

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

**Trustees Present:** Mr J Burnett (in the Chair), Mr M Davis, Mr C Twigg, Mr P Waller 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 D Walrond

Item	Discussion/Decision	Action
18/01	<b>Election of Vice-Chair</b> Jonathan Burnett was proposed and duly <b>APPOINTED</b> as Vice-Chair.	
18/02	<b>Minutes</b> The Minutes of the meeting held on 16 October 2017 were <b>APPROVED</b> and signed as a correct record.	
18/03	<p><b>Matters Arising</b></p> <p><b>03.01 Student Enrolments - PAN (Minute 17/03)</b></p> <p>Following discussion at the previous meeting, Trustees asked for clarification of the total planned admission number (PAN) and process to raise the agreed number. It was understood that the agreement of both the funding agency (ESFA) and the local authority would be needed to increase the current PAN beyond 1280. The Regional Schools Commissioner (RSC) would also be involved if there were additional building requirements.</p> <p>The Committee noted that a funding submission based on 800 learners had been returned to the ESFA for 2018/19. Trustees considered the implications of potential over-recruitment in terms of funding, teaching/learning and admissions processes.</p> <p>In order to anticipate continued growth, the Committee <b>RECOMMENDED</b> that an application to increase the PAN was initiated at an early stage.</p> <p><b>03.02 Trustee Learning Walks</b></p> <p>The Committee noted that a number of Trustees had completed learning walks, visiting different areas of provision, and provided feedback. Overall the observations were very positive and Trustees were particularly impressed with the enthusiasm and motivation shown by learners. The Senior Management Team would consider further any specific comments about particular aspects of provision.</p>	<p>MW to take forward process</p> <p>SMT to consider feedback</p>

<p><b>18/04</b></p>	<p><b>Student Enrolments</b></p> <p>The Principal reported that 331 students had completed the required 42 days by the cut-off date for the Individualised Learner Record (ILR) return (compared to a target of 330). Of these, 11 learners were being funded at a lower rate as they did not fulfil the minimum hours (typically due to joining the College late) and no income was earned for students leaving within the first 42 days, resulting in a slight shortfall on budgeted income.</p> <p>Trustees noted that students were almost equally divided between A level programmes (154) and Extended Diplomas (148) with a number of others following Level 2 Progression courses (29). At this stage class sizes remained below optimum numbers.</p> <p>For September 2018 entry over 500 applications had been received, more than 180 interviews had been completed and others were scheduled to take place in coming weeks. The geographical distribution of applicants and course numbers were discussed.</p> <p>The Committee noted that as numbers approached the maximum annual intake of 660, applications would have to be considered on a first come, first served basis.</p> <p>Trustees were very pleased to note the positive recruitment position.</p>	
<p><b>18/05</b></p>	<p><b>Work Experience</b></p> <p>The Committee received a paper summarising work related learning requirements within study programmes, the College's approach and the challenges this presented.</p> <p>Trustees recognised that purposeful, relevant work experience was an important component of 16+ study programmes and noted the emphasis placed on this by Ofsted.</p> <p>The College offered a range of opportunities including:</p> <ul style="list-style-type: none"> <li>• discussion on progression and future aspirations alongside a programme of careers education topics within tutorial sessions</li> <li>• employability skills promoted through National Volunteering Week and National Citizen Service talks and events</li> <li>• skills development through specialist academies, Sports Leadership, Young Enterprise and Duke of Edinburgh schemes</li> <li>• 'Your Future' week in June 2018 offering work placements, careers advice, CV writing workshops, industry/HE talks etc.</li> </ul> <p>During discussion the Committee considered the enormous challenge to secure sufficient, appropriate work placements in a rural environment and ways to address travel and other logistical issues.</p> <p>The potential to capture evidence of work experience and skills development gained from part-time/holiday jobs was also discussed.</p>	

