



TRURO AND PENWITH COLLEGE CORPORATION



Teaching, Learning and Assessment Committee

Minutes of the Teaching, Learning and Assessment Committee held on Wednesday 13 March 2019 at Penwith College.

Members: Mrs L Batchelor, Ms A Burlton, Mr B Crossland, Ms B Duff, Ms B Michael, Sir Robert Owen, Mrs S Sanderson, Mrs E Seward-Adams, 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 C Mewton (Director of Studies), Mr A Stittle (Director of Teaching and Learning), Mr M Tucker (Director of Penwith College), and Mrs A Winter (Clerk to the Corporation)

Apologies: Mrs J Woodhouse
Also, Mr M Wardle (Director of Curriculum)
School representatives: Mr C Challis (Roseland), Mr W Marshall (Humphry Davy) and Mr M Rabey (Richard Lander)

Item	Decision	Action
19/01	<p>Minutes</p> <p>The minutes of the meeting held on 26 September 2018 were APPROVED and signed as a correct record.</p>	
19/02	<p>Matters Arising</p> <p>02.01 Safeguarding Update (Minute 18/32.02)</p> <p>The Committee noted ongoing staffing changes which were being managed - a Mental Health Advisor vacancy was being advertised.</p> <p>02.02 Student Enrolments (Minute 18/34)</p> <p>Governors noted that the new Yr1 FE intake for 2018/19 had been very positive with numbers around 60 up on the previous year although there was a slight fall overall in 16-18 numbers, due to a smaller Yr2.</p> <p>A national decline in HE student numbers remained a concern and interest from mature students locally also appeared to be falling. HE recruitment numbers had mirrored this national fall.</p> <p>02.03 Schools Updates (Minute 18/35)</p> <p>The Committee noted that school funding remained a key concern growing awareness of the financial difficulties and more widespread support for schools. However, the Schools Minister had acknowledged that the post-16 sector was most badly affected.</p>	

	<p>02.04 T Levels and Institute of Technology (Minute 18/37)</p> <p>The Committee noted that the College was continuing to prepare for the pilot and was on track to deliver T Levels for 45 learners in 2020/21.</p> <p>The DfE was expected to announce successful IoT bids by the end of April 2019.</p> <p>02.05 Higher Education: Office for Students (Minute 18/38)</p> <p>The Committee was pleased to note that the College had successfully completed the OfS process to become a registered HE provider.</p> <p>Following registration, a number of additional queries had been received from the OfS and a response was being prepared.</p>	
19/03	<p>DfE Schools and Colleges Post-16 Performance Tables for 2016/17</p> <p>The Committee considered the DfE post-16 performance tables together with a detailed commentary explaining the measures.</p> <p>The key change this year was the removal of QCF (Qualifications and Credit Framework) outcomes which meant that a large number of General Applied vocational qualifications were not included in the data.</p> <p>Clarification was sought about QCF qualifications and Governors noted that although they were still funded and certified they were being phased out, although many colleges had decided not to switch to the new NQF (National Qualifications Framework) at this stage. As initial reservations about the new qualifications were being addressed and they were becoming more widely accepted, the College was planning to implement NQF specifications from 2019/20.</p> <p>During discussion the Committee noted:</p> <ul style="list-style-type: none"> • the College was one of the largest Level 3 providers in the country with the 10th largest Academic cohort and more than 4,000 A Level entries in 2018 • A Level and International Baccalaureate performance remained very strong, above national and local averages on almost every measure • value added scores on academic programmes remained high, demonstrating that learners made very positive progress • the proportion of A level students achieving grades AAB within the narrow group of 'facilitating subjects' remained well above the national average, despite a wide curriculum offer in comparison to school sixth forms and other providers • due to the exclusion of QCF qualifications, comparisons with other providers for the 'Applied General' category were not possible although internal measures indicated that performance had been maintained and was above national averages • progress towards GCSE grade 4 in English and Mathematics was strong and the College remained high in institutional rankings compared to other Tertiary and General FE colleges • performance in Level 2 'Technical' certificates (eg. Hair & Beauty, Professional Cookery, Construction, Automotive etc) also remained well above national averages. 	

