



TRURO AND PENWITH COLLEGE CORPORATION



Teaching, Learning and Assessment Committee

Minutes of the Teaching, Learning and Assessment Committee held on Wednesday 9 October 2019 at Truro College.

Members: Mrs L Batchelor, Ms S Russell, Mrs S Sanderson, Ms E Seward-Adams, Dr E Sheridan (Chair), Mr D Walrond and Ms K Wells.

Also Present: Mrs L Bradley (Director of Quality), Ms J Cashmore (Director of Operations), Mrs C Mewton (Director of Studies), Mr A Stittle (Director of Partnerships), Mr M Tucker (Director of Penwith College) and Mrs A Winter (Clerk to the Corporation)

Apologies: Mr R Crossland, Sir Robert Owen and Mrs J Woodhouse.
Also, Mr C Challis (Roseland) and Mr L Hall (Mounts Bay).

Item	Decision	Action
19/29	<p>Minutes</p> <p>The minutes of the meeting held on 5 June 2019 were APPROVED and signed as a correct record.</p>	
19/30	<p>Matters Arising</p> <p>30.01 Schools Updates – CASH meeting (Minute 19/17.01)</p> <p>The Committee noted that the Cornwall Association of Headteachers (CASH) meeting that the Principals of the two FE colleges would be addressing had been postponed until February 2020.</p> <p>30.02 Safeguarding Update – Prevent (Minute 19/17.03)</p> <p>Governors noted that the planned training session by the DfE’s National Prevent Lead on 1 November 2019 had been cancelled due to her unavailability.</p> <p>30.03 Governor Learning Walks (Minute 19/17.04)</p> <p>The Director of Quality circulated information inviting governors to take part in learning walks this term. The Chair encouraged all governors to participate.</p>	<p>ALL to note</p> <p>Governors to RSVP to Clerk</p>
19/31	<p>Student Achievements – Summer 2019</p> <p>The Director of Quality presented a summary of the full time student achievements for 2019. Additional data would be provided in the College Self-Assessment Report (SAR) later this term and full comparisons with local and national post-16 benchmarks would be published in the DfE’s attainment tables in January 2020.</p>	

	<p>Governors noted that provisional, headline data indicated:</p> <ul style="list-style-type: none"> • the value added score (measuring the progress made since GCSEs), of ALPs Grade 2 for A Level was outstanding, making Truro and Penwith College one of the top performing schools and colleges nationally • A level results were excellent with a 99.5% pass rate and two thirds of students achieving high grades A* - B • achievement on vocational programmes also remained very high with 64% of completers on BTEC Level 3 gaining three Distinctions (equivalent to three As at A Level) and many achieving the highest possible grade of Triple Distinction Star • IB results were even better than last year with 72% of candidates scoring over 30 points (equivalent to three As at A Level) and 32% of the cohort scoring an exceptional 40+ points • achievement in GCSE English and Maths retakes was well above national averages • apprenticeship success rates were showing continued improvement over the past 4 years, despite the transition to the more challenging new Standards (with end point assessments) – an achievement rate of at least 78% was expected compared with around 67% nationally • the numbers successfully completing an Access to HE course had risen again this year from 134 in 2017/18 to 158 in 2018/19 and over 90% had progressed to universities of their choice • although HE awards had again declined (from 349 in 2017/18 to 317 in 2018/19), outcomes remained strong with high levels of achievement across a range of awards. <p>Governors asked about the challenges of maintaining motivation and retention amongst the large English and Mathematics GCSE cohort. The Director explained that around 500 learners had also been entered for Functional Skills, alongside a GCSE, providing them with the opportunity to record progress. The Committee noted that from 2019/20 Functional Skills would become an accepted qualification for students starting with a low grade in their first attempt at GCSE. The Committee welcomed this development which would be helpful for many learners.</p> <p>The Committee congratulated students and staff on the excellent outcomes which remained consistently high, particularly in the context of large numbers and a very wide breadth of provision.</p>	
19/32	<p>Student Enrolments – Autumn 2019</p> <p>The Principal explained that numbers were still settling with some late starts continuing. Governors noted:</p> <ul style="list-style-type: none"> • at this stage, the overall FE numbers appeared to be slightly higher than forecast, although there had been a slight fall at Penwith • apprenticeship numbers had risen slightly, in line with the College’s policy of measured growth with a focus on maintaining high quality 	

	<ul style="list-style-type: none"> • although it was too early to provide reliable numbers for higher education programmes, recruitment appeared to be better than anticipated with many students following foundation or full honours Degrees which was a-typical of most HE in FE provision – overall, HE numbers were likely to be maintained at around 500 FTE • adult enrolment numbers remained fairly consistent with last year. <p>In response to questions SMT explained that whilst there was a small increase in the local 16-18 demographic in the Truro area this was not the case in West Cornwall. Despite very considerable growth at Callywith College, there had not been a corresponding fall in numbers at Truro.</p> <p>Governors noted that the closure of A Level provision by Cornwall College had resulted in around 30-40 additional enrolments from the St Austell area, some of these at Callywith.</p> <p>Governors asked about the pattern of choices and noted that some A Level subjects had attracted very little interest this year and would not be delivered, including German and History of Art whereas enrolments for STEM subjects remained strong.</p> <p>The fees, bursaries and adult learner loans for Access courses were also explained and governors noted that if a student went on to complete a full degree, the loan for the Access course could be written off.</p> <p>The Committee NOTED that overall the student enrolment position across the College remained positive. Further updates would be provided as the numbers settled.</p>	
19/33	<p>Schools Updates</p> <p>Governors noted that a number of recent Ofsted inspections of secondary schools in Cornwall had been completed. Inspection outcomes were a factor which impacted on decisions by parents and learners. The intake to the College came from around 30 different schools across the County and there were also a small number of home educated young people entering the College.</p>	
19/34	<p>Safeguarding Annual Report 2019</p> <p>The Committee reviewed the Section 175/157 Annual Safeguarding Assurance self-assessment which had been submitted to the Our Safeguarding Children Partnership (OSCP) by the April deadline.</p> <p>The Director of Studies (Designated Safeguarding Lead) explained the self-assessment process and internal monitoring arrangements to ensure compliance with regulatory requirements and best practice. The response from the OSCP quality assurance assessor had been positive, particularly in relation to pastoral support and the ways the College listened and responded to learners.</p> <p>Governors noted that a new Safeguarding Officer had been appointed (Gary Kos). Other activity included the development of new policies relating to missing students and student death and existing policies were being reviewed to ensure compliance with new</p>	

