SAR).</p> <p><b>33.03 New Course Developments (Minute 22/26)</b></p> <p>New courses in Nursing and Cybersecurity had achieved the Higher Technical Qualification (HTQ) quality mark confirming they provided high quality technical training.</p> <p><b>33.04 Recovery Funding and Additional Hours (Minute 22/27)</b></p> <p>From September 2023 full time FE study programmes had been increased from 540 – 580 hours with enhanced enrichment provision and additional directed study. The capacity of Learning Resource Centres had been expanded and new appointments made to oversee study sessions. Early feedback on the changes was positive.</p>	

22/34	<p><b>Student Achievements – Summer 2022</b></p> <p>The Committee considered the headline achievement data, noting the return to formal examinations and exam conditions which most students had not experienced at secondary school.</p> <p>During discussion Governors asked questions and noted:</p> <ul style="list-style-type: none"> <li>• A Level results were outstanding with a 99.1% pass rate (compared to 98.4% nationally) and 40 subjects with a 100% pass rate</li> <li>• over 68% achieved high grades, a slight decline from 2021 but 6% above the national average</li> <li>• an ALPS grade 3 for A Level provision (measuring progress since GCSEs against national benchmarks) placed the College in the top 25% performing schools and colleges for value added</li> <li>• achievement levels on vocational diplomas remained high</li> <li>• outcomes for the IB programme were excellent with 82% achieving 30+ points (global average 66%)</li> <li>• GCSE/Functional Skills Maths and English results remained well above national averages but still meant that a significant proportion of learners did not achieve grade 4+ - this continued to be a challenging area of work and key focus of attention</li> <li>• Apprenticeship outcomes were due in October and at this stage forecasts indicated high achievement rates of around 70%</li> <li>• around 400 students successfully completed occupational qualifications at Levels 1 to 3 (eg. Hair and Beauty, Professional Cookery, Vehicle Maintenance, Carpentry etc)</li> <li>• the Access to HE courses remained successful with 83% of the 129 students progressing to universities of their choice</li> <li>• a total of 244 higher education students had gained awards ranging from honours degrees, foundation degrees, HNDS, PGCEs, HNDs, HNCs and short courses with a high percentage achieving high grades.</li> </ul> <p>The Principal explained that the ALPS grading this year was based on slightly inflated CAGs, leading to a lower value added outcome. Also, most benchmarks were less reliable as based on published national performance data from 2019.</p> <p>Governors were pleased to <b>NOTE</b> the excellent outcomes and exceptional individual achievements summarised in the report.</p>	
22/35	<p><b>Student Enrolments – Autumn 2022</b></p> <p>The Principal explained that numbers were still settling with some late enrolments and withdrawals continuing. Governors noted:</p> <ul style="list-style-type: none"> <li>• at this early stage, the overall FE numbers appeared to have remained at a similar level to last year although retention from Year 1 to Year 2 was disappointing</li> <li>• enrolments at Penwith had declined in line with the local demographic trend</li> <li>• there was increased popularity in particular subjects, notably Construction, A Level Art and the IB</li> </ul>	

	<ul style="list-style-type: none"> <li>recruitment to occupational courses (eg. Hair and Beauty, Hospitality) remained flat</li> <li>higher education recruitment was similar to last year, unlike the decline experienced elsewhere</li> <li>there had been late withdrawals from the Access to HE course due to the cost of living crisis and financial concerns.</li> </ul> <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. Governors also considered the impact of Callywith College recruitment (particularly from the St Austell area) and factors influencing applicant choices such as travel times, range of subjects.</p>	
22/36	<p><b>Schools Updates</b></p> <p>The Committee noted that no school representatives were able to attend the meeting. Governors suggested the Search and Governance Committee should review whether this was an appropriate forum for dialogue with partner schools.</p>	S&G Committee to consider
22/37	<p><b>Safeguarding Update</b></p> <p>The Committee received an update on safeguarding activities and new developments, including:</p> <ul style="list-style-type: none"> <li>revised Keeping Children Safe in Education (KCSIE) statutory guidance – key changes included quicker transfer of files between schools/colleges; enhanced safer recruitment measures (including checks on social media); strengthening safeguarding training for governors</li> <li>implementation of CPOMS software to streamline recording processes and facilitate the rapid transfer of safeguarding information from schools</li> <li>Mental Health First Aid training completed by the Designated Safeguarding Lead (DSL)</li> <li>Bystander Training which was being offered to staff</li> <li>introduction of new lanyards to enable staff, students and visitors to be identified on site</li> <li>promotion of the range of services, support and signposting to external agencies at the Freshers Fair</li> <li>induction video explaining support provision for adult learners</li> <li>mechanism established to enable anonymous reporting of concerns by students</li> <li>increased workload linked to the rise in risk assessments, safe plans and Education Health Care Plans (EHCPs).</li> </ul> <p>Governors discussed common concerns and issues raised by students as well as the volume of safeguarding casework. In future the CPOMS data would enable trends and themes to be more easily tracked.</p> <p>Additional safeguarding training and Prevent training for governors was being arranged.</p>	AW/LB to take forward

