



**TLQSE COMMITTEE
DRAFT MINUTES (18/11/2024)**

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| Date: | 16 October 2024 | Clerk to the Corporation Granville Road Sheffield, S2 2RL Tel: 0114 260 2620 Email anne-marie-holdsworth@sheffcol.ac.uk |
| Venue: | Boardroom, City Campus | |
| Present: | Kam Grewal-Joy (Substantive Vice-Chair and Chair to the Meeting) John Mothersole, governor Peter Brooks – from 8.40am Angela Foulkes (Chief Executive and Principal) Paul Senior (Health & Safety Link Governor) Phil Wymer, staff governor – until 9.50am Georgia Ashton, student governor Bee Yee Gan, co-opted member | |
| In attendance: | Anne-Marie Holdsworth, Director of Governance (Clerk) Dave Trounce (Deputy Principal) Mark Pearson, Executive Director Strategy and Systems Improvement (ED SSI) Daniele Palacios (Vice Principal of Apprenticeships), from 9.45 to 10.05am Petra Williams (Vice Principal of Quality and Standards) James Smythe (Vice Principal of Student Experience), until 9.05am; rejoined at 9.40am Andrew Hartley (Deputy Chief Executive) Sallyann Turner (Vice Principal Curriculum – Adult) Matthew Goodlad (Vice Principal Curriculum – Young People) | |

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| 24/3/1 | Welcome, introduction, and apologies | | |
| 1.1 | The meeting started at 8.30am and was quorate. Apologies were received from Meredith Dixon-Teasdale and Sol Miah. | | |
| 1.2 | The Chair welcomed Georgia Ashton, student governor, to her first meeting and noted that, whilst absent, Meredith Dixon-Teasdale was joining the committee as a new governor. 2024202420 | | |
| 1.3 | The Chair advised that the order of business was as stated, and timing of the meeting as planned. All papers had been circulated 7 days in advance on the board portal. | | |
| 24/3/2 | Declarations of interest | | |

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| 2.1 | The committee <u>noted</u> the standing interests of staff and student governors and the Chief Executive and Principal (CEP). There were no new declarations of interest and there were no conflicts of interest requiring action by the Chair. | | |
| 24/3/3 | Consent Agenda Items | | |
| 3.1 | <p>The following items were board business not requiring a decision and which formed part of the Consent Agenda; however, members were asked if they wished to discuss any aspects before a proposal/approval to resolve the items as presented was sought:</p> <p>a) Minutes of the last meetings</p> <ul style="list-style-type: none"> – Members to confirm the minutes of the meeting held on Wednesday 12 June 2024. <p>b) Matters arising and action record</p> <ul style="list-style-type: none"> – Members to <u>consider</u> any matters arising and updated action items not included on the agenda and <u>approve</u> removal of completed items. | | |
| 3.2 | The Committee <u>noted</u> and <u>approved</u> all items as appropriate. They commented that they would like to see accountability statement measures as standard in the board pack for the future and would also like to incorporate a closer focus on the sixth form. It was agreed that the later would be accommodated through one of the engagement sessions to be confirmed. | | |
| 3.3 | <p>Action:</p> <ul style="list-style-type: none"> • Include accountability statement measures as standard for future meetings. • Ensure one of the engagement sessions for 24/25 has a focus on the sixth form. | EDSSI DG | 4/12/24 ASAP |
| 24/3/4 | Student Experience update | | |
| 4.1 | <p>The Vice Principal Student Experience (VPSE) presented the Student Experience update. The VPSE's report covered the following:</p> <ul style="list-style-type: none"> • Student Experience Annual Report 2023/2024, including Safeguarding Annual Report to GB • Start of year update – by exception • Policy Review – Safeguarding Policy annual update <p>The VPSE drew the committee's attention to the annual report in that the information therein had largely been covered at previous meetings. In terms of the update, the college was in a strong position regarding safeguarding, and whilst there had been an increase in</p> | | |

