

**Minutes** of a meeting of the Teaching, Learning and Student Experience  
Committee held on 16 October 2017 at Callywith College

**Trustees Present:** Mr M Davis, Mrs S Dickinson, Mr C Twigg, Mr P Waller,  
Mr D Walrond (in the Chair) and Mr M Wardle (Principal)

**In Attendance:** Mr J Grey (Assistant Principal), Ms L Maggs (Assistant Principal), Mrs D  
Tarrant (Parent Trustee designate) and Mrs A Winter (Clerk to the Trustees)

**Apologies:** Mr J Burnett

Item	Discussion/Decision	Action
17/01	<p><b>Welcome</b></p> <p>The Chair welcomed the new Parent Trustee (designate), Debra Tarrant, to her first meeting and introduced those present.</p>	
17/02	<p><b>Election of Vice-Chair</b></p> <p>The Committee was invited to consider nominations for the role of Vice-Chair for the next meeting.</p>	ALL to consider
17/03	<p><b>Student Enrolments</b></p> <p>The Principal reported that 335 students were currently registered with some late registrations continuing, against the PAN (published admission number) of 284. The situation remained fluid and funding would be allocated on the basis of registrations on the autumn census date of 1 November. This number would also determine the basis for funding in 2018/19.</p> <p>Of the 335 students, around 30 were enrolled on Level 2 programmes (GCSEs and Certificates) and the remaining 305 were on Level 3 programmes with an equal split between A Levels and vocational qualifications.</p> <p>Recruitment for entry in September 2018 was already underway and nearly 100 applications had been received. An Open Day would be held on 25 November 2017 and local careers advisors had been invited to visit the College to view facilities and provision.</p> <p>In response to questions the Principal confirmed that:</p> <ul style="list-style-type: none"> <li>• the numbers of early withdrawals roughly equalled the number of late registrations</li> <li>• no trends or common factors leading to early withdrawals had emerged – each case related to individual reasons</li> <li>• the total capacity for the College was 1280 which meant the maximum Yr1 intake for 2018/19 would be 660</li> </ul>	

	<ul style="list-style-type: none"> <li>• applications would be considered on a first come, first served basis</li> <li>• transfers from schools direct to Yr2 in 2018/19 might be possible, depending on exam board and syllabus content – any prospective Yr2 applicants would be carefully advised on this</li> <li>• links to local schools were being developed</li> <li>• a flier had been produced to promote the College locally to potential students and their parents.</li> </ul>	MW to circulate flier to trustees
<b>17/04</b>	<p><b>Curriculum Development Plan 2017-20</b></p> <p>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 needs identified by learners, the local community and government agencies in association with Truro and Penwith College.</p> <p>The Principal explained the requirements for each study programme which included three key elements to comply with DfE requirements – the substantive academic/vocational qualification, work experience and English/maths GCSE (where this was still to be achieved). Success in English and Maths was essential for progression from Level 2 to Level 3.</p> <p>The new National Qualification Framework (NQF) accredited vocational qualifications would be offered - as a new centre, Callywith College was unable to remain with the former Qualifications and Credit Framework (QCF). A key feature of the new NQF qualifications was a significant shift to external end assessments, which many students found challenging. Preparation for January 2018 exams was already underway.</p> <p>In line with Truro and Penwith College, stand-alone AS Levels would continue to be delivered alongside linear A Levels to provide breadth, external exam experience and enable students who discontinued a subject at the end of the first year to gain a qualification. This approach would be kept under review.</p> <p>Trustees recognised that delivering the new GCSE resit in 9 months would be extremely demanding. The strategies to engage learners and provide individualised support were explained.</p> <p>Other challenges included an increasing emphasis on work experience and the introduction of new T-levels (a technical alternative to A Levels) which would be rolled out from 2020. At this stage the details on the new T Levels were still emerging.</p> <p>Following consideration, the Committee <b>APPROVED</b> the Curriculum Development Plan for 2017-20.</p>	
<b>17/05</b>	<p><b>Callywith College Quality Assurance Visit</b></p> <p>The Committee received a report from former Ofsted Senior Inspector, Tony Noonan, who had been invited to review provision. As well as conducting lesson observations, the external reviewer met with the senior team, a group of students and a group of staff during his visit on 4 October 2017.</p>	

	<p>Overall his judgement of the quality of provision was very positive and a number of key strengths were identified. Some useful suggestions had been made and a number of areas for further development identified. All points would be actioned as appropriate.</p> <p>Trustees were very pleased to note the external evaluation which validated the senior team's assessment of provision and areas for further development.</p>	
<b>17/06</b>	<p><b>Trustee Learning Walks</b></p> <p>The Committee agreed to implement a programme of learning walks which would enable trustees to view the College's daily operations and get a snapshot of learning in progress. Learning walks would also provide opportunities to meet students and staff and help trustees to develop a better understanding of the College's provision.</p> <p>Proposed dates for learning walks during the autumn term would be circulated and all trustees were encouraged to take part. Trustees would be invited to provide feedback on their informal observations which would contribute to the monitoring processes.</p>	JG/AW to circulate proposed dates
<b>17/07</b>	<p><b>Safeguarding Update</b></p> <p>A paper was tabled summarising recent Safeguarding training and the Committee noted that all teaching and support staff had completed the necessary tier 1 Safeguarding training as well as Prevent Agenda awareness training. Members of the Safeguarding team and the Lead Trustee for Safeguarding (Chris Twigg) had also completed the higher level tier 3 training.</p> <p>Trustees noted that more than 50 students had been identified as vulnerable/at risk and were being monitored and supported by the College. As part of the transition process, relevant information had been provided by most schools although a small number had not yet completed the appropriate file transfers.</p> <p>In response to questions, the Assistant Principal explained the impact of the Impero software installed to monitor activity on all College student computers - this had been very effective in curbing inappropriate usage.</p> <p>As well as support provided internally, the College was working with a number of local agencies including Young People Cornwall (which provided drop in sessions to assist with housing, finances and other issues). The College was in the process of establishing a chaplaincy/listening service.</p>	
<b>17/08</b>	<p><b>Learner Voice</b></p> <p>The Committee received preliminary feedback from the interim analysis of the Autumn Survey which students were completing online. So far, 199 students had completed the Survey - the aim was to achieve a 100% response rate.</p>	

	<p>The Survey asked about the application and enrolment process and would be used to shape College pre-enrolment and induction arrangements and also be used for marketing and publicity. The online format provided a quick analysis and enabled the College to address any areas of concern.</p> <p>Trustees noted that at this stage the feedback was overwhelmingly positive.</p>	
<b>17/09</b>	<p><b>Proposed Cycle of Business for 2017/18</b></p> <p>The Committee considered and <b>APPROVED</b> the proposed cycle of business for 2017/18.</p>	
<b>17/10</b>	<p><b>Any Other Business</b></p> <p><b>10.01 College Values</b></p> <p>Students had been tasked with identifying the Callywith College Values and designing a poster to illustrate these with the prize of a £20 Amazon voucher for the design chosen to be most appropriate for the College environment, ethos and mission. This initiative had resulted in the submission of over 100 posters with nine values emerging as the most popular. Trustees were invited to give their views on the values identified.</p> <p><b>10.02 Staff Suspension</b></p> <p>The Chair reported that on the advice of an external agency, a staff member had been suspended pending an investigation.</p>	Trustees to provide views/comments
<b>17/11</b>	<p><b>Date of Next Meeting</b></p> <p>The Committee would next meet at 4.00 – 5.30pm on Monday 29 January 2018 at Callywith College.</p>	ALL to note