



TEACHING, LEARNING, QUALITY & STUDENT EXPERIENCE COMMITTEE

CONFIRMED MINUTES

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**Date:** 19 October 2018  
**Venue:** The Boardroom, City Campus, the Sheffield College  
**Present:** Beri Hare (Chair)  
Gwyn Arnold  
Angela Foulkes  
Chris Linacre,  
Seb Schmoller  
John Timms

**In attendance** John Gray (for item 10)  
Alison Shillito, Clerk to Governing Body  
Paul Simpson, Executive Director HR and Organisation Development (for item 16)  
Anita Traffon, Deputy Chief Executive: Curriculum, Quality and Assessment

**Action by whom**      **by when**

**18/1/01**      **Apologies for absence** were received from Kyle Hogan and Saleem Rashid.

**18/1/02**      **Chair’s remarks**  
**Ofsted Monitoring Visit** - the Chair and members congratulated the Chief Executive and Principal on the organisation for and outcomes of the monitoring visit – noting that in the five areas subject to monitoring, the feedback indicated that the College had made significant progress in one area and reasonable progress in the other four areas. This demonstrated good progress, considering that there had been 23 teaching weeks since the January 2018 Ofsted visit. Following changes to the Common Inspection Framework, this is the only monitoring visit until the next full Ofsted inspection, which could take place any time between January 2019 and January 2020.

**18/1/03**      **Declarations of Interest**  
Angela Foulkes declared her interest as Chief Executive and Principal (CE&P) in all matters discussed. There was no action required for any of the agenda items in respect of this declaration.

**18/1/04**      **Minutes of the meeting of Planning and Performance Committee held on 25 June 2018**  
The minutes were approved as an accurate record.

**18/1/05**      **Matters Arising and Action Record**  
5.1 The Committee considered matters arising that were not on the agenda as follows.

- |     |  |              |             |
|-----|--|--------------|-------------|
| 5.2 | <u>Minute 17/02/15 refers:</u> Training for Governors - Committee noted that Safeguarding and Prevent update for the Committee and governors in general would be included in the Governor Training Plan being prepared by Search, Remuneration and Governance Committee. The plan will include Safeguarding, Prevent and Equality Diversity and Inclusion training for all governors and will be presented to the December board meeting, providing the Committee and all governors with the opportunity review/comment. | SRG<br>Cttee | Nov<br>2018 |
| 5.3 | <u>Minute 18/05/03 refers:</u> Higher Education – it was noted that there were some HE reports on the agenda but the wider review of HE strategy, quality enhancement and assurance will be progressed in earnest by the new Vice Principal Higher Education and Academic Studies (Robin Webber-Jones) who recently took up the role.  | VP HEAS      | Nov<br>2018 |

**18/1/06 Committee Terms of Reference**

- 6.1 The Committee received the report. It was noted that the Committee's duties included scrutiny and sign-off of certain reports but there was no reference to higher education, an important part of the College's provision. Members recommended that the terms of reference should explicitly mention oversight of the quality of the College's higher education provision and compliance with the Office for Students (OfS) regulatory framework.
- 6.2 The Committee recommended approval to Governing Body approval of the following change to section 8.2 'Duties' of its Terms of Reference as follows (added wording underlined):

8.2 Approve, on behalf of Governing Body reports and returns to relevant regulatory bodies including

- the annual Self-Assessment Report, which shall include arrangements related to learners with Special Educational Needs and Disabilities,
- Safeguarding and Prevent reports to local authority and ESFA,
- Higher Education reports and returns to the Office for Students and validating bodies.

Governing Body 24 Oct 2018

**18/1/07 Key Performance Indicators and College Improvement Plan update**

- 7.1 Members considered the proposed Key Performance Indicators (KPIs) and targets proposed to enable the Committee to monitor progress against the College Improvement Plan.
- 7.2 Governors noted that
- i) the proposed KPIs had been revised to map against the targets in the College Improvement Plan for teaching and

learning quality improvement.

- ii) The proposed targets for 2018/19 had been set with reference to the National Rates published in March 2018. In some cases).
- iii) Targets for 2019/20 would be set once the National Rates had been published for 2017/18 (in March 2019). The targets for the end of three year plan (2020/21) would also be reviewed to ensure they continued to track national rates.

