	TEACHING, LEARNING, QUALITY & STUDENT EXPERIENCE COMMITTEE APPROVED MINUTES	
Date:	**04 December 2024**	Clerk to the Corporation Granville Road Sheffield, S2 2RL Tel: 0114 260 3399 Email: jean.tracy@sheffcol.ac.uk
Venue:	**Boardroom, City Campus**	
Present:	Kam Grewal-Joy (Substantive Vice-Chair and Chair to the Meeting) John Mothersole, Governor Peter Brooks Angela Foulkes CBE (Chief Executive and Principal) Sol Miah, Governor Paul Senior (Health & Safety Link Governor) Phil Wymer, Staff Governor Georgia Ashton, Student Governor Bee Yee Gan, Co-opted Committee Member	
In attendance:	Dave Trounce (Deputy Principal) Mark Pearson, Executive Director Strategy and Systems Improvement (ED SSI) Daniele Palacios (Vice Principal of Apprenticeships) Petra Williams (Vice Principal of Quality and Standards) James Smythe (Vice Principal of Student Experience) Andrew Hartley (Deputy Chief Executive) Sallyann Turner (Vice Principal Curriculum – Adult) Matthew Goodlad (Vice Principal Curriculum – Young People) Jean Tracy (interim Director of Governance and Clerk)	

		Action	
		by whom	**by when**
24/4/1	**Welcome, introduction, and apologies**		
1.1	The meeting started at 8.30am and was quorate. Apologies were received from Paul Senior.		
1.2	The Chair welcomed Meredith Dixon-Teasdale, Governor, to her first Committee meeting and introductions were made by all present.		
24/4/2	**Declarations of interest**		
2.1	The Committee <u>noted</u> the standing interests of staff and student governors and the Chief Executive and Principal (CEP). A new declaration of interest was noted for Meredith Dixon-Teasdale in relation to student experience items and that this would be included as a standing agenda item for future meetings.		

2.2	There were no new declarations of interest and there were no conflicts of interest requiring action by the Chair.		
24/4/3&4	**Consent Agenda Items**		
	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:		
3.1	**a) Minutes of the last meetings** − The minutes of the TQLSE Committee held on Wednesday 16 October 2024 were approved as a true and correct record.		
4.1	**b) Matters arising and action record** − The Deputy Principal provided an update on those items included in the action tracker which were flagged as being behind schedule – the in-depth reporting in relation to the Sixth Form and the dashboard - it being noted that both were now on track. − Having considered the matters arising and the updates on the action, the Committee approved removal of completed items.		
24/4/5	**Student Experience update**		
5.1	The Vice Principal Student Experience (VPSE) presented the Student Experience update. The VPSE's report covered the following: • Student Experience Assurance • Key Performance Indicators (KPIs)		
5.2	The VPSE drew the Committee's attention to the increase in the number of disclosures, this being expected as the number of students had increased. The safeguarding transition work undertaken to date had been positive and had enabled early action/intervention. Mental health and wellbeing had been a focus of three college events and in the Safeguarding Awareness Week		
5.3	In answer to a question from a member of the Committee as to whether a counselling service should be developed, the VPSE explained the current systems which allowed for counselling to be provided and thus his view was that a separate service was not required. Work was continuing to ensure that the new College Assistance Programme was and how to access it, was more widely known in the College.		
5.4	In answer to a question from the Chair of the Committee on the investment required in setting up the College Assistance Programme, the VPSE informed the Committee that whilst there had been a financial cost, the biggest investment had been in terms of work to		

	embed the Programme and to ensure that staff and students were reminded of its existence.		
5.5	The VPSE confirmed that the emerging themes in relation to disclosures continued to be those relating to mental health and wellbeing and abuse. It was <u>agreed</u> that future reports on LADO referrals would be included in the People Report to FEGP.	EDP (FEGP)	05/03/25
5.6	The Chief Executive and Principal also reminded the Committee that her to the Governing Body would also cover the scale of mental health support needed within the College. The VPSE also confirmed that contact with and support from the schools and other relevant bodies/organisations was strong, and that this contact enabled the College to identify its future needs relating to safeguarding.		
5.7	In answer to a question from a Committee member, the VPSE provided information on the ways in which the impact of safeguarding training was assessed and which included discussions with staff to ensure their confidence in safeguarding, and at team meetings.		
5.8	The VPSE confirmed that work-related activity was on track, with the focus this term being on preparation work. The Chief Executive and Principal reminded the Committee that whilst headline data was provided to the Committee, the full details were considered internally.		
5.9	Following the discussions as above, the Committee <u>received</u> the Student Experience Report and noted the assurances provided. The Chair of the Committee thanked the VPSS for the work done in the preparation of the report.		
24/3/6	**Quality of Teaching, Learning, and Assessment**		
6.1	The Vice Principal Quality & Standards (VPQS) presented the Term 1 Update 2024/2025 report to the Committee. The main points covered within the report were: • Whole College Self-Assessment Report (SAR) and Quality Development Plan (QDP) • English and maths Blueprint 2024/2027 • Teaching, Learning and Assessment Development Plan Progress • Complaints		
6.2	The Committee considered the update on English and maths on the improvements against the Blueprint priorities for Year 1 in relation to curriculum development, teaching, learning and assessment, and partnership and innovation.		

