



TRURO AND PENWITH COLLEGE CORPORATION



Teaching, Learning and Assessment Committee

Minutes of the Teaching, Learning and Assessment Committee
on Wednesday 22 May 2024 on Microsoft Teams

Members: L Batchelor, D Clayton-Madge, O Marshall-Whitley, S Sanderson (Chair) and M Tucker (Principal)

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

Item	Discussion/Decision	Action
1	<p>Apologies, introductions and declarations of interest Dean Clayton-Madge was welcomed to his first Committee meeting. It was noted that two new Governors, Tamsin Merritt and Chris Wathern, will also join the Committee yet were unable to attend this meeting.</p> <p>Apologies were received and accepted from the following Governors; D Collins, F Wall, R Bray, L Gooding was not present. Apologies were received from Jane Cashmore (Senior Management Team (SMT)). There were no further declarations of interest to those contained on the register.</p>	
2	<p>Minutes of the previous meeting The minutes and confidential minutes of the meeting held on 28 February 2024 were approved as an accurate record.</p>	
3	<p>Matters Arising The Committee were satisfied with the updates provided in the matters arising report.</p>	
4	<p>Progress against Strategic Objectives This is a new agenda item for Teaching, Learning and Assessment Committee (TLA). The Committee will be responsible for monitoring progress against these objectives. An overview of the objectives and progress made was provided, an update on definitive progress is planned for the Autumn Committee meeting.</p> <p><u>Objective 4</u> - Sustain a high-quality personal development offer for all students.</p> <p>This objective focuses on the College's enrichment offer. The quality of the offer is reviewed as part of the quality review process and the College also monitor attendance. Moving forward the focus will be on personal development. This offer is not externally funded.</p> <p><u>Objective 6</u> - Improve overall student outcomes including the percentage of high grades awarded across all provision types.</p>	

	<p>Progress remains ongoing with tracking systems being developed to support monitoring. This summer's exam results will evidence progress made in this area; outcomes from the January exams suggest good progress made with some areas of improvement identified.</p> <p><u>Objective 7</u>- Develop people management systems that promote a positive and productive workforce.</p> <p>Workload has replaced pay as the key issue for staff. The College are reviewing and improving systems so staff can access information more easily, exploring the use of AI and sharing good practice amongst staff.</p>	
<p>5</p>	<p>Risks linked to TLA Committee</p> <p>The Director of Teaching and Learning reported that reviewing risks at Committee level is new for both SMT and Governors, as is linking the risks to the strategic objectives. The College welcomed feedback on the presentation of the data for future meetings. An update on the risks in the report was provided:</p> <p><i>The impact of the College reputation of the actual or perceived reduction in the quality of provision including an Ofsted visit</i> – it is a requirement that the College will receive an Ofsted inspection by July 2025.</p> <p><i>Failure to monitor the defunding BTEC & Level 3 qualifications and availability of appropriate programmes</i> – the general election could impact on this risk; a Labour government has indicated they will freeze this review. A significant number of students are enrolled on the Health and Social Care and Engineering BTECs and the T Level programme would not be suitable for all of these students.</p> <p><i>Failure to secure sufficient work experience placements for all students including T Level learners</i> - the College have invested in resources to support students with work experiences and are keen to ensure a quality offer and are mindful of students' readiness to undertake work experience.</p> <p><i>Failure to monitor and mitigate the impact of AI and other developing technologies on maintaining robust progression monitoring and assessment methods</i> – there is limited external guidance to support the College as they develop an AI policy framework. The College await the outcomes from the Ofqual review of this year's exams.</p> <p><i>Failure to implement study programme changes to maintain outstanding quality</i> – the College is focused on maintaining the balance of teaching, with timetable audits underway.</p> <p>Following discussion, the Committee requested the inclusion of student behavioural and safeguarding risks in future risk reports to Committee, examples to illustrate the risks and mitigation (example knife crime) and rag rating of risks.</p> <p>The CFO reported that a risk management internal audit report has been received, the recommendations will be reviewed at the upcoming Audit Committee with changes to risk management planned for the autumn term.</p>	<p>VP</p>
<p>6</p> <p>6.1</p>	<p>HE Update</p> <p>The Associate Director – University Centre was welcomed to the meeting to update on the College's HE offer.</p> <p>HE Strategy progress update – see Confidential Minutes.</p>	

