	TEACHING, LEARNING, QUALITY AND STUDENT EXPEREINCE COMMITTEE CONFIRMED MINUTES

Date:	11 June 2025	Director of Governance The Sheffield College Granville Road Sheffield S2 2RL Tel: 0114 260 2620 Email: Governance@sheffcol.ac.uk
Venue:	Boardroom, City Campus	

Present:	Ian Falconer (Chair of the Committee) John Mothersole (Chair of the Governing Body, and Governor) Kam Grewal-Joy (Vice-Chair) Angela Foulkes CBE (Chief Executive and Principal, and Governor) Meredith Dixon-Teasdale (Governor) Paul Senior (Governor) Peter Brooks (Governor) Phil Wymer (Staff Governor) Georgia Ashton (Student Governor) Sol Miah (Governor)
In attendance:	Daniele Palacios (Vice Principal for Apprenticeships) Dave Trounce (Deputy Principal) Mark Pearson (Executive Director Strategy and Systems Improvement) Petra Williams (Vice Principal of Quality and Standards) Sallyann Turner (Vice Principal Curriculum Adult) James Smythe (Vice Principal of Student Experience) Andrew Hartley (Deputy Chief Executive) Jean Tracy (Interim Director of Governance) Rebecca Bage (Director of Governance)

		Action by whom	Action by when
25/4/1	**Welcome, introduction, and apologies**		
1.1	The meeting started at 08:30 and was quorate. Chair welcomed attendees and positioned the focus of the meeting.		
1.2	Apologies were received from Bee Yee Gan.		
1.3			
25/4/2	**Declarations of interest**		

	2.1	The committee <u>noted</u> the standing interests of the staff in attendance, including the Chief Executive and Principal, the Staff Governor and Student Governor.		
	2.2	There were no new declarations of interest and no conflicts of interest requiring action by the Chair.		
	2.3	It was <u>agreed</u> that the Vice Principal for Quality and Standards (VPQS) would leave the meeting following her report.		
25/4/3		**Minutes of the last meeting (05 March 2025)**		
	3.1	Members <u>confirmed</u> and <u>approved</u> the minutes of the TLQSE Committee meeting held on 05 March 2025.		
25/4/4		**Matters arising and action record**		
	4.1	Members <u>noted</u> and <u>agreed</u> the updated action tracker log and <u>approved</u> removal of the completed actions to the completed actions tab.		
	4.2	The Chair confirmed that there were no matters arising not included on the action tracker.		
25/4/5		**Student experience**		
	5.1	The Vice Principal for Student Experience (VPSE) presented the **Student Experience Report (term three 2024/2025).**		
	5.2	The VPSE highlighted the following points, which the committee considered and discussed the assurance therein.		
	5.3	**Safeguarding** –The Committee <u>noted</u> the increase in the safeguarding disclosures to date, the details being as per the report, and that the College continued to support every student. No safeguarding major incidents declared since the previous report.		
	5.4	**A governor asked** if student survey findings correlated to dashboard figures. The position was explained, and it was <u>noted </u>that data will be updated when the survey is closed.		
	5.5	A governor shared that students he had spoken with all reported feeling safe in college. He reflected positively on the exit survey highlighting the additional assurance on learner perceptions of safety.		
	5.6	**A governor asked** how the retention of students who had disclosed safeguarding concerns was tracked. The VPSE explained approach to tracking and reporting.		
	5.7	**Behaviour** –A small minority of students have been more challenging on campus than in previous years, as<u> noted</u> in a prior report. The committee noted a taskforce had been formed to address this.		

