

Minutes of a meeting of the Teaching, Learning and Student Experience Committee held on 11 October 2021 at Callywith College

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

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

Item	Discussion/Decision	Action
21/24	<p>Minutes</p> <p>The Minutes of the meeting held on 17 May 2021 were APPROVED as a correct record.</p>	
21/25	<p>Covid Update</p> <p>As Cornwall was no longer an Enhanced Response Area, face coverings and other restrictions were no longer mandatory, although the College was continuing with additional ventilation, extra cleaning and encouraging the wearing of face coverings in communal areas.</p> <p>In response to questions the Principal indicated that a small number of students and staff were absent due to Covid and creative solutions were being implemented to provide lesson cover. In cases where an individual was required to self-isolate but not unwell, remote delivery was being used for some lessons. Although there was no data on the proportion of students vaccinated, the anecdotal feedback suggested that high numbers had taken up the opportunity.</p>	
21/26	<p>Student Achievements – Summer 2021</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. Despite the significant challenges and disruption this year due to the pandemic, the overall results were outstanding.</p> <p>Trustees asked questions and discussed a wide range of points, including:</p> <ul style="list-style-type: none"> • the value added progress measure for A Level outcomes was an outstanding ALPS 1, the highest category achieved by the top 5% of providers • Extended Diplomas achieved ALPS 3, an excellent outcome which was up from ALPS 4 in 2020 • Foundation Diplomas scored ALPS 5 (demonstrating average progress since GCSE) which was a disappointing outcome and course improvement plans had been put in place this year 	

	<ul style="list-style-type: none"> • retention rates remained high overall but were lower than last year, possibly as a result of missing out on the additional support and interventions that could be provided on site during periods of remote delivery • the government had announced intentions to address the national grade inflation that had occurred due to temporary CAG and TAG processes in 2020 and 2021 - the College's rigorous moderation meant this was not a significant issue and care would be taken to ensure students were not disadvantaged in 2022 assessments • GCSE English and Maths resit performance was good but this remained a challenging area requiring close monitoring • Level 2 vocational certificate results had fallen below College targets and a course improvement plan would be developed – in many cases students were happy to settle for a Level 1 pass and earlier intervention to motivate and provide support would help to address this issue • the development of a course improvement plan was a whole team effort to set clear action and targets where performance was below College targets • the external assessor would be scrutinising data and self-assessed judgements as part of the critical friend reviews. 	
21/27	<p>Student Enrolments 2021</p> <p>The Principal reported on the 2020/21 admissions cycle which had been heavily impacted by Covid restrictions. Although every effort had been made to produce high quality online material, it was likely the lack of opportunities to visit the College, view facilities and meet staff had affected recruitment.</p> <p>Trustees noted that 1216 students were currently enrolled (slightly below budget projections), with a higher number of withdrawals at the GCSE results stage this year. An analysis of recruitment numbers and trends by course type and feeder school was discussed.</p> <p>In response to questions, the Principal explained the modest demographic growth expected over the next five years and the College's current market share of around 28%. An expansion in the permitted capacity would be needed to accommodate the demographic rise and likely growth in demand</p>	
21/28	<p>Admissions Policy and PAN for 2023/24</p> <p>The Committee AGREED that pending decisions from the DfE and RSC to secure the necessary capital and revenue funding for expansion, no changes were needed to the existing Admissions Policy. However, the Policy would be reviewed once decisions were received.</p>	
21/29	<p>3Yr Curriculum Development Plan 2021-2024</p> <p>The Committee considered the Curriculum Development Plan which set out the broad, strategic approach. Given the current capacity of 1280 students and the College's designation as a 16-19 Free School, there were limits on the ability to significantly broaden the curriculum offer.</p>	

