



**TEACHING, LEARNING, QUALITY AND STUDENT EXPERIENCE
COMMITTEE
CONFIRMED MINUTES**

Date: 1 March 2023
Venue: New Boardroom City Campus

Clerk to the Corporation
Granville Road
Sheffield, S2 2RL
Tel: 0114 260 2620
Email
alison.shillito@sheffcol.ac.uk

**Members:
(Quorum 4)**
Gwyn Arnold (Chair pro-temp)
Peter Brooks (by videoconference)
Angela Foulkes, Chief Executive and Principal and governor
Kam Grewal-Joy, governor
Amaan Saqlain, Student Governor (arrived 09.00)
Paul Senior
Phil Wymer, Staff Governor
Bee Gan, co-opted member (by videoconference)

In attendance:
Shaun Cook, Vice Principal FE & Skills
Andrew Hartley, Executive Director Commercial & Operations (for report)
James Smythe Vice Principal Student Experience
Daniele Palacios, Vice Principal Apprenticeships (for report)
Petra Williams, Vice Principal QTLA
Alison Shillito, Governance Advisor and Clerk to the Governing Body.
Beth Smith, Executive Assistant Governance and note taker

Action

By whom By when

23/1/01 Welcome, introduction and apologies

- 1.1 The Committee received apologies from Gill Alton, Sam Giove, Sol Miah, John Mothersole and Chris Vallance (student governor). In the absence of the Chair, Gwyn Arnold agreed to chair the meeting. The meeting was quorate.
- 1.2 The Chair welcomed members to the meeting and commented that the report on the college's recent Ofsted inspection had been sent to all members on publication so had not been re-circulated. Each report included a section on the main areas of focus for future quality improvement drawing on Ofsted feedback.

23/1/02 Declaration of interest

2.1 The following standing declarations were noted

- Phil Wymer as a member of staff of the college
- Angela Foulkes as Chief Executive & Principal (CEP) and
- Paul Senior in relation to subcontracted provision at Sheffield Wednesday Football Club Community Programme.

There were no new declarations and the committee agreed that no action was required in relation to the business for the meeting.

23/1/3 Minutes of the last meeting

The committee confirmed the minutes of the meeting held on 19 October 2022.

23/1/4 Matters Arising & Action Record

4.1 The Clerk presented the action record. The committee noted that all matters arising from the last meeting had been included on the action tracker. Two actions were reported as in progress and the other actions as completed.

4.2 **Minute 22/3/6.4 refers: English and Mathematics Improvement Strategy**

The committee received the action plan requested at the last meeting. Members agreed that this was a key area of focus for the committee this year. It was agreed that the action plan satisfied the action and requested the following.

ACTION reporting on progress against the English and maths strategy to be a standing item for the June and September meetings.

AP 14/6/23
QTLA

4.3 The committee approved removal from the action record of the actions marked or agreed as completed.

23/1/5 Student Experience

5.1 The Vice Principal Student Experience (VPSE) presented the termly update on safeguarding and student behaviour for Term 2 2022-23. The VPSE highlighted the following developments in **safeguarding** since the last meeting

- The number of disclosures continued to be higher than pre-pandemic levels but the rate of increase was slowing.
- the college had just implemented a new online student support platform offering students online and telephone assistance for mental health and wellbeing

- the college was participating in a new City-wide group on combatting violence against women and girls.
- the college had implemented its protocol for student deaths twice since the last meeting to communicate with and offer support to those affected by bereavement.

5.2 The committee considered the report and the main issues discussed were

Student assistance programme, members welcomed the investment in an external platform for students to access online support 24/7, they asked how it was being promoted and how its impact would be monitored. The VPSE said that the assistance programme had been launched at the beginning of February. Information about the service was being distributed to staff and students through Heads of Student Experience, in the tutorial programme, via Student Central (the in-person support team) and Students' Union. The Student Hub included information about and links to the service.

Safeguarding training for governors, it was commented that the breakfast briefing provided to governors by the VPSE on safeguarding had been very useful and members might welcome an annual face-to-face update on safeguarding, especially members who were not members of TLQSE. The committee agreed the following.

ACTION request SRG to consider including an annual update on Safeguarding in the annual governor training and development plan.

Clerk/ 10/5/23
SRG

5.3 **Student behaviour and engagement policies**

The committee noted that there had been five disciplinary hearings since the last meeting. All the meetings had resulted in students receiving a final written warning, there had been no exclusions.

5.4 A member asked if the college could do more for other young people in Sheffield who had dropped out of education, employment or training. The Chief Executive & Principal said that the college did provide for some students who had previously disengaged from school and worked with schools to host a small number of 14- 16-year-olds. The college's current behaviour and engagement policy worked well for current students. Should the college wish to develop alternative provision on a larger scale, it would need to plan for meeting different student needs, not just behaviour and engagement. Significant expansion into Alternative Provision was not part of the current curriculum strategy and would need careful planning.

