



TRURO AND PENWITH COLLEGE CORPORATION



Teaching, Learning and Assessment Committee

Minutes of the Teaching, Learning and Assessment Committee
on Wednesday 28 February 2024 on Microsoft Teams

Members: L Batchelor, R Bray, J Connor, H Dean, O Marshall-Whitley, J Parsley, S Sanderson (Chair) and Mr M Tucker (Principal)

Also Present: L Briscoe (Director of Student Experience), A Bull (Director of Curriculum Development), J Cashmore (Director of Operations), L Langdon (Chief Finance Officer), L Maggs (Director of Operations, Penwith College), H McKinstry (Director of Partnerships & Apprenticeships), V Pearson (Director of Teaching and Learning), W Randle (Head of Governance) and R Townsend (Chair of Corporation).

Apologies: D Collins, L Gooding and F Wall

Item	Discussion/Decision	Action
24/01	<p>Apologies, introductions and declarations of interest</p> <p>The new Student Governors were welcomed to the meeting.</p> <p>Apologies were received and accepted from D Collins, L Gooding and F Wall. Some SMT members would arrive at different stages of the meeting.</p> <p>There were no further declarations of interest to those contained on the register.</p>	
24/02	<p>Minutes of the previous meeting</p> <p>The minutes of the meeting held on 27 September 2023 were approved as a correct record.</p>	
24/03	<p>Matters Arising</p> <p>The following updates were noted:</p> <ul style="list-style-type: none"> ▪ The review of the Student Association constitution remains ongoing and is being supported by the Head of Governance. ▪ The College were awarded TEF Silver for the HE provision. ▪ Governors are encouraged to attend Learning Walks scheduled for the spring term; new forms have been developed and will be shared with Governors. ▪ Student numbers: HE student numbers have remained stable with an increase in the nursing provision, there is a small increase of 16-18 year old students due to good internal progression, Apprenticeships numbers are 934 in learning with Adult recruitment low, similar to the last academic year. 	
24/04	<p>Student Progression and Destinations 2023</p> <p>The Director of Curriculum Development highlighted the following points from the report:</p> <ul style="list-style-type: none"> ▪ The College are aiming for a higher percentage (90%) of students to progress to Level 3. ▪ Vocational programme progression remains positive in both Levels 1 and 2 and/ 	

	<p>or employment, with improvements in place for the work experience offer.</p> <ul style="list-style-type: none"> ▪ Some dips in Access programmes were recorded, likely due to financial pressures on students. ▪ Level 3 progression remains university focussed with some progression into work; equivalent students from Diplomas and A Levels are progressing to university. The College aims to increase the overall offer rates in line with SW benchmarking data. ▪ The number of students taking gap years has increased; the data collected includes deferred entries to universities. ▪ Scope to further develop internal progression was noted. ▪ Destination data indicated additional support for apprenticeship students was needed with the College exploring skills development, interview techniques etc with employers. <p>A Governor reflected on the number of students progressing through Design and Performance Arts programmes and the College's success in this area, noting the available offer for 16-18 year olds, the foundation programme and University Centre programme.</p> <p>In response to a Governor question, information on the support in place for students opting for employment was shared.</p> <p>Governors were keen to further explore destination data to include whether students deferring entry to university eventually attend. It was noted that the College continue to encourage students to apply to university and defer entry than not apply. The College plan to develop data collection of destination data to further explore student outcomes during gap years, to include deferred entrants and whether they go to university. Outcomes will be shared once sufficient data is available.</p> <p>A Governor reflected on widening participation for the students to include supporting students with obtaining contextual offers. It was noted that the College do not receive many more contextual offers than some other colleges.</p> <p>A Governor noted the significant proportion of students selecting South West based universities. Following a discussion, with contributions from the Student Governors, it was understood this was possibly impacted by location, travel back to home and universities visited.</p>	
24/05	<p>DfE Performance Tables for 2022/23</p> <p>The Director of Curriculum Development highlighted the following points from the paper:</p> <ul style="list-style-type: none"> ▪ A Level results comparison to other FE colleges indicate the College's overall performance was favourable, with areas of development included in the Quality Improvement Plan (QIP). ▪ T Levels performed very well with high student numbers. ▪ Apprenticeships data is not yet available; the College predicts a similar positive position to 2021/22 outcomes. ▪ Extended Diploma outcomes report in line with national averages, with areas of improvement included in the QIP. ▪ The QIP remains focussed on achieving higher grades. <p>A Governor was disappointed to learn that there is no national benchmark that the College can use to benchmark Geology due to the size of the cohort. The College agreed to identify an alternative benchmark for future reporting.</p>	AB

