



GOVERNING BODY

QUALITY, TEACHING AND LEARNING COMMITTEE

Minutes of the meeting of the Quality, Teaching and Learning Committee held on Tuesday 22 June 2021 at 1000hrs via Zoom.

Present:

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

In attendance:

Ms J Burtenshaw	Dir of Employer Relations
Ms C Burkin	Clerk to the Governing Body
Mr J Egan	Dir of Quality
Mr M Lampard	Dir of Curriculum
Mrs J Le Poidevin	Dir of Curriculum
Mr N Mugharbel	Dir of Curriculum
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 9 June 2021: Mr M Blanning (2); Mr M Cook (3); Mr S Cook (4); Prof E Sallis (12); Mr J White (15) and Mrs M Woolston (18).

2 Apologies for Absence

Apologies were received from Mrs C Richardson.

Chair signature *Michael Blanning*

Date 23 November 2021

3 Minutes of the previous meeting held on 9 March 2021 and Call notes of 6 May 2021

The minutes of the previous meeting held on, paper GBQTL20/264 and 265 were agreed, accepted as a true record and electronically signed by the Chair.

4 Matters Arising

The Chair reminded members of the subjects covered at the last Committee and Call and no matters arose.

5 Student Governor Update

Jordan White gave a verbal update to members explaining that at the recent Student Voice Conference he and Martin Cook had spoken to students about the role of Student Governor and encouraged their interest in the vacancy. Initially three students were interested by unfortunately to date, no nominations have been received.

J White stated he would continue to engage with students to promote the role and the benefits of being a Student Governor with the aim of elections by the end of term. If this is not possible, he will continue to pursue this with the incoming student body in September 2021.

J White informed member that he will be staying at the College to support the incoming Student Governor and leading on the environmental strategy.

Members thanked Jordan for his excellent contributions to the College and especially this Committee. They noted he had been instrumental in helping Governors better understand the Student Voice and experience in an articulate and proactive way.

6 Executive Director for Curriculum Report - Paper GBQTL20/266.

Jackie Watt introduced the paper which updated members of the progress the College is making in the closure of the current academic year 2020/21 and planning for academic year 2021/22. The paper included the following key points:

- Business planning has planned to exceed allocation by 298 students for 16 – 18 year olds. There is a reduction in the planned 19+ delivery for funded provision. The College is currently developing provision for the potential impact of COVID 19.

Chair signature *Michael Blanning*

Date 23 November 2021

- Retention is currently 92.8% which is 1.3% above final figure at end of last year and 0.2%pp below MLP.
- Proposed achievement claims are being submitted with a prediction of 1.5pp overall increase on previous year.
- Plans for next year include a change to the delivery of English and maths, cross College development of identified Employability skills.

Members recognised the improvements in achievement rates in certain departments, such as Motor Vehicle and the Director for the area explained how the team have changed to a more holistic approach in supporting students to better prepare them to achieve. Much closer monitoring of student progress was the key, along with changing of courses in some cases to better suit the students.

Members asked for clarification regarding the continuation of remote learning and were informed that the mainstream 16-19 provision will return to classroom based learning, which surveys have found is their overwhelming preference. Adult courses will in some cases continue with a significant remote element, although some adults, such as Access, say they prefer to be in College.

Governors discussed English and maths provision and the College's plan to have most students continue to do GCSE rather than switch to Functional Skills. The percentage pass rate 4-9 will inevitably decline, but College leaders anticipate higher motivation and better progression amongst students. This will also demonstrate clear progress and distance travelled from prior attainment. This provision will be embedded into the curriculum areas. Members agreed this should give students more opportunity to achieve a grade rather than just a pass/fail.

Members challenged the decline in some areas and were assured by the extra support in place and progress being made due to impact of Covid. Members noted the lack of benchmarking data due to the pandemic and were assured by the robust and transparent process of teacher assessments. They discussed the pathway options for students and were assured that no student has been disadvantaged by the current situation or changes in the curriculum.

