



TRURO AND PENWITH COLLEGE CORPORATION



Teaching, Learning and Assessment Committee

Minutes of the Teaching, Learning and Assessment Committee on Wednesday 7 October 2020 via Teams.

Members: Mrs L Batchelor, Mr R Crossland, Mr F Hilsden, Sir Robert Owen, Mrs S Sanderson, Mr R Bray, Dr E Sheridan (Chair), Mr M Tucker (Principal).

Also Present: Mrs L Bradley (Director of Quality), Ms L Chanter (Roseland), Ms S Crawley (Cape Cornwall), Mr S Cryer (Director of Finance), Ms J Cashmore (Director of Operations), Mr L Hall (Mounts Bay), Ms L Maggs (Director of Operations, Penwith College), Mrs C Mewton (Director of Studies), Mrs V Pearson (Director of Teaching and Learning), Mr A Stittle (Director of Partnerships) and Mrs A Winter (Clerk to the Corporation)

Apologies: Ms M Eastburn-Cutts (Penair), Mr W Marshall (Humphry-Davy) and Mr M Rabey (Richard Lander)

Item	Decision	Action
20/17	<p>Minutes</p> <p>The minutes of the meeting held on 11 March 2020 were APPROVED as a correct record.</p>	
20/18	<p>Matters Arising</p> <p>18.01 Curriculum Development Plan 2019-22 (Minute 20/02.03)</p> <p>The Committee noted that first cohort of 20 Nursing Apprenticeships (delivered in partnership with the Royal Cornwall Hospitals Trust) had started in June 2020 with a further intake in September. In total around 100 trainees were expected to start in 2020/21.</p> <p>18.02 Institute of Technology (Minute 20/02.04)</p> <p>Work was progressing on the curriculum and the Valency building for the IoT. The first three T Levels had met the recruitment targets and 45 learners had embarked on new T Levels in 2020/21.</p> <p>18.03 Response to Covid (Minute 20/03)</p> <p>The Principal provided an update on the huge logistical issues and challenges of re-opening the College this term and outlined the safety measures and adaptations to teaching and learning that had been implemented. He explained there had been very few positive cases at the College and a small number of specific class group bubbles were self-isolating with remote teaching continuing.</p>	

	In response to questions Governors noted that if the numbers of cases increased, the College was ready to return to remote delivery with effective tried and tested systems in place.	
	<p>18.04 Self-Assessment Report</p> <p>Governors noted that an Ofsted visit to review the College's Covid response was likely in 2020/21 and possibly this term – if concerns arose, the 2 day visit could become a full inspection.</p> <p>18.05 Student Progression/Destinations</p> <p>The number of unconditional university offers remained a concern, although 2020 was very atypical with a higher proportion of candidates opting to defer entry due to Covid-related uncertainties.</p>	
20/19	<p>Student Achievements – Summer 2020</p> <p>The Director of Quality presented a summary of the full time student achievements for 2020, explaining that it was a very unusual year with the initial publication of grades largely based on an algorithm, followed by a U-turn and final awards based on Centre Assessment Grades (CAGs). The assessments for technical/occupational qualifications had been completed onsite where possible, or delayed as necessary. Additional data would be provided in the College Self-Assessment Report (SAR) later this term. National attainment tables would not be published by the DfE for 2020 results.</p> <p>Governors noted the headline data which indicated excellent outcomes across all areas. A Level results had shown an improvement (in line with national trend) with a high proportion of A* - A grades. GCSE English and Maths results had also risen and were above the FE national averages. Apprenticeship achievement was very good overall as were HE outcomes.</p> <p>In response to questions, Governors noted:</p> <ul style="list-style-type: none"> • a small number of students were unhappy with their grades, however, a very rigorous process for determining CAGs meant that very few had resulted in complaints • some students had opted to sit an A-Level exam in October and around 30-40 exam entries were expected • a large number intended to sit GCSE exams (around 200 Maths entries expected) in October – the significant task of assessing and organising appropriate exam access arrangements for students new to the College was underway • some modifications had been made to syllabuses this year (eg. fewer fieldtrips and laboratory work) as a result of the pandemic • an announcement was awaited on exam dates for 2021 – it was likely the summer exams would be three weeks later than usual • detailed records of assessments and robust evidence on progress were being maintained as a contingency, in the event that exams could not take place • additional support to aid transition to study was working well, students were motivated and glad to be onsite and usual autumn activities such as UCAS applications were underway. 	