5.8	**Safeguarding** - The VPSE reported on improvements over the year, highlighting links to safeguarding work, targeted interventions, enhancements to change control and policy, and the successful Safer Campus Week held in April.	
5.9	The VPSE advised that risk remains stable. He reported an increase in disclosures, work in relation to domestic abuse, and a focus upon supporting students facing homelessness.	
5.10	**Bloom -** The committee <u>noted</u> the positive impact and successful implementation of a new curriculum. Changes in figures were explained in relation to students turning 18 and associated categorisation discussed.	
5.11	**Students' Union (SU) Staff Update -** Positive impact of staffing developments this term, alongside a strong SU presidency for this year. The President's continuation for the next academic year will support continuity. Successes were highlighted, with reference to the exit survey and impact monitoring.	
5.12	**Policy Approval** – ✓ The updated Student Positive Relationships and Behaviour Policy 2025-2026 Policy was <u>approved</u> by the committee.	
5.13	The VPSE advised of continued progress towards KPI targets for Work Related Activity, with the committee <u>noting</u> the reported figures and percentages. UCAS application figures were advised.	
5.14	The Chair gave positive feedback on the quality of the report and assurance provided. He asked about next steps and targets, leading to a discussion on the link to KPIs and the importance of continued monitoring.	
5.15	**Careers and Enrichment -** The VPSE presented key updates on careers and enrichment activities. These were <u>noted</u>.	
5.16	**Student Participation -** The VPSE's confidence in meeting the end-of-year KPI of 90% student participation was <u>noted.</u>	
5.17	**Student Awards Event -** Attendees shared their positive reflections from the recent event and the CEP thanked governors for their support.	
5.18	The VPSE referenced topical campaigns, community support, and initiatives promoting belonging and cohesion, reflecting on a strong year for student engagement. The Student Governor highlighted positive student feedback and breadth of student involvement.	

5.19	**A governor asked** if there was a difference in participation levels between men and women. The VPSE said that there was not and highlighted the ways that participation had been encouraged and the continued focus on curriculum areas.		
5.20	**Inclusion Update** – The committee <u>noted</u> that the dashboard and report evidenced positive trends, highlighted gap analysis and that no concerns had been flagged for priority groups. Upcoming CPD activities for summer events, along with the continued focus on inclusive practice was <u>noted</u>.		
5.21	**A governor asked** about joint work between the SU and the college, noting it wasn't detailed in the next steps. The VPSE explained that this is addressed through quarterly performance reviews, with a focus on narrowing gaps, student voice, and SU feedback.		
5.22	**Safeguarding and SEND Link Governor Update** - The committee <u>noted</u> the update provided which highlighted the focus of the safeguarding link visit. Points of discussion had included positive action taken, monitoring and reporting, procedural and policy compliance, and support provided to students. Thanks expressed to the DP and team.		
5.23	The committee <u>noted</u> the VPSE's report, and the assurance provided.		
25/4/6	**Quality of Teaching, Learning, and Assessment**		
6.1	The Vice Principal for Quality and Standards (VPQS) presented the **Quality of Teaching, Learning and Assessment Report – Term 3 update**.		
6.2	The committee <u>noted</u> the data and progress outlined in the report. This included updates on the English and Maths Blueprint, GCSE progress and exam attendance, Easter revision participation, and focused CPD to enhance pedagogy and to share best practice.		
6.3	The VPQS presented the **Whole College Quality Development Plan (QDP)**. The committee <u>noted</u> the progress and supporting data, including increased grade 4 outcomes in November resits and a 100% success rate among learners supported by a progress coach. Progress was <u>noted</u> across all spotlight objectives.		
6.4	Partnership successes were highlighted, with governors pleased to note the college's achievements in the **Mathematics in Education and Industry (MEI) FE challenge**.		
6.5	The predicted improvements for GCSE Maths and English were <u>noted</u>.		

