

## MOULTON COLLEGE

### TEACHING, LEARNING AND ASSESSMENT COMMITTEE

Minutes of the meeting held on Tuesday, 20<sup>th</sup> June 2023 at 4.00pm in the IT Suite

**Present:** Mr A Thomson (in the Chair), Mrs C Harris, Mrs P Hawkesford, Mrs S Ijewsky, Professor E Limond, Mr D McVean and Professor S Wareing

**In attendance:** Mr B Billington, Mr T Mangan, Mr M Smith, Mrs S Smith and Ms F Williams, Mrs M Campbell (acting Clerk) and Mrs N Southgate

#### SECTION A – ROUTINE AND STANDING ITEMS:

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**22/36 Apologies for absence (Agenda item 1)**

Apologies for absence were received from Rosie Brown, Megan McArdle, Geraldine Hulley, Michael Knibbs, Ivy Knowles and Megan Smith.

**22/37 Declarations of interest (Agenda item 2)**

There were no declarations of interest.

**22/38 Minutes of last meeting (Agenda item 3, Paper A)**

The minutes of the meeting held on the 9<sup>th</sup> May 2023 were approved as a true and accurate record.

**22/39 Actions from last meeting (Agenda item 4, Paper B)**

A: Matters arising

- 22/25: Principal agreed to share a final version of LSIP once received.

B: Actions

- 106: dashboard was now completed. All governors whose device security settings may be preventing access to inform the Clerk.

All other actions would be discussed as part of the meeting.

#### SECTION B – QUALITY OF EDUCATION (INTENT):

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**22/40 Operating Plan and KPIs (Agenda item 5, Paper C)**

Achievement of performance projections were challenging as they were increasingly impacted by students' exam performance. Overall achievement projections (including English and maths) currently ranged from 77% worst case (in line with the previous year's outturn) to best case at 81%. Retention had deteriorated since the last report (May) due to poor student withdrawal management particularly from the Construction team which had impacted on retention dropping by 2.2% from 91.8% to 89.6% (previous year at 90.4%). There had been no additional progress updates for the Operating Plan objectives since the previous report. Governors requested details of any actions that had been taken or were planned (Action Point). Processes were currently under review to ensure that they would be fit for purpose in the period ahead. This was standard practice each year. Staff training (including any new staff) would also be organised to ensure the processes were implemented correctly.

The Principal accepted that the capacity of course managers had occasionally not matched the speed of growth of the College. Governors agreed that the legacy of Covid and the cost of living crisis had also impacted on learners' home lives and mental health and this had affected attendance and retention. Nevertheless,

governors reaffirmed the need for staff to act more promptly on negative attendance data.

**Resolved:** To receive the Operating plan and KPIs.

**22/41 Risk Management (Agenda item 6, Paper D)**

There were two Corporate risks owned by the TLA Committee. There had been no movement in the score of either since the previous report in May. There had, however, been work taking place to mitigate both of these risks detailed in this report. The main area of concern remained the inability to invest financially in staffing and IT resources which directly impacted the quality of the students' experience, and was a consistent theme related to previous reports. The Director of TLA agreed to re-circulate the Digital Transformation Plan to all Committee members.

**Resolved:** To receive the report on risk management.

**22/42 Student Union/Council – Proposal (Agenda item 7, Paper E)**

The report confirmed that recruiting an Enrichment Lead would enable the College to create a student council body in 2023-24 as a means of empowering students' personal development and engagement with middle managers and SLT. A discussion was held around the important role of personal development in the student experience and the Vice Principal agreed to circulate documentation about current arrangements (Action Point). Governors working in other FHEIs offered to share details of other institutional arrangements with the Director of Quality and HE.

**Resolved:** To receive the proposal for a Student Union/Council.

**22/43 Higher Education (Agenda item 7)**

**a. Plan (Summary) (Paper F.1)**

The HE Strategy, approved by SLT and TLA Committee in February 2023, was now driving forward actions to ensure this provision would meet the identified needs of the College. The report included a table which provided a brief top-level summary as to the progress being made on the top seven strategic priorities. A RAG rating of progress being made was also included. Due to the recency of the strategic priorities being put in place, there were a large number of activities and actions that were contributing to the development of HE but resultant impact was not clear at this time. A new column would be added to the table once impact can be assessed.

**b. OfS Compliance (Paper F.2)**

Compliance with Office for Students (OfS) *Conditions of Registration* had improved over the past three years and Moulton College remained compliant with OfS. Governors thanked staff for the increasingly robust assurance provided.