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| <p>4.2</p> | <p>disclosures, there had also been improvements in early interventions. Work was continuing to embed the city-wide safeguarding work. Amendments to the Safeguarding Policy included statutory updates and a stronger reference to the link governor.</p> <p>The committee considered the report and discussed the assurance therein. The main points discussed were as follows,</p> <ul style="list-style-type: none"> - City-wide safeguarding transition process, the Chair commented that a common point of vulnerability for any organisation in terms of safeguarding was transition and asked for further detail regarding college transition processes. The VPSE explained that the new city-wide transition processes and safeguarding toolkit, currently embedding, had been introduced to help deal with this issue. GDPR agreements and privacy statements were in place to allow relevant information to be exchanged in a more timely and easier manner. - Bloom Provision, did this new provision bring greater vulnerability from a student perspective? The VPSE said that the new safeguarding role within the college specifically covered the Bloom provision. - Safeguarding Policy 2024/2025, how would the college assess staff confidence to deal with the policy? The VPSE said that this was addressed through ongoing training which was tailored at different levels according to need. Additionally, experts were always available to consult and to advise where needed. The Chair checked that safeguarding was covered by governance in terms of the link governor role and was assured that MA was in position until December 2024. Thereafter, with movement across other key roles it may be that another governor would be required to take on this responsibility. The TLQSE committee endorsed KG-J for the role with recommendation to be made to SRG if appropriate, noting that KG-J would wish to stand down as Vice Chair if she assumed the responsibility of link governor. | | |
| <p>4.3</p> | <p>The committee <u>received</u> the report and <u>approved</u> the Safeguarding Policy 2024/2025.</p> | | |
| <p>4.4</p> | <p>Action:</p> <ul style="list-style-type: none"> • Amend typo in Safeguarding Policy to read 2024 instead of 2023 • Recommendation of KG-J as future Safeguarding & SEND link governor to be raised with SRG through succession planning discussion at meeting of 6 November 2024 | <p>VPSE DG</p> | <p>ASAP 6.11.2024</p> |
| <p>24/3/5</p> | <p>Quality of Teaching, Learning, and Assessment</p> | | |