	6.6	**Ofsted - ITE Thematic Monitoring Visit -** The VPQS advised of the approach and remit of the Ofsted visit which was taking place in college. It was <u>noted</u> that an Ofsted Report from thematic reviews was expected in the summer.		
	6.7	In answer to **questions from a governor**, the VPQS provided information on the action being taken around EHCP progress and advised how challenge was provided should EHCPs be out of date.		
	6.8	**A governor asked** why the report did not currently rate Initial Teacher Education (ITE) as good. The VPQS provided context and confirmed it remains an area of risk, though an early spotlight has been conducted. The committee <u>noted</u> positive changes and improvements made, and whilst focus continues, the risk level is being maintained at amber as progress is monitored.		
	6.9	**A governor asked** about the '20 things you can do' which was detailed in the report. The VPQS advised this could be rolled out to other curriculum areas to share good practice.		
	6.10	**A governor asked** about the CPD strategy and clarified their understanding about the performance management process should concerns arise. This was discussed.		
	6.11	**A governor asked** whether learner feedback is used to support new teachers in developing their practice. The VPQS outlined the approach to gathering student feedback and reported improved retention at the end of the twelve-week programme, along with positive feedback contributing to enhanced pedagogical skills.		
	6.12	**A governor asked** how the college ensures that the work submitted by students is their own work. Assurance was provided regarding compliance with awarding body requirements, regular EQA activity, student guidance on acceptable AI use, tutorial-based training, and staff development.		
	6.13	**A governor asked** if awarding bodies had raised any concerns. VPQS advised that one question had been raised, and the college had been able to demonstrate that there were no concerns.		
	6.14	**A governor asked** whether the revised Assessment Malpractice and Maladministration Policy aligns with Ofqual's regulatory guidance. This was confirmed.		
		Term 3 Complaints Update - The committee <u>noted</u> that 8 complaints had been received this term, which was higher		

	6.15	than the same period last year. The VPQS confirmed that overall annual complaints continue to decline and there are no emerging patterns or themes.		
	6.16	The complaints process was discussed in the context of student complaints. The CEP appraised the committee of the mechanisms for student feedback to be obtained, considered and action taken as necessary.		
	6.17	A governor commented on a student feedback form. This was discussed, and the CEP and DG advised that it falls within operational responsibilities.		
	6.18	**A governor asked** if compliments were recorded. It was <u>noted</u> that compliments were not routinely logged but that this could be reviewed.		
	6.19	A governor highlighted DfE expectations around complaints policies and procedures and this was discussed.		
	6.20	**Attendance** - themes reported and measures in place were <u>noted</u>. The VPSE highlighted collaboration with the Local Authority to access early student data for timely intervention and support.		
	6.21	A governor thanked the VPSE for their paper on cohort comparisons commenting favourably on the achievements reported.		
	6.22	**Observations and learning visits** – The committee <u>noted</u> the data in the report including coverage across provision types and alignment with external requirements.		
	6.23			
	6.24	**A governor asked** about the process if improvements are not evident. The DP advised of the approach taken and support in place to help new teachers from industry quickly develop core teaching skills.		
	6.25	**Policy Approvals -** The Committee **approved** the following reviewed policies: ✓ Assessment Malpractice and Maladministration Policy ✓ Complaints Policy The committee <u>noted</u> the report, and the assurance provided.		
25/4/7		**Technical Education and Skills Young People and Adults**		

	7.1	The Deputy Principal (DP) presented the **Technical Education and Skills Update Report - Term 3 update for 2024/25**:		
	7.2	The DP highlighted the following points, which the committee considered and discussed the assurance therein.		
	7.3	**Young People Achievement -** Retention remains strong, exceeding the national average and meeting the target. T Level outcomes have improved, with most students on track. The first cohort completes this summer.		
	7.4	**Attendance -** Overall attendance is 82%, consistent with last year. Level 3 attendance is above baseline, while Levels 1 and 2 remain below target but have improved. The college is confident in current and planned interventions.		
	7.5	**The Sheffield Sixth Form -** Pass rates and value-added are forecast to improve, with most subjects showing positive progress. High-grade outcomes are expected to exceed the sector average.		
	7.6	**Adult Skills -** The committee noted a slight dip in retention. Pass rates remain high and attendance stable.		
	7.7	**A governor asked** how the curriculum is responding to national policy in the context of adult learning. The DP provided further comment on how the curriculum is planned and managed to support a broad demographic.		
	7.8	The retention of learners was discussed. The committee noted that data supports that the college is moving in a positive direction.		
	7.9	The DP reported improvements in relation to the quality review cycle processes. The ability to articulate where students are at has improved, focus remains, and legacy issues are being addressed.		
	7.10	**6th Form Performance**– The DP reported that this was moving in the right direction based on interventions. Retention for the 6th form is higher compared to previous academic year.		
	7.11	**A governor asked** about how students are supported who do not meet their targets. This was discussed.		
	7.12	**A governor asked** about the setting of teachers targets. DP explained the systems and processes in place, alignment to the new strategic plan, and significant progress achieved.		
	7.13	**Progress against curriculum strategic priorities for FE Technical Education and Skills -** Headlines of report, data and areas of success detailed in appendix A were noted.		