<p><b>22/38</b></p>	<p><b>Student Behaviour</b></p> <p>The Principal reported on student behaviour, as requested at the previous Committee meeting. The Behaviour Policy had been revised and staff were implementing a firmer approach to manage student conduct. New measures were intended to promote good behaviour, self-discipline and respect throughout the College community.</p> <p>As well as a revised Behaviour Policy, other measures included a Smoke Free Policy (which applied to all students, staff and visitors across all College sites) and lanyards to display ID. A renewed focus on attendance and punctuality included automated text messaging to notify non-attendance to parents/carers.</p> <p>The Committee hoped that the increased emphasis on good behaviour and new measures would help to improve student conduct.</p>	
<p><b>22/39</b></p>	<p><b>UCAS Support and Guidance on HE Progression</b></p> <p>A summary of the support and guidance provided to students considering applying to University was provided which explained the support within the tutorial programme, from personal tutors at key stages during their time at College.</p> <p>Governors noted that thorough preparation, individual advice and support as well as a rigorous application checking process helped students successfully gain places at their first choice institution and for highly competitive courses.</p>	
<p><b>22/40</b></p>	<p><b>Higher Education update</b></p> <p><b>40.01 Student Achievements</b></p> <p>Governors noted a rise in the Level 5 pass rates although Level 4 and 6 achievement rates declined this year as a result of non-completions. The reasons for non-completions were being investigated. An increase in finance related difficulties had been noticed by support services.</p> <p>Grade distribution for Foundation and Bachelor degrees remained consistent with last year (slightly above pre-Covid levels) and broadly in line with other institutions.</p> <p>A full analysis of results would be provided in the HE SAR.</p> <p><b>40.02 OfS Update – Conditions of Registration Risk Register</b></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. The risk of failing to achieve Access and Participation Plan (APP) targets in order to continue charging fees above the basic rate remained a concern and was a key focus of attention. The College Board of Studies for HE (CBSHE) would continue to action and monitor the conditions closely.</p> <p><b>40.03 Access and Participation Plan (APP)</b></p> <p>The Committee considered progress with the APP and noted that projects stalled during the pandemic were being prioritised and a range of other initiatives taken forward. Areas for further development included improving employment outcomes and supporting pre-16 attainment (which related to a new OfS condition introduced this year).</p>	

	<p>As some OfS targets were unachievable, it was crucial that work towards targets was fully explained in order to present a clear account of progress made. The variations to the planned APP activities for 2022/23 and 2023/24 were explained and noted.</p> <p><b>40.04 Teaching Excellence Framework (TEF)</b></p> <p>The Committee noted changes to the TEF assessment process and submission deadline in January 2023. Although the National Student Survey (NSS) demonstrated high levels of overall satisfaction, employability and continuation remained low and would impact on the College's TEF grading.</p> <p>Governors asked whether it was necessary to make a TEF submission if this was not a mandatory requirement.</p> <p><b>40.05 College Board of Studies for HE (CBSHE)</b></p> <p>The Committee reviewed the minutes of the CBSHE meeting held on 26 May 2022 and noted the various matters discussed.</p>	AB to check whether mandatory
<b>22/41</b>	<p><b>Draft Cycle of Annual Business for 2023</b></p> <p>The Committee considered and <b>APPROVED</b> the cycle of business for 2023.</p>	
<b>22/42</b>	<p><b>Dates of Future Meetings</b></p> <p>Members <b>NOTED</b> the dates of forthcoming meetings as follows:</p> <ul style="list-style-type: none"> <li>• HE QA Group – Thurs 17 Nov 2022 at 4.00pm (revised date)</li> <li>• SAR Working Party - Weds 23 Nov 2022 at 4.00pm</li> <li>• TLA Committee - Weds 8 March 2022 at 5.00pm</li> </ul>	AW to consult on new date
<b>22/43</b>	<p><b>Confidential Report on Complaints and Compliments for 2021/22</b></p> <p>The Committee reviewed the confidential report and discussed specific cases 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.</p> <p>Governors acknowledged that each issue was often unique and that there were no obvious trends. Data from the last two years was atypical due Covid lockdowns and reduced activity on site. Transport continued to be a source of complaints, and these were being re-directed, as appropriate, to the bus company.</p> <p>The Committee <b>NOTED</b> the issues raised and processes to address concerns. Governors were pleased that the overall number of complaints remained low and that many compliments had been received thanking staff members and the College.</p>	
<b>22/44</b>	<p><b>Confidential Report on Suspensions and Exclusions for 2021/22</b></p> <p>The Committee received a confidential report on the formal disciplinary cases, suspensions and exclusions during the year and disciplinary processes were explained. Whenever possible, the focus was on helping individuals modify behaviour and take personal responsibility. Exclusions were a last resort.</p> <p>In total there had been 119 formal disciplinary interviews (122 last year) leading to 5 exclusions (3 last year).</p>	

	<p>In response to questions, Governors noted that occasionally students were re-admitted to College after exclusion but subject to conditions about future conduct.</p> <p>The Committee also asked about drug-related problems and noted that the issues were generally low level, small scale matters. The tutorial programme helped to address drug use with tutor training provided by Wise Up.</p>	
<b>22/45</b>	<p><b>Confidential Report on HE Academic Appeals for 2021/22</b></p> <p>The Committee received and noted there had been no appeals this year (compared to 2 in 2021/22).</p>	