**Resolved:** To receive the HE reports.

**SECTION C – QUALITY OF EDUCATION – IMPLEMENTATION:**

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**22/44 Safeguarding and Prevent (Agenda item 8, Paper G)**

The termly review of safeguarding activity outlined steps the College had taken to remain compliant with its legal duties. Learners continued to present with a wide range of complex issues and home issues remained the highest number of concerns closely followed by mental health. The cost of living crisis continued to have a huge impact on many of the College's students and families and many home issues students were facing related to financial struggles at home. Recent local incidents around knife crime had had an impact on students and was addressed within PDT

sessions and visits from external agencies. The recently published mental health report from the Association of Colleges recognised that COVID was still having an impact on mental health and governors confirmed their support for the development of 'Mental Health First Aiders' among staff. A review of the student support and experience offer was underway to enhance services for students and the team was currently recruiting for roles within the department.

The Committee sought assurance in relation to management of KCSIE obligations around cyber security. The Vice Principal confirmed that all staff received monthly online interactive training modules to complete. The team was very responsive but there was a need to appreciate that the volume of work had increased significantly. In response to a question about impact of the Endsleigh contract, the Vice Principal explained how beneficial this service was particularly for students who lived on site.

**Resolved:** To receive the report on Safeguarding and Prevent.

## **SECTION D – QUALITY OF EDUCATION – IMPACT:**

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### **22/45 Quality Improvement Plan 2022-23 (Agenda item 9, Paper H)**

The report confirmed the 11 actions from Section 1 required further work; all other sections were now completed. KPI and EDI data monitoring actions would not be completed until the end of the year; as a result, they remained 'active'. All expected milestones had been completed and demonstrated progress being made within the QIP. Currently, 6 (13%) actions were due to carry over next year to see full impact. General attendance and retention remained to be of concern to the Quality team.

The Committee welcomed the report, congratulated staff upon progress and sought clarification about any inconsistencies in different Schools where quality was concerned. The Director of Quality and HE confirmed that some aspects of provision required further improvements and the planned review of PMBs would support this. There were some elements of provision which were far superior. Paper J highlighted how heads of school would attend future TLA Committees which would provide additional assurances for members. In terms of any variance between English and maths outcomes compared to vocational outcomes, the team explained a range of factors including student reluctance. A question was raised about the achievement of students with learning difficulties and/or difficulties. The Committee was informed that this was most probably as a result of better teaching, providing more stretch. In response to whether the achievement of FSM (free school meals) learners was a result of lower staff expectations, the team confirmed that FSM information was front and centre on dashboard to ensure staff were aware of which these students were in order to further enable them.

**Resolved:** To receive the Quality Improvement Plan.

### **22/46 CPD: TLA Walks (Agenda item 10, Paper I)**

To date, the monitoring and support for staff internally to develop their practice had been effective in developing their craft of TLA, sharing practice and maintaining a good quality of TLA for students. Priorities were monitored and the designated CPD time on a Monday was purposeful in maintaining the development of teaching staff. Key priorities were identified based on the extensive data and information collated now within the TLA database. The monitoring was also carried out by level and type of lesson, providing further information for development. The Committee questioned how staff were supported to professionally upskill. The Director of TLA confirmed that staff were allowed five days a year back in industry which was recorded on their profile. This information would then be discussed with line managers as part of the performance development review process.

**Resolved:** To receive the report on TLA walks.

Sam Smith left the meeting at 5.30pm.

#### **SECTION E – GOVERNANCE:**

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##### **22/47 Governance 2023-24 (Agenda item 11)**

- a. **Meeting dates and attendance options (Paper J):** The Committee agreed that the number of meetings should be reduced from five to four. This assumed the proposed work on the business plan factored in this reduction. Proposed dates of the meetings would need to be reviewed as they were not suitable for everyone. The Clerk would liaise with members to agree mutually convenient dates. (Action Point)
- b. **Terms of reference (Paper J):** The Committee agreed that its Terms of Reference should be expanded to include a heightened focus upon the wider student experience. The Committee also accepted a challenge from the Chair of Corporation to take a more active role in reviewing and scrutinising the resourcing of Teaching, Learning and Assessment
- c. **Business planner (Paper J):** The proposal and associated timeline was noted and the Chair agreed to meet with the Clerk to the Corporation, Vice Principal and others as needed to finalise the plan.
- d. **HE Code of Governance (Paper K):** Members considered the HE Code of Governance and agreed to recommend its acceptance to the Corporation.

#### **SECTION F – CLOSING ITEMS:**

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##### **22/48 Any other items of urgent business (Agenda item 12)**

Pauline Hawkesford and Alastair Thomson had attended PMBs.

##### **22/49 Date and time of next meeting (Agenda item 13)**

The date of the next meeting to be confirmed once dates had been agreed.