



TRURO AND PENWITH COLLEGE CORPORATION



Teaching, Learning and Assessment Committee

Minutes of the Teaching, Learning and Assessment Committee
held on Wednesday 8 March 2023 via Teams.

Members: Ms A Anderson, Mrs L Batchelor, Mr R Bray, Mr J Burnett, Mr D Collins, Mrs S Sanderson (Chair), Mr D Tse, Mr M Tucker (Principal) and Prof F Wall

Also Present: Ms L Briscoe (Director of Student Experience), Mrs A Bull (Director of Curriculum Development), Ms J Cashmore (Director of Operations), Mr S Cryer (Director of Finance), Mr H Doody (HE Student Governor designate), 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: Mrs L Gooding

Item	Discussion/Decision	Action
23/01	<p>Minutes</p> <p>The minutes of the meeting held on 28 September 2022 were APPROVED as a correct record.</p>	
23/02	<p>Matters Arising</p> <p>02.01 Applied General Qualifications (Minute 22/33.01)</p> <p>The Committee noted that a DfE review on the future of applied general qualifications was in progress in response to widespread concerns throughout the sector and problems with the introduction of T Levels.</p> <p>02.02 Student Achievements (Minute 22/34)</p> <p>The latest apprenticeship achievement data indicated positive achievement, above national rates and around 75% were expected to successfully complete by the end of the year.</p> <p>02.03 Teaching Excellence Framework (Minute 22/40.04)</p> <p>The Committee noted that due to the size of the College's HE provision it was compulsory to complete the TEF exercise and the required information had been submitted to the OfS.</p>	HMCK to share data
23/03	<p>Student Progression and Destinations 2022</p> <p>The Committee considered a detailed analysis of the 2617 FE leavers in 2022 and was pleased to note positive progression for large numbers of learners. As well as destinations data, governors also discussed the feedback from a new student survey asking leavers about the quality of the support they had received for progression to university, employment and apprenticeships.</p>	

	<p>Governors asked about the decline in the numbers progressing to Russell Group Universities (particularly Exeter University) and noted there had been fewer offers due to oversubscribed courses in 2021 (associated with CAG/TAG assessments) and applicants encouraged to defer entry. In comparison to similar colleges, the offer rate remained good and was above the national rate.</p> <p>The Committee asked about the proportion of leavers progressing to university which appeared to be gradually dropping year on year and noted this was in line with a national trend and corresponded with a rise in the numbers entering employment/apprenticeships.</p> <p>Governors discussed the changes to the support provided for those not progressing to university and noted that improved course tracking data, earlier advice and guidance as well as upgraded tutorial content had been implemented. In addition, significant developments with careers support, work placements, employer interactions and the launch of the new Careers Zone were helping to enhance support.</p> <p>The meeting also noted ways that processes were being improved to increase survey response rates, including use of use of electronic media eg. WhatsApp to track destinations.</p> <p>The new destinations survey had produced useful feedback about the quality of support and this was helping to shape provision. An online leavers form was in development for 2023 to gather data more effectively. The actions to address the survey feedback were explained.</p>	
23/04	<p>Safeguarding Update</p> <p>The Director of Student Experience (Designated Safeguarding Lead) presented a report summarising latest developments and activities. Governors discussed a range of issues, including:</p> <ul style="list-style-type: none"> • termly peer review group meetings with Callywith College and Cornwall College colleagues were continuing as a useful forum for sharing good practice and discussing common issues • a deep dive into the College’s Safer Recruitment and HR procedures confirmed arrangements were effective – modifications to processes were being implemented to enhance rigor • recent CPOMs data provided an overview of key issues – in response to high numbers of mental health concerns/incidents further work was underway with external agencies and the Commissioner for Mental Health Services in Cornwall to enhance support for students and access additional funding • student voice meetings confirmed that the overwhelming majority of students felt safe at College and knew how to report concerns – information was widely disseminated via multiple channels • additional measures to increase campus safety were being implemented. <p>The Committee asked about key concerns and noted that current themes included suicidal ideation, self-harm, sexting, sharing of nude images, cyber-bullying, neglect and harassment (occurring offsite). Key concerns and emerging issues were being closely monitored by the safeguarding team.</p>	

