

**Minutes of the Learning and Quality Committee meeting
held 7th June 2022 5:30pm
Cambridge campus**

MINUTES OF THE MEETING

Present Lynn Morgan (Chair)
Heather Du Quesnay
Mark Robertson
Bradley Dorrington
Lesley Deacon
Jack Williams
Mason Friars

In attendance Michelle Dowse, Kate Da Costa, Corrin Hoyes

Clerk Emily Baldwin

1.1	Declarations of Interest	There were apologies for absence from Michael Killick.
1.2	Apologies for absence	There were no declarations of interest.
1.3	Minutes of the meeting held on 21 st March 2022	<p>The minutes of the meeting on 21st March 2022 were agreed to be an accurate record of the meeting.</p> <p>Student Governor M Friars reported on the student event with local MP Daniel Zeichner, which he said had been extremely worthwhile. M Dowse confirmed that it was the College's intention to undertake similar activities next year to promote student engagement.</p>
2.1	Termly performance report	<p>C Hoyes introduced the termly performance report.</p> <p>Attendance was at a similar level to last term, and slightly lower than the same time last year. Lower attendance levels had been seen at other colleges. Retention at college level was above the national rate for adults and young people. Student and apprentice satisfaction was above target. It was noted that the recommend score for young people on ESOL programmes (in Cambridge International Centre) had been low in the induction survey, however subsequent follow up did not identify any specific concerns. 100% of ESOL students agreed they would recommend the college in the mid-year survey completed in March. The recommend score was lower than target for Engineering, Computing and Science and continued to be an area of focus for improvement</p> <p>English/Maths attendance had dipped slightly in line with attendance levels for vocational courses, but has remained stable since Christmas. There had been</p>

		<p>high satisfaction scores from students in the mid-year survey which were above benchmark. Attendance for GCSE English and Maths exams had been particularly high. Governors asked if there was a reason for this, and it was explained it was in part due to improved confidence of students. The decentralisation of English and Maths into departments had also assisted in encouraging students to attend exams. Student Governor M Friars confirmed that moving English and Maths into the departments had been very positive and helped with attendance and to contextualise learning.</p> <p>Governors asked management for clarification on the proposed changes in the delivery of English and Maths, and whether it would have any impact on the quality of provision. All students would receive access to an online package called Century. Students would access the system during their tutorial time. Students on study programmes would have a more personalised programme for maths. For most students, this would comprise 2 hours of face-to-face delivery each for English and Maths and one hour access to the online package. For those students that needed the most support, they would have more face-to-face hours which would be funded by the English/maths top-up funding. Governors asked whether the online package gave personalised progress data, and it was confirmed that this was the case. The use of the system had been discussed with other colleges who reported the benefits of its use.</p> <p>Governors also noted the change in the management structure for English/Maths, and asked for assurance that this would not affect quality of provision. It was noted that this would be closely monitored and that the new lead for both English/maths had appropriate skills and experience of both subject areas.</p> <p>Apprentices had secured good levels of high grade achievement year to date, with 51% apprentices achieving a distinction or a merit. Retention was above national benchmarks. It was also noted that a new Apprenticeship Accountability Framework was being introduced which would be discussed in more depth at the next meeting.</p> <p>Governors asked for more information on the number of apprentices overdue for completion. This was falling but there were still some issues in plumbing. Some of the practical assessments which could only take place in the workplace had been delayed as there were insufficient opportunities as a result of COVID.</p> <p>Governors noted that an IQR to review progress with improving developmental feedback was currently underway. This had been highlighted as an area of focus at the Ofsted inspection.</p> <p>Ofsted inspectors would also be undertaking a review of the impact of induction on safeguarding and PREVENT.</p>
2.2	Mid-year survey	<p>C Hoyes introduced the outcome of the 2021-22 mid-year student survey.</p> <p>She outlined the key headlines from the survey. Student satisfaction continued to be high for all provision types, and response rates were also high in comparison to external benchmarks.</p>

