

## Loughborough College

### QUALITY OF TEACHING, LEARNING & ASSESSMENT COMMITTEE

Monday 25 February 2019 3pm  
Corporate Boardroom, Radmoor Road

**Present:**

Emma Compson	QTLA Chair
Jonathan Morgan	Vice-Chair
John Doherty	Chief Executive
Kay Herbert	Governor (Staff)
Jill Vincent	Governor

**In attendance:**

Sharon Townes	Vice-Principal (Curriculum, Quality & Learner Experience)
Ian Jones	Clerk to the Corporation
Lisa Whait	Assistant Clerk to the Corporation
Chris Cockerton	Head of Higher Education

The meeting started at 3.00pm

**1. Apologies for absence**

1.1 No apologies for absence were received. Jonathan Morgan would be arriving late.

1.2 Members asked that their congratulations be conveyed to Finlay Royle on winning the 2019 culinary title at the Major International and Craft Guild of Chefs Major Series. The Committee also asked that their best wishes be conveyed for a speedy recovery following Finn's recent illness.

**2. Declaration of interests**

2.1 The Chair reminded Members to declare their interests as and when necessary on the agenda. No declarations were made during the meeting.

**3. Minutes of previous meeting held 26 November 2018**

3.1 The minutes were agreed as a true and correct record and were duly signed by the Chair.

3.2 Referring to the action to bring strategies to future QTLA meetings, the VP (CQ&LE) tabled a draft working visual showing how the new strategies would align with the new framework. Types of provision had been separated out into four areas currently and curriculum priorities would be embedded into the types of provision and strategies to achieve impact and intent.

***RESOLVED [QTLA 01/19]***

**The Committee resolved to Approved the minutes of the meeting held 26 November 2018.**

4. **KPIs**

- 4.1 Members requested that the KPIs be reported more fully to the next meeting to include exceptions commentary.

*ACTION: Commentary to be provided on a by exception basis to explain any issues. (VP CQ&LE)*

**RESOLVED [QTLA 02/19]**

**The Committee requested KPIs be reported more fully to the next meeting of the QTLA, to include commentary.**

5. **Quality Review**

- 5.1 The Vice-Principal (Curriculum, Quality & Learner Experience) presented a report updating members on improvement activities under the quality assurance model.

- 5.2 The key TLA themes, stretch and challenge, English and maths and assessment for learning, continue to be developed. The new Ofsted Education Inspection Framework had been released for consultation with a focus on a 'broad and rich curriculum' and less emphasis on outcomes. In response to members' questions regarding how the college was responding, the VP (CQ&LE) advised that the college had reviewed the current curriculum delivery, how it prepares its learners for work, its enrichment programme and impact on destinations. Work was in progress to link the new framework with planning and narratives would be worked up to articulate the reason for running specific enrichment activities.

- 5.3 The QP (CQ&LE) highlighted

- The Quality Assurance Calendar has been set and learner progress reviews are now in their third year and continue to be embedded well.
- Thematic CDRs are currently taking place with a key area including the off-site sports provisions.
- Learning walks completed now use 'reviews' instead of observations in order for the emphasis to be on development and review.
- There are now two developmental reviews per academic year to review impact of classroom delivery.

- 5.4 Members discussed staff motivation and engagement in the process and how this was tested. The VP (CQ&LE) explained that each member has their own development plan which captures and records 1:1 dialogue before and after their review. Satisfaction is tested through a staff survey.

**RESOLVED [QTLA 03/19]**

**The Committee noted the report.**

6. **Safeguarding Report (Term 1)**

- 6.1 The Vice-Principal (Curriculum, Quality & Learner Experience) introduced the Safeguarding leads update report. Responding to members' questions, the VP advised that safeguarding disclosures were monitored against designated SEND categories. Referring to mental health in particular, the VP (CQ&LE) assured the committee that there were sufficient resources in place to respond where there was demand for support.
- 6.2 The Chief Executive commented that mandatory online staff training would be followed up to ensure 100% completion.

**RESOLVED [QTLA 04/19]**

**The Committee noted the update report.**

*Jonathan Morgan left the meeting at 3.50pm*

7. **Equality and Diversity Update Report (Term1)**

- 7.1 The Vice-Principal (Curriculum, Quality & Learner Experience) introduced her report updating the Committee on E&D actions.
- 7.2 The VP (CQ&LE) highlighted the indicators for in year progress predicting the closing of the achievement gap between those with no LDD needs and those with specific needs. The Committee observed the retention rates directly linked to improved achievement outcomes. On an aside Members suggested it might be helpful to know ESOL numbers, rather than % due to the low cohort numbers.