With regard to planning for next year, Governors asked about the extent of employer feedback in general when courses/qualifications are being selected/revised. They were assured by the dialogue across all sectors, but noted the offer by awarding bodies is prescriptive and can offer limited flexibility within a particular qualification. Therefore, the College continues to switch between qualifications to find the best fit. This is evident, for example, in Maidstone where a City & Guilds Level 3 Engineering course is being offered

for those students who do not intend to go to University. The College holds Employer Forums and Curriculum teams continue to work with employers to try and match the qualifications with employer need.

Clare Brown join the meeting to update members further on her department, Health and Social Care, Childcare (H&SC&CC) and IT & Business. She explained that with a new management structure that incorporated individual Heads for the 3 levels of H&SC&CC courses, there is now more stability and greater consistency for teaching in this area. Having appropriate Level 2 courses in this area is the key to promoting successful progression to Level 3 and beyond. In response to questions, she explained that their plans for new courses targeted carefully different learner groups. In Health Care, adding another NVQ course/qualification enhanced direct employability. The department is well-advanced in preparation for running the new T Level in Health Care and has worked closely with employers for work placements and with other colleges to ensure the College is well prepared.

In contrast to the situation of H&SC&CC, she explained that the IT and Business Studies areas need to differentiate themselves sharply against the offer of local competitors. The College is launching a Level 3 one-year Entrepreneurship course for students wanting to go into the workplace, alongside the existing BTEC for those aiming for University, which offers two distinct pathways in the second year of Marketing or Management. ESports at Level 3 is also being developed with local universities as a business, not gaming, qualification to be launched in September. This will have state of the art equipment and is being widely marketed in the locality.

C Brown also informed members of further thinking with the department fully intending to start the T Level in IT in Sept 2022 to ensure it is relevant to IT in the workplace.

Members thanked C Brown and her colleagues, for updating the Committee during the academic year, to enable the Governors to follow the student and department journey at various stages throughout the year.

Members recognised the terrific work of the College staff during the pandemic, the challenges involved in teaching and learning and extra work of teacher assessments. They thanked J Watt and her team for the report.

7 HE Update – Paper GBQTL20/267

Jane LePoidevin introduced the paper and highlighted the following points:

- High attendance at 93%
- Strategy developments update – the College is working collaboratively with the University of Greenwich and North Kent College to ensure they are not

competing in the same market. They all work with employers to identify local skills need with possible modular qualifications to be developed to match employer requirements.

- Internal Audit conducted in May 2021. Once the report is received the HE department will review its contents and action plan accordingly.
- Compliance with OfS – checks have been carried out after the second lockdown as requested and show full compliance.
- Recruitment is slow and is currently at 50% of target.
- Student Protection Plan for review.

J LePoidevin reported the continued preparation for phase two of the IoT bid focusing on curriculum planning, estate, equipment needs and employer partnerships including in the sharing of specialist resources. This bid is being led by South Essex College with a number of south east FE college partners, University of East Anglia, Anglia Ruskin University and Canterbury Christ Church University has recently joined. If the bid is successful, MidKent College will focus its energies in the fields of Construction & Engineering with increased numbers of students when courses commence in 2023. This would be an opportunity for the HE provision at the College to gain significant status which will benefit the students.

Members thanked J LePoidevin for the update and **approved** the Student Protection Plan.

8 Apprenticeship Update – planning for 2021/22 – paper GBQTL20/268

Jane Burtenshaw introduced the paper and highlighted the following points:

- Overall achievement to date is at 74%. Governors congratulated the team for this improvement and were interested to know what lay behind the improved achievement rate this year, as well as the small rise in Timely Achievement at 44%. J Burtenshaw explained that the main efforts the last few years, particularly in Electrical Engineering were in much tighter monitoring of student progress and a more consistent approach overall in student activity.
- Minimum levels of performance position for 20/21 is presented below the national rate.
- Impact of quality improvement plans including May Internal Audit where all recommended improvements have been addressed.
- Forward resource planning will continue in coordination with HE and mainstream 16-19 provision, with more tailoring of provision to meet precise employer needs.