	<p>The College was however continuing to track local demand and develop new courses in response to learner needs where possible.</p> <p>The Committee discussed the aims and actions set out in the Plan and clarification was provided on a range of points including English and Maths provision, the development of e-learning and the new Teacher Learner Champion role to promote continuous improvement in teaching and learning. Trustees noted the new course developments listed were aspirational ideas under consideration rather than firm proposals.</p> <p>In response to questions about the future of BTEC qualifications, the Principal reported that the government's plans to cease funding many BTEC qualifications from 2023 (as part of the Skills and Post-16 Education Bill) had met resistance from the House of Lords. Lobbying to prevent the discontinuation was continuing but in the meantime the College was having to plan for the phasing out of BTEC awards and expansion of T Levels.</p> <p>The Committee discussed the implications of continually expanding the offer and the importance of maintaining a viable, coherent offer.</p> <p>Following consideration, the Committee APPROVED the Curriculum Development Plan for 2021-2024.</p>	
21/30	<p>Assessment Arrangements 2021/22</p> <p>Trustees noted that the full details of the assessment arrangements were due to be published by 7 February 2022 and were expected to include some modifications to usual processes such as advance notice of exam paper content. The College would continue to deliver the full syllabus rather than solely focusing on exam topics and although a return to CAGs or TAGs in 2022 were not expected, evidence of progress would be collated during the year, as a contingency.</p> <p>Information about modification to exams and assessments in 2022 was being communicated, with care, to ensure clarity without excess detail.</p>	
21/31	<p>Safeguarding</p> <p>31.01 Annual Assurance Return and Update on Actions</p> <p>The Safeguarding Lead explained the feedback to the annual assurance return from the Quality Assurer. A query about reporting systems had been raised in the feedback and the confusion was immediately clarified. The Quality Assurer also encouraged the College to reintroduce opportunities for trustees to meet with students and trustee learning walks were already being planned for this term.</p> <p>Overall, the feedback had been very positive.</p> <p>31.02 Keeping Children Safe in Education (KCSIE)</p> <p>The Committee received Part One of the updated KCSIE and noted the implementation of the 2021 KCSIE from 1 September. The key changes to the statutory guidance were explained and in reply to questions, trustees noted:</p> <ul style="list-style-type: none"> • all new staff received safeguarding training as part of the induction process (including support teams, premises and catering staff) 	

	<ul style="list-style-type: none"> • annual training updates were provided • a monthly drop-in facility was available to enable staff to ask questions and discuss issues • training included the use of examples and scenarios that were specific to role context to help ensure guidance was relevant • a termly safeguarding newsletter was produced to disseminate information and updates. <p>31.03 Safeguarding Update</p> <p>An overview of recent activity was provided and during discussions the Committee noted:</p> <ul style="list-style-type: none"> • the Ofsted Review of Sexual Harassment and Safeguarding Concerns in Schools was helping to inform policy developments • a summary of the safeguarding incidents and referrals for 2020/21 indicated the significant workload • a high proportion of issues related to mental health concerns and a rise in the numbers of students experiencing eating disorders had also been noticed • the counselling provision and triage process was explained – where appropriate group counselling sessions were being offered to increase the capacity of the service • work towards the Trauma Informed School status was continuing. 	
21/32	<p>Learner Voice</p> <p>The Committee noted that the first course representatives meeting with the Assistant Principal was about to take place this term, providing an opportunity for students to provide feedback.</p> <p>The Autumn Survey had been distributed to students for completion online covering all aspects of the student experience from recruitment and induction, course experiences and changes in attitude and aspirations. Responses would be collated and analysed later this term.</p>	
21/33	<p>Review of Policies and Procedures</p> <p>A new Anti-Bullying Policy was considered and APPROVED by the Committee.</p>	
21/34	<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 - Monday 22 November 2021 at 4.00pm • TLSE Committee - Monday 24 January 2022 at 4.00pm 	
21/35	<p>Confidential Annual Report on Suspensions and Exclusions</p> <p>The Committee received a confidential summary of the formal disciplinary cases, suspensions and exclusions during 2020/21. Members noted that in total there had been 24 formal disciplinary meetings leading to 12 suspensions and no exclusions.</p>	