

**Minutes** of a meeting of the Teaching, Learning and Student Experience Committee held on 21 May 2018 at Callywith College

**Trustees Present:** Mr J Burnett, Mr M Davis, Mr C Twigg, 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:** Mrs D Tarrant and Mr P Waller

| Item  | Discussion/Decision   | Action  |
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| 18/11 | <p><b>Minutes</b></p> <p>The Minutes of the meeting held on 29 January 2018 were <b>APPROVED</b> and signed as a correct record.</p>  |   |
| 18/12 | <p><b>Matters Arising</b></p> <p><b>12.01 Student Enrolments (Minute 18/03.01)</b></p> <p>The Committee noted that the original submission for 800 enrolments had been rejected and the ESFA had confirmed a funding allocation based on 662 for 2018/19. Following an appeal by the College, a revised allocation for 730 had been agreed.</p> <p>In response to questions, Trustees noted that there was no further opportunity to challenge the ESFA allocation. Funding for enrolments over 730 would not be received until February 2019.</p> <p>In relation to the total planned admission number (PAN), the Principal suggested that the Board would be in a better position to assess growth and demand after the September 2018 admissions cycle. It was <b>AGREED</b> that the PAN would be reviewed in the autumn.</p> <p><b>12.02 Work Experience</b></p> <p>The Principal reported on preparation for 'Your Futures' week which would include a range of work-related/progression activities and three days of work experience for students. Staff were planning activities and contact had been made with around fifty local businesses. The Educational Business Partnership (a social enterprise providing brokerage between schools/colleges and businesses) had been engaged to undertake the necessary pre-checks and arrangements.</p> <p>Trustees were reminded of the major challenges created by the new T Levels which were due to be introduced from 2020 and included a 45day work placement - consultation on these new qualifications was ongoing and further details were awaited.</p> | <p>MW to check process</p> <p>AW for next meeting</p> |

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|       | <p><b>12.03 Vocational Courses Update</b></p> <p>Trustees were pleased to note strong results so far in external assessments.</p> <p><b>12.04 New Course Developments for 2018/19</b></p> <p>The Principal confirmed sufficient interest in new Level 3 qualifications in Children’s Play and Travel &amp; Tourism to recruit staff and deliver these courses from September 2018.</p>   |  |
| 18/13 | <p><b>Lesson Observations and Student Reviews</b></p> <p>The Committee received a report explaining the annual lesson observation process, student course reviews and tutorial reviews which provided an opportunity for staff to assess and develop their own teaching practice.</p> <p>Trustees considered the outcome of the lesson observations and student feedback and noted:</p> <ul style="list-style-type: none"> <li>• the most important part of the process was providing feedback to staff and having a constructive dialogue with individuals</li> <li>• in addition to the formal observations, there were many other opportunities for the senior team to informally observe teaching</li> <li>• if a lecturer received a grade 4 (Inadequate) or two grade 3s (Requires Improvement), the Capability Procedure would be initiated with advice and support provided to improve practice</li> <li>• 92% of observations were graded 1 (Outstanding) or 2 (Good)</li> <li>• observations for only one member of staff this year had triggered additional support and advice</li> <li>• student course and tutorial feedback was overwhelmingly positive</li> <li>• students completed reviews online which provided a high response rate and enabled them to be open and honest with their feedback</li> <li>• 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.</li> </ul> <p>Trustees asked about the implications of the expansion next year and noted that the senior team wished to remain closely involved with the observation process but would be reviewing capacity. The idea of filming lessons for the purposes of self-review was raised.</p> <p>Trustees were pleased that lesson observations and student feedback was very positive and supported the follow up strategies.</p> |  |
| 18/14 | <p><b>Student Retention Rates 2017/18</b></p> <p>The Committee received data on student retention for 2017/18 and comparisons with local and national benchmarks. The retention rate was very high at 98.4%, well above benchmarks and the 93% target set by the Board. The five students who had withdrawn were all taking vocational courses and left for a variety of individual reasons.</p> <p>The strategies to maintain the level of support and monitoring with a considerably larger student body, the ongoing actions to ensure learners were retained and additional measures for 2018/19 were discussed and endorsed by the Committee.</p>   |  |

