 **CALLYWITH COLLEGE TRUST**

**Minutes** of a meeting of the Teaching, Learning and Student Experience Committee held on 14 October 2019 at Callywith College

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| **Trustees Present:** | Mr J Burnett, Mr M Davis, Dr J Grey (Principal), Mrs D Tarrant, Mr C Twigg, Mr P Waller and Mr D Walrond (Chair) |
| **In Attendance:** | Ms L Maggs (Assistant Principal) and Mrs A Winter (Clerk to the Trustees) |

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| **Item** | **Discussion/Decision** | **Action** |
| **19/22** | **Minutes**  The Minutes of the meeting held on 20 May 2019 were **APPROVED** and signed as a correct record. |  |
| **19/23** | **Matters Arising**  **23.01 FEC Review of Cornwall (Confidential Minute 19/14)**  The Chair reported that:   * the full Ofsted inspection of TCCG in May 2019 had resulted in an overall assessment of ‘Requires Improvement’ * a new CEO, John Evans, had been appointed in September 2019 by the Cornwall College Group (TCCG) and had recently visited Callywith College * an Executive Advisory Group had been established to take forward discussions on potential closer collaboration between Truro and Penwith College (TPC) and TCCG – the first meeting was held on 20 September * the details of how the restructuring funding would be utilised, the future shape of the Cornwall College Group (TCCG) and curriculum offer remained unclear * the Chair had been asked to attend a meeting with the Further Education Commissioner on 23 September 2019 when the potential transfer of Callywith College to TPC was discussed – a strong case for the transfer had been made by the Chair and a response was awaited.   **23.02 Safeguarding Update (Minute 19/18)**  In response to questions, trustees noted that the file handover process for schools to share safeguarding information had improved this year. Use of the new C-Poms software had helped with this process. |  |

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| **19/24** | **Student Achievements 2018/19**  The Principal summarised the student achievements for AS, A Levels, vocational qualifications (Level 2 and 3) as well as GCSE English and Maths.  Trustees discussed the results and were very pleased to note excellent outcomes which were well above targets and significantly higher than national averages on every measure. In particular, the Committee noted:   * an exceptionally high retention rate of 98-99% across all provision * ALPs 3 for AS and A Level value added – demonstrating excellent progress since GCSE (in the top 25% nationally) * a significant proportion of learners achieved high grades, well above national averages in AS, A Levels and Diplomas.   During discussion, trustees asked about the particular challenges of the GCSE retake cohort and strategies to ensure learners remained engaged, attended exams and were successful. The Principal explained that next year some learners would be entered for Functional Skills, alongside a GCSE, providing them with the opportunity to record progress. The Committee noted that from 2019/20 Functional Skills would satisfy funding conditions for some students entering with a low grade in their first attempt at GCSE.  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 2019 and full comparisons with local and national post-16 benchmarks would be published in the DfE’s attainment tables in January 2020.  Trustees concluded that overall achievements were very positive and congratulated students and staff on the excellent outcomes. |  |
| **19/25** | **Admissions Policy for 2020/21**  The Committee reviewed the proposed Admissions Policy which largely remained the same as 2019/20, other than a revision to the numbers to be admitted in September 2020.  The Committee discussed the Policy at length and considered how it would be implemented if application numbers exceeded capacity. Trustees also asked the Principal how minimum entry requirements compared to other providers, the level of flexibility and the pre-admissions interview process. The meeting also talked about the importance of good advice and guidance to prospective students to ensure intended qualifications were suitable for university progression and employment aspirations.  Following debate, the Committee asked the Principal and Assistant Principal to revise the wording to further clarify the College’s approach and provide more detail about the waiting list process for consideration by the Board in December. The Vice-Chair agreed to assist with the review. | JG/LM/JB to review/revise Policy for Board meeting |
| **19/26** | **Curriculum Development Plan 2019-2022**  The Committee considered the Curriculum Development Plan for the coming three years which set out the broad, strategic approach. Curriculum planning would be based on emerging local and national policy, in association with Truro and Penwith College.  The Principal explained that whilst the College remained a free school with current constraints, further diversification of the curriculum and growth was restricted. The College would however continue to track and respond to learner needs and develop new courses in response to local demand where possible.  The Plan had been updated to reflect the withdrawal of AS qualifications and transition to linear A Levels, the addition of new A Levels in Textiles (from 2018/19) and Politics (from 2019/20) and a new Level 1 Progression pathway (from 2019/20) providing qualifications in English and Maths as well as Work Skills.  Following consideration, the Committee **APPROVED** the Curriculum Development Plan for 2019-22. |  |
| **19/27** | **Safeguarding Update**  The Assistant Principal reported on recent activity which included:   * an expansion of the Safeguarding Team from 4 to 10 staff members (who had all completed tier 3 training) * logging and processing 150 new student files provided by schools * changes to incident reporting processes * responding to 75 disclosures/incidents reported since the start of term * delivery of tier 2 safeguarding training which was being opened up to refectory staff and bus drivers * preparing a new policy on gang culture which was a key issue highlighted in the revised *Keeping Children Safe in Education* (KCSIE) statutory guidance.   In reply to questions, the Assistant Principal summarised other changes to the KCSIE published in September 2019 and the actions that were being taken to ensure compliance. She also reported that there had been no concerns about gang involvement amongst students at Callywith College, however, this was a national priority and the draft policy would help to raise awareness of potential problems. | AW to circulate KCSIE to trustees |
| **19/28** | **Learner Voice**  The Committee noted that the Autumn Survey would be distributed to students to complete online shortly. The Survey covered all aspects of the student experience from recruitment and induction processes, course experiences and changes in attitude and aspirations. In addition, students were being offered the opportunity to disclose information via the ‘I wish my Tutor Knew’ process as part of the World Mental Health Day activities. |  |

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|  | Regular course representative meetings were taking place on a monthly basis with the Assistant Principal to enable students to provide feedback. The catering provider and bus contractor had been invited and attended a meeting to hear views from students. |  |
| **19/29** | **Any Other Business**  **29.01 Oxbridge Applications**  The Committee was pleased to hear that eight UCAS applications had been submitted to the universities of Oxford and Cambridge this year, an increase on the number submitted last year.  **29.01 Trustee Learning Walks**  All trustees were encouraged to take part in learning walks and to provide feedback on their informal observations which would contribute to the quality assurance processes. In line with the new Ofsted framework, trustees were urged to engage in conversations with students and staff throughout their visits. | Trustees to notify the Clerk re availability to take part |
| **19/30** | **Dates of Next Meetings**  Trustees **NOTED** the dates of meetings as follows:   * SAR Review Group - Monday 18 November 2018 at 4.00pm * TLSE Committee - Monday 24 February 2020 at 4.00pm | ALL to note |
| **19/31** | **Confidential Annual Report on Complaints and Compliments**  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.  A range of compliments had been received from parents, students and others on various aspects of provision.  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, clients and customers interacting with the College. |  |
| **19/32** | **Confidential Annual Report on Suspensions and Exclusions**  The Committee received a confidential summary of the formal disciplinary cases, suspensions and exclusions during 2018/19. Members noted that in total there had been 19 formal disciplinary cases leading to 2 exclusions.  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. |  |