

**Minutes** of a meeting of the Teaching, Learning and Student Experience  
Committee held on 4 February 2019 at Callywith College

**Trustees Present:** Mr J Burnett, Mr C Twigg, Mr P Waller, Mr D Walrond (Chair)  
and Mr M Wardle (Principal)

**In Attendance:** Dr J Grey (Assistant Principal) and Mrs A Winter (Clerk to the Trustees)

**Apologies:** Mr M Davis and Mrs D Tarrant  
Also, Ms L Maggs (Assistant Principal)

Item	Discussion/Decision	Action
19/01	<p><b>Minutes</b></p> <p>The Minutes of the meeting held on 29 October 2018 were <b>APPROVED</b> and signed as a correct record.</p>	
19/02	<p><b>Matters Arising</b></p> <p><b>02.01 Published Admission Number (PAN) (Minute 18/22.01)</b></p> <p>The Principal reported that confirmation of the PAN for 2019/20 was still awaited from the DfE. Notification was due by the end of March.</p> <p><b>02.02 DfE Advisor's Visit (Minute 18/24)</b></p> <p>Feedback from the visit completed by the DfE Advisor, Andy Weymouth, during the autumn term had been very positive and echoed the comments made by the external validator, Tony Noonan.</p> <p><b>02.03 Student Enrolments (Minute 18/25)</b></p> <p>The Principal confirmed that the Individualised Learner Record (ILR) data had been submitted for all learners meeting the 42day attendance criteria. The ESFA had confirmed funding for 770 learners for 2018/19.</p> <p><b>02.04 Student Recruitment (Minute 18/25)</b></p> <p>Trustees noted that over 600 applications for September 2019 entry had been received and interviews were underway. The recent DfE post-16 performance tables indicated a declining trend in enrolment numbers for several local providers. Wadebridge School was currently consulting on the future viability of its sixth form.</p> <p><b>02.05 Curriculum Development (Minute 18/26)</b></p> <p>In response to questions the Principal expanded on work experience requirements and the difficulty finding sufficient, high quality placements which took significant staff time. The key priority was supporting learners who were not intending to progress to HE/further study and the College was working closely on progression plans with relevant individuals.</p>	

	<p>It was noted that Callywith College was not yet eligible to deliver the new T-Levels. These were still under development and a limited pilot would be run by Truro and Penwith College in 2019/20. The acceptance of the new qualifications by employers would be central to the success and further roll out of the qualifications. Whether T Levels would become widely accepted was unknown at this stage.</p> <p><b>02.06 FEC Review of Cornwall (Minute 18/30(ii))</b></p> <p>The Chair reported that a first meeting of the steering group had taken place and a second meeting to commence more detailed work was scheduled for mid-February. An Interim CEO, Dr Elaine McMahon, had been appointed by The Cornwall College Group (TCCG) and she had recently made a visit to Callywith College.</p>	
<b>19/03</b>	<p><b>GCSE English and Maths Update</b></p> <p>The Assistant Principal (Teaching and Learning) provided an update in which he explained that some students were deemed to be 'in scope' as they had not previously achieved the qualifications and were required to study English and maths as a condition of funding. Others had chosen to re-take English and/or maths to improve their grade. As well as being crucial for individual progression, progress on these courses was a key factor in the quality judgements of an institution.</p> <p>The Committee discussed the headline data for 2017/18 and 2018/19 which indicated good progress and compared favourably to national averages.</p> <p>In response to questions, clarification was provided that in order to satisfy funding conditions either English Language or English Literature was acceptable. However, conditional offers from some universities specified English Language.</p> <p>This remained a very challenging area of provision, with a large cohort of around 75 students enrolled for English and 130 for maths in 2018/19. The strategies to make further improvements and to cope with the expansion in delivery were explained.</p>	
<b>19/04</b>	<p><b>Equality and Diversity Monitoring Report</b></p> <p>The Principal presented 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 and reduce socio-economic disadvantage. In time, additional data would be available and long term trends could be monitored.</p> <p>The Committee discussed the report and asked further questions about the involvement of outside organisations and expertise to enrich and widen student experiences and about the use of learner voice feedback to inform actions and developments. The dissemination of Mental Health First Aid training to staff, increased support for learners with mental health difficulties and expansion of the Health, Wellbeing and Sport (HWS) programme was particularly welcomed.</p>	

