

MINUTES

- PRESENT:** Jean Cook (Chair)
Gordon Smith
Caireen Mitchell (P&CEO)
Christina Gassons
Mingyuan Ma
Charlene Roberts
- IN ATTENDANCE:** Andy Smith (DCE)
Ann Monaghan (VPCQ)
- CLERK:** Fiona George
- APOLOGIES:** Nigel Dias
Tom Hesmondhalgh
- QUORUM:** The meeting was quorate
- TIMING:** 6pm to 7.45pm

1.	<p>Apologies for absence Apologies were received from Nigel Dias and Tom Hesmondhalgh.</p>
2.	<p>Declaration of interest Members are invited to declare any interest in any item(s) in the agenda</p> <p>There were no declarations of interest.</p>
3.	<p>Minutes of the meeting held on 6 March 2018 The minutes of the meeting held on 6th March have not yet been received but will be available in the next few days to go to the Governing Body meeting on 10th July.</p>
4.	<p>Matters arising from the minutes not already on the agenda</p> <p><i>Terms of Reference</i> It was agreed to make the following changes to the Terms of Reference:</p> <p>Item 10 to read: To receive regular reports on learner data to include learners' progress and progression.</p> <p>Heading of section above item 15 to read "Learner Voice, student experience and stakeholder feedback"</p> <p>Item 15 to read: Monitor student satisfaction with the overall college experience, including reports on student experience and stakeholder feedback.</p> <p>Item 17 should read termly reports not annual reports.</p>

	<p>It was noted the ToRs may be updated further after the merger</p> <p>ACTION: The Terms of Reference were amended and the Committee agreed to present the ToR to the Board for approval.</p>
5.	<p>College Summer Quality and Performance update</p> <p>a) Summer Term Position Statement of Teaching, Learning and Assessment and Personal Development, Behaviour and Welfare. The paper was circulated prior to the meeting and taken as read. The report evaluates the student experience for the FE provision in the summer term. The VPCQ informed governors the papers for item 5 are linked and should be read in conjunction with each other.</p> <p>Governors asked whether the main findings summarised in the Ofsted letter were included in the report and the VPCQ responded that the areas of improvement in the report are the areas for improvement identified in the Ofsted inspection letter and the text throughout has been cross referenced.</p> <p>Governors welcomed the report as providing detailed and evaluative summaries of in year progress against the QIP and asked if the stronger provision could be highlighted within the report and also areas of concern. . The VPCQ responded that within the report there are references to the stronger course/programme areas (i.e. access, science, hair and beauty etc.) and that this report was an in-year position statement rather than outcomes. It was noted that the final report (i.e. the SAR) does have a detailed section on Outcomes but that this could be drawn out more in future in year Position Statements and, in particular, KPI and NTI updates. The VPCQ also reminded governors that the QIP did provide the more quantitative updates to be read alongside the more detailed Position Statements.</p> <p>There was a discussion regarding how judgements on the quality of the learning experience are gathered and the role of graded lesson observations. The VPCQ agreed that the debate about graded lesson observations is always a ‘live’ one and regularly considered but that at the moment they were seen as an important indicator alongside the more ongoing and qualitative feedback (for example, learning walks and student feedback) and are always correlated and considered alongside emerging and final outcomes.</p> <p>A key priority is to improve attendance further; the correlation between attendance and graded OTL was very significant across all types of provision. The P&CEO commented there is a need to think about how to invest in leaders and managers so that all managers are informed and confident ‘leaders’ of TLA improvements.</p> <p>There was a brief discussion on adding summary OTL tables to the report for clarity and ease of reading the data. This was agreed and will be actioned for future reports.</p> <p>The Committee noted the report</p> <p>b) College FE QIP Update including NTI courses The QIP update was circulated prior to the meeting and taken as read. The report is to provide an update against the agreed QIP and the areas for improvement for 2017/18 measured against clear success criteria. The progress update should be</p>

read alongside the RAG rating for progress. Governors noted the progress against each key area and appreciated the summary detail of some of the actions that have been taken to make progress against the success criteria. It was agreed that there was good progress in many areas but noted that the NTI areas of Arts, Engineering and Travel & Tourism are not all predicted to improve this year. A significant issue is the ongoing impact of poor retention on two year Level 3 courses.

