

Minutes of the Teaching & Learning Committee Meeting (Post Ofsted Discussion Session)

Tuesday 17 October 2023 at 17:30
A Microsoft Teams meeting

Present:

- Gaynor Cheshire (Chair)
- Jane Britton
- Vicki Davies
- Julie Hurlston
- Gary Woodman

In Attendance:

- David Ash (Chair of the Corporation)
- Claire Beaman (Assistant Principal Curriculum and Quality)
- Julia Breakwell (Vice Principal Student Experience and Stakeholder Engagement)
- Michelle Dowse (Principal and Chief Executive Officer)
- Kay Kavanagh (Clerk to the Corporation)
- Peter Robinson (Vice Principal Curriculum and Standards)

Item:		Action
1.1	Welcome & Apologies	
	There were no apologies, and all members were present.	
1.2	Declarations of Interest	
	Members were asked to declare any Interests, financial or otherwise, which they may have in any Agenda Item. No interests were declared.	
1.3	Determination of Any Other Business	
	No other business was declared.	
1.4	Raising Standards of Achievement	
	<p>There were no papers ahead of the meeting for this item. General discussion took place as follows:</p> <p>a) Teaching & Learning</p> <p>The following questions were asked by governors:</p> <ul style="list-style-type: none"> • Is there a plan to implement a college-based training programme as to what constitutes effective learning? • Do underperforming teachers know they're underperforming, and will they have extra training? • Are all staff involved in classroom observations? • Do line management meetings report on the quality of teaching in their areas. Is it part of the line management review? • Is there a Staff appraisal system? 	

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	<p>It was confirmed that Lesson Observations haven't taken place for a number of years, with Learning Walks having taken place instead, these changes occurred following Ofsted's movement away from grading lessons.</p> <p>It is now felt that Lesson Observations should return to enhance the quality assurance process, by looking at areas for planning, delivery, conversations with students and attendance. Lesson Observations also serve the purpose of helping staff to improve.</p> <p>'Good Teaching' practices will be shared, and additional training made available for teaching staff (tailored to needs), to enable consistent teaching practices across all of curriculum areas.</p> <p>The Principal and Chief Executive Officer added that the root cause of poor teaching practices needs to be established, and this may result in Performance Management.</p> <p>Governors were keen for Peer Observations to link to appraisals. The Principal and Chief Executive Officer explained that all Observations must link back to appraisals moving forward.</p> <p>It was added that both internal and external support will be utilised, with 'buddies' being put in place where needed. Teachers need to know what they are good at and what they need to improve. Management needs to ensure that there's support to be able to help people improve (as part of the PDR process).</p> <p>The Vice Principal Curriculum and Standards explained that along with Lesson Observations, other aspects will be considered, including attendance rates, retention rates, and student feedback from the student forums.</p> <p>The Principal and Chief Executive Officer summarised by stating that having coherent data is essential, but at present it has been identified that managers have to spend too much time finding data. This needs to be addressed.</p> <p>b) Assessment</p> <p>The Chair asked how are the learners initially assessed, how is their knowledge, skills and behaviours recorded, progress reported, shared with them and then interventions put in place?</p> <p>The Assistant Principal Curriculum and Quality explained that 'starting points' of students are now known, so progress can be mapped throughout the year. Teachers are being tasked with planning how to progress each of their students.</p> <p>Governors noted that an Inspector had highlighted the need for an initial assessment plus further assessment of progress plus dialogue with the learner.</p> <p>The Principal and Chief Executive Officer confirmed that currently SLT check the data, as the College does not have a specific Data Manager. The data will be in different formats from different curriculum areas, but there can be some consistencies.</p>	

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	<p>The Vice principal Student Experience and Stakeholder Engagement explained that there is currently no repercussions from poor attendance, and it was note that students do need support, but they have a responsibility too, in line with the published Student Standards.</p> <p>c) Monitoring and evaluating learners progress and achievement The chair asked if the assessment policy encompassed target setting, review, intervention, marking and learners' self-assessment?</p> <p>It was explained that both ProMonitor and Smart Assessor are used to record student progress. There wasn't a separate Assessment Policy as it is contained within the Teaching and Learning Policy.</p> <p>The Principal and Chief Executive Officer gave assurance that student standards and behaviours are being enforced.</p> <p>Action: Copy of the Teaching & Learning Policy to be shared with committee members.</p> <p>d) Setting of realistic KPIs and reporting on progress against them The chair asked how SLT could improve the precision of the target setting?</p> <p>The Principal and Chief Executive Officer opened discussion around KPI's and if the 90% target for attendance was realistic. It was agreed that a phased approach to KPI's would be welcomed by all, to include a realistic current target, with the final phase, being an aspirational target. Committee members noted that attendance figures for Worcestershire schools is below 90%.</p> <p>The Vice Principal Student Experience and Stakeholder Engagement suggested that a focus should be placed on the bottom 10% of attendance as increasing this, would have a greater benefit on the overall target. Governors valued this suggestion.</p> <p>The Principal and Chief Executive Officer welcomed the views of committee members in confirming any KPI's that they would like to propose and the areas where impact should be evidenced (what data governors require and why). Action: All committee members to confirm any KPI's that they would like to propose and the areas where impact should be evidenced.</p> <p>The Principal and Chief Executive Officer stated that a Spreadsheet was being developed by identifying what we need to measure. A governor asked whether this can be linked to demonstrate Impact, which was a key theme with Inspectors.</p> <p>A governor asked whether more influence on attendance and ambition could be achieved by a focus on the parents of learners. If there is a clear understanding of the benefits within the family, the learner may receive more encouragement and/or pressure to achieve from home. The staff governor pointed out there can be difficulties due to the issue of consent by the learner. The Vice principal</p>	<p>KK</p> <p>ALL</p>

