

*Agenda No: 2*



## **TEACHING & LEARNING COMMITTEE**

**WEDNESDAY 26 APRIL 2017**

**Report:** Minutes of the meeting held on Wednesday 18 January 2017  
**Author:** Clerk  
**Action:** Approve  
**Status:** Open

**Present:** David Mitchell (Chair)  
Judith Doyle (Principal)  
Christine Jones  
Chris Toon

**In attendance:** John Gray  
Helen Hepple  
Andrew Robson  
Kevin Marston  
Zac Aldridge  
John Deary  
Gavin Batie  
Claire Bellerby  
Anna Toon  
Anthea Pratt  
Ivan Jepson  
David Jackson  
Emma Moody (Clerk)  
Suzanne Clark (Minutes)

### **T/119 Welcome / Apologies**

The Chair welcomed all to the meeting. Apologies were received from Nick Hurn, Mark Taylor and Lindsey Aydon.

There were no conflicts of interest to be declared at this stage. Members were reminded to declare any conflicts that arose during the meeting.

### **T/120 Minutes of the last meeting dated 23 November 2016**

The minutes of the meeting held on Wednesday 23 November 2016 were agreed as a correct record.

### **T/121 Matters Arising**

The Chair advised that the Board of Governors had met in December and the Self-Assessment Report was very well received, Governors were very pleased with the grades agreed and the report was approved.

## **T/122 SSU / SSW**

The report was presented by the Director of Business Development and the Partnership Manager.

The Principal advised that the report was to assure Governors of the quality assurance framework that has been developed to support delivery of the contract rather than an update on the contract itself.

In response to a question asked by the Chair, the Partnership Manager advised that the College currently works with 6 partner organisations. 4 of these partners will be engaged in delivery of the contract. The new partner organisations have been through a very detailed due diligence process and this information was provided to the ESF as part of the project bid. The Chair asked for assurance that a thorough risk assessment was in place as he was concerned that some partners will be delivering large amounts of provision. The Partnership Manager advised that all partners have been through a very robust procurement process and a risk register and contingency plan is in place in the event that issues arise in relation to contract delivery. The Chair asked that further reports are brought to the Committee so quality of delivery can be monitored. The Principal confirmed that the Assistant Principal – Standards & Performance will be providing a regular report as the contract is considered to be high risk activity which could have a significant impact on the College's reputation if it is not managed well. The quality of delivery will also be scrutinised as part of the College's Performance Review process with weekly reports on progress so interventions can be made in a timely manner if required. The Assistant Principal – Standards & Performance commented that a future Performance Review meeting has been dedicated to this work. The Chair commented that the report shows that the project will be extremely well managed and he is looking forward to receiving an update.

***The report was noted.***

## **T/123 Automotive**

The report was presented by Gavin Batie; Curriculum Operations Manager – Automotive.

In response to a question from a member, the Curriculum Operations Manager – Automotive explained that the difficulty in learners completing work experience was due to the health and safety issues that arise from having learners in high risk areas and unwillingness from companies to engage. The Director of Student Experience added that the College's Work Placement Co-ordinator is working with the curriculum team to engage with employers and the number of placements agreed for 2016/17 has increased. The College is working hard with employers to manage their concerns around health and safety. The Deputy Principal – Curriculum & Quality commented that whilst College facilities are fantastic, it is essential to give students real life experience in the workplace. The Chair felt that this was a very important aspect and that good work experience placements would help to improve student attendance.

The Chair was very encouraged by the improvement in the conversion rate for students and asked if there were any themes around why students enrol but do not attend. The Curriculum Operations Manager – Automotive responded that some students enrol with more than one provider to keep their options open. The Deputy Principal – Curriculum & Quality added that there are many reasons why conversion rates are low but the automotive area is particularly pleasing. The Director of Student Experience advised that student discipline in the College is good and there has been a reduction in the number of concern notes raised which shows that the strategies used by staff are working.

***The report was noted.***

## **T/124 Business**

The report was presented by John Deary; Curriculum Operations Manager – IT / Business / HEFC.