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| <p>5.1</p> <p>5.2</p> <p>5.3</p> | <p>The Vice Principal Quality & Standards (VPQS) presented the report and update to the committee. The main points covered within the report were:</p> <ul style="list-style-type: none"> • Draft College Self-Assessment Report 2023/2024 • Maths and English Plan and cross-college strategy (for review and approval) • QTLA Policy and Plan 2024/2025 (annual review) • Complaints Annual Report 2023/2024 and policy update • Key Performance Indicators and targets 2024/2025 <p>The VPQS highlighted the following in relation to her update. In section 1, responding to feedback, the report was more concise. Proposed grades across all areas were at least Good. The whole college SAR would go through a self-evaluation process before being presented to the committee in December. Section 2 covered the English and Maths plan, with an outline of actions over the next few years, but also providing information regarding improvements which have been made.</p> <p>The committee <u>received</u> the report and discussed the assurance therein. The main points covered were as follows:</p> <ul style="list-style-type: none"> – Ofsted, had there been a change to inspection and the language used? The VPQS confirmed that the college were working to the EIF of last year and the DP said that it was expected that inspection would in future follow the changes Ofsted had made with school inspections but that these had not been implemented for colleges yet. – Maths and English strategy, the committee asked about in-year progress monitoring. The VPQS assured the committee that the common assessment process in place would monitor progress and provide checks as to whether students were on track towards achievement goals. – Attendance and attainment, the committee sought to understand the link between attainment and attendance and how many learners did not attend and, therefore, did not achieve. The VPQS said that there was strong indication that those who did not attend did not achieve but that college progress monitoring could be improved and this, in turn, would help inform the support and intervention required to help students' achievement. The committee also asked about the specific level of challenge in getting students to classes as they felt the data they had did not show this. They sought to understand how attendance was reflected in the final grade from the predicted grade. The VPQS said that progress data was an area of focus for further development and would be reported at future meetings. | | |
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| 5.4 | <ul style="list-style-type: none"> – Resits, how did the college determine which students would sit resits and when? The VPQS said that prior attainment data was used, and those students identified for fast-track to November resits would work closely with tutors to support. <p>The committee <u>noted</u> the report, and the assurance provided. The committee <u>approved</u> the key performance indicators and targets for 2024/2025. The committee <u>approved</u> the QTLA Policy and Plan 2024/2025.</p> | | |
| | <p><u>ACTION</u></p> <ul style="list-style-type: none"> • Include progress data in reporting for TLQSE committee to improve governor understanding of student starting points to final achievement. | DP/ VPQS | ASAP |
| 24/3/6 | Technical Education & Skills | | |
| 6.1 | <p>The Deputy Principal (DP) presented the report covering the following:</p> <ul style="list-style-type: none"> • FE Outcomes 2023/2024, including analysis by priority group and protected characteristics • Key Performance Indicators and targets 2024/2025 <p>The DP highlighted the following information:</p> <ul style="list-style-type: none"> – Overall achievement rates for all ages had been maintained at 87% which was 3pp above the national rate and was in the top 30% of colleges nationally – the positive news that achievement outcomes for young people had improved for a third successive year and were 9pp higher when compared to 2022/2023. Achievement rates for young people were now 3pp above the national rate – Maths and English had seen incremental improvement – curriculum planning and quality improvement actions by leaders and managers had and would continue to prioritise further improvements in the Sixth Form, maths and English and the level of progress that students make on programmes for young people. – changes to the structure of leadership and management and the removal of agency staff and weak teaching links would continue to bring improvement in quality. | | |
| 6.2 | <p>The committee considered the report and the main points of the discussion were as follows:</p> | | |

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| 6.3 | <p>The committee <u>noted</u> the report, and the assurance provided. The committee <u>approved</u> the KPI measures for 2024/2025. (Appendix D1, D2 and D3)</p> <ul style="list-style-type: none"> – Adult academy achievement rates, the committee were concerned about the large discrepancies in rates and asked if these were the result of systemic issues. The DP explained that the differences related to online provisions which had not been managed as proficiently as needed; there were too many students not finishing online courses. In future, the DP said that he would prefer a hybrid model to teaching with some online but some in-person sessions to retain closer oversight and contact. The committee also asked why this had arisen. The DP confirmed that leadership and management issues had been addressed with new leadership and management now in place. The committee accepted this assurance. – Sixth Form, the committee felt it was hard to compare TSC sixth form achievement with other sixth forms in the city but said that they would like to better understand the demographic of students at the college and whether they were studying pure A Level courses or blended courses. – Successes, the committee acknowledged the improving trends in Building Technologies, Engineering and Professional Studies but asked that data reporting was modified to highlight successes more and so that they did not get lost in the overall data. – TLQSE KPI targets proposed, the committee reflected on the proposed targets which were all 90%+ and whether it was realistic for the future to hit 100%. The DP said that what was important was to remain at a consistently high level of performance and to remain ahead of national averages which had been rising. – Attendance, the committee asked whether the new technology for measuring attendance had been introduced. The DP confirmed that this was called the TAP Register system and that it had been implemented. | | |
| | <p><u>ACTION</u></p> <ul style="list-style-type: none"> • More Indepth reporting in relation to the Sixth Form to be provided at future meetings. • Ensure that workplans include approval for target setting so that this is reflected in agendas | DP DG/Exec Team | Ongoing ASAP |
| 24/3/7 | Higher Education | | |
| 7.1 | The Executive Director of Strategy and Systems Improvement (EDSSI) presented the report and update, which covered the following areas for assurance and comment: | | |

