

CALLYWITH COLLEGE TRUST

Minutes of a meeting of the Teaching, Learning and Student Experience Committee held on 24 February 2020 at Callywith College

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

In Attendance: Ms L Maggs (Assistant Principal) and Mrs A Winter (Clerk to the Trustees)

Apologies: Mrs D Tarrant and Mr D Walrond

Item	Discussion/Decision	Action
20/01	<p>Minutes</p> <p>The Minutes of the meeting held on 14 October 2019 were APPROVED and signed as a correct record.</p>	
20/02	<p>Matters Arising</p> <p>02.01 FEC Review of Cornwall (Minute 19/23.01)</p> <p>The Committee noted that the proposed transfer of Callywith College to Truro and Penwith College had been declined by the Secretary of State. Other avenues were being explored to continue the dialogue.</p> <p>02.02 Oxbridge Applications</p> <p>The Principal reported that of the eight UCAS applications to Oxford and Cambridge for 2020, six candidates had been invited for interview but, disappointingly, had not received offers. Trustees emphasised the success of reaching the interview stage, given the highly competitive selection process and challenging pre-admission aptitude tests.</p> <p>The Principal explained that subsidised transport would be provided by Plymouth City Bus in future to enable a larger group of potential applicants to visit Oxford and Cambridge, helping to raise awareness and increase interest across a broader range of subjects.</p>	
20/03	<p>Ofsted Inspection Report and Feedback</p> <p>The Committee welcomed the final published report of the full inspection undertaken by Ofsted in January 2020 and congratulated all staff and students on the remarkable achievement of a judgement of Outstanding across every category.</p> <p>Trustees discussed the inspection process, suggestions and feedback arising from the visit, as well as the potential impact on recruitment. Staff were already acting on feedback as well as maintaining a relentless focus on quality and further development of provision.</p> <p>The next Open Day on 29 February was expected to attract considerable interest.</p>	

<p>20/04</p>	<p>DfE Schools/Colleges post-16 Performance Tables 2018/19</p> <p>The Committee considered the DfE post-16 performance tables and commentary explaining the measures. Benchmarking comparisons with the thirty 16-18 providers within a 30mile radius of the College were also provided.</p> <p>Trustees noted that as QCF (Qualifications and Credit Framework) qualifications were being phased out and replaced by NQF (National Qualifications Framework) specifications, a large proportion of 'General Applied' data was not included in the tables.</p> <p>During discussion the Committee noted:</p> <ul style="list-style-type: none"> • the College was the 4th largest 16-18 provider in the area after Truro and Penwith College, Cornwall College and City College Plymouth • the provisional, qualification achievement rate for Callywith as a whole centre of 94.5%, would place the College among the top providers nationally (data due to be published in March) • value added scores on A Levels was high, demonstrating that learners made very positive progress • disadvantaged students had a value added progress score very similar to other learners • the average grade per entry for A Levels in the best three subjects was an excellent B- • the proportion of A level students achieving grades AAB in 'facilitating subjects' remained high, despite a wide curriculum offer and flexible entry requirements compared to school 6th forms • the average grade for Applied General qualifications at Callywith was a very high Dist- • progress in English and Mathematics GCSE re-sits was strong, well above national averages. <p>The Committee concluded that the performance tables demonstrated the College's exceptional outcomes and value added for a large and diverse cohort of learners, across a broad curriculum.</p>	
<p>20/05</p>	<p>Learner Voice – Autumn Survey 2019</p> <p>A comprehensive report on the results and analysis of the Autumn Survey was considered by the Committee. The Survey remained unchanged in 2019 to allow comparison with previous responses.</p> <p>Trustees discussed the key observations which related to application and enrolment processes; induction and first impressions; student self-efficacy information and baseline attitudinal data.</p> <p>The Committee was pleased to note positive feedback from learners and was satisfied that responses raised no concerns. The further growth of the College this year appeared to have been well-managed and 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.</p>	
	<p>As the induction phase was so crucial, improvements to initial administrative processes, increased support staffing capacity and a</p>	