<p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p>	<p>HE Task and Finish Group The above group will be set up to review the governance of HE and to support the development of the HE strategy. Membership was discussed at the recent Search and Governance meeting and the Head of Governance awaits feedback from Governors approached. Feedback to be provided at the next meeting.</p> <p>College Board of Studies for HE minutes The Committee received the minutes. A Governor requested an update on the College's response to the feedback from a psychology student and asked how often student perception surveys are conducted. Psychology programmes will now be managed by HE team to ensure clear accountability, with a dedicated course lead and unified communication. All existing HE psychology students have been individually met with, and this issue was deemed not representative of the broader HE experience. In response to a Governor question, no students left the programme, and no official complaints were received.</p> <p>Governors were keen to understand the speed of the College's response and whether students are aware of how they share their concerns. It was reported that the College had not provided a coordinated response to concerns resulting in poor communication. The College are reviewing practice to ensure all students know how to share concerns and are developing a robust policy framework for continuous improvement.</p> <p>In response to a Governor question, the College has not been requested to provide any course refunds to date and follows up the non payment of fees. The College will no longer use the SPSS software referred to in the feedback.</p> <p>Update on OfS Conditions of Registration: Risk Register The Committee received the report, noting there were no updates since the Committee's review in February. The Committee remained pleased that the College continue to have no red rag rated areas and would like to see Condition B3 move from amber to green by the next meeting.</p> <p>Access and Participation Plan The submission deadline is 31/07/24. A timeline for the production of the plan had been included in the paper. The College await further data in response to meeting a recent requirement from the OfS. The significant work required to complete the APP was noted and whilst an extension to the deadline has been requested the College are not optimistic.</p> <p>Following a discussion it was noted that the data presented provides a robust basis for the triangulation of data, and the risk and financial analysis, which will determine the interventions needed; as detailed in the timeline. The Committee agreed to recommend to Board the delegation of approval to the TLA Committee Chair and the Chair of the Corporation.</p> <p>Freedom of Speech It was reported that whilst OfS consultation remains ongoing, there will be a requirement to update the College website by 01/08/24. The Committee agreed to recommend to Board that they delegate appropriate approvals to the Chair of the Corporation and Committee Chair, should the College not be in a position to provide a final proposal at the June Board meeting.</p>	<p>WR</p> <p>AB/EM</p> <p>SS/WR</p> <p>SS/WR</p>
<p>7</p> <p>7.1</p>	<p>Quality Assurance and Improvement Process Student Voice outcomes (course/ tutorial reviews) Following the introduction of a video to help FE students complete the annual survey, the College achieved its highest response rate. The language used and how staff share and explain the questions continues to be an area of development. It was noted that the data shared with Governors includes multiple submissions from students with multiple lecturers.</p> <p>Governors reflected on the mixed feedback on tutorials at the Governors' conference compared with the survey outcomes. The College were pleased that the majority of students</p>	

	<p>found their tutors approachable yet disappointed that 9% of learners disagreed or strongly disagreed that lecturers make learning interesting. Data analysis has not yet been broken down by course; the data will be shared with PTLs and course leaders to support action planning and the Self-Assessment Report (SAR) process. The use of the survey in identifying students in crisis was shared.</p> <p>The College reflected on the potential negative impact of the staff survey on staff morale. A Governor reflected that students liking lecturers does not always achieve good exam outcomes.</p> <p>7.2 2023/24 Quality review weeks feedback This programme replaces the lesson observation programme undertaken for 2022/23 and will be incorporated into staff performance management. The College are using the Ofsted methodology; deep dive approach, which has been supported by the unions. For 2024/25 there will be two quality review weeks. The College have undertaken 42 course reviews over the academic year; an overview of the process undertaken and areas of process development moving forward were shared.</p> <p>The strengths and areas of development were reviewed by the Governors. A Governor reflected on their attendance at two quality review sessions, noting the difference in the style of questioning in the sessions and subsequent outcomes.</p> <p>A Governor reflected on the case study review of additional needs which they attended, the transparency of the student experience and the value of attending this for Governors was highlighted and the Governor was assured by the process.</p> <p>7.3 Governor Engagement overview The Committee reviewed the Governor engagement overview noting there were some activities not included. It was noted that the SMT, Head of Governance and Search and Governance Committee have reviewed ways of improving governor engagement, the variety of activities and expectation on Governors; a schedule for the autumn term is being developed, aligned to the Strategic Objectives and will be shared with Governors.</p>	
<p>8</p> <p>8.1</p> <p>8.2</p>	<p>SEND/ High Needs/ Inclusive practice Upcoming SEND events</p> <p>The Committee reviewed the feedback from the 2022/23 first SEND Focus Fortnight. Details on the 2023/24 SEND Focus Fortnight will be shared with Governors. The Governor training session on SEND/ High needs is taking place during this week.</p> <p>External recommendations The Committee received the report from an external consultant which reviewed the progress made to improve the quality of the provision for students with high needs provision. The Committee noted the six recommendations and progress made; specifically noting recommendation five linked to Governors. The College reflected on the significant progress made in the last 12 months and the continuous improvement planned and the recruitment underway for a new role - Associate Director for Inclusive Practice.</p> <p>At the recent Search and Governance Committee meeting, governance in this area was reviewed and will be added to the Governance Development Plan for 2024/25. Progress against recommendation five includes; Governor training scheduled for 02/07/24, a succession plan for the SEND Lead Governor role is in place and links with this role and the safeguarding and EDI Lead Governors will be developed, visits to Tregye campus have taken place and are planned for 20/06. A session at the June Board meeting is planned to share the journey within Progression Pathways.</p> <p>The Committee discussed how Governors can triangulate the impact of these measures, it was understood that this could be achieved by the gap in achievements from SEND students and their peers and classroom reviews.</p>	