	<p>The Committee noted that new, statutory guidance had been introduced in January 2018 which required providers to offer a programme of independent careers advice and guidance. The provision of guidance sessions, careers materials, telephone and online resources (eg. Work Routes initiative) as well as the organisation and management of work placements had significant resource implications. An allowance had been made within the budget to grow careers support and guidance.</p> <p>Trustees noted the various activities and supported the College's approach to work related learning and progression.</p>	
<b>18/06</b>	<p><b>Early Leavers Data</b></p> <p>The Committee considered an analysis of the numbers of students who had accepted a place at the College but subsequently withdrew either before term started or within the initial 42 day period.</p> <p>The processes for tracking and following up early leavers was explained. Lecturers, personal tutors and student services worked hard to resolve issues and a member of SMT would liaise with home about the reason for leaving and offer opportunities for the student to continue.</p> <p>In response to questions the Principal reported that no clear patterns or trends emerged from the early leaver data and that each case related to individual circumstances. Most of those who had left within the first 42 days returned to their original school sixth form.</p> <p>In September 2018 more rigorous attendance monitoring would be introduced and one-to-one tutorial time during the first six weeks would be increased to provide greater opportunity for students to discuss concerns and enable additional learning requirements and other support needs to be identified at an early stage.</p>	
<b>18/07</b>	<p><b>Vocational Courses Update</b></p> <p>The Committee received a paper summarising the range of vocational programmes offered by the College and explaining the key policy changes and delivery challenges.</p> <p>The Committee explored the key issues including:</p> <ul style="list-style-type: none"> <li>• the new BTEC courses had very different assessment arrangements and quality assurance processes - many providers, (including Truro and Penwith College), had opted to remain with the old specifications until the new ones had been established</li> <li>• the main aim in redesigning the qualifications was to increase rigour and data published by BTEC from the first year of implementation indicated a significant fall in national pass rates and lower grade achievement for the new qualifications</li> <li>• achievement data for the new BTEC programmes would be included in DfE league tables – direct comparisons with the old qualifications were not feasible and could negatively impact on external perceptions about the overall success of the College</li> </ul>	

	<ul style="list-style-type: none"> <li>vocational courses offered by the College were validated by three awarding bodies and in each case the requirements and different quality assurance systems needed to be satisfied</li> <li>work related activity was a key component of qualifications and identifying, confirming, verifying and monitoring student placements presented a very significant challenge</li> <li>major changes to vocational qualifications were expected with the phased introduction of T Levels from 2020 - consultation on these new qualifications was ongoing and further details were awaited.</li> </ul> <p>Trustees noted the ongoing challenges and actions to address these.</p>	
<b>18/08</b>	<p><b>New Course Developments for 2018/19</b></p> <p>The Assistant Principal explained that as a good breadth of courses was already being offered, the key aim at this stage was to consolidate current provision. However, three additional programmes were being offered for September 2018: Level 2 Business; Level 3 Childrens' Play, Learning and Development; Level 3 Travel and Tourism. Also, alternative Level 2 Functional Skills English and maths options were being considered and interest in new subjects from prospective applicants would be kept under review.</p>	
<b>18/09</b>	<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 a further 50 students had come forward to disclose concerns and were being monitored and supported by the College</li> <li>new software to record and track safeguarding issues would be implemented</li> <li>safeguarding information had now been provided by all schools</li> <li>a number of drug related concerns and mental health issues had come to light as a result of the Impero software installed to monitor activity on College student computers</li> <li>a programme of Health, Wellbeing and Sports activities was being developed</li> <li>the College was working in partnership with the charity Addaction to offer support with drug and alcohol issues and for students experiencing mental health difficulties</li> <li>a friendship group for isolated students had been established</li> <li>a Fire Service road safety demonstration had been organised</li> <li>the RNLI would be delivering a coastal safety awareness session.</li> </ul> <p>The Safeguarding Lead Trustee commended the good practice and innovative approaches that were being implemented. He also highlighted the volume of safeguarding issues and growing workload.</p>	
<b>18/10</b>	<p><b>Date of Next Meeting</b></p> <p>The Committee would next meet at 4.00 – 5.30pm on Monday 21 May 2018 at Callywith College.</p>	ALL to note