	<p>more structured approach to the start of year activities would be implemented. Also, additional opportunities to enable new students to meet a wider range of other students and establish friendships would be incorporated into the timetable.</p> <p>The Committee reviewed the proposed actions and supported the various developments initiated.</p>	
20/06	<p>Early Leavers Data</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.</p> <p>An analysis of the reasons for leaving indicated that a number of students had withdrawn to take up an apprenticeship or employment. Several students moved to another provider or returned to their school sixth form and for others, health problems, travel difficulties or personal issues had been the key factor. Trustees also noted that during the first 42day period, although 48 students had left, 30 learners had also joined the College as late starters.</p> <p>Overall, retention rates remained high and it was hoped that a more structured approach to induction processes to promote opportunities to develop friendships, increase exposure to enrichment activities and improve timetables would help retain learners during the initial weeks.</p> <p>The Committee discussed the data in detail and agreed that no underlying trends or concerns were revealed.</p>	
20/07	<p>Safeguarding Update</p> <p>The Safeguarding Lead reported that the Safeguarding team continued to be very busy with more than 300 issues logged in 2018/19 compared to around 150 in the previous year – consistent with a growth in student numbers from 330 to 770.</p> <p>During discussion Trustees noted:</p> <ul style="list-style-type: none"> • the handover of safeguarding files from schools had been greatly improved by the implementation of C-POMS software • a new part time Counsellor had been employed by the College • the College Counselling Service currently had a four week waiting time, primarily due to limited space– the use of nearby external accommodation was being explored • a range of new activities and services were being added to the range of support available and included a food bank, mindfulness sessions, Help Yourself initiative and LGBTQ support group • additional staff had been trained as Mental Health First Aiders • a weekly Safeguarding team meeting enabled information to be disseminated and issues shared • a termly Safeguarding bulletin for staff was being introduced to raise awareness of current issues 	
	<ul style="list-style-type: none"> • external support such as CAMHS (Child & Adolescent Mental Health Services) continued to be increasingly difficult to access 	

	<ul style="list-style-type: none"> • a small number of external referrals had been made to relevant agencies including the Local Authority Designated Office (LADO) • work toward submission of the Section 157/175 Annual Safeguarding Audit for the deadline of 27 March was underway and all actions detailed in the audit for 2018/19 had been addressed. <p>Trustees welcomed the new developments and highlighted the need for forward planning to ensure sufficient capacity to respond to the further expansion expected next year.</p>	SMT to review capacity for 2020/21
20/08	<p>Equality and Diversity Monitoring Report</p> <p>The Committee considered the Equality and Diversity Report for 2019 setting out the actions to promote equality and diversity, assessing the effectiveness of developments and identifying areas for further work.</p> <p>The Principal explained the way performance data was analysed to identify and narrow achievement gaps, eliminate discrimination, reduce socio-economic disadvantage and identify trends.</p> <p>Trustees discussed the report and asked further questions about the involvement of outside organisations and expertise to enrich and widen student experiences. Trustees asked about raising awareness and preparation for future work and study outside the region and SUGGESTED the possibility of developing links with an urban college in a different area of the country. Obtaining learner voice views about the prevalence of discrimination within the College was also raised.</p> <p>The Committee was satisfied that the monitoring report provided good evidence of an inclusive, proactive approach, underpinned by practices to promoted equality and diversity throughout the College. The proposed actions were ENDORSED by the Committee.</p>	SMT to take forward suggestions
20/09	<p>New Course Developments for 2020/2021</p> <p>The Principal confirmed that the key focus next year would be on consolidating the current curriculum offer and monitoring interest in new curriculum areas from prospective students and stakeholders. Trustees were pleased to note that applications had been received for A levels in German and Textiles and these subjects were expected to be viable next year. The Committee also noted that:</p> <ul style="list-style-type: none"> • Level 2 provision was being reviewed to ensure the balance of Maths/English alongside another component was appropriate • an expression of interest to deliver new T Levels from 2022/23 was being prepared for submission • the possibility of enabling Truro and Penwith College to offer part time adult education evening classes at Callywith was being explored. 	
20/10	<p>Review of Policies and Procedures</p> <p>The Committee reviewed the following policies/procedures which had been updated. Trustees noted that amendments incorporated the latest statutory guidance set out in the Keeping Children Safe in Education 2019 document.</p>	
	Following consideration, the Committee APPROVED revised:	

	<ul style="list-style-type: none"> • Complaints Procedure • Safeguarding and Promoting the Welfare of Children and Vulnerable Adults Policy and Procedures. 	
20/11	<p>Any Other Business</p> <p>11.01 Principal of Truro and Penwith College (TPC)</p> <p>The Committee NOTED that Martin Tucker had been appointed to succeed David Walrond following his retirement in August 2020.</p> <p>11.02 The Cornwall College Group (TCCG)</p> <p>The Committee NOTED that communication between the Principals of TPC and TCCG was being maintained. A more formal collaboration or merger was no longer being actively explored.</p>	
20/12	<p>Dates of Meetings in 2020/2021</p> <p>The Committee noted dates of meetings next year as follows:</p> <ul style="list-style-type: none"> • Monday 12 October 2020, 4.00 – 5.30pm • Monday 1 February 2021, 4.00 – 5.30pm • Monday 17 May 2021, 4.00 – 5.30pm. 	
20/13	<p>Date of Next Meeting</p> <p>The Committee would next meet on Monday 11 May 2020.</p>	ALL to note