



GOVERNING BODY

QUALITY, TEACHING AND LEARNING COMMITTEE

Minutes of the meeting of the Quality, Teaching and Learning Committee held on **Tuesday 9 March 2021 at 10am via Zoom.**

Present:

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

In attendance:

Ms C Brown	Head of Department Items 6 and 7
Ms J Burtenshaw	Dir of Employer Relations
Ms C Burkin	Clerk to the Governing Body
Mr J Egan	Dir of Quality
Mr D Gagie	Governor Observer
Mr M Lampard	Dir of Curriculum
Mrs J Le Poidevin	Dir of Curriculum
Ms C Maurice	Curriculum Manager Items 6 and 7
Mr N Mugharbel	Dir of Curriculum
Ms C Richardson	Governor Observer
Mrs A Ritchie	Dir of Student Services

1 Declarations of Interest

The following members interests are numbered and referenced on the Declaration of Interest log dated 7 January 2021: Mr M Blanning (1); Mr M Cook especially his links with UKC (3); Mr S Cook (4); Mr D Gagie (7); Mrs C Richardson (13); Prof E Sallis (14); Mr J White (17) and Mrs M Woolston (20).

Chair's signature *Digitally signed by Chair*

Date 22 June 2021

NB: There were connectivity issues throughout the meeting but all members remained engaged with the meeting.

2 Apologies for Absence

No apologies were received.

3 Minutes of the previous meeting held on 26 November 2020

The minutes of the previous meeting held on 26 November 2020, paper GBQTL20/257 were agreed and accepted as a true record. These were signed electronically by the Chair. The Call notes from the meeting on 4 February 2021 were noted.

4 Matters Arising

The Chair noted the following from the minutes:

- Climate Change – this topic was discussed at the Governing Body Strategic Away Day and is being taken forward by the College.
- Annual SAR – the document noted the many effective adaptations taken during the unusual year and the areas of improvements being addressed (attendance, narrowing gaps between departments, and Apprenticeship provision). It had been commented in the meeting that the College could work towards outstanding particularly in the area of Personal Development.
- The detailed February Call notes summarised the current situation in the College at the time of the meeting.

5 Student Engagement Update - Paper GBQTL20/258,

Jordan White introduced the Student Activities update. He informed members that a Student Voice Conference was taking place today. As a result of comments in the Student Survey, extra activities has been held to re-engage students with their colleagues.

The Deputy Student Governor position is progressing with the intention that they will attend the next QTL Committee in June and July Governing Board meetings to enable them to begin understanding more about the role and to start a handover period. Members expressed how important this role is on the Board and a successor must be in place for when the current student Governor leaves the College. They noted the excellent contributions of the current student Governor.

In response to a question, A Ritchie was able to confirm that the engagement activities put on for students during the latest lockdown, as detailed in the papers, had met a good response.

6 Executive Director of Curriculum Report - Paper GBQTL20/259.

Jackie Watt introduced the paper to update Governors on curriculum issues including student progress and planning for both the remainder of the year and next academic year.

The following items were included in the report:

- Retention is good and is slightly ahead of the same time last year.
- Lesson Observations are on track to be completed with a large number of the follow up action plans completed.
- Plans are being finalised for 8 March 2021, end of term and next academic year. There will be three timetables pre lockdown. There may be a phased return in the first two weeks due to the capacity of testing students.

Members discussed the following items in detail with challenging questioning:

Exam/Assessment – Members gained assurance from the robust process of formative and summative assessment. They were assured that for year-end centre assessment of English and maths grades, the College will use a mixture of a formal mock exam combined with in-year evidence of attainment and noted the rigorous process but recognised the challenges with borderline grades, in particular the need to not disadvantage the College's students versus those elsewhere.

Attendance obviously continues to be a challenge. The MLP of 90% is difficult to achieve but sets a high expectation and Governors were pleased to note that attendance in aggregate is not so different from last year, thereby indicating the success of the College's efforts to maintain student engagement remotely. Members noted the differences in attendance across and within departments and were assured that good practice is being shared and lessons learnt from remote learning will be continued as students return to College. Members discussed the use of 'Flip learning', where students receive information in advance of classroom lessons to enable more study time but noted this is more suited to the higher level courses and independent study.

Members discussed some particular areas with high and low attendance and how staff continue to keep in regular touch with students which is illustrated in the student survey. Where attendance to Zoom lessons looks low, predominately some practical areas and Foundation Studies, the College has responded by students being brought back into College early or supported on a 1:1 basis. Members were reminded that remote attendance is not the only indicator of progress and coming into College is also important in learning for

example social skills/ behaviour and attitudes.. J Watt agreed to circulate predicted grade data once available.

Action: J Watt

Members asked about the correlation between remote attendance and learning, and were assured by middle managers that the link remains robust. In addition, J Watt highlighted that all students continue to be monitored as to their progress, and currently 364 are rated as High risk, with interventions ongoing, around 850 are medium risk but will achieve with support and around 2,600 are low risk.

Members reviewed at length the annual collection of Actual Destination data from last year's leavers, which is broken down by department and listed in detail the various categories of student destination. It was noted that this data was collected in late 2020 and therefore impacted by the economic inactivity of some vocations due to lockdown. Departmental staff helped gain the data to improve the reach and level of detail. Members were informed that the College will shortly be launching a further survey which will include key questions linked to employment and College course studied.