- Outcomes 2023/2024
- College Self-Evaluation document 2023/2024 including 2023/2024 data for performance against Access and Participation Plan, NSS results and Student Voice surveys, Destination survey results, and External examiner reports and feedback
- UC Sheffield 'Journey to TEF Gold Plan' and progress update
- Regulatory updates (including timing for OfS Submissions 2024/2025)

And the following items for approval:

- Key Performance Indicators and targets 2024/2025
- Student Protection Plan
- HE Academic Appeals Policy

The EDSSI highlighted the following with regard to the report:

- **UC Sheffield**, this was the conclusion of UC Sheffield's first year and the EDSSI felt that the strong performance of the new team should be recognised.
- **KP Performance Outcomes 2023/2024**, table 1 illustrated the 2023/2024 academic year to comparator years, showing that performance had improved from previous years but was not to target. However, it was good to see that in terms of the OfS minimum thresholds, the college was above these as falling below them potentially could result in intervention from the OfS.
- **Self-evaluation**, whilst still in draft, a summary of the report offered assurance that the college reflected expectations of the UK Quality Code for Higher Education and continued to satisfy the OfS conditions of registration. Three things of note were; one, that the access and participation plan looked at gaps which are due to be reviewed in summer; two, that in Table 2 whilst the gaps were continuing to narrow, they could be expected to be lower still; and three, that the National Student Survey published in July, showed 7 improvements from the previous year. To celebrate, was the improvement of 13% for 'Organisation and Management' in respect of the improved support students noted. Further, to note, the external examiner reports had been positive.
- **UC Sheffield Plan**, the three areas of strategic focus highlighted were Quality & Student Experience; Sustainable Growth; and Curriculum Development – Progression Pathways.
- **Student Protection Plan**, this set out what students could expect to happen should a course, campus, or institution

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| 7.2 | <p>close and all HE providers registered with the OfS must have one.</p> <ul style="list-style-type: none"> – HE Appeals Policy, this had been updated to include reference to partner appeals policies. <p>The committee considered the Higher Education report. The main issues discussed were as follows:</p> <ul style="list-style-type: none"> – Performance, committee members sought to understand that whilst HE performance was improving, it was below target and, therefore, had the college been over-ambitious or had something happened to affect achievement. The EDSSI confirmed that there had been some things which had knocked HE off target. – Retention and Start Rates, the committee noted that these were both good. – Proportion of Higher Grades, the committee noted the decline in higher grades for Foundation Degrees and HNC/D qualifications but were assured that the teaching, learning and assessment issues relating to these had now been resolved. – Appeals, the committee asked if the frequency of appeals had increased as a result of AI. The EDSSI said that this was not an issue and the college had a broader college policy to tackle AI issues, with staff trained to look for patterns and to deal with any emerging matters. | | |
| 7.3 | <p>Members <u>received</u> the report and noted the assurance given. The committee <u>approved</u> the updated Student Protection Plan; HE Appeals Policy; and the 2024/2025 UC Sheffield KPIs.</p> | | |
| 24/3/8 | Apprenticeships | | |
| 8.1 | <p>The VPApps joined the meeting at 9.45am. The Vice Principal Apprenticeships (VPApps) presented the report and update, covering the following areas:</p> <ul style="list-style-type: none"> • Outcomes 2023/2024 • In-year update 2024/2025 • Key Performance Indicators and targets 2024/2025 <p>Within the report, the VPApps highlighted the following:</p> <ul style="list-style-type: none"> – Apprenticeship Performance 2023/2024, overall achievement was projected to be 66% which was 4pp above last year’s outcome and in line with the target. The VPApps said that this positive result was testament to the action plan which had been in place to ensure delivery. | | |