	<p>A Governor questioned the decline in Modern languages outcomes. It was reported that the decline in languages within schools across the county results in a smaller pool of students and therefore smaller cohorts which impacts data more significantly. The College are reviewing this area and will feedback at the next meeting.</p> <p>A Governor requested further information on the outcomes for a large cohort in media film studies which portrays a concerning picture. The College reported that they are exploring high grades, value added, and distance travelled to gather a more accurate picture in this area and outcomes will be reported to the next meeting.</p>	<p>SMT</p> <p>SMT</p>
<p>24/06</p>	<p>Safeguarding Update</p> <p>The Designated Safeguarding Lead (DSL) updated on the report circulated highlighting the following points:</p> <ul style="list-style-type: none"> ▪ A deep dive on the single central record has concluded effective reporting is in place. Social media checks are now completed as part of the recruitment processes of new staff. ▪ No LADO reports have been made. ▪ In line with the safeguarding plan, the College has commenced the installation of the smoothwall to monitor College devices accessing inappropriate material. This action is in line with KCSIE guidance on digital safeguarding. ▪ The roll out of door entry systems across all buildings at Truro and Penwith campuses is underway. ▪ A mental health strategy is being developed and the College has signed up to the Association of Colleges' (AoC) Mental Health Charter. ▪ Key safeguarding themes raised include domestic violence, mental health and home and parenting concerns; some students represent multiple concerns within the data. <p>In response to Governor questions the following points were noted:</p> <ul style="list-style-type: none"> ▪ The positive impact of the Allies programme was noted. The programme is used as an earlier stage of Prevent and helps support low level activity and student understanding. ▪ Previous years' safeguarding data will be included in future reporting. A slight decrease in mental health reporting was noted; some individual cases are more serious/ significant than seen before. <p>A lengthy conversation took place on the increase in aggression from some students. It was noted that the College are working closely with the Police, providing staff training where applicable and a Youth Intervention Officer supports groups of students. It was reported that following a Governor conversation prior to the meeting, the College have reviewed and adjusted the risk register around perceived knife crime.</p> <p>The Committee acknowledged the potential risk increases and the positive impact of safety measures such as the door access system, whilst noting that data remains lower when compared to some colleges.</p>	<p>LB</p>
<p>24/07</p>	<p>Equality and Diversity Monitoring Report for 2023</p> <p>The Director of Student Experience highlighted the following points from the report:</p> <ul style="list-style-type: none"> ▪ The data within the report is uploaded to the website. ▪ The College EDI Committee are working well and preparing for the EDI Fair with external organisations invited to participate. ▪ The integration of EDI themes is included within the curriculum. 	

	<ul style="list-style-type: none"> ▪ A deep dive in EDI within support services and curriculum will enable the development of a strategy. ▪ The Access audit reported a good outcome. ▪ Young ESOL workers have reported a good experience with the College with discussions on future educational progression, to include individual skills development, being progressed. <p>A discussion took place on the diversity of the College reflected in recent student data which reported that 86% of students are white British; the national average is 82% in student body. A Governor thanked the College for the case study included in the papers.</p> <p>It was noted that the College staffing group does not reflect the diversity within the student body, nor does the Board. It was noted that a diversity audit of the Board is planned, with outcomes reviewed by the S&G Committee at the May meeting; likely resulting in targeted Governor recruitment.</p> <p>A Governor reported recent communication with the College regarding the College’s response to menopause, updating that the College are rewriting the Staff Wellbeing policy.</p> <p>A Governor challenged the report’s reference to Ofsted Race Equality and the race equality form; this statement will be removed from current reporting until its accuracy is confirmed.</p>	<p>S&G</p> <p>LB</p>
<p>24/08</p>	<p>Apprenticeships Update</p> <p>The Director of Business Partnerships and Apprenticeships provided highlights from the report:</p> <ul style="list-style-type: none"> ▪ Early indicators suggest good performance; the data cannot be benchmarked until March. ▪ The highest recruiting programme is Nursing, followed by Level 2 Carpentry then Level 2 Commis Chef. ▪ A 62.3% achievement rate will be reported, impacted by using a timely reporting measure, exceeding the national achievement rate of 51-52%. <p>The College are pleased to report that they are 1 of only 5 colleges awarded Expert Provider status and are supporting the DfE in simplifying the SMEs sign up process. In response to a Governor question, the College’s participation in this programme is beneficial and a reduction in bureaucracy is expected.</p>	
<p>24/09</p>	<p>Early Leavers Data</p> <p>The Committee were reminded of previous retention reporting; an early peak in 2022/23, following the impact of remote delivery for parts of 2021/22. The College were pleased to report an improvement in retention, to date for 2023/24, noting slightly lower retention at the Penwith campus and significant improvements at the Truro campus.</p> <p>A substantial number of students leaving have accessed full time employment with the highest number of students reported leaving due to progress on course; likely due to attendance and progress measures which means the College are identifying students earlier. The College plan to identify if students return to the College and complete their programmes, alongside the reasons why students do not return.</p> <p>The College continue to focus on improving retention which remains higher than</p>	