5.5 The committee noted the key areas of focus for student engagement, following Ofsted, were attendance, ensuring wider awareness of student enrichment and for some areas more consistent employer engagement and work-related activity. It was

commented that tackling attendance was discussed in three reports to the meeting. In future, it would be better if attendance were addressed in one report, where it was most meaningful.

ACTION report authors to agree and include a section on managing/improving attendance in one report for future meetings.

VPs

14/6/23

5.6 **Apprentice voice**

The committee received the results of the apprenticeship induction survey Autumn 2022, noting the high rates of satisfaction recorded by apprentices in the survey. The committee particularly welcomed the improved approval ratings for some areas where action had been taken previously to address lower satisfaction such as induction being useful, which had seen a 10-percentage point improvement in agreement rating. This evidence provided assurance that action being taken on learner voice was having a positive impact.

5.7 **Policy review: Admissions Policy**

The committee received the biennial policy review of the Admissions Policy. The changes proposed were updates to role titles and the section on related policies. There were no significant changes. The committee approved the updated Admissions Policy on behalf of Governing Body.

5.7 The Chief Executive & Principal provided an update on behaviour and welfare issues that she had reported to all board members earlier that week. Members were assured that the college had responded appropriately in both cases.

23/1/6 **Quality of Teaching, Learning and Assessment**

6.1 The Vice Principal Quality & Standards (VP Q&S) presented the Term 2 update including progress on implementing policies on assuring and enhancing teaching quality and key performance indicators.

The committee considered the report and the main areas discussed were as follows.

- **Teaching observations**, a member asked how the Quality Team ensured that the session they observed was a fair representation of the teacher's work. The VP Q&S said that observation was supported by data on the teacher's performance (student attendance, performance and achievement) and learning walks. Should there be anomalies between the quality profile and student outcomes for a curriculum area then this would be explored with that area in regular management meetings with curriculum leaders.
- **Observation gradings**, a member asked if managers were reviewing the BRAG grading system. The VP Q&S said that it

had been discussed. Gradings were an indicator for staff, managers and governors to understand how much of the college's teaching met or exceeded the high standards being set. The main focus was on the action being taken where teaching still had to improve.

- **Attendance KPI**, a member asked about the target for this KPI. The VP Q&S said that the college aimed for 100% attendance and followed-up every missed session.
- **Complaints term 2**, the number of complaints had decreased compared to same point last year. The highest frequency of complaints related to communication/information but there were no apparent trends.

The committee received the report, members were assured that the college continued to focus on student attendance and multiple strategies for assuring and enhancing teaching quality to achieve its aim to continue to improve from good to great.

23/1/7 Technical Education & Skills

- 7.1 The Vice Principal Technical Education and Skills (VP TES) presented the report, including analysis of attendance, retention and pass rates for qualifications achieved in-year by different subject areas and student groups. The report also provided a briefing on the planning for national qualification reforms, which would affect what courses the college could provide at levels 1 - 3.
- 7.2 The committee considered the report and the main areas discussed were as follows.
 - **English and maths GCSE** November resit results, members welcomed the significant improvement in pass rates and high grades compared to 2021, including a 12pp improvement in high grade passes. It was noted that, since the report had been written, the college had received the outcome of re-marking/appeals which had further improved the pass and high grades rates reported. Exam attendance continued to be an area of focus as 50 exam entries were failed because the student did not attend exams. The pass rate for students who attended all exams was 100%.
 - **Qualification reforms**, members commented that this was a substantial change programme with implications for educational character, staffing, facilities and financial sustainability. The committee asked about the governance of the change plan to ensure effective oversight of the risks. The CEP said this was one of the college's top ten strategic risks monitored by the Executive Leadership Team and Audit & Risk Assurance Committee (ARAC). The Executive Director People was reporting to Finance, Employment and General Purposes Committee (FEGP) on the challenges of staffing the curriculum changes. FEGP also had oversight of the financial issues, including positive outcomes for some of the college's T Level

capital funding bids. College managers were planning on the basis of what was available, but colleges did not yet have full details of the new curricula and deadlines and the college was recruiting a new Deputy Principal. The CEP was working as quickly as possible to recruit an interim to add curriculum leadership capacity for this and other curriculum priorities.

- 7.3 The committee received the report and agreed that qualification reform was an ongoing strategic risk and the actions being taken to manage the risk should be reported to Governing Body in a coherent and coordinated manner. Members welcomed that the college was actively working on all the dimensions of the change within what was known and appreciated that the plan would have to evolve as new information was received over the next 6 – 18 months. The committee expressed support for the CEP to recruit an interim Deputy Principal to provide additional leadership capacity.

ACTION: Recommend to Governing Body that it agrees with ELT appropriate timing for a deep dive into the college's change plan for qualification reform to enable the Board and its committees to understand the plan, monitor progress and report to Board effectively.