	Governors were pleased to NOTE the excellent outcomes based on a thorough and rigorous approach to CAGs and other assessments.	
20/20	<p>Student Enrolments – Autumn 2020</p> <p>The Principal explained that numbers were still settling with some late starts continuing. Governors noted:</p> <ul style="list-style-type: none"> • the lockdown in the spring had a huge impact on interviews and open events/visits - recruitment activities had been conducted remotely • the overall FE numbers had risen and indicated a significant increase of around 200 students • the numbers enrolling for Level 3 occupational courses (eg. Construction) had grown, with trainees opting to continue at College due to fewer job and apprenticeship opportunities • the pandemic had significantly impacted on SMEs and the hospitality sector causing a delay and decline in the number of new apprenticeships • recruitment to higher education programmes had fallen for Level 4, as expected, but was more encouraging at Levels 5 and 6 • part time recruitment was poor, due to ongoing uncertainties and some recreational courses were likely to be non-viable. <p>The Committee NOTED the student enrolment position across the College and was pleased to see growth in the full time FE numbers.</p>	
20/21	<p>Schools Updates</p> <p>The representatives from the partner schools reported there had been a very positive start to the term and students had generally adapted well to the Covid measures. Learners were happy to be back and were engaging well with their learning. Staff were working hard to maintain Covid-safety while delivering the full curriculum.</p> <p>The Committee noted that The Roseland Academy was applying for Teaching School Hub status, working in partnership with the College.</p>	
20/22	<p>Annual Safeguarding Assurance Return 2020</p> <p>The Committee noted that the Annual Safeguarding Assurance had been submitted to the Our Safeguarding Children Partnership (OSCP) in March and the feedback from the OSCP quality assurance assessor had been very positive, particularly recognising the shared ownership of safeguarding by staff throughout the College.</p> <p>An update on the work of the safeguarding team, the response to lockdown and remote delivery, adjustments to safeguarding policies and practices as well as ongoing support activities had been discussed in detail by governors at the Corporation meeting on 30 September. The work was continuing as explained at the meeting and the team remained extremely busy.</p>	

20/23	<p>Review of 3 year Curriculum Development Plan 2020-23</p> <p>The Committee reviewed the 3 year Curriculum Development Plan setting out the broad strategic direction. The Plan had been updated to incorporate recent developments, including the launch of new T Levels, curriculum adjustments due to the pandemic and plans for the STEM Skills Centre at Bodmin.</p> <p>The Committee discussed the rationale for the Plan, the drivers leading to the proposed curriculum offer and progression routes. Recent curriculum developments were closely linked to local employment needs such as new Nursing Apprenticeships, ESF funded business development projects and growth in Engineering, Digital and Healthcare programmes.</p> <p>Whilst national policy influenced the College's provision, there was also a focus on addressing local needs, innovating and refreshing courses and providing a stimulating curriculum offer.</p> <p>Following consideration, the Committee APPROVED the Curriculum Development Plan for 2020-23.</p>	
20/24	<p>New Developments</p> <p>The Director of Partnerships summarised a range of new developments, including additional T Levels and HNC/HND Engineering pathways from 2021 (within the IoT). Nursing and Healthcare qualifications were continuing to expand and the Level 2 study programme had been re-designed to increase the time devoted to English and maths as so crucial to progression.</p> <p>Also, alternative solutions were being developed to compensate for difficulties securing work placements during the pandemic including remote work-related activities and vocational tasks.</p>	
20/25	<p>Higher Education</p> <p>25.01 OfS Update – Access and Participation Plan</p> <p>The Director of Partnerships presented an update on the APP. The Committee noted that a new staff member was in post to take forward actions, monitor implementation and gather evidence on expenditure and effectiveness of the APP. Although the pandemic had curtailed some activities (eg. outreach work), a range of online resources and projects to promote and support participation in HE had been progressing. The College Board of Studies for HE (CBSHE) was closely monitoring projects, reviewing targets and working on modifications to the Plan and budget as a result of Covid.</p> <p>In response to questions about the BAME recruitment target, Governors noted that this had been negotiated down with the OfS although it remained higher than the Cornwall average and would be very challenging to achieve.</p> <p>25.02 College Board of Studies for HE (CBSHE)</p> <p>The Committee received the minutes of the CBSHE meeting held on 5 May 2020 and noted that a pilot Ofsted visit to review the PGCE course had gone very well with positive feedback from the inspector and some ongoing actions to update the PGCE course in line with</p>	