7.3 It was noted that the key indicators were the overall rates of attendance, retention and achievement with English and maths and A Levels reported in detail so that the Committee could monitor progress against the Minimum Standards Notice for the latter. Members challenged if the targets were sufficiently ambitious as some of the 2018/19 were below the national rates published in March 2018. The Deputy Chief Executive said that for some areas even with the stretching targets set, it would take two years of sustained improvement to achieve national rates. A member asked is the target for the retention rate lacked aspiration. The Chair commented that the College was already achieving a relatively high retention rate and therefore maintaining this and improving attainment would be sufficiently ambitious.

7.4 The Chair said that she was keen that the Committee would be able to scrutinise the performance of curriculum areas that might not show in the headline data. The Chair and Chief Executive and Principal agreed to discuss outside the meeting how best to present an exceptions report.

7.5 The Committee noted the report. The Chair agreed to work with the Chief Executive and Principal and the Deputy Chief Executive: Curriculum, Quality and Assessment to finalise the KPIs, 2018/19 targets and exception reporting. The first report including P.3 data would be presented to the next meeting

Chair and  
CE&P Nov  
2018

**18/1/08**

### **2017/18 Outcomes**

8.1 The Committee received early achievement data for 2017/18, noting that the figures were still being finalised via the Individual Learner Return (ILR). The Chief Executive and Principal said that much of the action had already been included in the College Improvement Plan for teaching, learning and assessment. Once the data had been finalised, the Executive Leadership Team would be considering with curriculum leaders what if any of the actions needed to be revised, adapted or amplified. Members commented that the timing of the meetings should be aligned to the availability of confirmed data and that they would expect to see reports like this being presented with clear next steps.

8.2 Members commented that the decline in performance of apprenticeships was disappointing. Some of this was expected because it was carried forward from the issues previously reported around the significant increase in the recruitment of apprentices between January - May 2017 but there had been some under-performance more recently by some academies.

The Deputy Chief Executive said she would be analysing the data to consider the impact of functional skills on the performance of apprentices and the introduction of Apprenticeship Standards to assess the extent to which these changes were affecting performance.

- 8.3 The Committee noted that the report, commenting that monitoring data for apprentices would be a high priority for the Committee in 2018/19. The: Clerk, Chair and Chief Executive and Principal would review Cycle of Business for 2019/20 to schedule the report at a time when the data had been finalised and senior managers had proposed the supporting actions required to address areas requiring improvement.

Chair;  
Clerk &  
CE&P

Jan  
2019

**18/1/09**

### **Annual Safeguarding Report 2017/18**

- 9.1 The Committee received the annual report and members commented as follows.
- i) The data showed increasing numbers of safeguarding concerns being reported. However within the overall numbers, the number of serious or high risk issues had not significantly changed over the last three years and the level and type of reporting were not exceptional for a large urban general further education (GFE) college.
  - ii) The Deputy Chief Executive commented that the College Improvement Plan for safeguarding outlined the actions the College was taking to maintain and continuously improve its safeguarding arrangements. The Committee requested that future reports include relevant actions from the Improvement Plan and any additional actions or adjustments to the plan being proposed so that members could monitor progress on and the impact of improvement actions.
  - iii) It was noted that the report related to 2017/18, with some updates to inform the board on completion of DBS checks and training, but did not reflect new actions implemented in 2018/19, e.g. to improve Prevent training. The 2018/19 activities would be included in the next update to the Committee and consolidated and evaluated in the 2018/19 report
- 9.2 The Committee noted the annual report and that the Search Remuneration and Governance Committee would be seeking to appoint a new link governor for Safeguarding and SEND to enhance governor oversight of this area.

**18/1/10**

### **Positive Engagement and Behaviour Update**

- 10.1 The Deputy Chief Executive: Curriculum, Quality and Assessment (DCE:CQA) presented the revised policy and members commented
- The title of the Policy should include the word 'Student' to highlight this as one of policies that students needed to be aware of and understand. The DCE:CQA agreed to update the title.
  - Behaviour is an important component in the revised

Ofsted Common Inspection Framework. Governors would want to demonstrate that they understand the College's arrangements for and performance in terms of managing student behaviour.

