



TRURO AND PENWITH COLLEGE CORPORATION



Teaching, Learning and Assessment Committee

Minutes of the Teaching, Learning and Assessment Committee held on Wednesday 6 June 2018 at Penwith College.

Members: Mrs L Batchelor, Mr R Crossland, Sir Robert Owen, Mrs S Sanderson, Dr E Sheridan (Chair), Mr D Walrond and Mrs E Winser

Also Present: Mr M Arnold (Director of Quality), Ms J Cashmore (Director of Operations), Mrs S Dickinson (Director of Finance), Mrs C Mewton (Director of Studies), Mr A Stittle (Director of Teaching and Learning), Mr M Wardle (Director of Curriculum) and Mrs A Winter (Clerk to the Corporation)

Apologies: Mr J Green, Mr S Jose, Mr T Moser, Mr J Trenchard, and Mrs J Woodhouse
Also, Mr M Tucker and school representatives: Mr A Martin (Hayle) and Mr M Rabey (Richard Lander)

Item	Decision	Action
18/18	<p>Minutes</p> <p>The minutes of the meeting held on 7 March 2018 were APPROVED and signed as a correct record.</p>	
18/19	<p>Matters Arising</p> <p>19.01 Qualifications Framework (QCF) (Minute 18/02.01 & 18/05)</p> <p>Governors sought clarification and noted that the College would remain with the QCF system for 2018/19 (for all qualifications other than Sports Science). In response to feedback from providers some modifications had been made to the new National Qualifications Framework (NQF), however, a number of concerns remained. The College's first Sports Science NQF Diploma results were good and students on NQF qualifications at Callywith College had also performed well. A transition to NQF would be considered next year.</p> <p>19.02 Schools Updates</p> <p>The Director of Studies confirmed that she had met with local authority representatives and shared concerns about the high numbers of home-educated young people in the County and their progression to the College. The meeting had been useful and resulted in a tightening up of the College's entry policy for pre-16 learners – the normal expectation was that the College would not accept students from year 10 and below.</p>	

<p>18/20</p>	<p>Lesson Observations and Course Reviews 2017/18</p> <p>The Committee considered the lesson observation and student course/tutorial review feedback. To ensure rigour and consistency, lesson observation training was provided and SMT co-observed to moderate across programme areas. The external validator, former HMI (Tony Noonan), had endorsed the College's processes.</p> <p>Lesson observation grades had been maintained with a high 97% of observations judged to be Good or better (grade 1 or 2) and a higher percentage in the Outstanding category this year (54% compared to 48% in 2016/17). These grades were far higher than sector norms.</p> <p>The Capability Procedure would be initiated and additional advice and support provided if a grade 4 (Inadequate) or two grade 3s (Requires Improvement) were received – there were no such cases this year.</p> <p>Student Course and Tutorial Reviews indicated that satisfaction with the quality of teaching remained very high, at 99%. Although overall satisfaction in Business and Sport was high, slightly lower scores were recorded for lesson activities and pace in these areas.</p> <p>Governors also asked about work related opportunities and noted the wide range of voluntary and other activities undertaken by students. Additional capacity funding had been secured to help improve the work related support and advice.</p>	
<p>18/21</p>	<p>Student Retention Rates</p> <p>Members reviewed retention rates and noted that overall retention had risen slightly from 94.0% in 2016/17 to 94.7% this year. Retention on 19+ courses had also risen. The Committee agreed the data was very positive.</p> <p>Governors discussed the focus on attendance tracking, early intervention and other actions to improve retention. The Committee noted that the role of Learning Mentors was being changed to Attendance Monitors with a focus on Level 1 and 2 where their support was likely to be most effective. This would mean a greater reliance on Level 3 personal tutors to actively track and monitor attendance issues.</p>	
<p>18/22</p>	<p>DfE League Tables – Additional Data</p> <p>The Director of Quality presented the additional data that had been published by the DfE in March 2018 relating to student retention and attainment for Tech Levels and L2 vocational courses.</p> <p>Overall retention rates were well above the local and national retention averages on all but A Levels which were just 0.1% below the national rate. IB retention remained good and was in line with other providers.</p> <p>The completion and attainment of Tech Level (vocational) qualifications also far exceeded national averages and AoC progress measures comparing performance against other General FE colleges, placed Truro and Penwith College in the top quartile for all measures. This was especially pleasing for English/maths GCSE resits which were particularly challenging with complex logistical, staffing and cost issues. College staff were supporting partner schools in these subjects to help improve achievement at an earlier stage.</p>	

