



GOVERNING BODY

QUALITY, TEACHING AND LEARNING COMMITTEE

Minutes of the meeting of the Quality, Teaching and Learning Committee held on Thursday 26 November 2020 at 1000hrs via Zoom.

Present:

Mr M Blanning	Chair
Mr M Cook	GB Chair
Mr S Cook	Principal
Prof E Sallis	
Mrs J Watt	Exec Director of Curriculum & Quality
Mrs M Woolston	

In attendance:

Ms C Burkin	Clerk to the Governing Body
Ms J Burtenshaw	Dir of Employer Relations
Mr J Egan	Dir of Quality
Mr M Lampard	Dir of Curriculum
Mrs J LePoidevin	Dir of Curriculum
Mr N Mugharbel	Dir of Curriculum
Mrs A Ritchie	Dir of Student Services
Miss M Springett	For item 5

Observers

Mrs A Orhiere	
Mrs C Richardson	Link Governor – Apprenticeship

1 Declarations of Interest

The following members interests are numbered and referenced on the Declaration of Interest log dated 23 November 2020: Mr M Blanning (2); Mr M Cook (3) specifically Lay member of Council UKC: Mr S Cook (4); Mrs A Orhiere (8); Mrs C Richardson (11); Prof E Sallis (12); Mr J White (15) and Mrs M Woolston (18).

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The attendance of non-member Mrs C Richardson, Link Governor for Apprenticeships and Mrs A Orihere was agreed. The Chair welcomed Mrs J LePoidevin, the new Curriculum Director including HE and Mr M Lampard in his new role as Curriculum Director.

2 Apologies for Absence

Apologies were received from Mr J White, Student Governor due to illness.

3 Minutes of the previous meeting held on 25 June 2020

The minutes of the previous meeting held on 25 June 2020, paper GBQTL20/245 were agreed and accepted as a true record and will be digitally signed by the Chair.

The QTL call notes from 17 September 2020 paper GBQTL20/246 and 22 October 2020 paper GBQTL20/247 were also noted.

4 Matters Arising

The Chair reminded members of the discussions held during the QTL calls and noted the progress being made. Most recently, members had heard detailed reports from the new HoD for H&SC and CC and IT&BS about dealing with issues that had arisen last year in that department, about English and maths October re-sits and about the management across the college of virtual lesson attendance.

5 Student Activities Update - Paper GBQTL20/248,

Maddie Springett presented on behalf of Jordan White, the Student Activities Update and members noted:

- Student Voice – Members asked the students' view on remote lessons. They were assured that attendance is improving and the feedback at the Student Voice Conference, which was conducted on Zoom, reported that they preferred on campus learning but appreciated the effort lecturers have made in making the remote lessons engaging and interactive. Some Governors had visited Zoom lessons and found them very informative but were concerned about 'Zoom fatigue'. They were assured that as the lessons were engaging with the use of breakout rooms etc. it helped students manage the time and the balance was correct.
- Climate Change and the role of FE colleges in combatting it (in response to an AoC event for student governors attended by J White). Members were very interested in this subject, in particular the attitudes and views of students in the

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College, and were informed that J White and M Springett plan to explore this further. It was agreed that a more strategic discussion on the subject is required at the Governing Body Strategic Away Day. Prior to the discussion, it would be beneficial if the College could be proactive and approach students to get involved in a focus group to see where the College sits on the 'map' and students attitudes towards the subject.

Action: J White/M Springett/M Cook/S Cook

- SAR/QIP Panels – J White attended some of the panels and his feedback is include in item 11.

Members thanked J White/M Springett and the team for the update and **accepted** the report.

6 Executive Director of Quality and Curriculum Report - Paper GBQTL20/249.

Jackie Watt introduced the paper and updated the Governing Body of the progress the College is making against KPIs and continuing to improve the student experience.

Attendance is being impacted by students in isolation however the College continues to take actions to address this especially in English and maths. Members had a detailed and robust discussion regarding this challenge but noted the improved data at 84.8% cumulative attendance year to date including enforced isolation. They were pleased to note improvements particularly in remote learning due to the adaptations to lessons. Detailed information on this topic was also provided separately via a Link Governor visit (enclosed in the papers) by the HoD of one of the largest departments. Attendance remains a key focus for the College and all is being done to make improvements. Members noted particular areas in special measures and the support put in place to – successfully - improve the attendance in areas such as Motor Vehicle and Engineering. The next step is to further improve the quality in these areas. Evidence was noted indicating that the mind-set around the expectation of attendance is more positive in students and parents, which is supporting the improvement. Some curriculum areas have been brought back onto campus to assist with practical assessments and this has also improved attendance. Particular areas where students require additional support are also on campus and their anxieties are being managed with the facilities around health and wellbeing. Awarding Bodies have not yet made any adjustments to assessments of practical subjects to cope with limitations on in-college attendance. There was some delay in particular practical subjects due to the Government restrictions but all students have now been assessed for the previous academic year.

