

**Minutes of Teaching and Learning Committee**  
**4 June 2024 at 5.30pm via Teams**

**Present:**

**Gaynor Cheshire (Chair)**

**Jane Britton (Governor)**

**Michelle Dowse (Principal)**

**Julie Hurlston (Staff Governor)**

**Gary Woodman (Governor)**

**Donna Gibson (Clerk to the Corporation)**

**Simon Kibble (Deputy Principal)**

**Peter Robinson (SLT)**

**Julia Breakwell (SLT)**

<b>3.1</b>	<b>Welcome &amp; Apologies</b> Apologies were received from Steve Stanier. Due to traffic problems the Principal and Deputy Principal had advised the Clerk that they would be delayed joining the call.	
<b>3.2</b>	<b>Declaration of Interest</b> There were no declarations of interest.	
	The agenda was taken out of order whilst waiting for the Principal and Deputy Principal to join the call.	
<b>3.13</b>	<b>EDI Measures – Progress Against Action Plan</b>	
	<p>The Chair observed that it was a very detailed plan and expressed appreciation for the work that had been put into it.</p> <p>The committee were advised that:</p> <ul style="list-style-type: none"> <li>• Significant progress is being made.</li> <li>• Next year the plan will be simplified and will focus on impact.</li> <li>• Any actions that need to be rolled over will be refined.</li> </ul> <p><i>The Chair questioned whether the plan is in a format that is standard use in college. The plan contains lots of detail and whilst it is good to see the levels of monitoring in place, some benchmarking should be considered and would be beneficial.</i></p> <p>The Principal advised that benchmarking is being undertaken with South Staffordshire College who are of a comparable size to us, in other areas and the question will be asked if this area can be included also.</p> <p>All acknowledged that the safeguarding team do a very good job and it is right that they be acknowledged for how well they do it.</p> <p><b>The committee agreed that the plan was being adequately monitored and were assured of the progress being made.</b></p>	P

<b>3.3</b>	<b>Minutes of the meeting of 27 February 2024</b>	
	The minutes of the previous meeting were received. There were no revisions to be made.	
<b>3.4</b>	<b>Matters Arising</b>	
	The matters arising summary was noted, 3 of the items were present on the agenda.	
<b>3.5</b>	<b>Determination of Any Other Business</b>	
	There was no business to be discussed.	
<b>3.6</b>	<p><b>Curriculum KPIs</b></p> <p>The committee noted that:</p> <ul style="list-style-type: none"> <li>Retention has declined since February but noted that achievement outcomes can still be met.</li> <li>Staff are being challenged through the summer round of CDM/scrutiny in connection with 16-18 retention.</li> <li>It was noted that areas may be holding on to learners who should have been let go, those learners are being identified at the scrutiny meetings and the RIG meetings, The committee were reassured by management that this an area that will be looked at for 24/25 and such learners will be identified sooner.</li> <li>Attendance for 16-18 Education Programmes for Young People is on track to meet the target of 86%.</li> <li>The AoC College Attendance Survey had been added to the reading room. The committee were advised that there is no national data for attendance from across the sector to compare, the survey should be viewed with caution, and it is not a full data set.</li> <li>The committee recognised that there were fewer red areas being reported on the KPIs. Management stated that they are cautiously optimistic.</li> </ul> <p><i>The committee sought more assurance around KPIs and were assured that:</i></p> <ul style="list-style-type: none"> <li>Attendance is still being pushed to keep it on track.</li> <li>In lesson attendance is still a challenge – issues have been identified such as a lack of rigour being applied in the classroom, the room booking process needs to be managed more effectively.</li> <li>At inspection we would expect Ofsted to look at classrooms, learner numbers and attendance.</li> <li>Attendance has a weekly focus and the current picture is mixed.</li> <li>Adult attendance has improved and moved from Red to Amber</li> <li>English and maths Behaviour Panels have commenced but the impact is limited, they will continue in 24/25.</li> <li>Areas with good attendance rates and practices are being buddied up with areas where it is more of a challenge.</li> <li>Areas are collaborating on strategies that work, identifying patterns and considering a 42-day swap not drop.</li> </ul> <p><i>A further challenge was received regarding retention. A governor questioned if the drop since February can be attributed to the complexities of funding? Is there a genuine reason to hold on to learners that we should not be? In response, they were advised that funding is more likely to be that staff may</i></p>	

