 **CALLYWITH COLLEGE TRUST**

**Minutes** of a meeting of the Teaching, Learning and Student Experience Committee held on 20 May 2019 at Callywith College

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

**Apologies:** Mr J Burnett, Mr M Davis and Mrs D Tarrant

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| **Item** | **Discussion/Decision** | **Action** |
| **19/13** | **Minutes**  The Minutes of the meeting held on 4 February 2019 were **APPROVED** and signed as a correct record. |  |
| **19/14** | **Matters Arising**  **14.01 Published Admission Number (PAN) (Minute 19/02.01)**  The Principal reported that an appeal had been submitted to the DfE requesting an increase to the allocated PAN of 770 for 2019/20. A response was awaited.  **14.02 FEC Review of Cornwall (Minute 19/02.06)**  This confidential item is separately minuted.  **14.03 New Course Developments (Minute 19/06)**  Trustees were pleased to hear that applications had been received for both the Politics A Level and Level 3 Travel and Tourism Diploma and these new courses were expected to run in 2019/20.  **14.04 Student Employability and Work Experience (Minute 19/08)**  The Principal confirmed that staff were working hard to arrange work placements during the ‘Your Futures’ week. Around 50% of students would go to local employers for 3 days of work experience and those remaining on site would complete work-related projects.  **14.05 Ofsted Inspection (Minute 19/10.01)**  Trustees noted that the new Ofsted inspection framework had just been published and the College would be reviewing the implications and adjusting the format of the Annual Self-Assessment Report (SAR) in line with the new framework and grading criteria. A briefing on the key changes would be provided for Trustees in due course. | SMT to brief Board of Trustees |

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| **19/15** | **Lesson Observations and Student Reviews 2018/19**  The Committee received a report explaining the annual lesson observation process, student course reviews and tutorial reviews which provided an opportunity for staff to reflect and develop their own teaching practice and for provision to be modified in response to learner feedback. Trustees noted that:   * all observations were undertaken by experienced senior staff, (usually the SMT), following a robust, rigorous process * in addition to formal observations, there were also other opportunities for the senior team to informally observe teaching * the key part of the process was providing feedback to staff and having a constructive dialogue with individuals * a lesson observation of grade 4 (Inadequate) or two grade 3s (Requires Improvement) would trigger the Capability Procedure with advice and support provided to improve practice * probationary staff were required to achieve at least a grade 2 (Good) in their final observation to pass the probationary period * 99% of observations during 2018/19 were graded 1 (Outstanding) or 2 (Good), even higher than grades in 2017/18 * the 23 new staff had generally settled well - additional support and advice had been put in place to ensure new staff reached the necessary standard * students completed reviews online which provided a high response rate and enabled them to be open and honest with their comments * an overall student satisfaction rating of 96% had been maintained this year, despite the very significant growth of the College * data was being analysed to detect any underlying trends or issues * any aspect of provision that received a response rating from students of less than 95% positive was being reviewed and strategies to address these aspects were being implemented.   Trustees asked about the workload implications and noted that the senior team wished to remain closely involved with the observation process but had started to involve another experienced practitioner in observations. The two new Programme Team Leaders would help to support the lesson observation process in 2019/2020.  When asked about national benchmarking for lesson observations the Principal explained that Ofsted had taken the decision to no longer grade observations and data for comparisons was therefore limited.  Trustees were pleased that lesson observations and student feedback were very positive and supported the proposed follow up strategies. |  |
| **19/16** | **Student Retention Rates 2018/19**  The Committee received data on student retention for 2018/19 and comparisons with local and national benchmarks. Trustees were pleased to note an exceptionally high retention rate of 99.2% (compared to 98.4% last year), well above benchmarks and the 93% target set by the Board. The overall retention rate had been improved despite a much larger cohort. |  |

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|  | The Committee recognised the effective strategies to maintain the quality of the student experience, to ensure high levels of engagement, to continually monitor progress and tackle any issues quickly. With further growth next year, maintaining tutor links, expanding the student services team, providing a broad extra curriculum offer and effective transport system would all help to enthuse and retain learners.  In response to questions, the Principal indicated that although formal exit interviews were conducted, senior staff had significant interaction with individuals prior to leaving and were fully aware of the circumstances in each case. |  |
| **19/17** | **Student Recruitment Forecast for 2019/20**  The Principal reported that for 2019/20 entry 789 applications had been received compared to 630 at the same time last year. More than 560 applicants had accepted an offer with an additional 155 interviews scheduled to take place in coming weeks. It was expected that about 550 candidates would take up their place in September. With 400 learners expected to progress from Yr1 to Yr2, the total student number was likely to be around 950. The budget and staffing had therefore been planned on that basis, (regardless of whether the initial PAN of 770 was increased by the funding agency). Any recruitment above 950 would be very challenging, but could be accommodated in some curriculum areas.  During discussion, the Committee noted the geographical distribution of applicants, current schools attended and course numbers. Unfortunately, AS Textiles and AS German had not received adequate interest and were unlikely to be viable. The numbers of learners needing to do mathematics and English Level 2 re-sits was expected to grow next year and the implications for delivery were explored.  The Principal was also asked to explain the interview process and he emphasised the interview was a guidance/advisory discussion to match individuals to appropriate courses, making sure subject choices would fit career aspirations. It also provided an opportunity to explore interests, encourage participation in extra-curricular activities and review additional learning support needs so that the relevant arrangements could be put in place before arrival. |  |
| **19/18** | **Safeguarding Update**  The Assistant Principal provided an update on recent activities and Trustees noted that:   * safeguarding files for 83 students had been provided by schools – four schools had taken part in very useful face-to-face handover meetings * the new C-POMS software to record and track safeguarding issues was being rolled out to all staff * the safeguarding team continued to be very busy with 177 new issues logged on a wide range of matters since the last meeting * a number of ViST notifications had been received, alerting the College when the police had attended incidents at home (including domestic violence) |  |
|  | * although funding for the Kooth counselling provision had been withdrawn, the College was paying the counsellor to continue the service until the end of term * the Time to Talk counselling service was working with 63 students and a further 30 were on a waiting list – the service was provided by closely supervised part-qualified, trainee counsellors * an opportunity to enable students to submit a response to “I wish my tutor knew….” had resulted in 700 individual responses which captured some sensitive, useful information which was being followed up as appropriate.   In response to questions, the Assistant Principal outlined the key concerns and issues raised by individuals, the ways in which the College was pro-actively supporting students and the development of student services. The Committee also discussed the induction of the Assistant Principal’s successor as the College Safeguarding Lead when she left her post in the summer. |  |
| **19/19** | **Cycle of Annual Business for 2019/20**  The Committee considered and **APPROVED** the proposed cycle of annual business for 2019/20. |  |
| **19/20** | **Any Other Business**  **20.01 End of Year Celebration**  All Trustees were invited to the end of year leavers celebration on Tuesday 9 July 2019. Further details would be circulated. | ALL to note |
| **19/21** | **Date of Next Meeting**  The Committee would next meet at 4.00 – 5.30pm on Monday 14 October 2019. | ALL to note |