Lesson observations have started via Zoom and CPD re teaching, learning and assessment has seen significant participation by tutors. The observations are being carried out by using a camera in the classroom and is evidencing that adaptations are making a positive impact in learning. Using a camera, rather than a physical presence, allows a truer picture of the lesson to be seen, it is also highlighting the resilience of staff and students. Spot checks are also carried out regarding registered attendance and evidences correct data.

English and maths are all being delivered remotely with 70% of the 4000 students being fully engaged and learning time has significantly increased. Various feedback from students this term indicates satisfaction with this changed delivery method.

SAR validation panels are mostly complete with the majority of areas being graded as 'Good' with one area being graded as Outstanding and one named area being graded as Inadequate. The volume of students in this area is less than 2% of the colleges 16 -18 year old. Many Governors attended the Panels and noted an excellent fair and robust system. Their attendance had a positive impact on staff.

Quality visits have taken place with subcontractor Mainstream and are scheduled in for monthly visits. There will shortly be a further conversation about the quality of provision, which governors would be interested to hear about at the next call. A brief report on sub-contractor provision will be presented to February QTL Call.

Action: J Watt

The Student Induction Survey showed a high response rate and positive comments. J Watt noted to members that the areas of improvement are being addressed.

Members thanked J Watt for the update and **accepted** the report. They recognised that the positive attitude to managing the change required to ensure students can continue to learn, had made a positive impact on students.

7 Draft College Self-assessment Report (SAR) – Paper GBQTL20/250

Jackie Watt introduced the draft College SAR.

Members noted a well written report that used the information gained at the Departments Self-assessment and Quality improvement Panels to reflect correctly the position of the College. Governors were able to validate the content by triangulating the information they have gained at the Panels and

visits to lessons. They felt the judgements was accurate and grades sensible. The report also reflected the Ofsted framework to give assurance and provide examples.

Governors commented that this SAR was a solid base on which to continue the journey of improvements. In reviewing the areas for improvement in the College as a whole, they discussed the importance of both having and reporting the impact of employer feedback on the full circle of the 3i's / Quality of Education, and the importance of understanding (better) final destinations for students leaving the College, for the same purpose.

Members agreed the report grade and suggested that going forward there should be a focus more precisely on the various strands that make up a grading category. In particular, members discussed the category of Personal Development and agreed that at this College especially it is an absolutely key element of provision and the aim should be to improve it beyond merely 'Good'.

Members thanked J Watt for the College SAR and following a final proof read, agreed to **recommend** it the Governing Body.

Action: J Watt/M Blanning

8 Apprenticeship Update – paper GBQTL20/251

Jane Burtenshaw updated members on the current position and the following was noted:

- 2019/20 year end achievement v's 2018/19
- Improvement notice from ESFA
- Staffing for Electrical and Carpentry departments
- 2020/21 enrolment and financial impact

J Burtenshaw informed members that Covid-19 had significantly impacted this area with a number of apprentices being unable to complete their work placements or end assessments but the current picture is improving and momentum is gathering. The team are now able to re-engage with employers and visit sites. They can also support employers with the changes to Standards from framework and assist with revised funding application processes.

C Richardson, Link Governor for Apprenticeship, joined the meeting and reported a challenging but positive time for the area, with opportunities to revise and improve some processes post-Covid.

Member noted there are now 174 enrolments on 29 new Standards programmes and discussed the offer and length of programme (generally

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longer than the old Frameworks, thereby requiring more attention going forward to the accurate and timely recording of achievement and progress). A possible further risk was noted as 13 standards include formal qualifications (e.g. City and Guilds L3) which the student can achieve, leaving the end point assessment (EPA) with limited value for the Apprentice or their employer. If the EPA is not completed the College cannot record the student as achieved. The importance and value of EPA is being explained to students and employers.

The College has analysed carefully the 2019/20 final data, and it was noted that if Covid had not occurred, this area would have continued to make improvements on last year in terms of *timely* Achievement rates, against a national picture of a decline. A large number of Apprentices have now completed their courses following the enforced delays.

