

**Minutes** of a meeting of the Teaching, Learning and Student Experience Committee held on 29 October 2018 at Callywith College

**Trustees Present:** Mr M Davis, Mrs D Tarrant, Mr P Waller, Mr D Walrond (in the 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 and Mr C Twigg

Item	Discussion/Decision	Action
18/21	<p><b>Minutes</b></p> <p>The Minutes of the meeting held on 21 May 2018 were <b>APPROVED</b> and signed as a correct record.</p>	
18/22	<p><b>Matters Arising</b></p> <p><b>22.01 Planned Admission Number (PAN) (Minute 18/12.01)</b></p> <p>As the maximum PAN had not yet been reached, an application to increase the number had not been submitted at this stage, although the council had been contacted to establish the process. The PAN would continue to be kept under review.</p> <p><b>22.02 Lesson Observations (Minute 18/13)</b></p> <p>Trustees asked about the impact of the significant increase in lecturing staff on the lesson observation process. The Principal explained that the senior management team was continuing to undertake all observations and the Assistant Principals had relinquished their teaching roles this year in order to provide additional time for management responsibilities. The workload had grown considerably but it was valuable for the SMT to remain close to teaching and learning and provide consistency, particularly during the induction phase for many new staff.</p> <p>The possibility of developing a number of good practitioners who could be trained to conduct lessons observations was discussed and would be considered further as the College expanded.</p> <p><b>22.03 Student Reviews (Minute 18/13)</b></p> <p>The Committee asked about the content of the surveys completed by learners and noted that they included a mix of open-ended and closed questions, specific to Callywith College but based on examples used elsewhere in the sector. Students completed surveys online and were generally very open with their comments.</p>	<p>MW to circulate example feedback surveys to Trustees</p>

<p><b>18/23</b></p>	<p><b>Student Achievements 2017/18</b></p> <p>The Principal summarised the student achievements at the end of Year 1 for AS and vocational qualifications (Level 2 and 3) as well as GCSE English and Maths.</p> <p>Trustees discussed the outcomes and were pleased to note very good progress and exceptionally high levels of retention. In particular, Trustees commended the Qualification Achievement Rates (QAR) which were well above targets and significantly higher than national averages.</p> <p>During discussion trustees considered staffing difficulties, particularly the recruitment of Maths teachers, in the context of national shortages and a widening pay gap between schools and colleges. In response to questions, Trustees noted the particular challenges of the GCSE retake cohort. The experiences this year would help to inform the development of strategies to address issues such as examination absence and non-completion.</p> <p>Trustees noted that a more detailed assessment of achievement data with action plans would be provided in the College's annual Self-Assessment Report (SAR).</p> <p>Trustees concluded that overall student achievements in Year 1 were very positive and provided a sound base from which learners could progress in 2018/19.</p>	
<p><b>18/24</b></p>	<p><b>Quality Assurance Visit</b></p> <p>The Committee considered the report from the external validation visit undertaken by a former Ofsted Senior HMI (Tony Noonan). The visit included lesson observations, a meeting with students and with the Principal as well as a review of the draft Self-Assessment Report (SAR). The external assessor identified a range of strengths and areas for improvement and provided feedback on the draft SAR.</p> <p>Overall, the report was very positive, confirming that the quality of teaching and learning was of a high standard, the College had a highly supportive and student-focused ethos and that student achievements in 2017/18 were very strong.</p> <p>Trustees noted that the report commented on attendance rates and in response to questions, the Principal explained that improving attendance was a key focus of attention. As well as a more rigorous approach, it was hoped that glitches with the electronic registration system had been resolved and the accuracy of data would be improved this year.</p> <p>In conclusion, on the basis of the SAR, observations and student feedback, the external assessor confirmed the College's self-assessed grades in the four key Ofsted categories (effectiveness of leadership and management - 1; quality of teaching, learning and assessment - 1; personal development, behaviour and welfare - 2; outcomes for learners - 2) as well as the evaluation for Overall Effectiveness of Grade 2, Good.</p>	

	<p>Other feedback provided by the external assessor was being acted on and the SAR would be revised as suggested prior to detailed scrutiny by the SAR Review Group in November.</p> <p>Trustees were pleased to note the external evaluation which endorsed the senior team's assessment of provision and areas for development.</p>	
<b>18/25</b>	<p><b>Student Enrolments</b></p> <p>The Principal reported that 773 students were currently enrolled with some late registrations continuing, against the PAN (published admission number) of 730. Funding would be allocated on the basis of registrations on the 42day census date in early November.</p> <p>Of the 500 new, Yr1 students, around 50 had enrolled on Level 2 programmes (GCSEs and Certificates) and the remaining 450 were on Level 3 programmes with 200 studying A Levels and 250 on vocational qualifications.</p> <p>The budget for 2018/19 would remain tight and efficiencies would be implemented where possible, including reducing capital expenditure. The College would also be negotiating hard with the Council to ensure sufficient funding for High Needs Support (HNS).</p> <p>Recruitment activities for entry in September 2019 were already underway and applications were being received. An Open Day would be held on 24 November 2018 and various school visits and talks were taking place.</p> <p>A total enrolment estimate of 955 learners (515 new, Yr1 students) had been submitted to the DfE for 2019/20 and confirmation of the PAN and funding allocation was awaited. It was recognised that the future of other local post-16 provision could impact on the College's recruitment.</p> <p>In response to questions, the Principal confirmed the total maximum capacity for the College was 1280. Applications would be considered on a first come, first served basis.</p>	<p>ALL Trustees welcome to attend Open Day</p>
<b>18/26</b>	<p><b>Curriculum Development Plan 2018-2021</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 and national policy, in association with Truro and Penwith College.</p> <p>The Principal explained that the Plan remained largely unchanged this year and the College would continue to ensure the curriculum met the needs of learners, employers and the local community as well as being delivered as efficiently as possible.</p> <p>The Plan had been updated to reflect the withdrawal of AS qualifications, move towards linear A Levels and associated changes to the delivery and assessment model. New A Levels in Textiles (from 2018/19) and Politics (from 2019/20) had been introduced in response to interest, as well as a new vocational diploma in Travel and Tourism (from 2018/19).</p>	