	<p>The Committee asked about performance in Tech Level diplomas (Level 3) which had fallen to the national average and noted that this area had been affected by the reduction in qualifications included within the tables. Improvements to delivery were being implemented.</p> <p>The Committee concluded that the performance tables once again demonstrated the College's exceptional outcomes and value added for a very large number of learners, across a broad curriculum.</p>	
19/04	<p>Schools Updates</p> <p>The Principal indicated that, together with the Interim CEO of The Cornwall College Group (TCCG), he would be addressing the Cornwall Association of Secondary Headteachers (CASH) about the FEC Review.</p> <p>Schools were generally hoping for a period of greater stability following significant curriculum changes and introduction of a new Ofsted inspection framework in 2019/20. An emphasis on the Progress 8 measure for schools was causing a narrowing of the curriculum by focusing on the subjects which counted towards this measure.</p>	
19/05	<p>Self-Assessment Report (SAR) – Action Plans 2017/18</p> <p>The Director of Quality presented the Spring review of the 2017/18 SAR Action Plans and summarised the progress that had been made. Some actions had already been effective although the full impact would not be clear until the end of the year.</p> <p>The Committee reviewed actions relating to a number of specific areas in greater detail including 19+ course achievement rates. An ambitious target of improving 19+ success rates by 5% would be challenging. At this stage 19+ retention was strong, albeit with a decline in numbers.</p> <p>In response to questions the Director of Quality explained the range of support and monitoring taking place, mentioned areas where staffing continuity remained an issue and outlined ongoing challenges.</p> <p>Governors asked about foundation level English/Mathematics and recent changes to the conditions of funding. Rigorous monitoring by Attendance Officers had helped to improve attendance and it was hoped that strategies such as 'Its all about ME' would help to improve motivation. The revised funding conditions meant that a Functional Skills qualification (rather than GCSE) could be accepted for some students and they would no longer have to continue with GCSE retakes. However, this would only apply to a very small number of learners.</p> <p>Overall the Committee was satisfied that appropriate actions had been implemented and that good progress was being made.</p>	
19/06	<p>Update on FE Choices 2017/18</p> <p>Members noted that although the FE Choices website had closed more than two years ago, historic data was available on the gov.uk website and two headline measures for learner and employer satisfaction were published on the National Careers Service and Apprenticeship Service websites. The data was collected via online surveys of students and employers.</p>	

	<p>The Committee noted that overall the learner satisfaction rate was up slightly on 2016/17 and the percentage who would recommend the College was very high, at 91.4%, well above the national average. Employer satisfaction rates had also improved to 81.5 but remained below the national average (84.1%) despite improvements to processes and communication with employers. The effectiveness of a mass circulation of the survey to all employers was being reviewed and a more targeted approach, focusing on the College's main partners, would be adopted in future.</p>	
<p>19/07</p>	<p>Early Leavers Data</p> <p>The Committee considered the report on the early leavers in 2018/19 and noted the weekly monitoring by the Senior Management Team, close tracking and exit interviews. Although a number of leavers had successfully transferred to an apprenticeship or other pathway at the College, this counted as 'no success' in the DfE data as they had failed to complete their original programme.</p> <p>It was noted that the numbers leaving early remained low (3%) and analysis of the data revealed no underlying trends or concerns. Reasons for leaving often related to multiple and complex personal issues. Clarification of the 'did not start' category was requested.</p> <p>Governors were content that each case was followed up promptly and rigorously, that leavers were appropriately supported and that any feedback about the quality of the experience at the College was addressed appropriately.</p>	<p>MW to provide clarification</p>
<p>19/08</p>	<p>Equality and Diversity Monitoring Report 2019</p> <p>The Committee received the annual monitoring report providing a detailed account of the key principles and inclusive practices throughout the College with supporting data.</p> <p>Members noted that as well as internal evaluation, provision was subject to external scrutiny and the College had retained Investors in Diversity accreditation by the National Centre for Diversity (NCFD) in May 2017 and in February 2019 was placed 18th nationally of the 600+ organisations assessed. Re-assessment by the NCFD was due in 2019/20.</p> <p>Governors reviewed the data, considered outcomes for learners and the ways in which achievement gaps were identified and addressed. The actions identified to improve equality, diversity and inclusion were also discussed.</p> <p>The Committee asked about the strategies to address disadvantage and noted that economically disadvantaged students (based on eligibility for pupil premium) were performing as well as other learners despite a pre-entry gap of 26% in Cornwall. Achievement rates for students who declared a learning difficulty/disability/health problem were well above national averages and showed a further narrowing of the gap this year compared with those non-declared.</p>	