Members thanked J Burtenshaw for the update and **accepted** the report.

9 Policies for Review

Ashley Ritchie presented the following policies for approval and recommendation to the Governing Body:

PREVENT Policy & Strategy – Paper GBQTL20/252 - the Policy had been amended in line with Local Prevent Boards and the Strategy and Action Plan amended to identifying key staff. A Ritchie informed members that referrals have increased in 2020/21 and the Policy assisted staff in managing this. It was agreed that the wording regarding training needs to be amended but with this change, they agreed the Policy for **recommendation**.

Student Mental Health Policy - Paper GBQTL20/253 – the Policy has been updated to ensure staff operate within expected professional codes and guidelines when supporting students' mental health and wellbeing. Governors noted that consideration has been taken when updating the Policy to ensure all students are able to access the support in the most appropriate format. Governors were confident that all staff delivering support are relevantly qualified and supported in their role. Members noted that anxiety around Covid had caused an increase in referrals to the wellbeing team but students are quickly receiving the support they need. Agreed for **recommendation**.

Action: A Ritchie

As the new Safeguarding Governor effective from 9 December 2020, M Woolston informed members that she had reviewed the policies and gave assurance to the Committee.

Members **agreed** the policies and will **recommend** them to the Governing Body for approval.

10 HE & Adult Update – Paper GBQTL20/254

Jane Le Poidevin introduced the HE & Adult Update and members noted:

- 95 students on HE courses September 2020
- 55 planned to start January 2021 (delayed due to staffing in Civil Engineering and Construction)
- Original business plan (pre-COVID) = 236 students. Including predicted January enrolment, total students = 150

The Link Governor attended the HE and Adult Departmental SARs and the feedback provided in item 11 informed members. They noted the improvements in quality and resources.

Members discuss the potential partnering opportunities with neighbouring Universities (M Cook declare an interest) with regard to validation of (new) courses. The development of new programmes with universities is important to address the needs of employers and Members commended the college for the start in January 2020 of a new Degree Apprenticeship course in Manufacturing. Members discussed the College's unique offer and the need to value and build on this.

Members thanked J LePoidevin for the update and **accepted** the report.

11 Feedback from Governors Informal Visits – Paper GBQTL20/255

Michael Blanning provided a verbal update on Governors Informal Visits, which had informed and triangulated their discussion of the whole-college SAR and of the current issues in the college. Members noted the following feedback forms were included in the meeting papers:

- a) Link attendance summary by various Governors at departmental QIP and SARs
- b) Health & Social Care Zoom lesson 19/10/20 – M Blanning
- c) HSC/IT/BS 14/10/20 – M Blanning
- d) IT SAR/QIP 4/11/20 – J White
- e) H&B SAR/QIP Nov 2020 – M Cook
- f) Foundation Learning/ESOL Nov 2020 – J White
- g) HSC/IT/BS 25/11/20 - M Blanning

Michael Blanning thanked participants for their feedback and encouraged all Governors to continue the visits by contacting the Clerk.

12 Risk Register Review (T&L) Paper GBQTL20/256

Members were reminded that there is an expectation that each Governing Body Committee will review and monitor the risks relevant to their remit, from the College Risk Register to support and challenge the Exec Lead. Any amendments will be recommended to the R&A Committee.

The allocation of responsibility to Committee has been agreed by R&A Committee and are filtered in paper GBQTL20/256. Members **agreed** that all the risks had been addressed during the Committee.

QTL key risks in current rank order are:

- 13 Failure to improve the quality of HE provision
- 17 Failure to provide high quality provision for 16-18 students (incl with SEN)
- 7 Failure to improve standards of Maths and English across the College
- 15 Failure to improve in student attendance and punctuality
- 19 Equalise and have consistently good quality teaching, learning and assessment
- 20 Fraudulent claims for student achievements or falsification of records
- 18 Failure to comply to Office for Students or HESA regulations and returns

Members **noted** the risks with no amendments required.

13 Any Other Business

The Chair thanked the staff and Governors for their time and input to the meeting.

14 Date of the next full meeting

The next meeting is scheduled for Thursday 11 March 2021 at 10am.

15 Next Call Date - 4 February 2021

Agenda items agreed:

- Student in-year progress
- Attendance post-Christmas
- English & maths results from November resits
- Outlook from February to the end of year
- (Provisionally) update on quality of sub-contractor provision

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The meeting closed at 12.03

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