**MOULTON COLLEGE**

**TEACHING, LEARNING AND ASSESSMENT COMMITTEE**

**Minutes of the meeting held on Tuesday, 6th February at 4.00pm in M4**

**Present:** Alastair Thomson (Chair) Independent Governor

Prof. Elaine Limond Independent Governor

Pauline Hawkesford Independent Governor

 Corrie Harris Principal

Michael Knibbs Staff Governor

Ivy Knowles Student Governor

**In attendance:** Faye Williams Vice Principal

Matt Smith Executive Director Skills & Business Development

Brad Billington Assistant Principal for TLA

Tony Mangan Assistant Principal for Data and Standards

Nikki Southgate Director of SEND & Student Experience

Sam Smith Director of Curriculum

Leigh Jones Head of School – Sport and UPS

Carley Daniels Head of School - Animal

Nathan Chilcott Head of Maths and English

Louise Fletcher Head of School - Landbased

Catherine Duro Head of Governance (Clerk)

All heads of schools were welcomed to the meeting. The Chair explained the reason for them being invited to join the meeting, and governors’ purpose in determining the educational character, to provide support and positive challenge in the of the curriculum plan.

**SECTION A – ROUTINE AND GOVERNANCE ITEMS:**

**24/01 Apologies for absence (Agenda item 1)**

Apologies for absence were received from David McVean, Megan Smith, Suzzanne Ijewsky and Prof. Shan Wareing

**24/02 Declarations of interest (Agenda item 2)**

There were no declarations of interest.

AT declared an interest as a trustee of a school with a very small sport BTEC provision.

**24/03 Minutes of last meeting (Agenda item 3, Paper A)**

The minutes of the meeting held on **Tuesday, 21st November 2023** were approved as a true and accurate record.

There were no new matters arising.

**24/04 Actions from last meeting (Agenda item 4, Paper B)**

The Committee received updates and were assured all were progressing or had been completed. No concerns arose.

When receiving the update regarding students accessing the wellbeing hub, the very sad news of a student death was acknowledged. This tragic incident reinforced the importance of safeguarding and wellbeing support, which remained a **priority.** Governors were informed that a support and guidance pack had been received from the local authority offering support.

**SECTION B – STRATEGIC UPDATE:**

**24/05 Curriculum Plan 2024/25 Strategic Thinking (Agenda Item 5, Presentation)**

1. The Curriculum planning process was explained. All primary research had been completed. Including the Industry Skills Boards, which were **agreed** to have been valuable in reaching and engaging with employers. Their input had helped develop the intent behind the curriculum, informing changes to address some of the needs identified.
2. The Committee was **advised** that meetings were scheduled with Think! this week to move the HE plans forward.
3. It was **explained** that a draft version of the proposed plan had been presented to the Curriculum & Quality Group and SLT before being presented here. The strategic focus was detailed as being; Occupation and Skills for the Future: Digital and Green Skills.
4. Curriculum plan presentations propose a combined 6.5% growth in 16-18 numbers and 6.4% growth in HE provision.
5. Governors **asked** if we should be planning to grow and could we resource it. There was a **discussion** about the optimal level of growth and the resourcing challenges in different areas, which the upcoming presentations would detail and address.