The HoDs present also stressed, in response to a question, that planned destinations revealed by students in the summer term are detailed and comprehensive, and therefore provide valuable further information to support curriculum design and re-design going forward.

Members continued a detailed and robust discussion regarding destinations which included the challenge to capture relevant and actual destination data to inform curriculum planning. They noted that internal progression has improved and is used as an incentive for students to achieve, with some destination data gained before students leave the College as they progress to an Apprenticeship. Members stated that further assurance would be beneficial as to whether the data collected (63% of leavers, including those who progressed internally within the College, which was over 76% of the cohort last year) truly reflects outcomes for the whole student population, or whether further information is needed to fill in gaps.

Members were reminded that students are on a pathway to an ultimate destination as they will have multiple careers and therefore transferable skills are an important extension to any course.

Members also commented that knowing if employment destinations are related to the course studied is important for informing curriculum design. It was also noted that continued contact should be maintained as some students may not gain relevant employment for several years.

Claire Richardson left the meeting.

Chair's signature *Digitally signed by Chair*

Date 22 June 2021

7 Department Report - Paper GBQTL20/260

Clare Brown and Camilla Maurice joined the meeting to present updates regarding their areas. It was noted that following their large departments across this year has given members useful insights into the workings of the College.

C Maurice informed members that the IT & Business areas were progressing well and growth areas had been identified and actioned for curriculum re-design to promote Entrepreneurship and Enterprise. Members discussed the opportunities in these areas and welcomed these additions. They were also informed of active current planning at Level 3 in the new and fast-growing field of E-Sports, where the College is in detailed discussions regarding partnerships with Universities which are both local and strong in this field to secure progression routes for students.

Members were assured by the detail given in the reports and opportunities being pursued in this department.

Members thanked C Brown and C Maurice for the update.

8 HE & Adult Update – Paper GBQTL20/261

Jane LePoidevin introduced the HE & Adult Update to provide Governors with the following update on HE and Adult provision:

- Attendance is high for both Adults and HE, illustrating remote learning works well for these students. The team plan to design their delivery to retain an element of this moving forward.
- HE Developments have been identified and are progressing. New course are in the planning stages for September 2023 with external partners, the Apprenticeship team and employers to ensure the courses include what employers need and identify skills gaps.

HE Code of Governance - The University Committee of Chairs has developed a HE Code of Governance. The Code was presented so that Governing Body could satisfy itself that it is abiding by the code; and to raise any issues.

The Code sets out the key values and elements which enable HEIs to demonstrate their commitment to good governance and include the following elements:

1. Accountability
2. Sustainability

Chair's signature *Digitally signed by Chair*

Date 22 June 2021

3. Reputation
4. Inclusion & Diversity
5. Effectiveness
6. Engagement

The Clerk has reviewed the code in detail and noted the Governing Body's actions and evidence of how the College demonstrates its commitment to the code. Although it is not a requirement members **recommended** this for the publication.

Action: Clerk

Members thanks J LePoidevin for the update.

9 Apprenticeship Update – paper GBQTL20/262

Jane Burtenshaw updated members on progress with the department. Members noted the many adaptations made by the College to keep apprentices engaged and on track during a difficult year.

Members were assured that employers are now starting to re-engage with the College to offer apprenticeships and the area is stabilising.

Members noted that the overall predicated achievement for 2020/21 is currently on track with 134 apprentices fully achieving their frameworks with a further 58 currently going through claims, leaving 160 left to complete by 31st July 2021.

Recruitment 2020/21 included 156 new starts for 20/21, 59 % of business plan. This was been impacted by the disrupted and uncertainty of Covid.

Members thanked J Burtenshaw for a comprehensive paper.

10 Feedback from Governors Informal Visits – Paper GBQTL20/263 a-j

Members noted the content of the Governors Informal Visits which provide a valuable insight to departments.

- a) English E Sallis 25.11.20
- b) Maths E Sallis 30.11.20
- c) SAR/QIP Performing Arts & Music P Baxter 4.11.20
- d) Graphic Design P Baxter Nov/Dec 2020
- e) J Watt/M Blanning update 15.1.21
- f) HE Ed Sallis 28.1.21
- g) Graphic Design M Cook 1.2.21
- h) Music M Cook 5.2.21
- i) Sports A Woodhouse Jan/Feb
- j) AOC Good Governance
- k) AOC Governance Masterclass Feb 2021
- l) IT & Business M Blanning 1.3.21

Chair's signature *Digitally signed by Chair*

Date 22 June 2021

11 Any Other Business

J Watt informed members that the College will shortly be assisting Ofsted to gain knowledge of how colleges are coping in the current climate and hence to what extent it is reasonable to return to conducting inspections in the near future. Governors volunteered to assist. J Watt to email members with information.

Action: J Watt

12 Next Call Date – Thursday 6 May 2021,

13 Date of the next meeting

The next meeting is scheduled for Tuesday 22 June 2021 at 10am.

The agenda will focus heavily on the College's planning for September 2021: adaptations to the curriculum delivery for example in anticipation that new and progressing students will require considerable catch-up support; the anticipation of surprises and risks from for example sudden last-minute surges in demand for particular courses; and the curriculum tweaking and re-design in light of lessons learnt this year in student outcomes and destinations.

The meeting closed at 12.07