

## MOULTON COLLEGE

### TEACHING, LEARNING AND ASSESSMENT COMMITTEE

#### Minutes of the meeting held on Monday 18<sup>th</sup> March at 4.00pm in IT Suite and TEAMS

<b>Present:</b>	Alastair Thomson (Chair)	Independent Governor
	Suzanne Ijewsky	Independent Governor
	Prof. Elaine Limond	Independent Governor (Teams)
	David McVean	Independent Governor (Teams)
	Corrie Harris	Principal
	Michael Knibbs	Staff Governor
	Ivy Knowles	Student Governor
	George Crick	Student Governor
<b>In attendance:</b>	Faye Williams	Vice Principal
	Matt Smith	Executive Director Skills & Business Development
	Tony Mangan	Assistant Principal for Data and Standards
	Brad Billington	Assistant Principal for TLA
	Nikki Southgate	Director of SEND & Student Experience
	Catherine Duro	Head of Governance (Clerk)

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

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##### **24/14 Apologies for absence (Agenda item 1)**

Apologies for absence were received from Megan Smith, Pauline Hawkesford, Prof. Shan Wareing and Sam Smith.

##### **24/15 Declarations of interest (Agenda item 2)**

No declarations of interest were made.

##### **24/16 Minutes of last meeting (Agenda item 3, Paper A)**

The minutes of the meeting held on 6<sup>th</sup> February were **approved** as a true and accurate record.

There were no new matters arising.

##### **24/17 Actions from last meeting (Agenda item 4, Paper B)**

Updates were provided on outstanding actions – actions which remained outstanding were to be completed in advance of the next meeting.

#### **SECTION B – STRATEGIC UPDATE:**

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##### **24/18 Strategic Update – Presentation (Agenda Item 5)**

The Vice-Principal presented a strategic update around curriculum developments.

Governors were **informed** that sustainability was now included in all curriculum intent documents and the website was being updated to reflect this. Additionally, a framework to

ensure consistency of approach to sustainability across the curriculum areas was being developed.

Links were provided for governors to access Ofsted updates. Additional information provided **reassurance** of the college's preparedness for inspection.

Meeting skills needs guest speakers were detailed and feedback from the Landex conference shared.

Governors **took confidence** in knowing that there was a constant building of an evidence base to remove any stress or panic when Ofsted come, it will be business as usual.

Post 16 Qualification reforms were summarised.

Presentation to be shared with all members of the Corporation (**Action - CD**)

### **24/19 Curriculum Plan 2024/25 (Agenda Item 6, Paper C)**

Governors were reminded that an Accountability statement including evidence of meeting local need will need to be published on the website by 30 June 2024.

The Curriculum plan was taken as read, having built on the detail shared in the previous meeting. Generally thought to be pitched well. Questions were invited before moving into the detail, by school.

It was **asked** on what basis the college aimed to be the centre of choice for the East Midlands, across animal and veterinary education. Was the competition understood and why just the East Midlands - to be confirmed (**Action**)

It was **questioned** how the curriculum plan fed through to the college investment strategy, reassurance was sought. It was **explained** that requests had been shared with finance, facilities and IT so that the full picture would feed into the investment strategy, budget and F&R Committee. ELT were considering this and prioritising land-based specialisms.

Regarding progression it was asked if we were securing more of our students to progress on to more advanced courses at Moulton. It was **also asked** if we were setting clear aspirations and ambitions if not numeric targets.

Governors commented that whilst they were great plans to be fulfilled all were seeking extra space, and asked how this was being managed. It was **explained** that ELT were making decisions to cap some courses to align with the available teaching space.

It was asked that the numbers are rechecked for accuracy before feeding through for financial consideration.

The detail provided for each school was reviewed.

There was a **lengthy discussion** around the foundation learning provision and governors challenged if the college had confidence that the new curriculum would push all students sufficiently and enable progressions. The RARPA approach was explained and a recent review from the LA discussed, who were very happy with progressions. Governors were **informed** that progression pathways were being reviewed to ensure students were staying for the right reasons. Growth in numbers was described as being due to our meaningful offer; more individual and more suitable.

English and maths were not currently detailed in the plan and it was asked if they should be.

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

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### **24/20 KPIs 2023-24 Progress Update (Agenda item 7 – Paper D)**

The live KPI document was shared and questions were invited.

It was explained that the RARPA data was not pulling through accurately, SLT were working to resolve this technical glitch.

It was **identified** that attendance remained an issue, the reasons and remedial strategies were debated. Some schools were managing it more successfully than others and learnings would be taken from these.

### **24/21 Student Journey – 2023/24 – YTD (Agenda item 8 – Paper E)**

The joint report covering all aspects of the student journey was received.

Governors were **assured** that careers week had been well attended, with many employers and universities present.

Personal development was discussed and governors informed that every learner should receive 1 hour 15mins of personal development each week. A governor asked that the college also encourage part-time students to access these sessions, where possible.

It was **highlighted** that departmental CPD, specific to school was taking place, targeted on areas of need and taken from requests. Staff were encouraged to observe good lessons but staffing pressures and staff wellbeing were also a consideration.

The challenges of agency staff were **discussed at length**. It was also asked if good agency staff were being retained and governors were assured that they were, where possible.

Compliments and complaints were reported to be below average after an early spike.

