

Minutes of a meeting of the Teaching, Learning and Student Experience
Committee held on 1 February 2021 via Teams

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

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

Apologies: Mrs D Tarrant

Item	Discussion/Decision	Action
21/01	<p>Minutes</p> <p>The Minutes of the meeting held on 12 October 2020 were APPROVED and signed as a correct record.</p>	
21/02	<p>Matters Arising</p> <p>02.01 Student Achievements 2019/20 (Minute 20/16)</p> <p>The Committee noted that of the four students who had opted to complete A Level autumn resits, two had improved on the Centre Assessed Grade (CAG) awarded in the summer and two had achieved the same as the original CAG.</p> <p>02.03 Safeguarding Update (Minute 20/20.03)</p> <p>The Principal reported that the drafting of a new Relationships and Sex Education Policy was underway.</p>	JG for next meeting
21/03	<p>Covid Update</p> <p>The Principal provided a summary of the current situation and mentioned:</p> <ul style="list-style-type: none"> • there had been very few positive Covid cases amongst the College students and staff (15 in total) and all had been relatively mild with no transmission detected within the College • a government announcement on re-opening was expected two weeks before a return to onsite delivery which would be on 8 March at the earliest – it was likely that a phased return would be recommended, prioritising cohorts due to take exams, which would include the majority of College students • the Committee suggested that early dialogue with the Regional Schools Commissioner about the appropriateness of standard advice to schools about re-opening could be helpful to allow for rules to be interpreted in the best interests of post-16 students • most summer exams (other than Level 2 and Functional Skills) had been cancelled for 2021 and consultations had been launched on assessment for vocational qualifications and A level/GCSEs 	

	<ul style="list-style-type: none"> • at this stage the key priority was to ensure students remained engaged, maintained progress, completed assignments and assessments to produce the necessary evidence to inform Teacher Assessed Grades (TAGs) • the proposed assessment arrangements would be very demanding for staff with a much greater reliance on internal assessments, complex appeals processes and implications for UCAS applications. <p>In response to questions about English and Match GCSE provision, the Principal explained that attendance had improved to over 85% and a good pass rate of 19.8% had been achieved in the Maths autumn exams which compared very favourably to historical national data.</p> <p>The impact and implications for the College's end of year processes and 2021 admissions were being reviewed and some rescheduling was likely to be necessary.</p>	
21/04	<p>Safeguarding Update</p> <p>The Assistant Principal reported that the Safeguarding team continued to be very busy and was continuing to provide the breadth of support remotely during the pandemic.</p> <p>During discussion Trustees noted:</p> <ul style="list-style-type: none"> • the safeguarding team had been expanded to 13 staff and regular discussions to disseminate information and share issues were continuing – the Lead Safeguarding Trustee had attended one of these meetings in the autumn term • there had been a marked increase in the numbers of safeguarding files handed over by schools for new starters this year • the number of mental health referrals to student services had declined during the pandemic – this could be linked to increased training enabling Tutors and other staff to respond to minor issues as well as changes to the CPOMS database reporting • the College Counselling Service had been able to reduce the waiting time to two weeks - most sessions were taking place online • support base rooms offering safe spaces for students with additional needs had been set up • the weekly student bulletin for students explained alternative ways to access support and the online resources available • a Covid annexe to the Safeguarding policy had been produced to cover a range of relevant issues such as e-safety • work on the Section 157/175 Annual Safeguarding Audit for the deadline of 27 March was underway - the Lead Safeguarding Trustee would review the annual return prior to submission. <p>In response to questions, Trustees noted that individual arrangements could be made, where needed, to enable students to access support onsite (eg. if they were unable to talk freely from home).</p> <p>The Committee NOTED the ongoing work and welcomed the new the developments.</p>	