Item:		Action
	<p>Student Experience and Stakeholder Engagement assured Governors that Staff are generally successful in obtaining consent from learners for parental contact.</p> <p>The Principal and Chief Executive Officer confirmed that they are obtaining a 'best practice' list of KPI's from the FE Commissioners office and will share these once received. Action: MD to share the 'best practice' list of KPI's from the FE Commissioners office.</p> <p>e) Tracking</p> <p>The chair asked who was picking up the groups who were under achieving, looking at current work in relation to their goals and progress against starting points?</p> <p>Discussion took place concerning governor tracking. It was agreed that link governors per curriculum area would not be required, but instead, a summary would be provided to the committee following the meetings of 'Rapid Improvement Groups'.</p> <p>f) Quality Assurance</p> <p>Governors commented that they felt unsure who was responsible for what area, in SLT, and would welcome some clarification.</p> <p>A governor also raised their concerns about staff morale and how staff are feeling post-inspection.</p> <p>The Principal and Chief Executive Officer explained that staff understand the necessity for things to change and have clear expectations. Staff remain passionate about the success of the College overall.</p> <p>The Principal and Chief Executive Officer added that the completion rate of staff for the Ofsted survey was much higher than the 'in-house' survey, due to its anonymous nature. Alternative options for staff surveys are being investigated.</p> <p>The Chair of the Corporation suggested that the internal 'Moodle' system could be used to enhance governor knowledge of the college, with courses being added for a variety of areas, including 'Elements', 'Work Experience', and 'Turnitin'.</p> <p>Governors asked what responses were in place or being developed for media and stakeholders to address the publication of the Ofsted Inspection Report? The Principal and Chief Executive Officer briefed Governors on the steps taken.</p>	MD
1.5	Curriculum Offer – meeting the needs of the students - feedback from Ofsted	
	<p>The Chair confirmed that it is the responsibility of the committee to give assurance to the Corporation that the curriculum offer meets the needs of the student and the local, regional, and national offer.</p> <p>The Principal and Chief Executive Officer confirmed that following the Ofsted inspection, it has been identified that curriculum planning needs to improve, however, the offer does broadly meet the needs of our regional area.</p>	

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	<p>The Vice Principal Curriculum and Standards explained that following the CEFSS process, the SLT has already considered the curriculum planning process, including a full review of the curriculum, a balanced scorecard approach, linking with employers, group sizes, and apprenticeships.</p> <p>Governors were assured that the curriculum plan for 24-25 would address T-levels.</p> <p>Action: Curriculum plan for 2024-25 to be presented to the Corporation.</p>	MD
1.6	Safeguarding Policy/Procedure	
	<p>Governors noted that there is no mention of Safer Recruitment in the policy and there was a query regarding keeping DBS details in personal files. Action: JB to check the Safeguarding Policy regarding Safer Recruitment and DBS storage.</p> <p>It was noted that the Clerk to the Corporation and the Head of HR were working jointly on reviewing and confirming the process around the SCR and the keeping of accurate and accessible Governor records. It was questioned whether DBS checks should be raised at more regular intervals. The Principal and Chief Executive Officer confirmed that the checks on Staff had been enhanced by introducing a declaration as part of the annual PDR process.</p>	JB
1.7	Post Ofsted Inspection next steps – Post Inspection Action Plan	
	<p>A draft of the Post Inspection Action Plan (PIAP) was provided ahead of the meeting. The Principal and Chief Executive Officer explained that it had been drafted using the information from the Inspection and the subsequent report, followed by input from the curriculum teams. 5 key themes have been identified, along with who is responsible and by when. The PIAP will be updated to include the lead action owner, timescale and success criteria.</p> <p>Action: A 'Special' meeting of the Corporation to be held to discuss the Inspection and PIAP.</p>	KK
1.8	Meeting Evaluation Discussion	
	The Clerk to the Corporation presented the compliance against the Committee of Reference, with committee members acknowledging that compliance will come from future meetings.	
1.9	AOB	
	There was no further business.	
1.10	Date and Time of Next Meeting:	
	27 February 2023, via Microsoft Teams	
	There being no further business, the meeting ended at 19:30	