

CALLYWITH COLLEGE TRUST

Minutes of a meeting of the Teaching, Learning and Student Experience Committee held on 10 October 2022 via Teams

Trustees Present: Mr J Burnett, Mr M Davis, Dr J Grey (Principal), Prof A Phippen, Mrs J Proctor, Mr C Twigg and Mr D Walrond (Chair)

In Attendance: Mr A Jeffries (Assistant Principal), Ms J Temple (Assistant Principal) and Mrs A Winter (Clerk to the Trustees)

Item	Discussion/Decision	Action
22/33	<p>Declarations of Interest</p> <p>Trustees were reminded of the requirement to disclose any potential interests and to withdraw from the meeting if a matter under consideration could give rise to a conflict of interest. No new interests were declared.</p>	
22/34	<p>Minutes</p> <p>The Minutes of the meeting held on 9 May 2022 were APPROVED as a correct record.</p>	
22/35	<p>Matters Arising</p> <p>35.01 Staff Development Update (Minute 22/18.04)</p> <p>Trustees asked about the new arrangements and NOTED that the new Teacher Champion and Staff Development Co-ordinator roles were working well and staff feedback was very positive.</p> <p>35.02 New Course Developments for 2022/23 (Minute 22/18.05)</p> <p>In response to questions about T Levels, the Principal explained the ongoing concerns nationally, particularly following significant problems with assessments in 2022.</p> <p>35.03 Lesson Observations and Course reviews (Minute 22/19)</p> <p>The Principal indicated that alternatives to grading were being explored, including a system based on the DfE's Early Career Framework.</p>	
22/36	<p>Student Achievements – Summer 2022</p> <p>The Committee reviewed the headline data for achievement and noted that a full analysis of outcomes with action plans would be provided in the College Self-Assessment Report (SAR) in November. Overall, student achievements were outstanding.</p> <p>Trustees asked questions and noted that:</p> <ul style="list-style-type: none"> most students had not experienced formal assessments under full exam conditions during their time at secondary school 	

	<ul style="list-style-type: none"> • ALPS (value added) grading was less reliable this year due to slightly inflated CAG/TAG grades during the pandemic • other benchmarking was also problematic with no stable comparative data since 2018/19 - it was likely that Ofsted would rely on this historic data • A Level performance demonstrated students made excellent progress with 71.8% of the 672 students gaining A*- B • an ALPS grade 3 for A Level provision placed the College in the top 25% performing schools and colleges for value added • A Level retention was disappointing, possibly due to CAG/TAGs meaning that students met entry criteria but were less well prepared for Level 3 qualifications • Foundation Diploma (BTEC and UAL) qualification achievement rates (QAR) were above the 2019 national averages • Extended Diploma QAR was excellent and well above historic national averages • performance on Level 2 vocational certificates had fallen below College targets and course improvement plans were being developed • GCSE English (61 students) and Maths (111 students) resit performance was above national averages, but significant numbers still failed to achieve a Grade 4+ and this remained a challenging area requiring close monitoring • poor attendance for Maths GCSE lessons was being specifically targeted • the availability of job opportunities, disruption to education during the pandemic and CAG/TAG processes were all impacting on retention • travel issues (late bus arrivals) had not helped attendance and retention – changes to bus timetabling had been negotiated with the bus company • reasons for leaving early were being collated for review • an external assessor would be scrutinising data and self-assessment judgements as part of the SAR validation process in October and making a second visit in the Spring when students were on site. <p>Students and staff were commended on the excellent summer results.</p>	
22/37	<p>Student Enrolments 2022</p> <p>The Principal provided an update on the latest recruitment position and reported 1468 enrolments, 278 above the EFSA funding allocations, demonstrating remarkable growth. A breakdown of the numbers by course type indicated a particular increase in A Level enrolments. Recruitment trends from feeder schools was discussed.</p> <p>Trustees asked about the applicants who withdrew following GCSE results and noted key reasons for going elsewhere included course choice, travel time, campus size and friends.</p> <p>Early projections for 2023/24 (based on identical application patterns) indicated around 170 students. Also, a demographic rise was expected in coming years.</p>	