18/23	<p>T Levels Progress</p> <p>The Director of Teaching and Learning provided an update and governors noted that the College was one of a small number of providers approved to pilot new T Level qualifications in Construction: Planning, Design & Surveying, Childcare & Education and ICT Digital from 2020, for three groups of fifteen learners. Securing the necessary 45-day work placement for each learner would be particularly challenging and the detailed arrangements for the new qualifications were still being finalised. It was hoped that participation in the pilot would enable the College to provide feedback and help shape these new qualifications.</p> <p>The Committee discussed the specific aims of T Levels, delivery mode and work experience requirements. Members noted that it was unclear whether applied general (e.g. BTEC) qualifications would continue once T Levels were introduced.</p>	
18/24	<p>Student Recruitment Numbers Forecast for 2018/19</p> <p>The Principal reported that predicting FE recruitment for September 2018 was difficult as many candidates were making multiple applications to Truro and Penwith College, Callywith College and a school sixth form. However, against a declining local demographic, recruitment was looking healthy and total applications across the Truro, Penwith and Callywith sites were slightly higher than last year. Some additional late recruitment (post-results) was likely as sixth forms reassessed the viability of their course offer.</p> <p>Higher Education UCAS applications had dropped nationally by 4% this year and applications to the College were showing a similar decline. Decisions had already been made to close a number of HE courses which were no longer viable. Recruitment for Level 6 courses had however increased and these courses were continuing to attract strong interests.</p> <p>19+ adult applications were also down, in line with the general trend and linked to the removal of funding and subsidies (cut by 50% since 2010) and a greater reliance on loans and self-funding.</p>	
18/25	<p>HE Update: OfS and Periodic Review</p> <p>25.01 Office for Students (OfS)</p> <p>Responsibility for overseeing HE provision transferred to the OfS on 1 April 2018 and as an existing provider, the College had applied for registration by the 23 May deadline. An initial response to the evidence and application had been received, asking for additional governance details - these were being collated.</p> <p>Governors welcomed the new emphasis which the OfS would place on the student experience, value for money and student outcomes.</p> <p>25.02 Periodic Review</p> <p>The Committee noted that each partner college was subject to a Periodic Review by Plymouth University every 5 years and the College's Review was currently underway.</p>	

	<p>This included six days of meetings with external subject advisors, discussions with students as well as submission of supporting documentation. So far, the outcome of the Periodic Review was positive with many aspects of good practice identified. As expected, some areas needed to be updated, but no significant recommendations were likely and no unexpected issues had arisen. The final conclusion meeting would take place in July.</p>	
18/26	<p>Cornwall SCITT Annual Update</p> <p>The College was the responsible body and lead organisation for the Cornwall School Centred Initial Teacher Training scheme, working in partnership with schools throughout Cornwall. The secondary and primary SCITTs had merged last year and applications for both phases were good with around 92 trainees recruited for 2018/19. The Cornwall SCITT was thriving with an Ofsted judgement of Outstanding, a good employability record and sound finances.</p>	
18/27	<p>Safeguarding Update</p> <p>The Director of Studies provided an update and governors noted:</p> <ul style="list-style-type: none"> • the Annual Section 157 Self-Assessment was being completed for submission to the Local Safeguarding Children Board by the end of June (with input from the Safeguarding Lead Governor) • all teams were up to date with appropriate Safeguarding training • both of the College's mental health advisors would be leaving in the summer and the posts were being advertised • Health, Wellbeing and Sport (HWS) referrals had been very positive with successful outcomes for many participants • around 1 in 4 students were suffering mental health issues (in line with national data) • 21 referrals had been made to the Multi Agency Referral Unit (MARU) so far this year, 73 students had Safe Plans due to risk of self-harm, 109 had 'pre' safeguarding files as concerns had been raised and around 80 students were considered vulnerable as they were living independently or were homeless due to family/relationship breakdown. <p>Governors noted the range of difficulties facing many students and the ongoing work of the safeguarding team and student services.</p>	
18/28	<p>Any Other Business</p> <p>The Committee noted that the College was part of a Cornwall/Devon/Somerset partnership to establish an Institute of Technology (IoT). The bid, involving six HE and FE institutions, had passed the first stage of approval and a detailed business plan was being prepared for consideration at the next stage.</p>	
18/29	<p>Date of Next Meeting</p> <p>The Committee would meet at 5.00pm on Weds 1 Oct 2018 (Truro).</p>	ALL to note
18/30	<p>A Level Programme Policy</p> <p>This confidential item is separately minuted.</p>	