	TEACHING, LEARNING, QUALITY AND STUDENT EXPEREINCE COMMITTEE	
	CONFIRMED MINUTES	
Date:	05 March 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:	Kam Grewal-Joy (Vice-Chair and Chair of the Meeting) John Mothersole (Chair of the Governing Body, and Governor) Angela Foulkes CBE (Chief Executive and Principal, and Governor) Paul Senior (Governor) Phil Wymer (Staff Governor) Georgia Ashton (Student Governor) Sol Miah (Governor) *(Joined the meeting online)*
In attendance:	Mathew Godber-Harding (Clerk, and Head of the Chief Executive and Principal's Office and Administrative Services) Dave Trounce (Deputy Principal) Mark Pearson (Executive Director Strategy and Systems Improvement) Petra Williams (Vice Principal of Quality and Standards) James Smythe (Vice Principal of Student Experience) Andrew Hartley (Deputy Chief Executive)

		Action by whom	Action by when
1	**Welcome, introduction, and apologies**		
1.1	The meeting started at 08:30 and was quorate. In the absence of the elected Chair, the Vice-Chair, Kam Grewal-Joy took on the Chair of the meeting.		
1.2	Apologies were received from Bee Yee Gan, Ian Falconer Meredith Dixon-Teasdale, Peter Brooks and Jean Tracy.		
1.3	It was <u>agreed</u> that Mat Godber would act as clerk for the meeting.		
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 there were no conflicts of interest requiring action by the Chair.		

3		**Consent agenda items**		
	3.1	The following item was board business not requiring a decision and which formed part of the consent agenda; however, the Chair asked members if they wished to discuss any aspect before seeking a proposal/approval to resolve the item as presented.		
	3.2	Members confirmed and approved the minutes of the TLQSE Committee meeting held on 04 December 2025.		
4		**Matters arising and action record**		
	4.1	Members noted and agreed the updated action tracker log and approved removal of the completed actions to the completed actions tab.		
5		**Student experience**		
	5.1	The Vice Principal for Student Experience (VPSE) presented the Student Experience update. The report covered the following: ▪ Term two update 2024/2025, including KPI performance and impact of activities in safeguarding, behaviour, and employability, incorporating careers, advice and guidance and SEND.		
	5.2	The VPSE started the update by highlighting the recent tragic incident that took place at a local school. College leaders and managers have worked hard to provide reassurance to college staff and students, as well as implementing some additional safety steps implemented to provide extra reassurance.		
	5.3	A question was asked by a Governor (JM) in relation to the incident and if the incident had changed the college's thinking around safety. The VPSE informed the committee that the college is already collaborating with the local Neighbourhood Policing Team, as well as other external organisations, allowing the college to access additional specialist support and resources.		
	5.4	The VPSE also updated the committee on a safeguarding incident that took place at the college City Nursery. The incident had been reported appropriately, and the nursery leadership team have implemented additional preventative measures.		

	5.5	The VPSE then highlighted the following points with regard to the update report, which the committee considered and discussed the assurance therein.		
	5.6	▪ **Safeguarding** – 597 safeguarding disclosures to date in 2024/2025, an increase of 34 against the year-to-date position in 2023/2024. 36% of the disclosures relate to poor mental and health and wellbeing.		
	5.7	The number of children looked after is the highest number of CLA enrolled in one academic year. The predicted achievement of the CLA cohort is noted as a concern at 79%, however, CLA students not yet predicated to achieve are designated high risk and will receive appropriate support and intervention.		
	5.8	▪ **Behaviour** – seeing some more challenging student behaviour on campus, though this is a pattern being witnessed up and down the country. Swift intervention is taking place, including convening a Task and Finish Group, and escalating inappropriate behaviour through the student disciplinary procedures.		
	5.9	The Chair asked if the student exclusions to date were due to one-off incidents or recurring behavioural issues? The VPSE confirmed to the committee that the small number of exclusions, though higher than last academic year, were due to one-off incidents, though the number is very low compared to city-wide.		
	5.10	The Chief Executive and Principal said that if a decision is made to exclude a student, then support is offered, including transitioning to other local services.		
	5.11	The Chair asked if staff are prepared to deal with student behaviour and do staff engagement surveys pick up on student behaviour as a concern? The VPSE reassured members that training, including trauma informed development training is mandatory as part of the new staff start induction programme and that a recent visit to Middlesborough College was useful to share good practice on how to manage behaviour. The next staff engagement survey is planned for May 2025 so the results will be analysed and actioned accordingly.		
	5.12	▪ **Employability** – 35% of second year T Level students have already completed their full placement of 315 hours. 48% of Level 3 students have engaged in work placements to date.		
	5.13	▪ **Careers** – overall, 56% of the eligible student cohort have completed and submitted a UCAS application, though this		