6.3	The VPQS highlighted the improvement in outcomes and the strong attendance at the recent resit examinations.			
6.4	In response to a question from a Committee member, a discussion took place on whether information should be included on the reasons for the change in the attendance statistics in order to show Governors that systems were in place which were supporting improvements. The CEP reminded Committee members of the College dashboard which was in development and which would provide information on analysis. It was <u>agreed</u> that a review would take place once the dashboard was in place.	TLQSE	05/03/25
6.5	The Acting Chair of the Committee requested that value added data be included in future reports.	VPQS	05/03/25
6.6	In relation to Teaching, Learning and Assessment, the VPQS informed the Committee that a presentation had been made to the AoC Conference in November 2024 on the College's approach to the 12-week teacher development programme, this being in relation to the sharing of best practice.		
6.7	The Committee was informed that the schedule of observations and spotlights was on track, with areas of higher risk having been completed earlier in the cycle. The Committee noted the update on digital and AI initiatives which were intended to support innovation, staff development and the student experience.		
6.8	In relation to the areas identified as requiring supported intervention, the VPQS confirmed that these related to specific programmes and were not for the relevant curriculum area as a whole.		
6.9	The report on the SAR 2023/24 and QDP provided the Committee with information on the College's approach to the SAR 2023/2024, including the focus on clearer evaluative judgements that were supported by evidence and/or impact statements, and information on the themes for improvement included in the QDP. The proposed draft grades in the SAR were noted by the Committee.		
6.10	It was agreed that the SAR provided detailed information, evidenced pride in terms of the work of the College, that the areas of celebration and further development were clear, and that the latter matched with the QDP. The Chair of the Governing Body would recommend that all Board members read the SAR and QDP.	Chair	9/12/24
6.11	The Committee <u>received</u> the report, and the assurance provided re the progress made against the Maths and English Blueprint, <u>noted</u> the summary information on the College's performance and monitoring of Teaching, Learning and Assessment, and <u>received</u> assurance provided in the complaints term one overview.		

6.12	The Committee <u>approved</u> the whole College SAR and the QDP for 2024/2025.		
24/3/7	**Technical Education & Skills**		
7.1	The Deputy Principal (DP) presented the report covering the following: • Overview of FE Technical Education and Skills Student Performance Outcomes 2023/2024 • Scorecard update P2 2024/2024 • Progress against curriculum strategic priorities for FE Technical Education and Skills		
7.2	It was noted that the outcomes were as reported to the previous TLQSE Committee meeting.		
7.3	In relation to the Scorecard update, the DP highlighted the information provided on retention, interventions and the student survey and that at this point there were no causes for concern.		
7.4	The measures put in place to bring about improvements in the Sixth Form were showing impact, with early signs of an improvement in retention. The Committee was informed that as part of supported intervention, teaching observations in this area had been completed, and action had been taken to address weak agency teaching. Further detail on the focus of the support and intervention were included in the report.		
7.5	The DP then covered the Progress against curriculum strategic priorities for FE Technical Education and Skills. The Committee was informed of the curriculum, quality and assessment review which had been initiated by the new government; the pause in qualification review causing some concern in the College in terms of planning. Information also covered T levels, the curriculum review in the College and the review of adult education. The DP informed the Committee that he felt confident that the necessary reviews, monitoring, etc. were in place.		
7.6	The DP reminded the Committee that updates would be provided to Governors through this report.		
7.7	In answer to a question from a member of the Committee, the DP provided information on the ways in which the College encouraged someone from the 16-18 age group on the value of education and training, it being noted that this was an issue across the city, not just for the College. The College looked to address this issue by an aspirational approach based on the curriculum offer, the College's approach as professionals, by highlighting the opportunities available,		