	the revised Ofsted framework. The College's HE journal 'Seeker' was being relaunched and would be circulated to Governors.	
20/26	<p>Feedback on Virtual Learning Walks</p> <p>The Chair reported that virtual learning walks completed during lockdown had impressed Governors with both the quality of delivery and level of engagement by students.</p> <p>The facility to adapt the mode of delivery (eg. audio only) suited some learners and interaction between lecturers and students was being actively maintained.</p> <p>The numbers of visitors to the College were currently being minimised (due to the pandemic) however, SMT were continuing to undertake lesson observations and learning walks and virtual learner voice meetings with tutor groups were also going ahead.</p> <p>Any Governors wishing to visit the campus or complete a virtual learning walk were asked to contact the Director of Teaching and Learning to discuss arrangements.</p>	Governors to contact Director of T&L
20/27	<p>Draft Cycle of Annual Business for 2021</p> <p>The Committee considered and APPROVED the cycle of business for 2021.</p>	
20/28	<p>Dates of Future Meetings</p> <p>Members NOTED the dates of forthcoming meetings as follows:</p> <ul style="list-style-type: none"> • HE QA Group - Friday 13 Nov 2020 at 11.00 am (via Teams) • SAR Working Party - Weds 25 Nov 2020 at 4.00pm (via Teams) • TLA Committee - Weds 10 March 2021 at 5.00pm (Truro tbc) 	
20/29	<p>Confidential Report on Suspensions and Exclusions for 2019/20</p> <p>The Committee received a confidential summary of the formal disciplinary cases, suspensions and exclusions during 2019/20. Members noted that a suspension was only used as a neutral holding period in which issues could be explored. Minor misconduct was dealt with by tutors or a DTL/PTL. If there were repeated problems, parents were involved and following a third report, the formal disciplinary process was initiated.</p> <p>Last year there had been 54 formal disciplinary cases (185 in 2018/19) leading to 1 exclusion (12 in 2018/19). The numbers were unusually low due to remote delivery during the lockdown period.</p> <p>In response to questions, Governors noted that wherever possible, the focus was on helping individuals modify behaviour, take personal responsibility and offer appropriate support to enable them to continue at College.</p>	
20/30	<p>Confidential Report on HE Academic Appeals for 2019/20</p> <p>The Committee received and noted a confidential report on the outcome of an academic appeal (compared to 2 in 2018/19) which had been unsuccessful. Governors noted that the appeal had been dealt with in accordance with the University of Plymouth procedures and did not indicate any underlying problems.</p>	

20/31	Any Other Business The Chair explained that the concerns and cost implications relating to extra enrichment provision, particularly music tuition (raised at the recent Corporation meeting) would be considered at the Governors' Conference in November when there would be an opportunity to explore the issues in greater depth.	
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