	<p>not be clear where learners are and want to retain the funding. However, learners should be identified by Christmas if they are not going to progress.</p> <p><i>A governor questioned whether the scrutiny meetings are identifying these learners? Management advised that they are.</i></p> <p><i>Governors challenged what steps are available to management to deal with areas who are holding on to students or underperforming. Are the areas aware of the consequences and what is the nature of the conversations that will take place? How will staff be held to account? Management advised that conversations could lead to formal capability processes. At the moment a cultural shift is taking place, areas are under increased scrutiny. Management recognise that some staff require support but there will be a point when difficult decisions will need to be made, but firstly staff need to be supported and given the chance to improve.</i></p> <p><i>The committee acknowledged what Management are saying but reminded them that the situation reflects on management and the leadership team, it would not reflect well with Ofsted if it was allowed to continue. Right course right learner is imperative.</i></p> <p>The committee also noted that:</p> <ul style="list-style-type: none"> <li>• Destination intentions are being looked at.</li> <li>• The Student Standards are being reviewed along with how they are enforced, noting the need for this to be done consistently.</li> <li>• Panels are being introduced to support the swap not drop message.</li> <li>• Learners are being shown the links between attendance, behaviour, and employability.</li> <li>• Not all staff are comfortable having the difficult conversations – this is an area of CPD that is being explored.</li> </ul> <p>The committee were reassured that “whole college” achievement is mainly green but showed some caution as some targets are not particularly challenging. As an example, it was noted that EPYP has never had well developed processes in place. IT now has robust forecasts being looked at course level and scrutiny has been built into its processes.</p> <p><b>The committee were satisfied that they had monitored the KPIs adequately and had noted the next steps referred to in the cover paper.</b></p>	
<b>3.7</b>	<b>Post Inspection Action Plan Update</b>	
	<p>The committee noted that the narrative captured priorities and progress and had incorporated feedback from the Strategy Day.</p> <p>The committee noted that in the May ACTION RAG rated actions were showing:</p> <ul style="list-style-type: none"> <li>• Green had increased from 15 to 19 since March. There were no RED actions and 4 Amber.</li> </ul> <p>The May IMPACT RAG rated actions were showing:</p>	

	<ul style="list-style-type: none"> <li>Green had increased from 6 to 12. There were no RED actions and the Amber actions had reduced from 24 to 18.</li> </ul> <p>Notable successes are the HoW Foundations Standard and the Observation of Learning Policy.</p> <p>Pace of change is a concern as it is not yet clear as the links between CPD and its impact are not easy to corroborate.</p> <p>Management is planning for the August CPD day which will include supporting delivery and the 6 L's.</p> <p>The expectation for staff involved in teaching and learning will be revisited with existing staff and new staff. All staff will be clear of their responsibilities before September.</p> <p>The PIAP will continue to be monitored via the Committee.</p>	
<b>3.8</b>	<b>Accountability Statement and Local Needs Duty</b>	
	<p>The committee <b>received the statement for consideration</b> noting that there was a condensed version for stakeholders.</p> <p>Feedback was that the statement was:</p> <ul style="list-style-type: none"> <li>Well written</li> <li>Informative and interesting to read.</li> <li>It was evident that a lot of work had gone into the statement and the committee thanked the Principal for their efforts in pulling it together.</li> </ul> <p><i>A governor asked whether any issues had been identified by stakeholders who had been consulted with? They were reassured that no issues had been raised, the consensus being that we are doing more than we need to.</i></p> <p>The committee agreed that the document had received plenty of scrutiny at meetings and at the away day. They agreed that they were satisfied with the document and <b>recommended</b> that the next steps should be to share with the rest of the Corporation before the final versions is presented at a Special Corporation Meeting for approval and to sign off and submit.</p>	P Clerk
<b>3.9</b>	<b>Curriculum Plan Update</b>	
	<p>The committee <b>discussed</b> the plan and noted:</p> <ul style="list-style-type: none"> <li>Information had been provided about specific changes made to the offer using the balanced scorecard approach.</li> <li>If Labour gets into government their pledge for the apprenticeship levy feels like a big change</li> <li>It is difficult to determine what changes will occur depending on who takes over from 4 July; Centres of Technical Excellence may become more of a focus. HoW intends to be well prepared and in a</li> </ul>	

	<p>good position and is hopeful that there will be opportunities on the horizon?</p> <p>The committee agreed that the plan is sensible, our position is clear and identifies our areas of strength, the partners we want to work with and future opportunities.</p> <p><i>A governor challenged the removal of electrical installation. They were advised that the course had been defunded and had been moved to a T Level, there will be a product, but it will be different.</i></p> <p>All recognised that it will take time to stabilise the curriculum. The Principal was able to assure the committee that as someone who sits on many national groups, the picture is the same everywhere. This is one of the most challenging times for the sector. There has to be better ways to invest in education and improve quality.</p> <p><i>A governor questioned what will happen if more courses are defunded and if Labour are voted in what will pause and review mean for us ? They were advised that they prospectus would see a huge impact, we would have to be vague as we would not know our areas, we would anticipate seeing more impact in 25/26 but do not rule out the possibility of some changes in 24/25.</i></p>	
<b>3.10</b>	<b>Apprenticeship Update</b>	
	<p>The committee <b>discussed</b> the plan and noted:</p> <ul style="list-style-type: none"> <li>• That it was informative and provided a good sense of what is going on</li> <li>• Improvements were clearly identified.</li> <li>• The 2324 cohort is 313 apprentices, outcomes are currently known for 254 of them.</li> <li>• Areas are looking out for withdrawals but are not expecting large numbers.</li> </ul> <p><i>A question had been raised by a member of the wider Corporation who had asked if there has been any pattern emerging for attendance of apprentices against attainment? In response it was noted that attendance on apprenticeships comes with its own complexities. Most apprentices spend just 20% in college and the remainder on the job. Detailed analysis has yet to take place, although areas with lower attendance rates are being supported. In summary, no patterns have been observed yet but the area will remain under scrutiny and attendance will be an ongoing focus.</i></p> <p>The committee acknowledged the improvements made within the area.</p> <p>Without diminishing the positives, the Principal was keen that the committee understood that they, as governors, would be expected, if asked, to be able to explain how they know the quality of apprenticeships is where it should be.</p> <p>It was noted that at the time of the committee meeting the Apprenticeship (Government) website was offline so up to date data could not be accessed during the meeting.</p>	