7.14	A governor reflected on the guest speaker presentation at the recent governor engagement event. The need to ensure that priorities continue to be monitored in light of government reviews and the broader sector picture was raised. Attendees commented on the positive work and focus of the committee and level of assurance.		
7.15	**Not in Education, Employment or Training (NEET) –** the DP commented on the challenges that present in relation to NEET and provided context. The CEP explained the approach being taken with regards to the recruitment of students and advised a plan will be presented at the upcoming FEGP meeting.		
7.16	A governor commented that the approach taken by the college to engagement was positive in the context of civic duty. Ensuring that the college is playing a fair and positive part in the wider strategy as a partner institution was discussed.		
7.17	**Action** – Governor Strategy Session September 2025 to focus on learning pillar. CEP to consider discussions held at committee and national picture and build into learning pillar. This will also include setting out what good looks like and feedback from partners.		
	The committee noted the report, and the assurance provided	**CEP /DG**	**Sept 2025**
7.18	VPQS left the meeting (at 9.58)		
7.19			
25/4/8	**Higher Education**		
8.1	The Executive Director of Strategy and Systems Improvement (EDSSI) presented the **Higher Education Report - Term three update 2024/2025** and presented the **Draft Access & Participation Plan (APP) 2026/2027-2029/2030** for approval.		
8.2	The draft APP was considered by the committee and assurance on the process provided by the EDSSI. A governor expressed support for the target-based approach.		
8.3	**A governor asked** if a governor sat on the Academic Board. The CEP advised that a decision had been taken last year on attendees and, whilst a governor was not on the cross-college committee, there is openness to a governor observing.		
8.4	**A governor asked** about the decline in HE recruitment and asked if the current strategy was working. Planned actions were highlighted, and it was noted that international applications are stronger this year, with no significant associated risk.		

	8.5	**Committee Approval:** The committee **approved** the: ✓ **Draft Access and Participation Plan (APP) 2026-2027 – 2029-2030**		
	8.6	**Term 3 update on KPIs** – The committee noted the Term 3 KPI update. HE retention is above target, with no current risks identified in relation to Access and Participation Plan (APP) measures for specific student groups.		
	8.7	**Student voice** – The committee noted the closure of the 2025 National Student Survey (NSS) on 30 April for UC Sheffield students, with participation in line with previous year.		
	8.8	**Term Three Survey and Student Forum** – The committee noted survey results and feedback from student forums, highlighting a strong participation rate and high satisfaction with teaching and support. Areas for improvement as per report noted.		
	8.9	**Regulatory and Partner Update** – the Chair welcomed positive feedback from stakeholder engagement and the committee noted activities detailed which are contributing to the growth and progression of UC Sheffield.		
	8.10	**Internal quality survey** – survey results noted evidencing a positive survey participation rate and increase on last academic year.		
	8.11	**Quality Development Plan (QDP)** – the committee noted that the 2023/2024 QDP is validated by the college's Quality Team.		
	8.12	The committee noted the report, and the assurance provided.		
25/4/9		**Apprenticeships**		
	9.1	The Vice Principal for Apprenticeships (VPA) presented the **Apprenticeship Update Report – Term 3 2024/2025**.		
	9.2	**In-year performance 2024/2025** – the committee noted the report headlines including current achievement, retention and pass rate, and comparison data to the last academic year.		
	9.3	The committee noted the **apprenticeship voice** and **employer voice survey** results, with strong participation and positive feedback.		
	9.4	Progress against the **Quality Development Plan (QDP)** was noted, including improvements in attendance, employer induction, staff development, and recruitment. The committee also acknowledged the strategic implications of recent government announcements.		