Members enquired about the partnership with JTL. J Burtenshaw reported that facilities and resources are being shared to benefit the students.

She also reported on the changes in the Apprenticeship area where all provision will come under the department to help improvements in delivery and support for all Apprentices. Shared staffing will continue to be part of business planning to ensure expertise is used effectively across the College.

Members thanked J Burtenshaw for the update.

**9 Committee Self-Assessment for 2020/21 & Improvement Plan for 2021/22
Paper GBQTL20/269**

The Committee discussed the work over the last year and **agreed** the improvement plan for 2021/22 for **recommendation** to the Governing Body. They noted the strengths remain but updated and agreed the amendments to the improvements.

Action: Chair

Members agreed the Committee continues to focus on the core business of the College and staff members showed their appreciation for the support and challenge from the Governors on the Committee.

It was agreed in 2021/22 focus will return to the MLPs and be monitored closely by the QTL Committee. J Watt will contact the Chair out-of-committee to draft the MLPs.

Action: J Watt

10 Terms of Reference Annual Review – Paper GBQTL20/270

The Committee reviewed their terms of reference which had minor changes to bring the membership length in line with the Governing Body membership term.

The Committee **agreed** the amendments for recommendation to the Governing Body.

Action: Chair

11 Risk Register Review (T&L)

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. Many of these risks have been covered in the Committee papers and this item acts as a cross check of information already discussed.

QTL key risks in current rank order are:

- 8 Provision does not allow for student progression to positive destinations
- 7 The quality of education provided does not continuously improve and adapt
- 2 Change to demographic profile in our core markets

Members noted that due to diverted focus on delivering teaching and learning remotely due the pandemic, the Committee had not conducted the usual monitoring of the College Improvement plan. However, they also noted their confidence that the items reported at Committee meetings throughout the year had covered key issues in the improvement plan like the management of student attendance, the levelling up of quality between departments and improving the Apprenticeship provision. This will return as (remain) a focus for next academic year as teaching and learning returns to College based delivery.

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

12 Feedback from Governors Informal Visits – Paper GBQTL20/271 (a-h)

Michael Blanning provided a verbal update on Governors Informal Visits

- a) E Sallis 3/3/21 – Graphic design
- b) E Sallis 10/3/21 HE Conference
- c) D Gagie Link Meetings
- d) D Gagie Link 12/5/21
- e) E Sallis HSC 18/5/21
- f) M Blanning Link 14/5/21
- g) M Cook Link 25/5/21
- h) M Blanning Arts 15/6/21
- i) C Richardson Apprenticeships update on Link visits

The Chair thanked all Governors who had conducted the visits. They remain a valuable source of triangulations for all Governors. Members noted some overlap of Link and GIV and agreed this should be avoided where possible so as to not overwhelm one department or area.

Action: Clerk

13 Any Other Business

The Chair took the opportunity to thank Ashley Ritchie, who is leaving the College, for her work on the Committee in helping Governors better understand

Chair signature *Michael Blanning*

Date 23 November 2021

the wrap around care students receive as well as the areas of Foundation Studies, ESOL and Safeguarding. Members wished her well in the future.

14 Meeting dates for 2021/22

It was agreed that all meetings are to be held on Tuesdays and will commence at 5pm via Zoom.

QTL Committee	23 November 2021
QTL Committee	8 March 2022
QTL Committee	21 June 2022

15 Call dates 2021/22 at 5pm on Zoom

QTL Call	14 September 2021
QTL Call	19 October 2021
QTL Call	1 February 2022
QTL Call	3 May 2022

The meeting closed at 12.02