		is lower than last academic year. The Chair asked if the lower interest was expected and what progression opportunities available to those students who do not apply to UCAS? The VPSE confirmed to the committee that the figure is as expected and that various progression opportunities are available within the college, as well as students taking up positive external destinations.		
	5.14	▪ **Enrichment** – as part of The Sheffield College Guarantee, 80% of students have completed enrichment activities to date.		
	5.15	ACTION: The VPSE agreed to share, with the Chair, further information on The Sheffield Guarantee initiative.	VPSE	11/06/25
	5.16	▪ **Student participation** – the quality survey for students on provision for young people and adult provision was completed during January 2025. The participation target of 85% was exceeded by 1pp, and the overall satisfaction target of 91% was achieved.		
	5.17	The Student's Union organised two campaigns in term two. One regarding deaf awareness and another regarding mental health and wellbeing.		
	5.18	The Chair asked about the deaf awareness campaign and how this came about? The Student Governor (GA) updated members on the specific campaign and that this had been well received and a request from the students.		
	5.19	▪ **Inclusion** – Predicted achievement rate for High Needs students was at 84% which is line with expectations.		
	5.20	Over 800 staff have participated in extensive training and development focusing on learning support.		
	5.21	The Chair asked for clarification on exam access arrangements entitlement. The VPSE informed the committee that exam access arrangements are supported and in place for eligible students and that the upcoming mock GCSE exams allow staff to ensure arrangements are in place as required. The VPSE also stated that attendance and retention is measured for students who receive access arrangements.		
	5.22	The committee noted the report, and the assurance provided.		

6		**Quality of teaching, learning, and assessment**		

	6.1	The Vice Principal for Quality and Standards (VPQS) presented the report and update to the committee. The main points covered within the report were: ▪ Term two update 2024/2025, including progress against the cross-college English and Maths Strategy, whole college quality development plan (QDP), learning from observations, learning visits, spotlights, complaints, and value-added data.		
	6.2	The VPQS highlighted the following points from the report, which the committee considered and discussed the assurance therein.		
	6.3	▪ **Key data from November exam series** – English – overall attendance was 92%, 2pp higher than the same exam in November 2023. 47% of young people achieved a grade 4+, 12pp above the national average of 35%. 33% of adults achieved a grade 4+, 1pp below the national average of 34%.		
	6.4	Maths – overall attendance was 93%, 3pp higher than the same exam in November 2023. 25% of young people achieved a grade 4+, 1pp above the national average of 24%. 47% of adults achieved a grade 4+, 13pp above the national average of 34%.		
	6.5	Priorities are in place to help secure better outcomes including lots of work with parents and carers.		
	6.6	The Staff Governor (PW) commented on the high attendance at the two exams, as well as the many revision sessions that were well attended.		
	6.7	Governor (JM) asked about how the changes to the recently announced English and Maths conditions of funding might affect future planning. The VPQS confirmed that from the 2025/2026 academic year, a requirement will be for all students to be offered 100 hours each of English and Maths teaching. In addition, the Department for Education is asking institutions to continue their best efforts to deliver extra teaching time for Maths, totalling 35 hours. The tolerance level for those students not meeting condition of funding is moving to 2.5%.		
	6.8	▪ **Whole College Quality Development Plan** – progress is being made against each theme and most actions within the plan. Governor (JM) said that the progress being made is very encouraging to read.		
	6.9	▪ **Observations and learning visits** – 89% of observations completed to date across all provision types, with		