9.5	**A governor asked** about construction apprentice attendance. This was discussed and the VPA highlighted focus on off-the-job hours, achieving Knowledge, Skills and Behaviours (KSBs), and employer engagement.		
9.6	**A governor asked** about 'engaging but not progressing' apprentices and withdrawal rates. The VPA acknowledged numbers were higher than desired but confirmed withdrawal decisions were joint (employer, apprentice, tutor), and all withdrawn apprentices remained with their employer.		
9.7	The risks detailed in the report were considered and stability of risks discussed.		
9.8	The committee <u>noted</u> the report, and the assurance provided.		
25/4/10	**Accountability Statement Update**		
10.1	The Executive Director of Strategy and Systems Improvement (EDSSI) presented the **Accountability Agreement Report.**		
10.2	The committee received for approval the **draft 2025/2026 Accountability Statement.**		
10.3	The EDSSI positioned the statements and 2025/2026 targets which the committee <u>noted</u> were aligned to work undertaken through 2025/2026 Curriculum and Business Planning Process, and a review of the external local, regional and national policy landscape.		
10.4	**A governor asked** about Defence and the Green Agenda. How this was factored into plans and continued focus was discussed.		
10.5	**A governor asked** how the plan differed from what had been previously reported. The EDSSI advised that there was a reduced number of focus areas, key themes around young people and referenced targets detailed. He confirmed that the format remained the same.		
10.6	The committee received assurance from the GD that they had delegated authority to approve the statement ahead of it being submitted to the DfE. It was <u>noted</u> that the GB had delegated approval to the TLQSE committee in March 2024.		
10.7	**The committee <u>approved</u>:** ✓ The 2025/2026 Accountability Statement, noting that this would be submitted to the DfE by the 30 June 2025 deadline and uploaded to the college website The committed <u>noted</u> the updates, and the assurance provided.		

	10.8			
25/4/11		**Committee Self-Assessment, Terms of Reference Review and Workplan 2025/2026**		
	11.1	The IDG positioned the documents that had been circulated in respect of committee performance during 2024/2025 and planning for 2025/2026.		
	11.2	**TLQSE Committee self-assessment 2024/2025 -** The committee noted the draft self-assessment report and agreed to confirm assurance to the Governing Body on the work of the committee. The report would be presented to the Governing Body at its meeting on 9 July 2025.		
	11.3	**TLQSE Committee Terms of Reference 2025/2026** - The committee considered its terms of reference for 2025/2026 and agreed that its terms of reference be amended by the replacement of 'Governance Advisor and Clerk to the Governing Body' by 'Director of Governance'.		
	11.4	Subcontracting was raised and the need to ensure that the TLQSE committee consider the quality of the provision. It was suggested that consideration of the sustainability and finances relating to subcontracting remain in the FEGP terms of reference.		
	11.5	TLQSE Committee agreed to recommend the amended TLQSE Committee Terms of Reference to the Governing Body for approval subject to factoring in of suggested amendments.		
	11.6	**Action** – DG/IDG to review 2025/2026 terms of reference for TLQSE and FEGP and ensure that subcontracting is factored in ahead of submission for GB approval.	CEP/DG	July 2025
	11.7	**TLQSE Committee Work Plan 2025/2026** TLQSE Committee approved the Work Plan 2025/2026.		
25/4/12		**Focus Visits (March 2025) – Feedback (Paul Senior)**		
	12.1	PS reported back from his focus visits to Built Environment/T-Levels, brickwork and joinery in March 2025. He reflected that the visits enabled him to meet staff and students, gain insight into the student offer, and observe the positive impact of curriculum design, learning environment, and leadership. Further focus visits are planned.		
	12.2	The CEP advised that the approach to governor focus visits is to be reviewed to improve the process and level of engagement.		

25/4/13		**Confidential Item- For Note**		
	13.1	All committee members were present for this agenda item, the minutes of which are recorded separately.		
25/4/14		**Review of meeting and closing remarks**		
	14.1	The Chair and members thanked the Executive Leadership Team for their insights and commitment to the college, noting the good practice shared and the assurance provided.		
	14.2	Governors commented that reports and updates received, and challenge presented, had a consistent focus on our students and college performance.		
	14.3	Policy approvals and statement/plan sign offs ensuring compliance.		
25/4/15		**Date and time of next meeting**		
	15.1	The next meeting of the TLQSE Committee is scheduled for Wednesday 22 October 2025 (tbc), 08:30-10:30.		
	12.2	The meeting closed at 10:40.		