	<p>legislation. Safer Recruitment training had been extended to all team leaders as they were likely to be involved in staff appointments.</p>	
	<p>The Committee asked a number of questions about record keeping and information sharing and noted that a new, restricted-access MIS module had been implemented to retain confidential safeguarding information. The Director reported that there had been a very busy handover period at the beginning of term to deal with Safeguarding information provided by schools which needed to be carefully recorded and actioned following enrolment.</p> <p>The Committee also discussed support for staff involved in this complex and sometimes distressing area of work and noted the internal support mechanisms offered and the way the workload was being shared across a larger team, with three additional staff undergoing training to join the Safeguarding team. The termly Safeguarding meetings for all members of the team (which were also attended by the Safeguarding Lead Governor) were very helpful to all those involved.</p> <p>Governors were disappointed to learn that a successful, Local Authority funded pilot programme to support transition to university for students with autism had not been continued this year.</p> <p>The Committee NOTED the areas identified for action during 2019/20 and was satisfied that comprehensive and effective safeguarding arrangements remained in place.</p>	
<p>19/35</p>	<p>Review of 3year Curriculum Development Plan 2019-22</p> <p>The Committee reviewed the 3year Curriculum Development Plan proposing the broad strategic direction, built around curriculum intent, implementation and impact. The updated Plan had greater emphasis on a curriculum offer to facilitate meaningful progression and embrace wider opportunities to gain employability and personal skills.</p> <p>The Committee discussed the rationale for the Plan, the drivers leading to the proposed curriculum offer and progression routes. Recent developments and curriculum enhancements were closely linked to local employment needs such as new Nursing Apprenticeships, ESF funded employer engagement projects and (from 2020) the implementation of new T Levels. Other priorities during the coming 3years included the expansion of T Levels into new subject areas; additional work placements and work experience opportunities; growth of Engineering and Digital programmes offered through the Institute of Technology to help to address local skills shortages and student demand.</p> <p>Whilst national policy largely influenced the College's offer, there was also a focus on continuing to address local needs, to innovate and refresh the curriculum and to provide stimulating teaching. A range of actions were set out in the Plan to take this forward.</p> <p>Following consideration, the Committee APPROVED the Curriculum Development Plan for 2019-22.</p>	

19/36	<p>New Developments: T Levels and SW Institute of Technology</p> <p>The Director of Partnerships provided a brief update in which he summarised arrangements and responded to questions about the new T Level qualifications.</p> <p>Governors noted that the College would be participating in a limited pilot in 2020/21 and was seeking approval to expand the range of T Levels offered from 2021/22. Construction of the IoT building at Truro would begin in February with completion due by the end of 2020.</p>	
19/37	<p>Higher Education</p> <p>37.01 Update on External Review of HE Governance</p> <p>The Committee noted that an External Assessor, Sarbdip Noonan (Principal of Stanford College and Ofsted Inspector) had visited the College on 23/24 September 2019 to review processes and policies as well as meet with key staff and governors to assess HE governance arrangements and compliance with the HE Code of Governance. The discussions had been very positive and overall she concluded that effective governance arrangements were in place. Mrs Noonan also made a number of suggestions which were receiving attention and would be reported to the HE Quality Assurance Group meeting in November.</p> <p>37.02 College Board of Studies for HE (CBSHE)</p> <p>The Committee received and noted the minutes of the CBSHE meeting held on 14 May 2019.</p>	
19/38	<p>Cycle of Annual Business for 2020</p> <p>The Committee APPROVED the cycle of business for 2020.</p>	
19/39	<p>Dates of Meetings</p> <p>Members NOTED the dates of forthcoming meetings as follows:</p> <ul style="list-style-type: none"> • HE QA Group - Friday 22 Nov 2019 at 11.00am (Truro) • SAR Working Party - Weds 27 Nov 2019 at 4.00pm (Penwith) • TLA Committee - Weds 11 March 2020 at 5.00pm (Truro) 	
19/40	<p>Report on Student Suspensions and Exclusions for 2018/19</p> <p>The Committee received a confidential summary of the formal disciplinary cases, suspensions and exclusions during the year. Members noted that in total there had been 185 formal disciplinary cases (167 in 2017/18) leading to 12 exclusions (10 in 2017/18).</p> <p>In response to questions, Governors noted that wherever possible, the focus was on helping individuals to modify their behaviour, to conduct themselves appropriately, provide support to enable them to continue at College and educate learners about personal responsibilities in an adult environment and the wider community.</p>	
19/41	<p>Annual Report on HE Academic Appeals for 2018/19</p> <p>The Committee received and noted a confidential report on the outcome of 2 academic appeals (compared to 4 in 2017/18), one of which had been rejected and one which was ongoing. Governors noted that each case related to different issues, had been</p>	

	appropriately dealt with in accordance with the University of Plymouth procedures and did not indicate any underlying problems.	
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