21/05	Learner Voice – Autumn Survey 2020	
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	<p>The Committee considered a comprehensive analysis of the Autumn Survey responses. The online survey had been completed by students in October 2020 with an 88% completion rate.</p> <p>Trustees discussed the key observations which related to application and enrolment processes; induction and first impressions; student self-efficacy information and attitudes (with comparative data provided from 2017, 2018 and 2019 where available).</p> <p>The Committee was pleased to note very positive feedback from learners across all areas of the student experience. Trustees were pleased to note that overall, 98% of respondents indicated they would recommend Callywith College to a friend and no concerns had been raised as a result of the survey responses. Despite the very significant challenges of the pandemic and shift to remote delivery for part of the year, the quality of the student experience had been maintained.</p> <p>Based on the responses and feedback, a range of actions and developments had been identified and were detailed in the report. The Committee reviewed the proposed actions and SUPPORTED the various developments initiated.</p>	
21/06	<p>Student Destinations 2019/20</p> <p>The Committee reviewed the destinations of students who had completed their final year in summer 2020. Trustees noted that 67% progressed to higher education (some had deferred entry to 2021), 13% gained employment/apprenticeship, 4% remained in further education and 5% were seeking employment. A more detailed breakdown by College qualification was provided and discussed. As this was the first year that destinations had been tracked, comparative data was not available.</p> <p>Trustees asked about the 10% of leavers whose destinations were unknown and noted that follow up telephone calls with individuals were continuing to collect missing data. The Committee was also interested in the courses and institutions chosen by leavers and it was agreed that UCAS information would be provided for the next meeting.</p> <p>The Committee NOTED the information and would continue to monitor destinations as tracking data was gathered each year.</p>	AJ to provide UCAS info for next meeting
21/07	<p>Early Leavers Data 2020/21</p> <p>The Committee noted that 95 applicants had withdrawn before enrolment as they were holding multiple offers and decided to go elsewhere. 56 students had withdrawn at an early stage (pre-42 days) and an analysis of the reasons for leaving indicated that Covid-related issues had been a key factor this year (eg. concerns about the risks of bus travel). Others had left to take up an apprenticeship or employment and for several students, health problems or personal issues had been the key factor.</p>	
	<p>The processes for monitoring and supporting students who left their course early was explained. Individual follow up was carried out by personal tutors, student services and by the senior management team to try to resolve any issues and explore options. Also changes had been</p>	

	<p>made to induction timetabling with increased one-to-one pastoral support and more tutor time in the initial weeks of term.</p> <p>The Committee discussed the data and agreed that overall, retention rates remained high and no underlying concerns were identified.</p>	
21/08	<p>Student Employability and Work Experience</p> <p>Plans for the 'Your Futures Week' during the summer term were taking shape. The event would be held online with a virtual careers fair, opportunities for students to undertake live briefs and projects with employers, a range of speakers, information sessions and careers guidance as well as a UCAS advice day.</p> <p>An update on other work-related activities was provided and Trustees noted that students on the Children's Play, Learning and Development diploma had been able to take part in onsite work placements with childcare providers whilst Health and Social Care students had completed work experience remotely.</p>	
21/09	<p>Equality and Diversity Monitoring Report for 2020</p> <p>The Committee considered the Equality and Diversity Report setting out the actions to promote equality and diversity, assessing the effectiveness of developments and identifying areas for further work.</p> <p>Trustees discussed the report and asked about participation by gender as well as the support for transgender and transitioning young people. The Assistant Principal explained that a staff/student EDI group had been set up and was currently focusing on gender issues including the promotion of women in STEM subjects.</p> <p>A comprehensive range of sport and fitness activities were available within the Health, Wellbeing and Sport (HWS) programme and the College was hoping to develop other enrichment activities such as drama, art and music.</p> <p>The Committee agreed that the report was thorough and provided good evidence of an inclusive, proactive approach. The proposed actions to improve the promotion of equality and tackle discrimination were ENDORSED by the Committee.</p>	
21/10	<p>New Course Developments for 2021/2022</p> <p>The Principal reported that in response to interest expressed by prospective students, A Levels in Film Studies and Classical Civilisations had been added to the range of more than 30 A Level subjects next year. In addition, an Extended Certificate in Biology as well as Level 2 and 3 qualifications in Media and Performing Arts were being considered.</p> <p>The FE White Paper: Skills for Jobs published in January 2021 was likely to impact on future curriculum developments.</p>	

21/11	<p>Review of Policies and Procedures</p> <p>The Committee reviewed the following policies/procedures which had been updated. Trustees noted that minor amendments had been made to ensure documents remained fit for purpose. Also, a new Covid annex to the safeguarding policy had been produced to reflect the significant changes to delivery in response to the pandemic.</p> <p>An updated Equality, Diversity and Inclusion Action Plan would be provided for the next meeting.</p> <p>Following consideration, the Committee APPROVED revised policies:</p> <ul style="list-style-type: none"> • Equality, Diversity and Inclusion • Student Behaviour • Anti-Bullying • Child Protection and Safeguarding 	JG to provide action plan
21/12	<p>Review of Committee Terms of Reference</p> <p>The Committee APPROVED a minor amendment to refer to the Assistant Principals in point 1.5.</p>	Clerk to update
21/13	<p>Dates of Meetings in 2021/22</p> <p>The Committee noted dates of meetings next year as follows: 11 October 2021, 24 January 2022 and 9 May 2022.</p>	ALL to note
21/14	<p>Date of Next Meeting</p> <p>The Committee would next meet on Monday 17 May 2021.</p>	ALL to note