

Date: 17 June 2020
Venue: Zoom (Online Meeting)

Clerk to the Corporation
 Granville Road
 Sheffield, S2 2RL
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Present: Beri Hare Chair
 Angela Foulkes
 Saleem Rashid (staff governor)
 Seb Schmoller
 John Timms

In attendance: John Mothersole, governor and Chair Designate (observing)
 Andrew Hartley, Commercial Director
 Anita Klich, Governance and Projects Officer
 Alison Shillito, Governance Advisor and Clerk to the Governing Body
 Anita Traffon, Chief Executive Curriculum, Quality and Assessment.
 Mark Pearson, Director of Strategy, Planning and Systems Improvement
 (08.30 – 09.15)
 Paul Simpson, Executive Director of HR and Organisation Development
 (09.45 – 10.00)
 Elise Temple Assistant Principal Quality Teaching Learning and Assessment
 (08.30-09.15)
 Robin Webber Jones, Vice Principal Higher Education and Academic Studies
 (09.15 – 09.30).

		Action	
		by	by
		whom	when
20/3/1	Welcome, introduction and apologies		
1.1	Apologies for absence were received from Stephen Betts, Gwyn Arnold and Peter Brooks. It was noted that there had been a miscommunication and Shelley Hemsley had not agreed to join the committee. The meeting was quorate.		
	ACTION: the Clerk to amend the attendance records of previous meetings.	Clerk	30.6.20
1.2	It was noted that Gwyn Arnold had provided written comments on the papers prior to meeting and the Clerk would raise these when relevant to the discussion.		
1.3	As campuses had been closed since the last meeting and to free-up management time, the Chair reported that the Committee was not receiving written reports on safeguarding, student behaviour, complaints and student voice. Authors would give a verbal report by exception and members would be able to ask questions.		

20/3/2 Declaration of interest

The Committee noted the standing declarations of interest of Angela Foulkes and Saleem Rashid, as College staff, and agreed no action was required in relation to agenda items.

20/3/3 Minutes of the meeting on 29 April 2020

The Committee approved as accurate the minutes of the meeting held on 29 April 2020.

20/3/4 Matters Arising & Action Record

- 4.1 Committee agreed that all the actions arising in the minutes of the last meeting had been included in the action record. There were two actions in progress that, at the last meeting, the Committee had agreed to re-schedule to autumn 2020.
- 4.2 The Clerk reported on the completed items and the Committee approved their removal from the tracker.

20/3/5 Committee KPI and CIP update

- 5.1 Elise Temple, Assistant Principal Quality of Learning, Teaching and Assessment (AP QTLA) gave a presentation on forecast achievement for 2019/20. Members considered the main issues as follows.
- 5.2 **Overall increase in forecast achievement:** members noted that the forecast was based on qualifications already completed prior to campus closure; teacher assessments; and assessments planned for June/July. The College was forecasting an overall increase of 6 percentage points (pp) in achievement (10pp improvement over last two years). This had been achieved with continued high retention (i.e. above national average). This showed that the improvement was attributable to more learners passing their qualification.
- 5.3 **Faculty performance:** members were keen to know if there were significant differences between faculties and subjects. The AP QTLA presented the data for individual faculties focusing on the subject areas where the team had carried out 'deep dives'. All areas that had participated in deep dives had improved their student outcomes. Members particularly welcomed the reported improvement in Mathematics GCSE, which had improved retention, forecast pass rates and high grades. Members also welcomed and supported the substantial improvement in business, where overall achievement was forecast to increase by 15pp and Child care. The deep dive areas that had not improved sufficiently would continue with deep dive review in 2020/21 and one area had positively requested that further deep dive intervention continue. Members welcomed the assurance that the investment in deep dive reviews and support was having a visible impact on student retention and success.
- 5.4 **Impact of changes to national assessment:** members asked how the College was assuring the standards of teacher assessed grades and if the national arrangements for awarding GCSE grades would be likely to have a negative impact on TSC students this year. The Deputy Chief Executive: Curriculum

Quality and Assessment (DCE CQA) said that some improvement in (for example in Maths GCSE) was due to the improved results of resit exams in autumn 2019. For the summer assessments, the College had carried out robust moderation of teacher assessed grades. Every grade was supported by evidence of that student's performance. It was likely that the College's forecast GCSE and A Level grades would be subject to a national data moderation exercise, but this was less likely to affect vocational qualifications. The College would not know the outcome until the publication of results in August. Putting students first, the College would be ready to support students appeals, as appropriate.

