

Minutes of a meeting of the Teaching, Learning and Student Experience Committee held on 12 October 2020 via Teams

Trustees Present: Mr J Burnett, Dr J Grey (Principal), Mr C Twigg, Mr P Waller and Mr D Walrond (Chair)

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

Apologies: Mr M Davis and Mrs D Tarrant

Item	Discussion/Decision	Action
20/14	<p>Minutes</p> <p>The Minutes of the meeting held on 24 February 2020 were APPROVED and signed as a correct record.</p>	
20/15	<p>Matters Arising</p> <p>15.01 Equality and Diversity Monitoring Report (Minute 20/08)</p> <p>The Principal reported that links had been made with Doncaster College, a new 16-19 free school set up by New College Pontefract (an Outstanding sixth form college) which had a similar ethos to Callywith College. Although there were differences in curriculum offer, it was useful to form links with another institution and to benchmark and share practice.</p>	
20/16	<p>Student Achievements 2019/20</p> <p>The Principal summarised outcomes for A Levels, Diplomas, vocational qualifications (Level 2) as well as GCSE English and Maths. Most results were based on Centre Assessment Grades (CAGs).</p> <p>Trustees discussed the results and were very pleased to note excellent achievements which were significantly higher than national averages on every measure. Also, a very high proportion of learners gained high grades in A Levels and Diplomas, well above national benchmarks.</p> <p>Trustees asked about the particular challenges this year and the Principal explained that although there had initially been many queries when results generated by the algorithm were published, most of these were resolved once there was a u-turn and the CAGs were awarded. As a result of a rigorous internal system there had been very few disappointments or complaints with the CAGs. Most of the difficulties related to frustrations with the system and only four of the 240 A Level students had opted to sit the exams in the autumn.</p>	

	<p>During discussion Trustees noted:</p> <ul style="list-style-type: none"> the grading of Extended Diplomas was based on a different methodology, taking account of first year assessments with no opportunity for centres to supply predictions or influence grades for externally assessed units a large number of students had opted to sit GCSE English and/or Maths in November (around 200 Maths entries) – the complex task of assessing and organising appropriate exam adjustments for students new to the College was underway DfE achievement tables would not be published for the 2020 results, due to the exceptional circumstances this year a recent announcement had confirmed A Level and GCSE exams would be delayed by three weeks in summer 2021 – the revised timing would be beneficial for learners and was not expected to cause staffing or other difficulties for the College. <p>Trustees noted that a more detailed breakdown of data with action plans would be provided in the College’s annual Self-Assessment Report (SAR) in November 2020.</p> <p>Trustees asked that in future, an indication of the volume of learners taking each qualification was provided.</p> <p>Trustees concluded that overall achievements were very positive and congratulated students and staff on the excellent outcomes.</p>	
<p>20/17</p>	<p>Student Enrolments</p> <p>The Committee discussed the latest enrolment position and noted:</p> <ul style="list-style-type: none"> numbers were still settling with some late enrolments and withdrawals continuing the pandemic had a huge impact on interviews and open events - recruitment activities had been conducted remotely once again there had been significant growth in overall numbers this year - there were currently 1245 students registered enrolments were 35 below the ESFA funding allocation of 1280 but in-year claw back was not expected the new Kilmar building was working well, not only providing additional capacity for more students but also extra space for social distancing and Covid safety measures the key reasons for not taking up a place at the College after accepting an offer, seemed to be due to Covid-related concerns, particularly regarding bus travel projections showed a rising demographic over the next three years with potential growth in College recruitment staff were working hard on remote recruitment activities for 2021 to convey the quality of the student experience and facilities – a short video had been produced for use in schools. 	<p>Principal to circulate video to Trustees</p>