### **HEBoS (Agenda item 9)**

**24/22 Feedback and Recommendations** – The Chair feedback on what had been a useful meeting to set the expectations. Will seek detail and interrogation for future meetings. Was very helpful to focus on HE and discuss the associated activities. Appears to be moving at pace so a good time to develop the sub-committee. Agreed an annual schedule of business. Student representation was appreciated.

### **24/23 HE Strategy (Paper F)**

The HE Strategy was taken as read having been reviewed in detail at the previous meeting of the Corporation. The key changes proposed were summarised.

There was a **challenging debate** on Moulton's HE USP, governors sought clarity on why people want to come to Moulton for HE. The need to focus on Moulton's niche and increase visibility was agreed. Relationships with lecturers and smaller group sizes were identified as an important factor that should be celebrated. Anxieties common to many HE students we can target through our marketing strategy, internal and external – an increasing number seeking the wraparound care offered by Moulton, not available at larger city Universities. HEBoS had

added marketing to its schedule of business and added the visibility of sustainability and opportunities for research, to raise Moulton's profile.

It was **agreed** that the next matter to address, now we have the strategy, was to look at priorities, objectives, and impact. Need to also link to destinations and rewarding careers. **(Action – TM/FW)**

**Resolved:** that the strategy be **recommended** to the Corporation for approval,

#### **24/25 Destinations report (Agenda Item 10, Paper G)**

Report withdrawn – and a revised report would be shared by correspondence, confirmed by the next meeting of this committee. **(Action)**

#### **24/26 Apprenticeships, commercial courses and skills update (Agenda item 11, Paper H)**

The format was welcomed. The paper was taken as read.

Governors received positively the update that the green skills SWAP had resulted in 12/15 learners securing sustained employment as a direct result of the SWAP. The April course was reported to already be over subscribed. Governors asked how we can develop the swap project into a green hub, can we develop a green skills strategy. **(Action - MS)**

Skill build competition applications open and being well received.

Governors were further **reassured** by the high retention figures on the apprenticeship programmes, which were well above the national average. Management were not complacent but given confidence the college had targeted the right curriculum area.

First two apprentices completed end point assessment last week and are known to have achieved, grades to be confirmed. This is ahead of schedule which governors were assured was a good thing. Recruiting well had enabled higher retention with good ownership from staff involved throughout the programme.

A governor **asked** what impact these apprenticeships had on the employer businesses. It was agreed this would be added to the report for next time, we do ask these questions, and track the responses, from employer voice. **(Action - MS)**

Governors **asked** how the board could thank employers working with us, planning for a celebration event towards the end of the year.

### **SECTION D – TRIANGULATION**

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#### **24/27 Student Governor feedback. (Agenda item 12)**

An **urgent issue** was raised regarding transport issues to a remote site due to potholes, making some classes inaccessible to some students. Governors thanked students for making them aware of this issue and were **assured** that it would be resolved this week.

Students also sought to **assure** the committee that lecturers really do care in supporting students through work, academic guidelines and being willing to provide further holistic support.

### **24/28 Staff Governor Feedback. (Agenda item 13)**

The staff governor raised the **risk** around AI and risk to the integrity of assessment methods. Governors were **assured** that activity had been changed following JCQ and University of Northampton guidelines, awarding bodies were satisfied by the college approach.

It was **requested** that a paper be brought to the next meeting giving an AI position statement. A governor raised that beyond the impact on assessment there was also an education piece so that students were prepared to use it in the world of work – students need to understand how to use it responsibly and understand its limitations.

The need for on call safeguarding support at other sites was highlighted. Governors were assured that safezone give access to mental health first aiders at all times, a member of staff would always be made available and willing to attend any site when there is a crisis. The student would not be expected to make their way to find the safeguarding team, they would go to the student.

### **24/29 Link Governor Feedback. (Agenda item 13)**

Governors were advised that induction training was happening much more quickly. Good developments in newsletters, sway and the hub were all positive. Detail reported in the safeguarding report. Staff are stretched but a lot of developments going on despite the pressures. **No red flags.**

There were no further questions.

## **SECTION E – STANDING ITEMS**

### **24/30 Risk Management report (Agenda item 8, Paper i)**

Paper taken as read and questions invited.

### **24/31 Safeguarding Update (Agenda item 9, Paper J)**

Paper taken as read and questions invited.

The Mental Health Policy was provided for information and **reassurance.**

Governors **asked** how we ensure our students are safe online. They were **informed** that there is a PDT topic delivered to educate students on the risks and how to manage themselves, smoothwall software checked for inappropriate action on our computers, which was automatically shared with safeguarding, but we have an education first approach. Happy to add a section to the report. Many, mental health issues can be due to online bullying, often historic from school days. An additional section for the report was agreed. **(Action - NS)**

## **SECTION E – POLICIES**

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### **24/32 Policies (Agenda item 10,)**

None due

## **SECTION F – CLOSING ITEMS:**

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### **24/33 Any other items of urgent business (Agenda item 11)**

There were no further items to discuss.

### **24/34 Impact of Governance (Agenda item 12)**

- Review of curriculum plan with suggestions to implement –checked that employer need was addressed.
- The need to address AI was prioritised.
- Elaine leading governor impact on HE welcomed, and impact hoped for next meeting
- Safeguarding focus and transparency welcomed.

**24/35 Date and time of next meeting (Agenda item 13)**

18th June 2024 at 4.00pm