	remaining observations all on track and to be completed within the timeframe set. All staff will have had a formal observation and received various walkthroughs. The Chair asked if teaching is improving overall? The VPQS confirmed yes, and that the intense support and training and development available to staff is really helping to ensure improvements to teaching are being made. The Staff Governor (PW) informed the committee that the impact of not grading observations is having a positive impact.			
6.10	▪ **External assurance** – the college organised for an Ofsted HMI to review the associated documents, process and reports for the internal spotlight process. In summary the feedback was positive, confirming the process is strong. The Chair asked for clarity around the impact of any staff shortages on the student experience and academy effectiveness. The VPQS stated that staff shortages are only impacting a few areas, specifically construction and digital where it is difficult to find effective staff.			
6.11	▪ **Complaints** – there has been a significant decrease year on year from term 2 in the number of formal complaints. All complaints were investigated compliantly, in line with the college Complaints Policy. The Chair asked who are complaints received from? The VPQS confirmed this varies and includes students, and their parents/carers.			
6.12	The committee <u>noted</u> the report, and the assurance provided.			
7	**Technical education and skills**			
7.1	The Deputy Principal (DP) presented the report covering the following: ▪ Term two update 2024/2025, including performance against KPIs and progress update against any agreed strategic priorities for 2024/2025.			
7.2	The DP highlighted the following points from the report, which the committee considered and discussed.			
7.3	▪ **FE technical education and skills in-year performance** – Retention for young people remains strong at 97% and continues to track above the 2024/2025 performance target. Overall attendance for young people stands at 82%. The Chair asked if there was any attendance pattern per college campus. The DP said to members that there is no massive difference, noting that attendance at the peaks campus is very positive. 2024/2025 quality survey for young people – student participation increased to 86%, exceeding the 85% target,			

	while overall satisfaction (91%) has improved from last academic year. Work is underway on introducing an exit/end of academic year student survey.		
7.4	▪ **The Sheffield Sixth Form** – current data indicates an 88% pass rate which is moving in the right direction.		
7.5	▪ **Adult skills in-year performance** – retention is high at 86%, exceeding the target of 95%. Adult attendance is at 81%, 1pp higher than target and continues to be a priority. 2024/2025 quality survey for adults – the participation rate target was not achieved with a focus to be on improving the minimum participation rate in the next survey round.		
7.6	▪ **SEND curriculum footprint** – review undertaken of the college SEND specialist curriculum and pathways for students not yet ready to study at level 1 or above. The college is working with Sheffield City Council to co-convene a City Taskforce to help bring providers together and model consistent approaches.		
7.7	The Chair asked about the success of the new 'Swap, Drop, and Succeed' initiative that is available to a student within the first 6-weeks of their study programme. The DP confirmed to the committee that the intention is that there is no student leavers and that students who are not on the right programme are identified early and enabled to stay on a alternate programme and achieve.		
7.8	Governor (JM) commented on the good work the college is undertaking across the city.		
7.9	The committee <u>noted</u> the report, and the assurance provided.		
8	**Higher education**		
8.1	The Executive Director of Strategy and Systems Improvement (EDSSI) presented the report and update, which covered the following areas for assurance and comment: ▪ A progress report on the development of the Access and Participation Plan (APP) 2026/2027 – 2029-2030 ▪ Term two update 2024/2025, including updates on progress against KPIs, on-programme survey data and actions. ▪ Regulatory updates and developments with partner universities.		
8.2	The EDSSI highlighted the following with regard to the report:		