The Chair commented that he was very encouraged by the report and asked which employers the department engages with in relation to curriculum design and delivery. The Curriculum Operations Manager – IT / Business / HEFC confirmed that a local recruitment consultant, a freelance photographer and representatives from other local businesses are part of the employer steering group.

In response to a question from a member, the Assistant Principal – STEM advised that lean office provision is based on improvement techniques previously used in manufacturing which are now being applied to an office environment.

The Principal asked whether there is confidence that the department will achieve a positive value-added score. The Curriculum Operations Manager – IT / Business / HEFC replied that the current score is 0 and this is being monitored closely through weekly compliance review meetings so that action can be taken in a timely manner. There should be an upward trajectory as the academic year progresses. The Assistant Principal – Standards & Performance confirmed that this feeds into the College's Performance Review process. The Curriculum Operations Manager – IT / Business / HEFC advised that through both compliance review meetings and the College's Performance Review process he can focus on targeted higher grade workshops and allocate additional resource where it is needed. The Principal asked that the Committee receive further updates in relation to progress against target. The Assistant Principal – Curriculum Innovation commented that the progress of all learners is tracked and information is/will be readily available.

***The report was noted.***

## **T/125 Quality Improvement Plan**

The report was presented by the Assistant Principal; Standards & Performance.

The Chair commented that it was clear that a lot of the actions identified are already well underway and asked if it was possible for the document be added to throughout the year as a live document. The Assistant Principal – Standards & Performance responded that through Performance Review the College is continuously looking for improvement. The Quality Improvement Plan pulls out the themes from the self-assessment report. The Chair felt that it was clear that quality improvement is a continuous process. The Deputy Principal – Curriculum & Quality acknowledged that it was difficult to have a document that was live as actions are taken timely to address issues as they arise.

In response to a question from the Principal, the Assistant Principal – Standards & Performance advised that the status column is a reflection of where the College is currently. The Principal will be very interested in the outcome and to know that there has been significant impact. As the year progresses it should be easier to assess the impact. The Clerk to the Corporation suggested an additional column be added to the plan giving an indication of impact.

The Chair commented that he values the reports from the Curriculum Operations Managers and feels there is a consistent approach with a clear vision which is very encouraging.

***The report was noted and the Quality Improvement Plan (QIP) was approved.***

## **T/126 Teaching & Learning**

The report was presented by the Head of Teaching & Learning.

**THIS ITEM IS CONFIDENTIAL AND NOT FOR PUBLICATION.**

*The report was noted.*

**T/127 Performance Update**

The report was presented by the Assistant Principal – Standards & Performance.

**THIS ITEM IS CONFIDENTIAL AND NOT FOR PUBLICATION.**

*The report was noted.*

**T/128 Higher Education**

The report was presented by the Assistant Principal – Standards & Performance.

**THIS ITEM IS CONFIDENTIAL AND NOT FOR PUBLICATION.**

*The report was noted and the strategy was approved.*

**T/129 Maths & English**

The report was presented by Anna Toon, Curriculum Operations Manager – Maths & English.

The Committee were advised that the College had recently received the results from the GCSE resits undertaken in November 2016. There were 23 entries for GCSE Maths and 12 students achieved higher grades (52.2%). There were 30 entries for GCSE English and 20 students achieved higher grades (66.7%). The Chair was very pleased with the report and felt that it shows that the team are working hard on improvement strategies. The Principal advised that the approach is very thorough, lots of work is taking place to engage students and help them to achieve higher grades. The resit results reports are very positive. A member commented on the use of IT to engage with students and felt that this was a very positive initiative.

*The report was noted.*

**T/130 A & AS Level Performance Report**

The report was presented by Claire Bellerby; Curriculum Operations Manager – A Level / Jewish Girls Academy.

**THIS ITEM IS CONFIDENTIAL AND NOT FOR PUBLICATION.**

*The report was noted.*

**T/131 Any Other Business**

There was none.

**T/132 Date of next meeting**

The date of the next meeting was confirmed as Wednesday 26 April 2017 at 4.30pm.