22/38	<p>Safeguarding</p> <p>38.01 Annual Assurance Return</p> <p>The Designated Safeguarding Lead (DSL) explained the changes to the annual review cycle and peer review process that had been undertaken in collaboration with neighbouring colleges this year. A thorough self-review had been completed prior to a discussion and sharing of information. The exchange of ideas and good practice had been very valuable and resulted in a number of improvements. Overall, the peer feedback on the College's processes had been very positive.</p> <p>38.02 Keeping Children Safe in Education (KCSIE)</p> <p>The Committee noted the changes to the KCSIE statutory guidance for 2022 which included quicker transfer of files between schools/colleges; enhanced safer recruitment measures (including checks on social media for new employees) and strengthening safeguarding training for governors/trustees.</p> <p>Policies and procedures were being amended as necessary to ensure compliance with the new KCSIE.</p> <p>38.03 Safeguarding Update</p> <p>An overview of recent activity was provided illustrating the scale and complexity of the work. During discussion the Committee noted:</p> <ul style="list-style-type: none"> • the numbers of safeguarding incidents during 2021/22 had risen dramatically (1034 compared to 495 the previous year), • significant numbers of referrals related to mental health concerns • an expansion in the staff team with the introduction of a Safeguarding Officer to manage the demand for support and intervention • counselling provision and triage process – it was hoped that more volunteer counsellors could be recruited to support the workload • an increase in the numbers of vulnerable students, including, young carers, children in care and learners joining from alternative provision or home schooling • the number of referrals made by the College to the county's Multi Agency Referral Unit (MARU) and other external agencies. <p>Trustees recognised that some of the increase in recorded incidents could be associated with better reporting and improved processes, but this area of work was continuing to grow in volume and complexity.</p>	
22/39	<p>Update on Personal Development Tutors (PDTs)</p> <p>Trustees noted that eight new PDTs had made an excellent start and adapted well to the role following an intensive induction and training period during August. The Assistant Principal was meeting weekly with PDTs as well as providing ongoing informal support. The PDTs were working closely with lecturers and focusing on improvements to the delivery of PSHE, pastoral support and attendance monitoring.</p> <p>Trustees were pleased to hear the new roles were effective and suggested meeting with PDTs as part of the staff voice discussions at the Board Strategy Day.</p>	JG/JT to arrange

22/40	<p>Review of Admissions Policy for 2023/24</p> <p>The Committee reviewed the current policy which included the potential to implement course level waiting lists for oversubscribed courses. Although there had initially been some applicants on waiting lists for September 2022 courses, all applicants were ultimately offered places.</p> <p>The growth in enrolment forecasts for 2023/24 meant that the Admissions Policy was likely to be invoked for September 2023.</p> <p>If the capital funding bid was unsuccessful and capacity could not be increased, the Policy would need to be rewritten early in 2023 for September 2024 entries.</p>	
22/41	<p>3Yr Curriculum Development Plan 2022-2025</p> <p>The Committee considered the Curriculum Development Plan which set out the broad, strategic approach.</p> <p>The curriculum offer was continuing to expand and offered a wide range of qualifications, including 39 A Levels, 13 Extended Diplomas and 7 Level 2 Certificates as well as GCSE Maths and English. The College's designation as a 16-19 Free School limited diversification into areas such as work based learning, apprenticeships and adult education but the College was continuing to track demand and develop new courses in response to learner and employer needs.</p> <p>The Committee discussed the aims and actions set out in the Plan. Trustees noted that the Federation of Small Businesses had been appointed as the employer representative body to develop a Local Skills Improvement Plan (LSIP) for Cornwall and the College would be working to deliver the skills identified in the Plan.</p> <p>In response to questions about potential new courses, the Principal explained that due to ongoing uncertainties, T Level launch had been postponed until 2024. Other new courses were being considered in conjunction with TPC and the courses offered by other providers.</p> <p>Following consideration, the Committee APPROVED the Curriculum Development Plan for 2022-2025.</p>	
22/42	<p>Review of Policies and Procedures</p> <p>The Committee considered and APPROVED the following policies which had been revised to take account of latest developments and guidance:</p> <ul style="list-style-type: none"> • Student Behaviour Policy and Disciplinary Procedure • Reasonable Adjustments for Examinations • Safeguarding and Promoting the Welfare of Children and Vulnerable Adults Policy and Procedure <p>Following discussion, the Assistant Principal agreed to make some further amendments to the Child on Child Abuse Policy and Procedure to clarify the role of the Safeguarding Lead Trustee and governing body.</p>	<p>JT to revise for Board</p>

22/43	<p>Learner Voice Update</p> <p>The Committee noted that the autumn survey had been distributed for completion by students, covering all aspects of the student experience from recruitment and induction, course experiences and changes in attitude and aspirations. The survey also included new questions this year about the PDTs. Responses to the survey would be collated and analysed later this term.</p> <p>Course representatives were meeting with the Assistant Principal and feedback was being collected through PTLs and other routes, including the Student Council. Learner views would be incorporated into the College SAR.</p>	
22/44	<p>Dates of Next Meetings</p> <p>Trustees NOTED the dates of meetings as follows:</p> <ul style="list-style-type: none"> • SAR Review Group - Mon 21 Nov 2022 at 4.00-6.00pm (via Teams) • TLSE Committee - Mon 27 Feb 2022 at 4.00-6.00pm 	
22/45	<p>Confidential Annual Report on Complaints and Compliments</p> <p>Trustees reviewed the confidential report and discussed the individual complaints which had already been reviewed by the Board.</p> <p>A range of compliments had been received from parents, students and others on various aspects of provision.</p> <p>The Committee NOTED the range of issues raised and processes to address concerns and was pleased that the number of complaints remained very low in relation to the numbers of students, staff, parents and others interacting with the College.</p>	
22/46	<p>Confidential Annual Report on Suspensions and Exclusions</p> <p>The Committee received a confidential summary of the disciplinary cases, suspensions and exclusions during 2021/22. Members noted that in total there had been 9 temporary suspensions prior to a formal disciplinary meeting and no exclusions. No particular patterns or significant concerns had emerged from the incidents.</p>	