	<p>before Covid, as detailed in the QIP.</p> <p>Authorised attendance coding continues to work well, yet the College continue to encourage student attendance at lessons. In response to a Governor question, it was noted that the College do not know where the 6% of students not in attendance are, that the attendance data is in line with national data and that the College maintains communication with next of kins. A Governor highlighted a discrepancy in the data and assurance was provided that the overall data position remains accurate.</p> <p>A Governor challenged whether poor student attendance could be a result of staff attendance and supply availability, and whether this is taken into account during absence coding. It was noted that FE covers absence via a cover rota and attendance is coded accordingly, whilst attendance tracking in HE varies. The College noted a unique set of circumstances impacting a specific programme area within HE with this being picked up outside of the meeting.</p> <p>The Director of Operations reported that the College are experiencing higher levels of poor behaviour in the current academic year, with specific issues related to a particular area of Truro. This has regrettably resulted in an increase in exclusions, for reasons including violence and misuse of substances.</p> <p>Governors reflected on the increasing national problem of poor behaviour experienced by schools and colleges and in some professions. A Student Governor reported that students known to them feel safe and there is no sense of dread, with College student surveys indicating an overwhelming majority of students feel safe on campuses.</p>	
24/10	<p>College FE Self-Assessment Report (SAR) 2022/23: Confidential Minutes of SAR Working Party - 24 January 2024 and Quality Improvement Plan Update / Review of SAR Action Plans 2023/24</p> <p>The agenda items were considered together.</p> <p>The Committee Chair encouraged all Governors to read the SAR executive summary and SAR Working Party minutes, noting that whilst historical they provide the understanding for the QIP.</p> <p>The QIP has been developed to align with the Ofsted framework and Governors were assured that some development items will always remain on the QIP, with new items added in response to the SAR.</p> <p>The Committee Chair demonstrated how they use the QIP to prepare and support Governor meetings and triangulate information received.</p> <p>Governors' attendance was encouraged during the Quality Improvement weeks to triangulate the information received during meetings; details for Learning Walks have been shared with Governors.</p>	ALL
24/11	<p>Higher Education Matters Confidential Minutes of the HE QA Group – 4 February 2024</p> <p>The Committee Chair encouraged all Governors to read the HE Quality Assurance Group minutes, highlighting that there will be an increased focus on the Governance of HE, being explored by the Head of Governance, and that work has commenced on the development of the HE strategy; Governor involvement will be invited.</p>	

	<p>Minutes of College Board of Studies for HE – 23 February 2024</p> <p>The Committee received the minutes.</p> <p>TEF</p> <p>The Committee noted the TEF Silver award and congratulated the College.</p> <p>OfS Conditions of Registration Risk Register</p> <p>The Committee received the risk register noting this had been reviewed by the HE Quality Assurance Group.</p> <p>Access Participation Plan progress update</p> <p>The Committee noted the increased complexities to develop and deliver against the APP, noting the significant difference in staffing resources between HE delivered in FE and HE settings to produce the APP.</p>	
24/12	<p>Recruitment and Enrolment Projections for 2024/25</p> <p>The Director of Student Experience reported that FE recruitment is progressing well with the number of applications received similar to this time last year, with Open Days well attended. An increase in students applying with SEN and additional support needs, a drop in student numbers from some feeder schools for one year and increased competition was reported; the College are interviewing earlier to secure and offer places. Further detail contained in the confidential minutes.</p> <p>It was understood that 175 students have applied to both Truro and Penwith College and Callywith College, an increase on last year, with Callywith College reporting an increase in applications on last year.</p> <p>Staff and Student Governors left the meeting.</p>	
	<p>AOB</p> <p>None.</p>	
24/13	<p>Dates of Future Meetings</p> <ul style="list-style-type: none"> ▪ HE QA Group – 2024/25 date TBC ▪ SAR Working Party – 2024/25 date TBC ▪ TLA Committee - Weds 22 May 2024 at 5.00 – 7pm (Truro) 	
	<p>Confidential items</p> <p>Staff and Student Governors left the meeting.</p>	
24/14	<p>Outcome of curriculum costing review</p> <p>Detail contained in the confidential minutes.</p>	
24/15	<p>Efficiencies</p> <p>Agenda item deferred to the next meeting.</p>	HG