	by providing a curriculum that builds confidence and belief and exposure to case studies.			
7.8	The Committee noted the report, and the assurance provided.			
24/3/8	**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: • Performance Update – KPI Outcomes 2023/2024 and Term 1 Update 2024/2025 • Final HE College Self-Evaluation Document (SED) and Quality Development Plan (QDP) for 2023/2024 • Scorecard 2024/2025 Update – Internal Survey • Quality Development Plan (QDP) 2024/2025 Update • Regulatory and Stakeholder Update • Policy Review			
8.2	The EDSSI informed the Committee that there were no issues in relation to performance and KPIs. Following consideration by the Committee at its last meeting, the SED had been through internal validation by the College's Quality Team and had also been considered at HE Academic Board; no substantive changes had been made to the document since that time.			
8.3	The Committee noted the information provided on the Scorecard which included the positive results in terms of current retention, the outcomes of the induction survey and the overall satisfaction rates, and on the work with external partners.			
8.4	A member of the Committee asked how the overall results re student satisfaction, etc. were used in marketing to increase HE numbers. It was agreed that the remaining engagement session would include a deep dive in this area.	EDSSI/ IDG	19/03/25
8.5	In terms of the policies being brought for approval, the EDSSI confirmed that these had been through the relevant internal processes and that they were standard modern policies.			
8.6	Members received the report and noted the assurance given.			
8.7	The Committee approved: • the final 2023/2024 Self Evaluation Document • the HE Recognition of Prior Learning Policy • the HE Assessment Extenuating Circumstances and Support Guidelines, Policy and Procedure			

24/4/9	**Accountability Statement**		
9.1	The EDSSI presented the report which was intended to give assurance to the Committee that good progress was being made and that the College was on track to achieve its accountability targets.		
9.2	In answer to a question from members of the Committee, the EDSSI confirmed that the number of learning aims was not the same as the number of students, and that this this figure was roughly the same each year. The EDSSI also confirmed that whilst no increase in the number of T level enrolments was expected, the College offered lower-level programmes to which students could enrol, with the potential then for progression to a higher level.		
9.3	Following a discussion, it was <u>agreed</u> that future reports would be amended to include distinct reporting on Bloom.	EDSSI	05/03/25
24/4/10	**Apprenticeships**		
10.1	The Vice Principal Apprenticeship (VPApps) presented the report and update, covering the following areas: • Achievement Outcomes 2023/2024 • In-year update 2024/2025 • Apprenticeship Quality Development Plan (QDP) Update		
10.2	The Committee noted the increase in the overall achievement percentage points for 2023/2024 outcomes, this having met the agreed target, the increase in End Point Assessment (EPA) pass rates and the improvements, following interventions, in Team Leading, Business and Customer Services.		
10.3	The Committee noted the information provided in relation to in-year performance for 2024/2025 and was informed that since the report had been produced, the number of apprentices in learning but past their planned end date had gone down by a further 12.		
10.4	Information on the expected impact and update on the three main themes of the Apprenticeship QDP was noted by the Committee.		
10.5	The College was asked for, and provided, information on the reasons for the large increase in achievement rates from 2022/2023 to 2023/2024. These included the impact of interventions and the excellent partnership with the teaching hospital.		
10.6	The Committee <u>received</u> the report for assurance.		

24/4/11	**Review of meeting and closing remarks**		
11.1	The acting Chair thanked the Executive Team for their excellent work and for the detailed information which had been provided in the reports.		
11.2	The Committee commented on the positive impact on students of the work being carried out; that the information being provided to the Committee was very relevant to what the College was about; and that the reports were showing progress, rather than just the state of play at a particular point.		
11.3	The Acting Chair noted that the SAR had highlighted the level of challenge for the city and the College's key role in meeting these demands. Partnership work was noted to be very strong and the work of the Executive Team was appreciated.		
11.4	The feedback to the Governing Body would cover the SAR review of discussions, that there was an understanding in the Executive Team of their own individual impact and of the Team as a whole. The access to support for mental health, etc. and the need to ensure that students were aware of this support and how it could be accessed would also be covered in the feedback.		
11.5	The Acting Chair thanked everyone for their hard work and contributions.		
24/4/12	**Date and time of next meetings** Wednesday 5 March 2025, 08.30-10.30 - the New Boardroom, City Campus Wednesday 11 June 2025, 08.30-10.30 - the New Boardroom, City Campus The meeting closed at 10.30am		