- The Committee requested that its Cycle of Business include an annual or periodic monitoring report or presentation on the policy, its implementation and impact.

10.2 The Committee noted the report and the Clerk, Chair and CE&P agreed to review Cycle of Business for the end of 2018/19 or early 2019/20 to schedule a monitoring report or presentation on the impact of the Policy.

Chair;  
Clerk &  
DCE  
CQA  
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**18/1/11**

**Draft Admissions Policy 2018/19**

11.1 The Committee received the policy and queried the extent to which the College's principle of maximizing student access was consistent with its ambitions to be an outstanding provider. The DCE: CQA said that there was no inconsistency between access and excellence: the College delivered its commitment to access by offering career pathways from entry level to higher levels. Students were able to enrol on a pathway that was right for their long term career aspirations, entering that pathway at a level that reflected their prior attainment and current level of skills and knowledge.

11.2 The Committee approved the policy and welcomed the reintroduction of pre-offer interviews and taster sessions for all students to make the pre-course assessment and course offer for each applicant more accurate.

**18/1/12**

**Higher Education**

12.1 **Sheffield Hallam University Collaborative Periodic Review June 2018**

The DCE QCA presented the Collaborative Periodic Review Report explaining that the review is a process undertaken by Sheffield Hallam University, the College's main validation partner for HE Programmes.

12.2 The Committee noted the positive report and in particular welcomed that it contained clear actions setting out the next steps by the parties, individually and jointly to address the issues identified in the review. The report had also included the mechanism by which relevant senior staff would progress and report on the improvement actions. The Committee highlighted this as an example of good practice in reports and the type of report it wanted to see routinely presented.

12.3 **HE Update 2017/18 -**

The Director of Funding and Planning presented the report on 2017/18 Higher Education student data which included improved data for retention and student satisfaction overall, as compared to performance in 2016/17. Within the headline data, it was noted that the overall NSS score had been adversely affected by the dissatisfaction of students on two courses. Senior managers had met with students subsequently to remedy their dissatisfaction and student achievement had been good or better but remedial action was

after the NSS survey had closed.

- 12.4 The Committee noted the report and welcomed that the decline in performance seen in 2016/17 had started to turn around. The Committee looked forward to meeting the new Vice Principal Higher Education and Academic Studies at its November meeting when he would report on progress on the areas of dissatisfaction identified in the NSS and the action plan for HE quality improvement and assurance overall.

VP HEAS Nov  
2018

**18/1/13 Teaching, Learning and Assessment Improvement Policy (including 'Teacher on a page')**

- 13.1 The Committee received the new policy noting that the policy had been the subject of consultation with the Joint Consultative Committee at a meeting the day before. As a result of the consultation, there would be some minor changes to the Policy. Union representatives were rightly keen to ensure that the data used for 'Teacher on a page' was accurate and the policy would be implemented in a fair way. Senior managers had reassured the Unions and the Committee that the College would continue to take a developmental approach with judgements made on a wider range of data.
- 13.2 The Committee congratulated DCE: CQA and the Executive Director of HR and Organisation Development on putting this new model in place so quickly. Members commented that using a variety of data would provide a fairer basis for discussions about performance than an observation scheme on its own. Members also supported firm, fair and consistent application of the policy, which would also enable senior managers to recognise great teaching and learning across the College. The Committee approved the policy, delegating to the Chief Executive and Principal any further minor changes to reflect what had been agreed with the JCC.

**18/1/14 Strategic College Improvement Fund Bid**

- 14.1 The Committee noted the bid and that the College had already proceeded with some high priority actions, such as implementing the license to observe scheme with Grimsby Institute. The Committee looked forward to hearing the outcome of the bid.
- 14.2 **Post-meeting note:** details of the successful outcome of the bid were circulated to all governors by the Chief Executive and Principal later on Friday 19 October 2018.