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| 18/15 | <p><b>Student Recruitment Forecast for 2018/19</b></p> <p>The Principal tabled a summary of the applications received by 15 May 2018 and reported that for September 2018 entry over 600 applications had been received compared to 380 at the same time last year. A further influx of applications was expected in July/August, following summer exams. Interviews were taking place as well as a range of taster days, visits, talks and other activities. The review of bus timetables and additional routes for 2018/19 which would significantly reduce many journey times were very positive for recruitment.</p> <p>The geographical distribution of applicants, current schools attended and course numbers were discussed.</p> <p>The Committee noted that many applicants made multiple applications and at this stage the likely enrolment numbers could not be accurately forecast. Trustees were pleased to note the significant growth in applications and positive recruitment position.</p> |  |
| 18/16 | <p><b>Trustee Learning Walks</b></p> <p>Trustees agreed that the autumn/winter learning walks had provided a useful opportunity to observe teaching and learning and to interact informally with staff and students. Feedback was positive and Trustees were pleased to see students fully engaged and enthusiastic. Trustees indicated that they would welcome further opportunities to visit classes at a later stage in the academic year.</p> <p>In response to concerns about student support capacity, the high numbers of learners with support needs and growth in student numbers, the Principal indicated that provision was being monitored and additional administrative support was being put in place for 2018/19. The College was also continuing to develop links with charities, voluntary agencies and external services but recognised that this was sometimes problematic due to the de-centralisation of local authority provision.</p>   | <p>JG to organise two learning walk programmes in 2018/19</p> <p>MW to continue to monitor</p> |
| 18/17 | <p><b>Safeguarding Update</b></p> <p>The Assistant Principal provided an update on recent activities and Trustees noted that:</p> <ul style="list-style-type: none"> <li>• since the last meeting additional students had come forward to disclose concerns taking the total to around 140 who were being monitored and supported by the College</li> <li>• 5 referrals had been made to CAMHS (Child and Adolescent Mental Health Services), 1 referral to the community mental health team, 26 to counselling services and 48 to the Wise Up programme</li> <li>• new software to record and track safeguarding issues was being implemented</li> <li>• safeguarding information had now been provided by all schools – a new process for face-to-face handover meetings was being arranged for 2018/19</li> <li>• for 2018/19 a counsellor would be available on site for one day a week (a free service provided by Kooth)</li> </ul>  |  |

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|              | <ul style="list-style-type: none"> <li>the annual Section 157 Safeguarding Self-Assessment was being completed by 30 June deadline – the Safeguarding Lead Trustee would review the audit before submission to the Local Safeguarding Board</li> <li>the friendship group established this year had worked well and some of those taking part had volunteered to act as mentors for new students next year</li> <li>a trained therapy dog would be coming into College in 2018/19.</li> </ul> <p>In response to questions, the Assistant Principal outlined ways in which the College was pro-actively supporting students to develop emotional resilience.</p> |                                       |
| <b>18/18</b> | <p><b>Cycle of Annual Business for 2018/19</b></p> <p>The Committee considered and <b>APPROVED</b> the proposed cycle of annual business for 2018/19.</p>   |                                       |
| <b>18/19</b> | <p><b>Any Other Business</b></p> <p><b>19.01 Joint Council for Qualifications (JCQ) Inspection</b></p> <p>The Principal reported that the no notice inspection of exams by JCQ had been successful with no significant criticisms of arrangements arising from the visit.</p> <p><b>19.02 Extended Project Qualification Presentations (EPQ)</b></p> <p>Trustees were invited to the EPQ student presentations taking place on the morning of Friday 15 June 2018.</p> <p><b>19.03 End of Year Summer BBQ</b></p> <p>All Trustees were invited to the summer barbecue on the last day of term, Friday 6 July 2018.</p>  | <p>ALL to note</p> <p>ALL to note</p> |
| <b>18/20</b> | <p><b>Date of Next Meeting</b></p> <p>The Committee would next meet at 4.00 – 5.30pm on Monday 29 October 2018.</p>   | <p>ALL to note</p>                    |