	<p>The Council's Virtual School for Children in Care initiative (to oversee education provision for care leavers) and other partnership working with specialist services and organisations was explained.</p> <p>Governors considered actions to address gender pay gap and noted the flexible working policies and inclusive processes which helped to support and retain the workforce.</p> <p>In response to questions, governors noted that the report did not include HE student data which was incorporated into the HE Self-Assessment Report and reviewed as part of the Teaching Excellence Framework process.</p> <p>The Committee welcomed the monitoring report which provided compelling evidence of the College's inclusive approach and underlying practices to promote equality and diversity, despite significant levels of deprivation and rurality in the county.</p>	
<p>19/09</p>	<p>Safeguarding Update</p> <p>The Director of Studies reported that:</p> <ul style="list-style-type: none"> • the Section 157/175 Annual Safeguarding Audit had been completed and following review by the Safeguarding Lead Governor was ready for submission to Our Safeguarding Children Partnership (OSCP) by the revised deadline • weekly meetings of the safeguarding leadership team and termly training events for all safeguarding contacts were continuing and were valuable • the DfE's HE/FE Prevent Lead had delivered a very effective session for tutors as part of the whole-College training day and would be providing a follow-up session later in the year • the College's safeguarding staff were continuing to be very busy and were currently supporting more than fifty students with active safe plans. <p>Governors recognised that this continued to be a complex and busy area of activity and noted the latest developments.</p> <p>It was suggested that governors should be offered the opportunity to attend the training session with the DfE Prevent Lead.</p>	<p>CM to notify governors of arrangements</p>
<p>19/10</p>	<p>Governor Learning Walks – Autumn/Winter 2018/19</p> <p>The Lead Governor for Safeguarding provided feedback on her recent visit and meeting with College Counsellors. The distinction between counselling and mental health advice, use of group sessions, the role of the chaplaincy and benefits of the Health, Wellbeing and Sport (HWS) programme were among the issues discussed. Also, the service was exploring the development of a triage system in order to assess individual student needs and maximise the effectiveness of the support and advice available.</p> <p>The Committee noted that additional governor learning walks were scheduled to take place this term.</p>	

19/11	<p>Dates of Meetings in 2019/20</p> <p>The dates for meetings in 2019/20 were confirmed as follows:</p> <ul style="list-style-type: none"> • Wed 9 October 2019 (Truro) • Wed 11 March 2020 (Truro) • Wed 3 June 2020 (Penwith) 	ALL to note
19/12	<p>Any Other Business</p> <p>12.01 Policy on Academic Freedom & Freedom of Expression</p> <p>The Chair that reported that a new policy had been drafted and would be circulated to HE staff for comment before consideration by the Committee.</p>	
19/13	<p>Date of Next Meeting</p> <p>The Committee would next meet at 5.00 pm on Wednesday 5 June 2019 at Truro College.</p>	ALL to note
19/14	<p>Higher Education Quality Assurance Working Group</p> <p>The Committee received and APPROVED the confidential minutes of the HE QA Working Party meeting on 9 November 2018.</p>	
19/15	<p>Self-Assessment Report Working Party</p> <p>The Committee received and APPROVED the confidential minutes of the SAR Working Party meeting on 21 November 2018.</p>	