- 5.5 **Value added score:** members asked what the improvement in the College's forecast value added score meant in student terms. The AP QTLA said that the College's improvement was roughly equivalent to a student getting one grade higher in one of their A levels than they had achieved at GCSE. The improvement would take the College above minimum standards for A level, which was one of the base targets that the Board had set for A Levels in its two year plan.

20/3/6 Complaints Update (Term 3: 2019-20)

- 6.1 The AP QTLA made a verbal report on the number of complaints received since the Term 2 report. She confirmed that all complaints received in the period had been handled in compliance with the policy and deadlines approved by the Committee. There were no patterns in the issues raised.
- 6.2 Elise Temple left the meeting at 09.15

20/3/7 Draft Curriculum Delivery Plan 2020/21

- 7.1 The Committee noted that this presentation had previously been presented to most of the governors present in a draft form and the slides were available to all members. The Committee agreed to receive the presentation and welcome the assurance that the curriculum delivery plan was following the longer term strategy approved by the Governing Body (GB).
- 7.2 Mark Pearson left the meeting and Robin Webber Jones joined the meeting at 09.15

20/3/8 Higher Education (HE) Portfolio 2020-21

- 8.1 The Vice Principal Higher Education and Academic Studies (VP HEAS) introduced the report, outlining the proposals for HE provision for 2020/21 in line with the emerging HE Strategy that governors had previously considered at their strategy day.
- 8.2 The Committee received the report and welcomed the assurance it provided that the College was developing its HE portfolio to align it to the College's main professional/technical routes.

20/3/9 Students' Union Constitution review and update

- 9.1 The VP HEAS introduced the review of the Students' Union (SU) Constitution including proposals to change SU officer roles and strengthen candidates' understanding of the role and continuity.
- 9.2 Members considered the report and discussed the main issues as follows.
- (i) **Constitution changes:** members supported the proposals to increase the number of elected Vice Presidents and that there would be an element of College selection in the appointment of the President. This reflected that the role combined representational and (paid) operational duties.
 - (ii) **Values:** a member asked if it were appropriate for the SU Constitution to include the College's statement of values. The Clerk said that the SU Executive Committee, as its main decision-making body, had approved the changes and these included formally adopting the College's values, which was within its power to do.
 - (iii) **Apprentices:** it was commented that there were few references to apprentices in the Constitution. The VP HEAS said that apprentices were eligible to undertake officer roles but, given the other demands on their time, it had been challenging to recruit apprentices to SU roles. The student voice arrangements for apprentices (reported to the Committee in autumn 2019) addressed this by adapting consultation mechanisms and timing to the fit with apprentices' learning.
- 9.3 The Committee received the review and noted the assurance it provided that College managers and SU elected officers were working together to revitalise the SU and improve the impact of student governor arrangements. The Committee recommended approval to the GB of the revised Constitution subject to a technical review by the Clerk. The Committee also agreed that

ACTIONS

- (i) The report to the GB should show tracked changes for substantial changes;
 - (ii) that the formal five yearly review of the Code of Practice should be scheduled for 2020/21 Cycle of Business.
- | | |
|-------|---------|
| VP | |
| HEAS | 30.6.20 |
| Clerk | 9.11.20 |

20/3/10 Student Voice Report (Term 3: 2019-20)

