



GOVERNING BODY

QUALITY, TEACHING AND LEARNING COMMITTEE

Minutes of the meeting of the Quality, Teaching and Learning Committee held on **Tuesday 23 November 2021 at 17.00** via Zoom.

Present:

Prof E Sallis	Chair
Mr M Blanning	
Mr M Cook	GB Chair
Mr S Cook	Principal
Mr D Gagie	
Mr J White	Student Governor Rep
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
Mrs N Gibson	Dir of Student Services
Mr M Lampard	Dir of Curriculum
Mrs J LePoidevin	Dir HE
Mr N Mugharbel	Dir of Curriculum

1 Declarations of Interest

Member's interests are numbered and referenced on the Declaration of Interest log dated 28 September 2021.

2 Apologies for Absence

No apologies were received.

As Michael Blanning joined the meeting from outside the UK he asked Ed Sallis to Chair the meeting.

Chair's signature *Digitally signed by Chair*

Date 8 March 2022

3 Minutes of the previous Committee meeting held on 22 June 2021 and QTL Zoom 14 September 2021 and 19 October 2021.

The minutes of the previous Committee meeting held on 22 June 2021 and QTL Zoom 14 September 2021 and 19 October 2021 papers GBQTL21/272 - 274 were agreed, accepted as a true record and signed by the Chair.

4 Matters Arising

There were no matters arising that were not on the agenda.

5 Student Activities Update - Paper GBQTL21/275

Jordan White introduced the Student Activities Update.

He informed members that 156 students attended Student Voice Round One and Student Voice Round Two will be held on 8 & 10 February 2022.

Members thanked J White for the informative report and were pleased to learn that some feedback indicated that some students wanted more challenge. J White informed members that some students had made timetable suggestions to help them manage their day but appreciated this may not be possible.

Members found the report useful and encouraging. They were pleased to note two Student Governors had been appointed and looked forward to welcoming them to the Board.

- Radka Nedelcheva L3 Public Services Medway
- Oliver Bunclark L3 Health & Social Care Maidstone

J White informed members that a reserve Student Governor was also in place if required.

Members thanked J White for the update and looked forward to welcoming the Student Governors to the Board and Committee.

6 Executive Director of Quality and Curriculum Report - Paper GBQTL21/276.

Jackie Watt introduced the paper providing a summary of activity and progress on the work being undertaken to continue to raise the standard of provision. She highlighted the following key points:

- Achievement has improved on previous year with the exception of Functional Skills. J Watt explained the national grade system and the impact on achievements now that all students are doing GCSEs. Apprenticeship achievement was sharply up on the previous year.
- SAR validations at a departmental level have been completed, with the exception of two areas being graded as RI, all of the remainder were graded as good. Members noted that all the SAR validation panels had included at least one Governor. Those who attended reported a robust, challenging but fair process but felt that some of the self-assessment reports lacked the energy of previous years. Some were poorly written and did not include all the positive aspects of the College's offer to students such as Personal Development. Link Governors felt they were aware of positive activities in their Link area that were not reflected in the reports. J Watt informed members that SAR training is now being conducted to improve understanding of what makes good provision and how to articulate it. Members were also concerned about the wellbeing of staff after such a taxing 18 months of Covid and were assured that this is being monitored and addressed. It was agreed J Watt will keep the Chair abreast of developments.

Action: J Watt

- Formal Observations have started following one to one developmental meetings with staff. J Egan reported that the process now includes dialogue with students without the Lecturer present. This has proved a positive addition.
- Attendance in English and maths (E&M) is starting to see an improvement. N Mugharbel informed members that the majority of areas are at 70% or above, Having English and maths integrated into the curriculum areas is having a positive impact on the students' attendance. Having E&M staff in the curriculum staff rooms and at staff meetings has meant real and quick intervention to support individual students. Members were assured the College continues to strive to reach the target.
- MLPs – members discussed the proposed MLPs focusing on Attendance. J Watt informed members she had reviewed the MLP following the comments at the last meeting and 88% for attendance was agreed. Members were assured that students are aware of the target and the expectation to meet the target. Departments continuously support and encourage students to attend and are in regular contact with them. J LePoidevin stressed the importance of working with the parents to support attendance. Members noted some anxiety around returning to College and the support in place.
- Members noted that some students are still studying at home but there is no provision to record this in the register which negatively impacts the attendance data. Management are managing this.

- With reference to the Destination data presented for 20/21 leavers, more is being collected and collated over the next two months. It includes whether the student's employment is relevant to the course and reflects the difficulties seen in some industries due to the pandemic. This also captures those students who have progress within the College.

Members thanked J Watt for the comprehensive update.

7 Draft College Self-assessment Report (SAR) – Paper GBQTL21/277

Jackie Watt presented the draft College SAR for review and recommendation to the Governing Body. Members were reminded that the College SAR has to be sent to ESFA and Ofsted portal by the end of December. They were reminded that it incorporates the outcomes of the Department SAR validation panels at which many Governors were present.

Members noted the following key points:

- This is a key document which assesses the quality of teaching and learning and the experience of students at the College. It should reflect what inspectors would see during an inspection.
- The College has self-assessed as Good overall and for all other aspects.
- The draft was well-written in the key aspect of making assertions, supported by examples and evidence, about the quality of provision.
- Strengths are similar to last year.
- The College has seen an improvement in student outcomes overall with apprenticeships seeing a significant improvement.
- Students have continued to receive input from employers and external agencies to support their development.