		<p>92% of all students would recommend the college, which was a decrease on the previous year but still higher than benchmark. Questions relating to safeguarding and support scored highly.</p> <p>Questions relating to support to develop spelling and grammar was slightly improved, but still was the lowest scoring question this year. Governors asked for more information on the reasons for the low score, and noted that this area had also been highlight by Ofsted. Many colleges had struggled to make spelling and grammar a priority in a lockdown situation, and this was now a priority for the following year.</p> <p>It was noted that adult learners studying online responded positively to questions regarding whether they would recommend the college and were satisfied with their course, but had lower scores for questions relating to support and wider skills. The survey would be repeated regularly to gather more student views.</p>
2.3	Teaching and Learning Strategy – progress report	<p>K Da Costa introduced the Teaching and Learning Strategy progress update.</p> <p>The Strategy had been reviewed in July 2021. K Da Costa reported on progress against the Strategic Objectives identified in the Strategy.</p> <p>Governors noted the progress. They agreed that the Committee needed to look in more detail at adult learning next year, and to make sure the College’s approach to adult learning and the role of sub-contractors was clear.</p>
2.4	Review of Risks	<p>E Baldwin introduced the Risk Register.</p> <p>Governors said that the criteria for measuring impact was more subjective than was suggested in the proposed table. It was difficult to quantify whether a certain number of complaints would trigger a higher risk rating for reputation for example. L Deacon agreed to share her risk management policy from the NHS for information. Governors noted the separate risk registers for certain areas such as governance and safeguarding. It might be appropriate to have different risk target scores for different risks.</p> <p>The Committee discussed the risks set out in the Register and made the following recommendations for updating:</p> <ul style="list-style-type: none"> - R2201 - add action about engineering vacancy - RR206 - expand the actions around improvements to apprenticeships; recommend the gross risk score should be higher - RR203 - add actions about monitoring changes to English/Maths hours and to changes in quality management position - Include a separate risk for setting up T-levels, as the risks were broader than just work experience <p>Governors discussed the risk around the growth in the number of students with high needs. They noted that this was a growth area and the College had limited flexibility to cap the number of students. Many students, not necessarily those with an EHCP, had special exam arrangements which were a cost to the College. The Committee agreed it would be helpful to quantify this cost.</p>

		Governors also underlined the need to clarify the College's approach to adult provision. A separate paper would be presented to the F&R Committee. In addition, the Adult Curriculum Strategy would be updated in the following academic year.
3.1	Terms of Reference	<p>E Baldwin introduced the proposed changes to the Terms of Reference.</p> <p>Governors suggested the following changes:</p> <ul style="list-style-type: none"> - Removal of the word 'annually' when talking about review of safeguarding policies and arrangements - Restatement of the role of the Committee in reviewing the quality of teaching, learning and assessment processes <p>Subject to those changes, the Committee recommended the Terms of Reference to Corporation for approval.</p>
3.2	Workplan	<p>The Committee discussed and agreed the Workplan for the following year, noting the additional scheduled meeting.</p> <p>The Committee asked that management consider how to present performance information by department at a level appropriate for Governors. It was noted that this would be part of the Self-Assessment Report. Governors should be encouraged to attend department level PMBs and SAR meetings.</p>
3.3	Safeguarding verbal update	<p>M Dowse gave a verbal update on safeguarding concerns.</p> <p>Governors noted the increase in safeguarding concerns which had been rising on an annual basis. There were higher incidents of self harm/suicidal thoughts at Huntingdon campus which could be in part due to the makeup of the student body at that campus, but this was being explored further. M Dowse confirmed that the team currently had sufficient resources but this was being closely monitored.</p> <p>Many of the issues raised by students were historic and occurred before joining the College. It was testament to the College that students felt safe to report issues. Governors asked for information on whether the safeguarding issue was historic and/or occurred off campus to be captured and reported accordingly. [Confidential wording removed for publication]</p> <p>M Dowse also drew attention to the new national guidance on safeguarding (Keeping Children Safe in Education). It set out a more defined role for the Designated Safeguarding Lead and more focus on preventative education. It also set out the concept of 'professional curiosity' of staff members. The implications of the new guidance would be explored further at Corporation in the autumn term.</p> <p>It was noted that L Deacon had been appointed Governor safeguarding lead.</p>
3.4	Any other business	There was no other business
3.2	Self-assessment of Governors' Performance	Governors agreed that it had been a useful meeting with sufficient time for discussion.

There was no other business and the meeting ended at 7:25 pm.