<p>23/05</p>	<p>Prevent Risk Assessment & Action Plan</p> <p>The Committee considered the outcome of a recent Prevent risk assessment reviewing vulnerabilities within the College and the mitigating actions to reduce risks. Governors noted the local Prevent risk was currently defined as Substantial, largely due to risks posed by extreme far right behaviour, Incels or a lone individual.</p> <p>A key issue for the College was site security due to open campuses and the size and nature of the estate which made it difficult to restrict access. Also, students enjoyed the open, adult environment.</p> <p>Governors asked about measures to restrict unauthorised people on site and noted the range of improvements to security which had been introduced (eg. car parking barriers and signing in stations). Also, staff would challenge individuals without a student/staff ID lanyard or visitors badge. Repeated or persistent unauthorised visits were followed up with a written notice and/or reported to the police, as appropriate.</p> <p>In response to questions about any further measures to improve site security, the Director of Operations explained that the feasibility of installing swipe entry access to buildings was being explored.</p> <p>Following discussion, the Committee was SATISFIED that appropriate actions were being taken to mitigate risks.</p>	
<p>23/06</p>	<p>FE Admissions Policy</p> <p>The Committee noted that the Admissions Policy had been updated in the light of a recent legal case concerning disclosure of offences under investigation, pending formal charges.</p> <p>The Committee APPROVED the revised Admissions Policy.</p>	
<p>23/07</p>	<p>Careers Strategy 2022-2025</p> <p>Governors reviewed the draft Careers Strategy which set out the College's approach to careers education, information, advice and guidance (CEIAG). The document clarified the College's activities to support student progression and had been drawn up in consultation with the Careers Strategy Group made up of stakeholders, employers and the Lead Governor for Careers Education. The Strategy was accompanied by an action plan to drive forward developments.</p> <p>Governors asked about the CEIAG timeline and noted that engagement with learners began pre-application, in conjunction with schools, and that careers education was embedded within the tutorial programme and throughout courses. A new Careers Zone at Truro provided a focus for careers and enterprise activity and offered professional advice and resources. Similar facilities were opening at Penwith in July.</p> <p>In reply to a question about measuring the effectiveness of the strategy, an explanation was provided of the internal mechanisms and data which would be monitored by the Careers Strategy Group and external review processes including Matrix accreditation and Investors in Careers.</p> <p>The Committee ENDORSED the Careers Strategy and welcomed the proposed actions to take this forward.</p>	<p>LB to invite governors to opening</p>

<p>23/08</p>	<p>FE Self-Assessment Report (SAR) 2021/22</p> <p>08.01 SAR Working Party</p> <p>The Committee considered the confidential minutes of the Working Party meeting on 12 January 2023 and noted the discussions and conclusions. An overall effectiveness grading of Grade 2 (Good) had been agreed for provision in 2021/22 with an extensive range of actions already implemented in 2022/23 to drive improvements and raise the self-assessed grade to Grade 1 (Outstanding).</p> <p>08.02 Quality Improvement Plan (QIP)</p> <p>The senior quality team provide an update on the QIP which demonstrated rapid progress and significant developments since 2021/22.</p> <p>In particular, the Committee asked questions about progress in the three programme areas which had self-assessed as Grade 3 and discussed the implementation of the rapid improvement plans. In reply to questions, the senior quality lead gave a detailed account of the specific actions and expanded on the information set out in the QIP. Governors were assured that:</p> <ul style="list-style-type: none"> • the QIP was a live document which was continually monitored and updated with weekly progress checks by SMT • improvements to management information systems had helped with data accuracy, target and measures • deep dives were taking place and were highly informative and beneficial, helping to inform and support improvements • staff were responding positively to changes and taking forward developments with purpose and enthusiasm • the QIP progress was on track and that provision in 2022/23 would be judged Grade 1 (Outstanding). <p>The Committee was pleased to see significant progress with actions and developments and was reassured that the weaknesses were being addressed and activities were driving improvements.</p>	
<p>23/09</p>	<p>Higher Education Matters</p> <p>09.01 Higher Education Quality Assurance Group</p> <p>The Committee reviewed and APPROVED the confidential minutes of the HE QA Working Party meeting on 17 November 2022. Governors noted the debate and questioning by the Working Party which concluded the SAR provided a rigorous evaluation and that areas of weaknesses were receiving appropriate attention.</p> <p>09.02 College Board of Studies for Higher Education (CBSHE)</p> <p>The Committee received the minutes of the recent CBSHE meeting and noted the various matters addressed. Governors noted staffing changes including the appointment of a new University Centre Lead, Emily Myatt. The retiring lead, Andrew Smart, was thanked for all his work.</p>	<p>AB to convey thanks</p>