- 10.1 The VP HEAS gave a verbal update to the meeting, saying that the College had continued its student voice activities online including meetings of course representatives and site meetings. Where possible, staff were continuing to complete action items and the action trackers would inform annual course self-assessment and action plans. Online training for student representatives had been well-received and this training would continue online in 2020/21.
- 10.2 Robin Webber Jones left the meeting at 09.30

20/3/11 Apprenticeship: 2019-20 in-year data and predicted outcomes

- 11.1 The Commercial Director presented the report highlighting:
- overall achievement is ahead of last year and had it not been for the disruption caused by Covid-19, the College would be forecasting 8pp ahead of last year. Despite Covid-19, the College is still ahead of 2018/19 performance, but progress is slower and is currently below national rate.
 - In reopening, the College is prioritising apprentices and students who need to attend to complete end point assessment. The number of completions would be increasing again as apprentices return to learning
 - ESFA has written to College formally to confirm that it is not taking any action on minimum standards at this point but they will review the College's progress again in October 2020.
- 11.2 Members welcomed the progress that the College was making in spite of the disruption to college-based training. Members asked about the impact of company failures or restructures on apprentices. The Commercial Director said that a small number of apprentices had lost their job due to Covid-19. Around 300 apprentices were on a break in learning either because they could not access practical training or because they were awaiting End Point Assessment. Such apprentices were being included in the learners prioritised for campus reopening.
- 11.3 The Committee received the report and welcomed the assurance it provided that the College was making progress against the apprenticeship improvement plan in spite of the difficulties caused by the Covid-19 outbreak.

20/3/12 Safeguarding update (Term 3: 2019-20)

- 12.1 Anita Straffon, DCE CQA, gave a verbal update on safeguarding disclosures and related issues between 1 March and 30 April. The number of disclosures had been lower than in 2018/19 and were mostly about mental health.
- 12.2 The DCE CQA reported that, prior to the move to remote working, the College had been working with UniHeads to develop an online platform to support student mental health. Students had collaborated in the development and the website had launched in March 2020. The College was monitoring website use and feedback, which indicated that it had been well-received by students who used it.
- 12.3 The Committee received the report and commended the College on the support it was giving to its learners, particularly daily contact calls. Members welcomed the College's commitment to continue these calls throughout the summer period.

ACTION:

Members to receive the link to the Uniheads website.

DCE 30.6.20
CQA

20/3/13 Positive Engagement and Behaviour Report (Term 3: 2019-20)

- 13.1 The DCE CQA reported that the College had produced a new student behaviour charter, tailored for College reopening. The College had sent this to all learners due to return to campus study in June and July. Agreeing to behave in line with the charter expectations was a condition of being on the premises.
- 13.2 The Committee received the report and welcomed the assurance that College managers were making explicit the College's behaviour requirements, in line with the reopening risk assessment, to support a safe return to campus study.

Paul Simpson joined the meeting at 09.45

20/3/14 Staff Engagement Update

- 14.1 Paul Simpson, Executive Director of HR and Organisation Development (EDHROD) presented the report, highlighting:
- the College would be tendering for a new provider to run the full staff survey in autumn 2020;
 - during campus closure, the College had run pulse surveys on staff well-being and workload. The results of the surveys had included positive feedback about managers' handling of Covid-19, campus closure and communications;
 - Investors in Diversity had also run a further survey and the College awaited the results;
 - The Executive Leadership Team (ELT) were considering the results of the pulse surveys and agreeing follow-up action;
 - The College was considering introducing a weekly staff well-being test that would enable managers to monitor small changes in feelings of well-being more closely.
- 14.2 The Committee received the report and welcomed its clarity including clear presentation of data.

20/3/15 Draft Work Plan 2020-21

The Committee agreed that the Clerk would work with the Chair to agree the Committee programme of work for 2020-21.

Clerk 31.7.20

20/3/16 Review of meeting and closing remarks

Members commented on the smooth running of the meeting but agreed that a longer time for discussion would have been useful.

20/3/17 Date and time of next meeting

14 October 2020