	8.3	▪ **Access and Participation Plan 2025-2030** – the submission of a new plan, that is currently in development, is to be submitted to the Office for Students (OfS) by 31 July 2025. The EDSSI explained to members the process of how the APP will go through the approval process prior to submission and that the college is working with validating partners to support development of the plan.		
	8.4	▪ **Term 2 update on KPIs** – HE start year retention is currently holding at 99%. The end-year retention is predicted to be strong at 86%. The current APP monitors whether there are gaps in selected outcomes for specific groups of students identified in the current APP. These measures are under regular review and present no current risk to achievement.		
	8.5	▪ **Student voice** – the National Student Survey (NSS) was launched week commencing 27 January 2025, with the results available in summer 2025.		
	8.6	▪ **Internal quality survey** – the results of the survey show a positive survey participation rate of 93%, an 8pp increase on last academic year.		
	8.7	▪ **Quality development plan (QDP)** – the 2023/2024 QDP is validated by the college's Quality Team, with 9 actions in place.		
	8.8	▪ **Regulatory and partner update** – several positive engagement activities with stakeholders since the last TLQSE Committee meeting.		
	8.9	The committee noted the report, and the assurance provided.		
9		**Apprenticeships**		
	9.1	The Deputy Chief Executive (DCE), in the absence of the Vice Principal for Apprenticeships, presented the report, providing a term 2 update for 2024/2025, including: ▪ In-year performance 2024/2025 ▪ Apprentice voice survey results ▪ Quality development plan progress ▪ Strategic implications of the recent Government announcements on apprenticeships		
	9.2	Within the report, the DCE highlighted the following:		
	9.3	▪ **In-year performance 2024/2025** – overall achievement is 48%, with retention at 81%. Pass rate is encouraging at 99%, with attendance at 85% which is 2pp below target. Past expected end date is a key		

	focus for the Apprenticeships+ Team with progress being made but still more to do.		
9.4	▪ **Apprenticeship voice results** – the survey took place between 1st November 2024 and 13th December 2024. Participation rate was 86% which was 5pp above the previous cohort. Overall satisfaction was 96% which is encouraging.		
9.5	▪ **Quality development plan (QDP)** – 57 observations of teaching and learning have been undertaken, with a further 10 observations planned.		
9.6	Governor (JM) asked if engagement with employers is consistent. The DCE confirmed to the committee that partnership working with employers continues to develop and that an induction session is now carried out with each employer to ensure they are committed to the apprenticeship programme.		
9.7	The DCE informed the committee that the college had been highly commended at the recent Educate North Awards 2025. The college was highly commended in two categories: Innovation Award, and the Student Experience Award – Higher Education/Further Education Sector.		
9.8	▪ **Strategic implications** – adults on an apprenticeship will no longer be required to obtain an English and Maths qualification, allowing the college to enrol apprentices who do not have the relevant qualifications but are of a sufficient level to undertake a Level 2 or above apprenticeship.		
9.9	The Government will pass legislation to allow for a minimum duration of an apprenticeship to be reduced from 12 months to 8 months. Governor (JM) asked how this change will impact on staff? The Chief Executive and Principal informed the committee that how the change will impact is uncertain at this time but could result in more staff efficiency.		
9.10	The Chair asked if there is any uncertainty from employers to take on apprentices due to cost implications. The DCE said to members that this can be the case due to the current challenging environment.		
9.11	The committee noted the report, and the assurance provided.		

10	**Accountability statement update**		

	10.1	The EDSSI provided a verbal update and presented the latest position via the data dashboard on the progress against the accountability statement targets for term two of the plan.		
	10.2	The targets updated on were young people, English and Maths, special educational needs, early years, adult skills, apprenticeships, higher education, the Advanced Technology Centre, the Sustainable Construction Centre and teaching innovation and digital skills.		
	10.3	The Chair asked if any measures across the accountability statement were of a current concern. The EDSSI confirmed to the committee that the two main areas were apprenticeships and higher education.		
	10.4	The committed noted the updates, and the assurance provided.		
11		**Review of meeting and closing remarks**		
	11.1	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.		
	11.2	The revised governor committee report template was well received, with the inclusion of the strategic risks welcome and the next steps section clearer.		
12		**Date and time of next meeting**		
	12.1	The next meeting of the TLQSE Committee is scheduled for Wednesday 11 June 2025, 08:30-10:30 and will be held in the Boardroom at City Campus.		
	12.2	The meeting closed at 10:30.		