The Committee noted the report

- c) Outcomes for Learners: Predicted Success for classroom based learning and work based learning
- An updated table was circulated at the meeting. Governors were asked to note this is predicted and is drawn from the final predicted success cycle of the year. The version circulated with the papers was incorrect as some students who had completed the courses were not RAG rated which gave them a fail instead of a pass. The P&CEO commented there is data showing overall by level but overall by age is missing and this will be included in the next report. Overall, achievement rates are currently predicted to be higher than last year which will continue the three year trend of improvement; predictions are higher for both 16-18 and 19+ student groups. Governors queried how the predicted rate compares to the National Achievement Rate. The national rate is more useful by qualification than by level as often colleges enter students for multiple very small qualifications (often very low level) which inflates the headline QAR figure. The VPCQ reported the national rates are not available yet via ProAchieve/ProSolution (i.e. to be pulled into our own reports) but will be circulated as soon as they are.

JC requested a three year trend to be included rather than the two years presented and the VPCQ agreed to provide this.

It was noted apprenticeship figures vary between different courses but there are some very good results, for example Accounting, Plumbing and Heating, Business and Administration and Hospitality. The VPCQ reported in the Maintenance Operations course, all 6 students withdrew from the same company.

Governors queried if there is any data regarding apprenticeship level 2 and 3 courses showing what they have gone on to do. The DCE reported that over 90% are in permanent employment after one year of completing their apprenticeship. He also reported on a survey of higher education graduates from 2015/2016 in which it was found that many of the HNC Building Services Engineering students who were previously apprentices at the college had gained significant promotions as a result of their studies.

The Committee noted the report

ACTION: VPCQ to provide a three year trend at the next meeting

ACTION: The VPCQ to circulate the national achievement rates as soon as they are available.

- d) Stakeholder – Termly report (Student feedback and Complaints)
- The report was circulated with the papers and taken as read.

This report summarises a range of student/stakeholder feedback. A key feedback point through the year has been that many students (and staff) have disliked the shorter lunch break of 45 minutes.

	<p>The VPCQ reported the College timetable is changing to include 1 hour for lunch. In order to accommodate this the first lesson is starting 15 minutes earlier ie at 9.15am.</p> <p>Complaints are similar to last year with 1 outstanding complaint which is unlikely to be resolved in the short term as it is a complex complaint which relates to support for a student.</p> <p>A HE student common room has been introduced which is a great success. HE students are asked what was good about the College and there was a good response. The Criminology Society is well attended by Criminology and Law students , as well as other students from across the college and attracted high profile external speakers with strong research and publishing records.</p> <p>CR reported some students only attend College for four hours per day over four days and many of these would prefer to have more hours over fewer days to allow them to balance working and study. The DCE responded that most courses condensed the timetable into two or three long days but that Law was over four days. The DCE said that he would review the Law timetable for 2018/2019 in consultation with the students.</p> <p>Governors questioned how the College collects student feedback and whether there is a survey that might be helpful to the college. The VPCQ responded that there is a national survey that the College takes part in but unfortunately the response rate is too low to be published. The P&CEO suggested considering using a company which has 200 Colleges signed up nationally as it would be useful for benchmarking.</p> <p>The Committee noted the report</p> <p>The VPCQ was thanked for her reports.</p>
	<p>Higher Education:</p> <p>a) OfS Registration</p> <p>The report was circulated prior to the meeting and taken as read. Governors noted the application was submitted by the due date and the outcome is awaited. As the College submitted on time it is expected they will respond by the end of August.</p> <p>The student governors queried the proposal to increase HE student fees. The DCE reported this would only affect new students from 2019/2020 should the governors decide to go ahead with the option. The DCE explained that HE providers that want the option to increase their fees above £6,000 pa for a full-time student must agree an Access and Participation Plan with the Office for Students. The plan must explain how some of the increased income will be spent on improving access, retention, achievement and progression of students from groups under-represented in higher education. For the last 2 years the College has submitted a plan to charge £7500 and this has been accepted. However, the College has not charged this fee as feedback from students is that they would prefer to pay £6000 than pay £7500 but with additional services. The College will follow this process again this year and ask existing students what they would prefer.</p> <p>The Committee noted the report</p> <p>b) College HE QEP Update</p>