Members suggested the following amendments:

- QIP to include function skills.
- More narrative is required around the three Rs.
- Need to see themes emerging from the report.
- Add a conclusion.
- Add more about the Personal Developments as this is strong at the College but doesn't come across in the SAR.
- Add more about staff wellbeing and the support available.
- Articulate how the College is inclusive, in the context of the unusual structure of the Kent and Medway school systems and what that leads to in terms of the students coming to the College.

J Watt thanked the Committee for their input and agreed to amend the document for presentation to the Governing Body on 16 December 2021.

Action: J Watt to amend

With the agreed amendments, Members **recommended** the College SAR to the Governing Body.

Action: J Watt

8 Policies for approval – Paper GBQTL21/278 - 287

The following policies had been sent to members via a link and they were asked to approve for recommendation to the Governing Body were appropriate and publish on the College website were required. They noted there were no fundamental amendments and the review noted changes mostly to titles, staff changes and new regulations/legislation. They have been reviewed and amended by staff/governor with the relevant expertise.

- Admissions Appeals Procedure
- Admissions Policy 20-22
- Student Disciplinary Policy for Students and Parents
- Subcontractor Fees and Charges Policy
- Prevent Policy 2021-2023
- Safeguarding Children, Young People and Adults at Risk Policy 2021-2022.
- Student Wellbeing, Mental Health & Fitness to Study Policy 2021-2023
- Teaching & Learning and Assessment Policy 2020/2022
- Equality, Diversity, Inclusion and Intersectionality Policy – this will be renamed to remove Intersectionality until the College has had time to further consider the impact.
- Equality Impact Assessment Policy 2021-2024.

Members requested that in future all policies are presented in tracked changes.

Members **approved** the above policies for **recommendation** the Governing Body.

9 KCC 16-19 Review – Paper GBQTL21/288

S Cook informed members of the recent review and reminded them of the risk of Kent secondary modern schools running 6th forms, with a much higher “retention” of their year-11s in the past couple of years to study a mixture of academic and vocational A level and BTEC-type courses in years 12 and 13.

The KCC have now published a consultation on post-16 education in the county, after studying the provision of the county's schools and colleges in detail. MKC and the other Kent colleges were involved in this work and will be responding to the consultation. S Cook agreed to share this with QTL when completed.

Action: S Cook

It was noted that this was a good opportunity to promote FE and show how college is a viable alternative to 6th form. They discussed the need to gain access to year 9 pupils to give them impartial advice and explain all options.

Members discussed whether there are additional avenues through which the College or individual Governors could respond and if so with what emphasis. S Cook reported on plans to bring together Governors from the KFE Colleges. Members also discussed the implications for the College offer to students and options to be considered in the future.

Members thanked S Cook for this update and looked forward to further discussions.

10 HE & Adult Update – Paper GBQTL21/289

Jane LePoidevin introduced the HE & Adult Update which highlighted the following key points:

- Recruitment – difficulty meeting business plan numbers as many employers have chosen the higher level apprenticeship route.
- Update on work with Greenwich University – three streams of work continue.
- Institute of Technology – waiting to hear the outcome of the College's bid.
- Skills Development Fund (SDF) Bid - successful in securing a bid around developing curriculum and facilities around sustainable and green construction,
- Local Skills Improvement Panel (LSIP) – D Cotton part-time secondment to LSIP to ensure the College is at the forefront of identifying skills needs locally and the College is responding to employer needs.
- OfS Data Returns – summary of returns were noted.

Members thanked J LePoidevin for the update.

11 Apprenticeship Update – Paper GBQTL21/290

Jane Burtenshaw updated members on the progress of the Apprenticeship provision and highlighted the following key points:

- Monitoring of achievement for 20/21- significant improvement on 2020/21 with overall achievement at 75.5% and timely at 53.5%.
- Monitoring ESFA notice to improve - A 23% improvement on 2019/20 means the College will not receive a notice to improve from the ESFA.
- Centralising of Apprenticeship provision - classroom delivery and the work place assessment is resourced and managed by the apprenticeship team. This has been positive arrangement.
- Recruitment 2021/22 – Target = 208. Total = 231 new starts.

Members congratulated J Burtenshaw and her team of the successes in this area. She explained the progress being made and the challenges that remain.

12 Feedback from Governors Informal Visits – Paper GBQTL21/291a-1

Members noted the content of the Governor Visit feedback forms. Michael Blanning thanked all the Governors who had conducted the visits. He noted the significant Governor attendance at the Department SAR/QIP panels and agreed the information gained was invaluable to furthering the understanding of the College and student journey.

All Governors are encouraged to attend visits to the College which can be arranged via the Clerk.

13 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 GR&A Committee. The Strategic and Full College Risk Register are available on Board Intelligence.

It was agreed that QTL key risks have been covered within the QTL Committee papers and discussion at the meeting. No concerns or amendments were raised.

14 Any Other Business

J Watt informed members that the College has been selected as part of the Ofsted review process for T Levels. A report will be published but no grades assigned.

As this was his last meeting, members thanked the Chair, Michael Blanning for his excellent chairmanship of the QTL Committee and commitment to the College over the last eight years.

15 Date of the next meeting

The next QTL Committee will be held on **Thursday 8 March 2022 at 5pm** via zoom.

The next QTL Zoom Call will be held on **Tuesday1 February 2022 at 5pm**.

The meeting closed at 19.01