**SECTION C – Quality of Teaching, Learning and Assessment – 3i’s**

**24/06 Heads of Schools - Curriculum Plan Updates (Agenda Item 6, Section 6 Papers)**

1. Each school was represented by the Head of School or Director of Curriculum and provided a summary of the proposed changes to their curriculum plan, the reasons, and the resourcing challenges.
2. Governors were invited to ask questions of each school.
3. Themes arising which would be considered in the development of the final curriculum plan included; the redevelopment and expansion of classroom space; an increase in head count of FTEs in each school to provide cover for remission and curriculum development; wrap around facilities; IT, WIFI and catering away from Main Site were also recognised as factors which may impact on student experience if not addressed. It was understood that in some areas it was not more rooms that were needed but higher quality refurbished rooms that feel equipped and comfortable to encourage attendance.
4. Governors were **reassured** that employer voice was being heard and considered in the changes, adding bolt on courses, accredited governing body courses where students wish to complete these.
5. Governors **asked** if there were sufficient destinations if student numbers grew. The Committee was assured that students were going on to appropriate destinations, relevant to their course or the transferable skills gained – for example team leadership from sport qualifications.
6. The new post holder responsible for seeking funding opportunities and bid writing was expected to generate additional income to support the growth and resourcing.
7. Governors **understood** where BTEC’s were being replaced by T Levels through the funding mechanisms and the impact this was expected to have. Assurance was provided that work placements were available to fulfil the T Level requirements, as employer relationships were in place for the BTEC work hours.
8. Governors **understood** that in some areas it was a deliberate choice to keep provision small but provide a high-quality offering to a niche market.
9. The HE offer was covered in the presentations and remained under development with Think! Modular and Hybrid offers would be included to address the local market need.
10. Managers **confirmed** they were working closely with feeder schools to strengthen relationships and provide destinations at post 16 or post 18.
11. Changes in Construction were **detailed** including the trade pathways from level 1, reducing the number of exams and providing a more synoptic offer through to level 3, developing a more rounded learner ready for the world of work.
12. The inclusion of sustainability was **addressed**, with many schools already having this intrinsic and embedded in their curriculum. Heads recognised this could be clearer and should be promoted as a strength and reason to study at Moulton. It was agreed some stand-alone lessons would also add value and greater recognition of the relevance to the courses.
13. The growth in Foundation Learning was **understood and congratulated**. The change to reintroduce pre-entry was explained and supported.
14. Governors were aware that significant expansion had been managed this year. They were **assured** to hear that the foundation learning area had a strong reputation and a recent Local Authority (LA) monitoring visit had been positive. The funding was being reviewed by the LA for an in-year funding increase.
15. Governors were **reminded** that growth across the curriculum would impact on Maths and English, as more students needed to upskill. Governors were **informed** of the vision, adopted to be more inclusive as significant numbers of learners were coming in with very low literacy and numeracy skills, at around KS2 level. GCSE was not accessible, hence the plan proposed for the new year. External factors were **discussed** including the introduction of online assessments in the future.
16. The three proposed routes were detailed, including the reintroduction of level 1 functional skills to help reduce anxiety around English and maths.
17. The growth in apprenticeships and standards offered was understood.
18. The Chair **concluded** that this additional meeting in the TLA schedule had been lengthy but fascinating and showed the positive impact over the past 3 years in the change in the role of heads of schools. It was agreed the discussions had been **informative** and **governors were assured** that opportunities and resource challenges were being considered and mitigated in detail as part of the planning process. Caution was encouraged in permitting too much growth that may dilute quality due to space or resource availability in the first year.

**SECTION D – TRIANGULATION (Agenda Item 7)**

**24/07** All governors’ feedback was invited, welcomed and incorporated into the discussions throughout the meeting.

There was no further comment.

**SECTION E – STANDING ITEMS**

**24/08 Risk Management report (Agenda item 8, Paper D)**

The Committee was updated on the ESFA audit, hearing of positive feedback from auditors, with a very small clawback expected.

Governors **raised** that absence had come up twice as a risk. It was asked if parents were routinely contacted. Governors were **informed** that this was encouraged and developing, dependent on the area and admin support. Full cohort parent letters had been issued where there were trends of absence. Looking to introduce pro-solution to automate this contact.

A governor **challenged** the use of the library for learning and self-directed study asking if lecturers knew what learners were doing with that time. It was **acknowledged** that this was not currently recorded but agreed it would be useful to develop a mechanism to capture this. **(Action FW)**

**24/09 Safeguarding Update (Agenda item 9, Paper E)**

The paper was reviewed. Governors were **informed** about a mini restructure in the team with Vicki now managing safeguarding and residential, which had transferred smoothly. The paper was written prior to the tragic incident. Governors **welcomed** the introduction of a monthly newsletter on the staff hub, sharing the three major concerns each month.

**SECTION E – POLICIES**

**24/10 Policies (Agenda item 10,)**

None due

**SECTION F – CLOSING ITEMS:**

**24/11 Any other items of urgent business (Agenda item 11)**

There were no further items to discuss.

**24/12 Impact of Governance (Agenda item 12)**

* + Well informed today to be ‘knowing’ governors enabling involvement in determining the future curriculum plan and being equipped to scrutinise the final plan at the next meeting.

**24/13 Date and time of next meeting (Agenda item 13)**

5th March 2024 at 4.00pm