**18/1/15 Complaints Policy**

- 15.1 The Committee received the revised policy noting that it was a significant update on the last version taking in a wider range of stakeholders, incorporating the regulatory requirements for HE students and reallocating/clarifying responsibilities.
- 15.2 Members expressed concern that the language level of the Policy might be too high for it to be read and understood by some of the College's students. The DCE: CQA said that the College provided support for students who wished to complain but she would review the readability of the policy. The

DCE: Dec

	Committee requested that should be improved by	CQA	2018
	<ul style="list-style-type: none"> <li>i) adding a diagram to clarify the process particularly for students with a lower level of reading ability and</li> <li>ii) As agreed by the DCE: CQA, a check of the readability of the document and amending the words as necessary to ensure it can be read and understood by the majority of the College's students.</li> </ul>		

**18/1/16      Committee self-assessment 2017/18 (Planning and Performance Committee)**

- 16.1 The Clerk presented the draft report self-assessing the work of Planning and Performance Committee in 2017/18, which the Committee considered as follows.
- 16.2 Members agreed the draft report was a fair summary of the work done by Planning and Performance (P&P) Committee in 2017/18. The issues around the effectiveness of the Committee in driving improvement were part of the impetus for the changes recommended by the Governance Task and Finish Group. As a result of the Task Group's report, changes had been made to strengthen the whole board's focus on Teaching and Learning, to support improved outcomes for students and improved governance overall.
- 16.3 Members were satisfied that, in their opinion, the operation of P&P in 2017/18 had been adequate in relation to its remit and responsibilities at the time. The changes made by the board to the Committee's title, remit, membership and the progress being made on further refining the Committee's KPIs and reports would improve the effectiveness of TLQSE Committee in 2018/19. The Clerk agreed to update the report to reflect this opinion and submit the finalised report to Audit and Risk Assurance Committee copied to the TLQSE Committee.

	Clerk	Nov 2018
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**18/1/17      Office for Students (OfS) Registration**

- 17.1 The Committee received the letter from the Office for Students (OfS) that confirmed that the College had been accepted for registration to provide higher education with no specific conditions attached. Members congratulated senior managers on securing OfS registration. It was noted that as a condition of registration, the College was required to complete an audit of its compliance against the Competitions and Markets Authority (CMA) regulations and guidance for higher education providers. This should be included in the assurance plan for 2018/19 and a suitable independent provider commissioned to undertake the review.
- 17.2 The Committee noted the letter and action plan and asked the Clerk to raise the audit requirement with the Audit and Risk Assurance Committee to commission appropriate assurance.

	Clerk	3 Dec 2018
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**18/1/18      Any other business: Single Central Record**

- 18.1 The Executive Director of HR and Organisation Development (EDHR&OD) reported that as a result of auditing the information in the Single Central Record, HR staff had identified gaps in historical data held on employees' Right to

Work in the UK. The report presented by the EDHR&OD to the Committee identified the nature and volume of gaps in the evidence base and the action senior managers were taking to address those gaps.

- 18.2 The Committee noted the report, welcoming the clear statement in the report on the scale of the problem, the action plan and tight deadlines to remedy the issues. The EDHR&OD confirmed that he was already in the process of implementing the actions detailed in the paper and would report on any outstanding issues to the next meeting. It was stressed that the same level of scrutiny needed to be applied to governor appointments as for staff.

EDHR&  
OD

Nov  
2018

**18/1/19**

### **Review of meeting**

Members commented on the effectiveness of the meeting as follows

- Papers need to be presented with clear information on what impact the Committee can have on the issue, the actions proposed and deadlines.
- There was some discussion about what issues go to which committee. The Clerk would work with SRG Committee on this to ensure that the Cycle of Business is appropriate and clear. It was acknowledged that there might be some duplication or overlap in the first year of operation as the committees became accustomed with their role and duties.
- The meeting had over-run slightly but the agenda had been substantial, including a number of actions from the tracker as well as the items on the cycle of business. The Chair said that, in future she would identify a couple of papers as the focus for discussion with other agenda items being circulated for information and discussed by exception.

**18/1/20**

### **Date of next meeting**

Wednesday 28 November 2018 at 8.30 am in the Board room, City Campus.