



TRURO AND PENWITH COLLEGE CORPORATION



Teaching, Learning and Assessment Committee

Minutes of the Teaching, Learning and Assessment Committee
on Wednesday 6 November 2024 at Truro College.

Members: N Basher, L Batchelor, R Bray, O Marshall-Whitley, T Merrit, S Sanderson (Chair) M Tucker (Principal) and Chris Wathern

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 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	Apologies, introductions and declarations of interest Apologies were received and accepted from D Collins and F Wall. There were no further declarations of interest to those contained on the register.	
2	Minutes of the previous meeting The minutes and confidential minutes of the meeting held on 22 May 2024 were approved as an accurate record.	
3	Matters Arising The Committee were satisfied with the updates provided in the matters arising report. Following a discussion on how the College benchmarks high needs students against their peers on similar programmes, it was noted that Level 1 & 2 data can be provided for SEND students moving forward and that the College will explore further data sets.	LM/VP
4	Progress against Strategic Objectives The Committee received the papers updating on progress made against objectives 4 and 6 of the Strategic Plan, and the associated risks. A lengthy discussion took place on attendance, rag rated green due to good progress made with the new monitoring processes. It was noted that there are pockets of poor levels of attendance identified in the SAR within some Level 2 and occupational programmes, the high level of attendance in A Level and vocational is maintained. Increased communication with parents and carers has proven effective. The Committee reflected on communication with parents with reading and writing challenges and that some students will not always want support with attending College. Details of a pilot project to support attendance, specifically for home educated students joining the college were shared. In response to a Governor question, the live data reported attendance at 88% with 5% unauthorised; SEND students reported slightly lower. In response to a Governor question, the College measures the impact of the attendance improvements via the outcomes; there is a direct correlation between good attendance, high level engagement and good outcomes.	

	<p>Additional points noted:</p> <ul style="list-style-type: none"> ▪ The 'first impression survey' has been redesigned with external support; there appears to be some uncertainty around work placements which will be explored further. ▪ Whilst there have been improvements within tutorials this will likely always be rag rated amber due to ongoing continuous improvements. ▪ In response to a Governor question, there were no consistent themes from the courses chosen for rapid improvement, some were chosen due to outcomes, others for student experience. ▪ Improvements have been made within marketing, yet no overall FE growth has been achieved; marketing will be a focus area for the upcoming Governors' Conference. Student retention could impact on course viability in some areas. ▪ Governors reflected positively on their experiences whilst in attendance at the recent Truro campus open day. 	
5	<p>Risks linked to TLA Committee</p> <p>In addition to discussions held under agenda item 4, the Committee noted the impact of the drop in student numbers on future funding. In response to a Governor question, retention had originally improved on last year, yet now reports similar to this time last year.</p> <p>A brief conversation took place on the bus service, to include costs and quality of service, and potential impact of a poor service on students attending College. It was noted that College has a planned meeting with Cornwall Council to consider future plans.</p>	
6	<p>HE Update</p> <p>The Associate Director – University Centre was welcomed to the meeting to update on the College's HE provision with the Director of Curriculum Development.</p> <p>6.1 HE Objectives and strategy development</p> <p>The Committee received the paper and noted the progress being made with the HE strategy, with the support of the Governors' task and finish group.</p> <p>6.2 HE Quality Assurance Group update</p> <p>This group had met prior to this meeting to explore the HE SAR, action plan and OfS risk register and supported the College's proposal to remove the College Board of Studies for HE (CBSHE). The group also supported the proposal to end the sub group and move the responsibilities to the TLA Committee.</p> <p>6.3 HE Strategy Task and Finish Group</p> <p>The task and finish group has met three times, with future meetings planned. Governors have provided useful feedback for the HE Strategy around finance, the strategy development, and the research needed to ensure an evidence based strategy.</p> <p>6.4 Update on OfS Conditions of Registration: Risk Register</p> <p>The Committee received the paper, noting it had been considered by the HE Quality Assurance Group.</p> <p>6.5 Outcomes and enrolments</p> <p>Outcomes had been considered by the HE Quality Assurance Group and enrolments remain an ongoing risk for the College, with no growth and a delay in nursing apprenticeships due to levy funds being exhausted.</p> <p>6.6 APP submission</p> <p>It was noted that the APP has been submitted with minimal feedback provided to date.</p>	