**RESOLVED [QTLA 05/19]**

**The Committee noted the report.**

8. **Academic Board Minutes**

- 8.1 *Redacted*
- 8.2 The Committee asked that their acknowledgement of the achievement in the HE Care provision be passed on to Matt Hobday and team. The Committee congratulated the college on its acceptance onto the OfS register of providers for HE without any additional conditions of entry.
- 8.3 In response to members' comments on a decline in HE applications, the Head of HE explained that there was a decline nationally alongside a decline in 18 year olds. He added that the figures had been masked due to a huge spike in applications the previous year. However students are leaving their decisions later, ignoring UCAS deadlines and with unconditional offers also being an issue, it was becoming increasingly difficult to predict recruitment numbers.

**RESOLVED [QTLA 06/19]**

**The Committee noted the report.**

9. **HE Update**

- 9.1 The Head of HE presented an update of progress on key areas against the HE QIP
- 9.2 Referring to the BRAG (blue red amber green) rating system the Head of HE explained that this was an intervention system identifying at risk learners by rating students on engagement, attendance and performance. The subsequent referral process enables academic support where needed and looks to reengage absent students. It was acknowledged that in rare cases where a student is absent with no engagement, the college has a duty to withdraw them from the programme.

**RESOLVED [QTLA 07/19]**

**The Committee noted the progress against the HE Quality Improvement Plan actions.**

10. **HE Unconditional Offer Making: Confidential**

10.1 *Redacted...*

*Ian Jones left the meeting at 4.30pm*

**RESOLVED [QTLA 08/19]**

**The Committee noted the report and agreed to receive further updates on discussions as appropriate.**

11. **Higher Education – Recruitment and Applications – Confidential**

11.1 The Head of HE presented a report providing an update on HE applications and recruitment trends.

11.2 *Redacted...*

11.3

**RESOLVED [QTLA 09/19]**

**The Committee noted the recruitment update report.**

12. **Employers Voice Report**

12.1 The Vice-Principal (Curriculum, Quality & Learner Experience) introduced a report by the Head of Employer Engagement and Sales updating the Committee on current employer voice activities and future plans.

12.2 As a result of a review of employer engagement activities, an action plan has been developed by the Head of Employer Engagement & Sales including initiatives to improve mechanisms to capture the employer voice. A successful employer network event had taken place and an apprenticeship levy breakfast surgery providing an opportunity for SMEs and larger to understand the levy process. The VP (CQ&LE) highlighted other new initiatives including the development of industry sector advisory skills panels, with sectors identified in line with LLEP priorities. It was noted that the Chief Executive attends Chamber, CBI and LET meetings.

- 12.3 The Committee acknowledged the increase to 78% in the Skills Funding Agency customer satisfaction survey and recognised the positive impact of the Head of Employer Engagement & Sales and team.

**RESOLVED [QTLA 10/19]**

**The Committee noted the update on employer voice activities.**

**13. Learner Voice Report Term 1**

- 13.1 The Vice-Principal (Curriculum, Quality & Learner Experience) updated the Committee on learner voice activities and outcomes for the first term and highlighting key areas:
- 13.2 Both FE and HE early findings surveys had showed increases in overall satisfaction. The E&D Manager is doing a lot of work with estates based on learner feedback and is ensuring contact with students so that they are aware what is achievable and feasible.

**RESOLVED [QTLA 11/19]**

**The Committee noted the report.**

**14. FE QIP Update – Confidential**

- 14.1 The Vice-Principal (Curriculum, Quality & Learner Experience) presented the College Quality Improvement Plan updates against action.
- 14.2 *Redacted...*

**RESOLVED [QTLA 12/19]**

**The Committee noted the report.**

**15. Apprenticeships Update Report**

- 15.1 The Vice-Principal (Curriculum, Quality & Learner Experience) introduced a progress report on commercial activity for apprenticeship delivery for both non-levy paying and levy paying employers.
- 15.2 Following the introduction of the Levy, the college has taken the opportunity to work with large levy paying employers, as well as continuing with its SME market. The DFE are now funding a non-levy allocation up to April '19, after which there will be a cap on that allocation. The Chief Executive explained that In terms of financial risk, the college is not heavily exposed this year. However, the college's re-forecast has indicated that it may exceed its non-levy allocation for 16-18's and will be slightly under for 19+. The college continues to closely track and monitor the non-levy allocations against projected re-forecast positions.
- 15.3 Members questioned whether there was any follow-up with those employers who don't take up the Levy. There was currently no follow-up however the VP (CQ&LE) considered that the CRM might be more effectively used.

*ACTION:* VP (CQ&LE) to look into using CRM more effectively to follow-up on employers not taking up the Levy.

**RESOLVED [QTLA 13/19]**

**The Committee noted the update on activities for Apprenticeship delivery.**

*Jill Vincent left the meeting at 4.45pm*

**16. Focus on Adult Education – confidential**

16.1 *Redacted ...*

**RESOLVED [QTLA 14/19]**

**The Committee noted the Report.**

**Date of Next meeting:** 3pm Monday 3<sup>rd</sup> June (Radmoor Centre Boardroom)

*The Meeting closed at 5.05pm*