	<p>The Committee was satisfied that the monitoring report provided good evidence of an inclusive approach, underpinned by practices which promoted equality and diversity throughout the College. The proposed actions were <b>ENDORSED</b> by the Committee.</p>	
<b>19/05</b>	<p><b>Early Leavers Data</b></p> <p>The processes for tracking and monitoring students who left their course early was explained. Individual follow up was undertaken by lecturers, personal tutor, student services and by the senior management team to try to resolve any issues and explore options. An analysis of the reasons for leaving was provided.</p> <p>Trustees noted that a number of students had withdrawn as they had gained an apprenticeship or employment. Several students moved to another provider or returned to their school sixth form and for others, either health issues or personal difficulties had been the key factor.</p> <p>It was hoped that some of the developments being implemented next year including building student services capacity, ensuring tutor links (student taught by personal tutor) and improvements to bus routes and therefore travel times would all help with student retention.</p> <p>The Committee discussed the data in detail and agreed that no underlying trends or concerns were revealed.</p>	
<b>19/06</b>	<p><b>New Course Developments for 2019/2020</b></p> <p>The Assistant Principal reported that a new Politics A Level would be added to the curriculum offer next year and 24 students had applied. It was hoped that a Level 3 Travel and Tourism Diploma would also run in 2019/20 as there appeared to be increasing interest and 12 applications so far. The future of the Travel and Tourism course was being kept under review to ensure the qualification remained current and met the needs of employers and students.</p>	
<b>19/07</b>	<p><b>Learner Voice – Autumn Survey</b></p> <p>A comprehensive report on the results and analysis of the Autumn Survey was considered by the Committee. The Survey had been adapted in response to comments from the DfE Advisor and External Validator as well as Ofsted’s increased focus on measuring impact.</p> <p>The key observations related to application and enrolment processes; induction and first impressions; student self-efficacy information and baseline attitudinal data.</p> <p>Trustees were pleased to note the positive responses and agreed that none of the data raised concerns. The significant growth of the College this year had not impacted negatively and overall the quality of the student experience had been sustained, indicating that the expansion had been well-managed. 99% of students surveyed would recommend Callywith College to a friend.</p> <p>The Committee reviewed the actions and supported the various developments initiated. Trustees suggested that case studies should be recorded to capture positive experiences as they occurred.</p>	<p>SMT to take forward</p>

<p><b>19/08</b></p>	<p><b>Student Employability and Work Experience</b></p> <p>Trustees recognised that purposeful work experience was an important component of 16+ study programmes and noted the emphasis placed on this by Ofsted. The College offered a range of opportunities which would be further developed this year, including:</p> <ul style="list-style-type: none"> <li>• ‘Your Future’ – a week dedicated to progression planning, work placement opportunities, careers advice, CV writing workshops, industry/HE talks etc.</li> <li>• an additional support post to help set up and organise work experience and work placements as well as enhance provision of information, advice and guidance (IAG)</li> <li>• discussion about future aspirations and progression within tutorial sessions</li> <li>• employability skills promoted through activities such as National Volunteering Week and National Citizen Service</li> <li>• skills development through specialist academies, Sports Leadership, Young Enterprise and Duke of Edinburgh schemes.</li> </ul> <p>Trustees noted the support provided for those not making a UCAS application and comprehensive IAG available. In reply to a question the Principal indicated that the Student Services team would be responsible for maintaining contact and collecting destination data once students progressed from the College.</p>	
<p><b>19/09</b></p>	<p><b>Safeguarding Update</b></p> <p>The Principal reported that the Safeguarding team continued to be very busy with 195 issues logged since September 2018 (compared to 103 at the same stage last year). Trustees noted:</p> <ul style="list-style-type: none"> <li>• external assessments– access to services was becoming increasingly difficult e.g. a 3yr wait for an autism spectrum disorder (ASD) assessment was typical</li> <li>• external support – access to support was also more limited e.g. the CAMHS (Child &amp; Adolescent Mental Health Services) threshold had been raised</li> <li>• external referrals - a number of referrals had been made to relevant agencies including the Multi-Agency Referral Unit (MARU), the Local Authority Designated Office (LADO) and Y-Zup, an addiction awareness education service</li> <li>• young carers - there were now 16 young carers at the College</li> <li>• C-POMS – new software had been introduced to record and track safeguarding issues/reports</li> <li>• Safer Internet Day (5 February 2019) – various e-safety activities would help to raise awareness and improve digital resilience</li> <li>• Time to Talk Day (7 February 2019) - tutors would engage with students, watch a video together and provide opportunities for students to share issues/concerns</li> <li>• Counselling – additional appointments with Time to Talk (part-qualified, trainee counsellors) would be available, however, the future funding for Kooth (counselling) was uncertain.</li> </ul>	

	<p>The Committee was appalled by assessment waiting times and expressed concern about the limited availability of external services and support for young people. Trustees welcomed the ongoing development of the services and support provided by the College.</p>	
<b>19/10</b>	<p><b>Any Other Business</b></p> <p><b>10.01 Ofsted Inspection</b></p> <p>The expected timing of the College's first Ofsted Inspection was raised and the Principal was asked about preparation and readiness for inspection.</p> <p>Trustees noted that the Principal was fully briefed on Ofsted developments having recently completed his inspector training. The SMT were ensuring that the College was responding to Ofsted's shift to a more holistic approach and greater emphasis on broader experience. Trustees were assured that the College was well-positioned for its first inspection.</p> <p><b>10.02 Snow Disruption</b></p> <p>Trustees thanked all staff who had gone out of their way to ensure students remained safe and well when stranded overnight at College due to snow and travel disruption on 31 January. The Board also thanked the local Asda store for donating food and other supplies.</p>	
<b>19/11</b>	<p><b>Dates of Meetings in 2019/2020</b></p> <p>The Committee noted dates of meetings next year as follows:</p> <ul style="list-style-type: none"> <li>• Monday 14 October 2019, 4.00 – 5.30pm</li> <li>• Monday 24 February 2020, 4.00 – 5.30pm</li> <li>• Monday 11 May 2020, 4.00 – 5.30pm.</li> </ul>	
<b>19/12</b>	<p><b>Date of Next Meeting</b></p> <p>The Committee would next meet at 4.00 – 5.30pm on Monday 20 May 2019 at Callywith College.</p>	ALL to note