7	<p>Student Data update to include</p> <p>The Committee received the report, noting the data had been explored at Corporation. It was highlighted that there has been an increase in student numbers within occupation and technical areas with no growth in Level 3. The impact of a decline in students achieving the required GCSEs to progress was noted; 61% of students within Cornwall achieved grade 4 and above in English and maths. It was noted that the recent exceptional outcomes received (as benchmarked with other colleges) could impact positively on student recruitment for 2025.</p> <p>It was reported that 1100 students went to their first choice university, with 24% of disadvantaged students going to university compared to the national benchmark of 18%. Whilst the College has always performed well in this area continuous improvements are always being made; all Governors will be invited to the next education session on 'bridging the gap' for disadvantaged/ SEND students.</p> <p>The positive impact of the investment in staff CPD was noted and Governors noted that the comments from staff on CPD were helpful.</p>	LM
8 8.1& 8.2	<p>SEND/ High Needs/ Inclusive practice</p> <p>Progress against external recommendations and Governors on the Ground (GOTG)</p> <p>Detail contained in the confidential minutes.</p>	
9 & 9.1	<p>Quality Strategy 2024-27 and Quality Improvement Plan (QIP) direction 2024-27, strengths and weaknesses</p> <p>The Committee reviewed and agreed to recommend to Board the approval of the Quality Strategy, subject to the discussion at the upcoming Governors' Conference about vision, mission and values.</p> <p>It was noted that the draft SAR is available on Convene, detailing the areas for improvement, to include tutorial, attendance and retention, and will be further explored by the SAR working group.</p>	SS
9.2	<p>Quality review week feedback</p> <p>Governors were thanked for their engagement this term via Governors on the Ground (GOTG), to include attendance at the Quality Review week. Detail on the breadth of activity undertaken to include intent meetings, learning walks, work scrutiny and time speaking with students were shared. Overall the outcomes were positive and will be explored further in the SAR was shared.</p> <p>The Committee reflected on the GOTG forms noting the process was useful and that going forward an actions update will be collated.</p>	WR
10	<p>Safeguarding Update</p> <p>The Committee received the termly report. The Director of Student Experience reported that the most common concerns for students were linked to mental health and home issues.</p> <p>Governors on the Ground (GOTG)</p> <p>The Committee received the Governors on the Ground report completed on visits with the Safeguarding Officer and Student Services. It was noted that the Safeguarding Lead Governor will report to Audit on the Single Central Record (SCR) feedback and that they visited the nursery prior to this meeting.</p>	
11	<p>Curriculum challenges and impact on the 3 yr Curriculum Development Plan 2024-27</p> <p>The College await the outcome of the pause and review of the qualification reform, yet anticipate that the government will not defund Btechs.</p>	

	<p>The impact of the increase in the number of students needing to resit English and maths was noted on both the teaching of these subjects, and students' access to further education programmes of choice and the need to consider alternative qualifications.</p> <p>It was noted that the College are part of a DfE Gatsby cross college group exploring clarity within FE pathways.</p>	
12	<p>Draft Cycle of Business 2025</p> <p>The Committee noted and supported the proposals to include the SAR working party and the HE Quality Assurance Group roles and responsibilities into the Committee, in addition to the skills elements of the Employment and Business Policy Committee. The Cycle of Business will be drafted once Corporation have considered these proposed changes to the governance structure.</p>	WR
	Student and Staff Governors left the meeting	
13	<p>Annual Report on Complaints and Compliments for 2023/24</p> <p>The Committee received the report and expressed thanks to Lisa Jones for preparing the information. The Committee reviewed the data and explored some of the scenarios. It was agreed that going forward, the Committee would receive the summary tables only to identify trends.</p>	
14	<p>Annual Report on Student Suspensions and Exclusions for 2023/24</p> <p>The Committee received the report. The Director of Operations noted that student policies are modelled on HR policies to reflect workplace expectations and that the main reasons for suspension and or exclusion were 'violence or fighting' and 'drug use or possession'.</p> <p>A discussion took place on the transition of students from school to college, and the links between safeguarding and attendance data held on students, to enable improved data analysis and student support.</p>	
15	<p>Annual Report on HE Academic Appeals for 2023/24</p> <p>The Committee received the annual statement from the Office of Independent Adjudicator which reported that there had been no complaints received by the OIA about the College.</p>	
16	<p>AOB</p> <p>None.</p>	
17	<p>Dates of Future Meetings</p> <p>12:30pm Mon 2 December 2024, SAR Review Working Party, Truro campus</p> <p>4pm Wed 26 February 2025, Penwith campus</p> <p>4pm Wed 21 May 2025, Truro campus</p>	