<b>3.11</b>	<b>Learner Voice Report</b>	
	<p>The committee <b>received</b> the report and noted:</p> <ul style="list-style-type: none"> <li>• That behaviours are being addressed and will feed into the personal development framework.</li> <li>• The results of the satisfaction survey are not included as they were not available for the committee meeting. In 2425 there will be an attempt to align with the Teaching and Learning Committee dates</li> <li>• WEX and Thrive are not very popular. Management confirmed that as part of personal development how Thrive works will be reviewed.</li> <li>• It is anticipated that Thrive as mandatory module will remain as it is but will be supported by some additional modules</li> </ul>	
<b>3.12</b>	<b>FE Learner Voice Framework (previously Learner Involvement Strategy)</b>	
	<p>The revised framework was <b>discussed</b>. The committee noted that it will align to the new college values and will collect feedback from a wider proportion of the student population, including looking at how apprenticeship and adult participation can be incorporated. It was noted that the latter would be done surveys and with support from tutors.</p> <p>In 2425 there will be 2 learner conferences, these were found invaluable by those who attended in 2324.</p> <p>A learner voice calendar and a learner voice action plan will be created.</p> <p><i>A governor questioned how student ambassadors are recruited, noting that being elected by your peers can be daunting.</i> They were advised that it is not a formal process, it is done within a group setting, within departments. Staff are available to support the process.</p> <p>It was agreed that the wording election makes the process seem like it is formal, it was agreed to change the wording to selection.</p>	JB
<b>3.14</b>	<b>Appointment of Vice Chair</b>	
	The Clerk explained that this was on the agenda to demonstrate that succession planning is considered across the governance framework. It was acknowledged that the committee is small but any governor who wishes to be VC should inform the Clerk of their interest.	
<b>3.15</b>	<b>Revised Terms of Reference</b>	
	The committee agreed the <b>recommendation</b> of the revised ToR to the Corporation in July for approval.	Clerk

<b>3.16</b>	<b>Cycle of Business 2425</b>	
	The Clerk advised that the CoB had been cross referenced against the 2324 document and also the agendas for the committee in its first year. The committee agreed the <b>recommendation</b> of the revised CoB to the Corporation in July for approval.	Clerk
<b>3.17</b>	<b>Committee Effectiveness</b>	
	<p>The Clerk had included a summary of the main activity of the committee in its first year.</p> <p>Feedback included:</p> <ul style="list-style-type: none"> <li>• Volume of papers, however, the committee recognised that they had needed to see some of the papers – PIAP, Accountability Statement</li> <li>• Volume of information received – there is a lot of information to accommodate.</li> <li>• Recommendations to Corporation for approval are clear.</li> <li>• Revising the cover paper format for 2425</li> <li>• There is a good balance of challenge and support.</li> <li>• Meetings are well chaired.</li> <li>• The environment is positive, and conversations are improving at each meeting.</li> <li>• Discussions are well informed and honest.</li> <li>• Meetings are well attended and meet the required quoracy.</li> </ul>	<p>Clerk</p> <p>Clerk</p>
<b>3.18</b>	<b>Any Other Business</b>	
	<p><i>The Chair of Corporation had requested that Mental Health be raised as a potential new topic for consideration.</i></p> <p><i>At a recent online session of the AoC Chairs' and Vice-Chairs' Q&amp;A there had been a focus on mental health via presentations by Polly Harrow, the new FE Student Support Champion, and by Jen Hope, Area Director (E&amp;W Midlands) and AoC Senior Policy Lead - Mental Health. Polly referred to the need for Ofsted Inspectors to be "Trauma-informed and restorative-trained" and there was a suggestion that Governors should receive similar training.</i></p> <p><i>The committee were asked to consider, whether there is a requirement for Governor training and how and when that could be delivered, noting that a training grant may be available via AoC.</i></p> <p>The committee considered the topic and noted that:</p> <ul style="list-style-type: none"> <li>• We are not a trauma informed college.</li> <li>• Both staff and students receive support in wellbeing and mental health issues, in various forms.</li> <li>• The Principal is on several national groups and can keep the item under review to see if it presents at any of those groups.</li> <li>• Governors are already asked to undertake a lot of training.</li> </ul> <p>The committee agreed, that for now, the training would not be pursued given the status of the college and that mental health is already adequately covered across the organisation.</p>	

	The committee also noted that the college has signed up to the AoC Mental Health Charter Framework.	
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