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| <p>8.2</p> <p>8.3</p> | <ul style="list-style-type: none"> – Pass Rate on Standards, Pass rates on End Point Assessment (EPA) remained high for 2023/2024 with 98% passing, which was 1% above the KPI target. – Enrolment, e-sign up had worked well and had streamlined operations and time. The work on new technologies had also resulted in 100% attendance on old learning models. – Apprentices Past Planned End Date (PPED), whilst the accountability framework remained RAG rated as green and well within the tolerance, the number of PPED apprentices was still higher than desired and actions to reduce the number continued to be a high priority. Actions that were being taken included involving the employer more closely with supporting apprentices to complete but also in making a decision as to whether to withdraw them. <p>Members considered the report, and the main points of discussion were as follows:</p> <ul style="list-style-type: none"> – End Point Assessments (EPA), committee members sought to understand whether the issue regarding these was solely in relation to the capacity to carry them out. The VPApps said that this was in part the case. – Post EPA, members also enquired as to progression for apprentices once they had completed their EPA. The VPApps explained that the time after the EPA was employer led as the employer was still employing the apprentice. <p>The committee <u>received</u> the report for assurance. The committee <u>approved</u> the apprenticeship KPI targets 2024/2025.</p> <p>The VPApps left the meeting at 10.05am.</p> | | |
| <p>24/3/9</p> | <p>Accountability Statements</p> | | |
| <p>9.1</p> <p>9.2</p> | <p>The EDSSI presented the verbal discussion item to consider the Term 1 update and dashboard reporting. The EDSSI showed the committee two PowerPoint slides, the first being '2024/2025 Accountability Statement Target – Published' and the second being '2024/2025 Accountability Statement Target – Dashboard Tiles/Measures'. The latter of the slides, it was proposed, would feed into the TLQSE committee to give assurance.</p> <p>The committee <u>noted</u> the statements and confirmed that they were content to receive updates as proposed, with these being brought back to the next meeting in November.</p> | | |
| <p>24/3/10</p> | <p>Learner Recruitment Update 2024/2025</p> | | |

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| <p>10.1</p> <p>10.2</p> <p>10.3</p> | <p>The DCE (AH) presented the report covering progress towards recruitment targets for ESFA and ASF funding streams, commenting that the core position regarding learner recruitment was strong and ahead of allocation. Adult Skills Fund enrolments were in line with profile, whilst HE recruitment continued to be more challenging.</p> <p>The committee considered the report, and the main consideration was about the quality of the HE experience offered if numbers were declining. There followed a discussion regarding changing markets and where the college should position itself in the future, although it was acknowledged that UC Sheffield had a vital role to play in serving the community whilst ever the delivery of courses may be adjusted to better serve changing needs.</p> <p>The committee <u>received</u> the report and were <u>assured</u> that the college was on track to achieve relevant recruitment targets.</p> | | |
| <p>24/3/11</p> | <p>Review of meeting and closing remarks</p> <p>The CEP informed the committee that there was one AOB and said that the college was in scope for inspection regarding initial teacher education. There would be an update from the CEP on this to follow.</p> <p>The acting Chair thanked the Executive Team for their excellent work and contributions and asked the student governor to comment regarding the impact of the matters discussed at the meeting on students. GA commented specifically regarding student progress and celebration of this, saying that it would be good to celebrate progress from initial grades to end grades in class and place greater emphasis on this along with final achievement grades.</p> <p>A committee member commented that they felt that the meeting had been well chaired and showed an appropriate scrutiny of data, with which the rest of the committee concurred.</p> <p>A recommendation was to think about how the successes of the college could be celebrated/recognised more widely across the city and within the city's schools.</p> | | |
| <p>24/3/12</p> | <p>Date and time of next meeting</p> <p>Wednesday 4 December 2024, 08.30-10.30 - the New Boardroom, City Campus</p> <p>Wednesday 5 March 2025, 08.30-10.30 - the New Boardroom, City Campus</p> | | |

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| | <p>Wednesday 11 June 2025, 08.30-10.30 - the New Boardroom, City Campus</p> <p>The meeting closed at 10.50am</p> | | |
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