	<p>09.03 Teaching Excellence Framework (TEF)</p> <p>The Director of Curriculum Development explained the TEF process assessing the extent to which the provider delivers excellence in student outcomes and experience. The detailed submission had been thoroughly prepared and submitted by the January deadline. The outcome was expected in May 2023.</p> <p>09.04 OfS Conditions of Registration Risk Register</p> <p>The Committee reviewed the risk register and discussed high risks which included missing the graduate outcomes targets for high skilled employment. Governors asked about the actions to improve graduate progression and increase the numbers going into high skilled employment. Governors also discussed the actions to ensure progress towards the Access and Participation Plan (APP) targets.</p>	
23/10	<p>Early Leavers Data 2022/23</p> <p>The Committee considered the data for February 2023 and processes to support early leavers.</p> <p>The report indicated that 327 students, 6.7% had left early (after 6 weeks) compared to 226 students, 4.6% last year.</p> <p>Governors asked why the numbers of early leavers had risen.</p> <p>Management explained that some early leavers had made a positive move into employment or an apprenticeship or to another institution. But a significant number left after persistent non-attendance associated with post-pandemic issues (eg. difficulty managing the transition to College, higher levels of anxiety, mental health difficulties and not coping with course content). Similar issues were being experienced nationally.</p> <p>The Committee asked how retention was being tackled and was informed of improvements to pre-enrolment advice and guidance during the interview process and additional support with the transition from school, including visits to the College. An explanation of the intervention and support when attendance was poor was also provided. Maintaining high levels of engagement remained challenging, especially as many parents were requesting hybrid/remote delivery arrangements and did not appreciate the importance of full time attendance.</p> <p>Governors noted the support provided and was assured that retention was being proactively addressed.</p>	
23/11	<p>Recruitment and Enrolment Projections 2023/24</p> <p>The Principal explained changes introduced this year with an online applications system, earlier admissions interviews and faster turnaround of applications. There was still some reluctance from 11-18 schools to allow the College to provide information to Year 11 students and there were fewer potential applicants to Penwith, due to a falling demographic in West Cornwall. At this early stage the recruitment position was looking positive. Around 3000 applications had been received and 2000 had accepted an offer.</p> <p>Governors asked about attendance at Open Events and the Principal reported that events had been successful and well attended at both Truro and Penwith.</p>	

	In response to questions about applications to particular curriculum areas, governors noted that a detailed census of the admissions data would be taking place in mid-March to begin planning group numbers, class sizes, staffing and timetabling requirements which would provide a clearer picture of subject trends. An update would be provided for governors.	MT to provide update
23/12	Governor Learning Walks Spring/Summer 2023 The Director of Teaching and Learning invited all governors to take part in learning walks or join a deep dive to observe teaching and learning in progress. A schedule of suggested dates would be circulated and all governors were encouraged to take part.	VP to provide dates
23/13	Dates of Meetings in 2023/24 Dates were confirmed: 27 September 2023, 28 February 2024 and 22 May 2024	ALL to note
23/14	Any Other Business 14.01 DfE Performance and Attainment Data Governors asked about the publication of national performance data and was advised that the usual detail had not been published due to the impact of the pandemic and adjustments to assessment processes. Also, many providers had delivered a reduced curriculum for vocational courses (as permitted) whereas the College had continued to cover the full syllabus which potentially impacted on comparisons. The Committee asked to see the national comparisons and management agreed to circulate relevant data.	LM to provide data
23/15	Date of Next Meeting The Committee would next meet at 5.00 pm on Weds 24 May 2023	ALL to note
23/16	Financial Efficiencies This confidential item is separately minuted.	