	<p>A key challenge for the College was an increasing emphasis on work experience as required by new T-levels (a technical alternative to A Levels) which would be rolled out from 2020. Each T Level included a 45 day work placement and the College was developing relationships in order to secure the necessary input from employers and businesses. At this stage, the details of the new T Levels were still emerging and developments were being closely monitored. Truro and Penwith College would be piloting a small number of new T Levels from 2019/20.</p> <p>Following discussion, Trustees agreed the Plan provided a clear strategy which could be modified, as necessary, in response to national and local factors. The Committee <b>APPROVED</b> the Curriculum Development Plan for 2018-2021.</p>	
<p><b>18/27</b></p>	<p><b>Safeguarding Annual Assurance Return</b></p> <p>The Committee reviewed the Section 175/157 Annual Safeguarding Assurance Return which had been submitted to the Local Safeguarding Children Board (LSCB) by the June 2018 deadline. The Assistant Principal (Designated Safeguarding Lead) explained the self-assessment process and internal monitoring arrangements to ensure compliance with regulatory requirements and best practice. The nominated Safeguarding Lead Trustee had reviewed the Annual Return before submission.</p> <p>The response from the LSCB quality assurance assessor had been positive, particularly in relation to pastoral support and the ways the College listened and responded to the learner voice.</p> <p>Governors noted that changes to the statutory guidance, <i>Keeping Children Safe in Education</i>, setting out the legal duties of schools and colleges, became effective in September 2018 and were being reviewed and implemented. Actions for the coming year included the introduction of the new CPOMs system to track and log information and the introduction of a new 'I wish my teacher knew...' postbox to enable students to share confidential information more easily.</p> <p>The Committee noted that the Student Support office continued to be very busy with 125 visits concerning personal issues being reported in one week in October. More than 50 students had made disclosures and were being monitored and supported by the College. As part of the transition process, 150 safeguarding files had been handed over by schools. The College was continuing to develop contacts and to work closely with external agencies to maximise the availability of support for students.</p> <p>The Committee <b>NOTED</b> the areas identified for action during 2018/19 and was satisfied that comprehensive and effective safeguarding arrangements remained in place. A copy of a leaflet summarising the Board's responsibilities and providing the latest information was circulated to Trustees.</p>	

18/28	<p><b>Learner Voice</b></p> <p>The Committee noted that the Autumn Survey had been launched on 29 October 2018 for students to complete online. The Survey covered all aspects of the student experience from recruitment and induction processes, course experiences and changes in attitude and aspirations.</p> <p>A course representative system was now in place with representatives from each tutorial group meeting monthly with the Assistant Principal to provided more structured feedback.</p> <p>Trustees awaited the Autumn Survey results with interest.</p>	
18/29	<p><b>Trustee Learning Walks</b></p> <p>The Committee considered feedback from the recent learning walks completed by the Parent Trustees. In particular, the Trustees had observed teaching and learning on vocational programmes and felt that this included good preparation for the work place with the development of practical skills, in addition to knowledge of theory. Trustees were impressed with the level of student engagement as well as facilities.</p> <p>All trustees were encouraged to take part in learning walks and to provide feedback on their informal observations which would contribute to the quality assurance processes.</p>	Trustees to contact the Clerk re availability for learning walks
18/30	<p><b>Any Other Business</b></p> <p><b>(i) Careers Guidance</b></p> <p>Trustees noted the College had been accepted by the Cornwall Careers Hub which would provide access to resources and support from an advisor to help develop careers education, information, advice and guidance (CEIAG) in line with the Gatsby Benchmarks.</p> <p>Also, updated statutory guidance for governing bodies on providing careers guidance had recently been published and was being reviewed and implemented.</p> <p>Following discussion, the Committee agreed to <b>RECOMMEND</b> to the Board, the appointment of David Walrond as the nominated Lead Trustee for CEIAG to provide specific oversight of this area.</p> <p><b>(ii) Further Education Commissioner’s Review of Cornwall</b></p> <p>The Chair provided a brief confidential update on the FEC Review which was ongoing and the emerging recommendations. The Review was due to be concluded with a final meeting of the strategic board on 19 November 2018.</p>	AW for Board
18/31	<p><b>Dates of Next Meetings</b></p> <p>Trustees <b>NOTED</b> the dates of meetings as follows:</p> <ul style="list-style-type: none"> <li>• SAR Review Group - Monday 12 November 2018 at 4.00pm</li> <li>• TLSE Committee - Monday 4 February 2019 at 4.00pm</li> </ul>	ALL to note