23/1/8 Higher Education

- 8.1 The Vice Principal Higher Education (VP HE) presented the report highlighting that:

- performance against the Access and Participation Plan (APP) was on target for two indicators and very close to target for the third indicator
- supported by the Link Governor Higher Technical Education, the college had made its first submission to Office for Students (OfS) for an award under the Teaching Excellence Framework (TEF).
- University of Hull had agreed to be the Validating and Awarding body for dental technology provision from September 2023
- The college had approval to offer the Health and Social Care Higher Technical Qualification (HTQ) from September 2023 and had been awarded funding to develop new HTQ provision in priority skills subjects.

- 8.2 The committee considered the report and commented as follows.

TEF Submission, members supported the submission, commenting that it was a strong and well-evidenced self-assessment. Members also said they had enjoyed viewing the student video submission.

External review: members noted that OfS would be conducting its own quality reviews from April 2023. A member asked if the change had any implications for the college's quality assurance

arrangements. The VP HE said that there were no immediate concerns. To ensure relevant staff were keeping up to date with the changes, the college was working with another college to peer review each other's provision against OfS requirements. In addition, the VP HE had applied to be a reviewer for OfS having previously been a QAA reviewer.

Launch of UC Sheffield, it was noted that the college was preparing to relaunch its higher technical education with new branding as 'UC Sheffield'. The rationale for the new brand and launch programme would be presented to Governing Body on 29 March 2023.

- 8.3 The committee received the report, expressed assurance of the progress the college was making against the APP, endorsed the TEF submission and commended that and the student submission to Governing Body for review by all governors.

23/1/9 Apprenticeships

- 9.1 The Executive Director Commercial and Operations (EDCO) and Vice Principal Apprenticeships (VP Apps) introduced the report highlighting the college's performance in apprenticeship completions benchmarked against the most recently published national rates. The EDCO said that the achievement rate was forecast to achieve the target set for 2022-23 and was well ahead of the 2021-22 national rate. The main risk for apprenticeships was the number of apprentices who were past their scheduled end date and the team continued to work closely with employers and apprentices to support timely completion.
- 9.2 The committee considered the report and the main points discussed were as follows.

Ofsted feedback members commended the team on the feedback from Ofsted that the apprentice provision was a 'strong' good. It was notable that some good practice examples quoted by Ofsted had come from areas that had previously been the focus of college deep dives and quality improvement actions. This provided further evidence of the positive impact of quality assurance and enhancement activity.

Timely completion remained the highest risk for this provision. Members were satisfied that the team was rigorously scrutinizing apprentices at risk of withdrawal and were reassured to hear that support for apprentices past their planned end date would be subject to the same detailed scrutiny. The positive destination data for apprentices who completed their apprenticeship demonstrated the benefits of retaining and supporting apprentices to complete their programme even if beyond their planned end date. It was noted that the Quality Improvement Plan aimed to significantly reduce the number of apprentices past their planned end-date by the end of the year.

- 9.3 The committee received the report and commended the Apprenticeships+ Team on apprenticeship achievement rates and feedback from the Ofsted inspection. The committee noted progress on the Quality Development Plan and agreed to keep under review the impact of actions to reduce the number of apprentices past their planned end date.

23/1/10 Any other business: threat of industrial action

- 10.1 The Chief Executive & Principal reported that in spite of continuing negotiations, she had received notice from Recognised Trade Unions of an intention to take industrial action. College managers were making contingency plans to mitigate the impact. The college continued to make all reasonable efforts to resolve the dispute including ACAS conciliation.

23/1/11 Review of meeting and closing remarks

- 11.1 The Chief Executive & Principal thanked Gwyn Arnold on behalf of the committee for her service to the committee as a member, as Link Governor for Safeguarding and SEND and previously Link Governor for Higher Education. Gwyn had been unstinting in her commitment and giving her time to the college. The VP Student Experience commented that Gwyn's input and support for college safeguarding had been very much appreciated.

Gwyn commented that it had been a pleasure to participate in the college's improvement. The discussions in the meeting had demonstrated a clear change in thinking about what was needed to drive the college from good to great. These endeavours would be supported by a new Deputy Principal and a new Chair of TLQSE, and Gwyn wished them and the college every success.

- 11.2 Members reviewed the meeting and commented as follows.
- The papers had provided a good understanding of the college's broad portfolio and its current challenges.
 - Curriculum change was obviously a significant issue for the college, and it would be useful for members to understand the college's strengths and specialisms in relation to its competitors.
 - The committee had helpfully highlighted the governance challenge of curriculum change but it would also be a significant change for pupils in schools. As a city anchor, it would be useful for the college to lead on communicating the changes to schools, once all the changes and deadlines were known
 - It would be useful to see how the launch of the new higher education brand would be rolled out to local schools and sixth forms as it seemed less visible in the city than the offer of the city's universities.

- It would be helpful if all speakers had name plates
ACTION ensure all attendees have/use a name plate

Clerk 22/3/23

23/1/12 Date and time of next meeting

14/06/2023 at 8.30 – 11.00 in the New Boardroom, City Campus