20/18	<p>Admissions Policy for 2022/23</p> <p>The Committee reviewed the proposed Admissions Policy which was continuing to work well and required no changes.</p> <p>The Committee discussed the addition of Kilmar which had increased total capacity to 1500 students. This was unlikely to be exceeded in 2021 or 2022.</p> <p>Following consideration, subject to two minor amendments the Committee APPROVED the Admissions Policy for 2022/23.</p>	Principal to amend as discussed
20/19	<p>Curriculum Development Plan 2020-2023</p> <p>The Committee considered the Curriculum Development Plan for the coming three years which set out the broad, strategic approach. Curriculum planning was based on emerging local needs, learner demand and national priorities. The approach was responsive and flexible, ensuring that the curriculum remained ambitious, attractive to learners and facilitated successful progression.</p> <p>Current provision included 30 A Levels subjects, a small number of AS qualifications (eg. Further Maths), 12 Extended Diplomas, 5 Certificates (Level 2) and a Work Skills programme (Level 1). In addition, an extensive range of Study Plus extra-curricular activities were provided. The achievement of Level 2 maths and English (at grade 4 or above) also remained a key priority.</p> <p>Ongoing developments were focusing on e-learning and interactive digital resources. A number of new courses and qualifications were under consideration for delivery in the next three years. The proposals were based on creating coherent pathways with clear progression opportunities.</p> <p>In response to questions the Principal explained that interest in Modern Foreign Languages was continuing to decline, despite good career opportunities. The College was working towards launching T Levels from 2022 in Digital, Health, Science and Management & Administration. At this stage the impact of T Levels on existing BTEC qualifications was unclear.</p> <p>Following consideration, the Committee APPROVED the Curriculum Development Plan for 2020-23.</p>	
20/20	<p>Safeguarding</p> <p>20.01 Annual Assurance Return 2020</p> <p>The Committee noted that the Annual Safeguarding Assurance (a self-assessment of the work of the safeguarding team and the training and activities undertaken during the year) had been submitted to the Our Safeguarding Children Partnership (OSCP) in March, as required. The feedback from the OSCP quality assurance assessor had been very positive.</p> <p>In response to the feedback received, the range of training for staff was being expanded to encompass health specific training in relevant areas (eg. epi pen, asthma, cystic fibrosis).</p>	

20.02 Keeping Children Safe in Education (KCSIE)

The Assistant Principal summarised key changes to the updated KCSIE which came into effect from September 2020. The College remained compliant with the statutory guidance and most of the recommended practice was already in place. The revised KCSIE included more explicit references to mental health and there was a renewed push to thoroughly embed consideration of mental health issues within in all College policies and procedures.

20.03 Safeguarding Update

The Committee noted:

- the lockdown period and isolation had increased the vulnerability of some young people as well as anxiety and poor mental health
- the Student Services team continued to be very busy with around 20/30 students seeking support on a daily basis
- bespoke support was being developed for students suffering from anxiety with a qualified counsellor triaging referrals
- around 50 students were engaging in regular counselling and session times were being slightly reduced to enable more sessions to be provided and the waiting list reduced
- the Safeguarding Team had expanded to 12 with the addition of two new Programme Team Leaders and an Assistant Principal
- the process of receiving, recording and reviewing school safeguarding files for new students was ongoing with around 500 expected in total (an increase from 380 last year)
- liaison with external professionals was good, although referrals to external agencies were often referred back to the College's support services due to lack of capacity or long waiting times
- a Relationships and Sex Education Policy was being prepared
- additional next of kin contacts were being gathered as part of the interview process for new students
- good communication with the local police was continuing which helped the College to be aware of local issues (eg. County lines)
- education opportunities would be offered to parents/carers on topics such as online safety and substance misuse.

In reply to questions, the Assistant Principal confirmed that support to protect the wellbeing of front line staff was in place and the College was mindful of the workload pressures for the team. The College currently employed one full time counsellor and a further seven partially qualified trainees were available as Time2Talk practitioners.

20/21	<p>Learner Voice Update</p> <p>The Committee noted that Learner Voice meetings with groups of students were underway. Also, students had been invited to complete the Autumn Survey online and responses would be evaluated following the deadline in mid-October. The Survey covered all aspects of the student experience from recruitment and induction, course experiences and changes in attitude and aspirations.</p> <p>The Chair reminded Trustees that Learner Voice feedback would be a key element of the Strategy Day on 19 January 2021.</p>	
20/22	<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 16 November 2020 at 4.00pm • TLSE Committee – Monday 1 February 2021 at 4.00pm 	ALL to note
20/23	<p>Confidential Annual Report on Complaints and Compliments</p> <p>Trustees reviewed the confidential report and discussed the individual complaints in further detail. Very few difficulties had arisen during the year and all issues had been addressed quickly.</p> <p>This year had seen an atypical number of queries and concerns raised specifically about the pandemic and Covid safety measures. These were often very time consuming.</p> <p>A range of compliments had been received from parents, students and others on various aspects of provision. The quality of pastoral support was acknowledged by a number of external professionals.</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/carers and others interacting with the College.</p>	
20/24	<p>Confidential Annual Report on Suspensions and Exclusions</p> <p>The Committee reviewed a confidential summary of the formal disciplinary cases, suspensions and exclusions during 2019/20. Trustees noted that in total there had been 15 temporary suspensions as a neutral holding position while the issues were explored. All cases had resulted in a written warning about behaviour. There had been no exclusions this year.</p> <p>In response to questions, Governors noted that wherever possible, the focus was on helping individuals to modify their behaviour, to conduct themselves appropriately and provide guidance and support to enable them to continue at College.</p>	