	<p>A Governor, during a recent visit to the Tregye campus, had requested benchmarking measures, it was noted that no College in the SW has achieved outstanding for High Needs with Henley College recently receiving this outcome nationally.</p>	
9	<p>Quality Improvement Plan (QIP) action plan The QIP is a live document. Current progress against action points is on track. In response to a Governor question on the College's attendance position it was noted that this has been impacted by the common timetable for A2 students. AoC benchmarking data will be available next year which the College can use to benchmark data from its new data collection system. It was noted that there are downward trends in English and maths. The College welcome ongoing Governor support and challenge on student attendance. A Governor was pleased to see the progress made on staff morale, workload and wellbeing.</p>	ALL
10	<p>Data update League Table/ comparison The DfE published the data in March, comparisons were shared with the Committee.</p> <ul style="list-style-type: none"> ▪ The College reported that there had been no surprises, and the data aligns with that shared in the last TLA meeting. ▪ The data reflects the areas of development in the QIP already identified; i.e high grades. ▪ Improvements are needed in progression courses (Levels 1&2) alongside induction and retention. ▪ The College have completed earlier interviewing this year to ensure students are on suitable courses. ▪ Regarding gender, females tend to do better in line with national averages, the College plan to do more for male students, including increasing retention. ▪ The College are further analysing the data for students eligible for Free School Meals (FSM) as the College performed below the national average and outcomes do not reflect the College measures implemented. Governors were keen to review the outcomes of this analysis. <p>Student recruitment numbers 2024/25 The following highlights were noted:</p> <ul style="list-style-type: none"> ▪ Applications are on track with a higher number interviewed at this stage than previous years. There has been a significant increase in international students; places can only be offered once the criteria has been met. ▪ There has been an increase at recruitment at Penwith, likely supported by the outreach work undertaken. ▪ Significant work is underway with Ottery, to include local school visits and liaison with Callywith re taster days. 	LM
11	<p>Careers update National Quality in Careers Standard The College have received Investors in Careers status and received positive reports from the observer. The College have also been selected to be part of a Careers Impact study. It was noted that the Careers Lead Governor attended both the impact study and inspection sessions. The positive reports received will be shared with the Careers Strategic group which the Lead Governor attends.</p>	
12 12.1	<p>Safeguarding Update The Committee received the report. The Director of Student Experience reported that the most significant change implemented has been the introduction of the IT monitoring software; Softwall. In response to a Governor request, examples of the levels of categorisation was</p>	

<p>12.2</p> <p>12.3</p>	<p>provided. All events captured are reviewed with examples of actions taken shared. Data is also collated on staff as well as students.</p> <p>It was noted that there has been a reduction in mental health incidents. A Governor attended the launch of the mental health strategy and noted the amount of work implemented.</p> <p>The quality of the data and reporting on safeguarding has improved significantly with a change in the College's approach, the Director of Student Experience was thanked.</p> <p>Annual Safeguarding Assurance Return The deadline for submission is July; feedback will be provided at the autumn TLA meeting.</p> <p>Governor engagement The College thanked the Safeguarding Lead Governor for the strength of engagement in this area.</p>	<p>LB</p>
<p>13</p> <p>13.1</p> <p>13.2</p> <p>13.3</p>	<p>Teaching, Learning and Assessment (TLA) Updates A new standing agenda item for the Committee.</p> <p>Staff CPD Teaching and learning staff CPD has been delivered on pedagogy. There has been less engagement in the education exchange programme, to increase engagement some of this training is now mandatory.</p> <p>Artificial Intelligence (AI) A College working group of teaching staff is in place to explore opportunities; 12 staff are trialling a marking AI platform.</p> <p>A Governor noted the pace of AI development and the information shared from the AoC Governor Summit they attended.</p> <p>It was noted that an AI task and finish group with LB and OM is due to meet on 06/06 to review progress in this area and consider governance oversight.</p> <p>Quality Team activity The College are altering their approach to CPD on metacognition due to poor attendance and have also planned additional CPD to support vocational students.</p>	
<p>14</p>	<p>AOB None.</p>	
<p>15</p>	<p>Dates of Future Meetings 4pm Wed 6 November 2024, Truro campus 4pm Wed 26 February 2025, Penwith campus 4pm Wed 21 May 2025, Truro Campus</p>	