The report was circulated prior to the meeting and taken as read. The DCE explained the HE Quality Enhancement Plan has been agreed with the University of Sussex following acceptance of the annual monitoring report that the College submits every year. The two issues are attendance and assessment feedback. Attendance has improved in some programmes and there is correlation here with improving success and high grades. Secondly, progress is being made in ensuring assessment feedback enables students to improve their practice and performance in future submissions.

Governors commented there are currently 54 students at risk and 15 likely to fail, 13 of which are on HE Arts programmes. The DCE responded the issue with arts programmes is that there is a long tradition of taking students on their potential based on their portfolios of work rather than academic qualifications and that has always had an impact. The DCE reported that standards have been raised this year by the introduction of experienced and well qualified lecturers from FE and sessional lecturers who teach at HE level at other providers.

The Committee noted the report

c) New course proposal 2019/20

The proposal was circulated prior to the meeting and taken as read. The DCE reported on a new course proposal for 2019/20, a BA in Sports Management. The committee felt this was a good idea. The DCE reported the College still has a long way to go in regards to negotiations but there is a need to expand the College's target area to increase numbers. Governors noted the report with interest and were supportive. The DCE reported the University of Sussex is also very supportive

The Committee noted the report

d) Predicted success for higher education

A report was circulated with the meeting papers and taken as read. The DCE reported that in addition to the three categories previously used (will achieve; at risk; likely to fail) a fourth category has been introduced this year – will achieve a high classification degree (First or 2:1). This stems from the stretch and challenge agenda and has been very well received by students. The College's USP is that they are a local provider with University of Sussex accreditation. Whilst achievement and achievement of high classification degrees have increased significantly in the last three years the DCE reported that progression to full-time employment or high education still lags behind the national average.

The student governor reported during 1:1 sessions time is now allocated just before or after an essay for the tutor to give feedback on the work and explain what needs to be done to get a first; for example how many points they need to get and where there are areas for improvement. The University of Sussex, who carry out the moderation of classifications, continue to comment on the rapid improvement over the last two years in terms of student achievement. The P&CEO commented there is a need to address attendance as some courses have a third of the students missing. Governors felt attendance may improve if students are required to come in for fewer days to enable them to balance working and studying. The DCE commented generally condensed courses often have higher attendance and the VPCQ commented the correlation with attendance and quality of lessons is striking with attendance varying between sessions.

The Committee noted the report

	The DCE was thanked for his reports.
7.	<p>Curriculum planning and targets 2018/2019</p> <p>a) Curriculum Planning Summary The report was circulated prior to the meeting and taken as read. The DCE reported there are a number of changes taking place including changes the 16-19 Study Programme, Adult Education, HE, and apprenticeships. Apprenticeship recruitment nationally was 52% lower in March 2018 than in the same month in the previous year. Apprenticeship recruitment targets are challenging.. The number of registered providers has doubled but there has been a sharp decline in the market demand following the introduction of the levy. Professional qualifications are becoming increasingly popular and the College needs to move into this area while making savings elsewhere. Savings need to be made by removing provision that is unsuccessful for one reason or another, and changes need to be made by offering courses attractive to the public sector levy paying employers. The DCE commented apprenticeships are very broad and some are a springboard to a successful and highly remunerated career.</p> <p>The Committee noted the report</p> <p>b) Croydon Council SEN Proposal A report was circulated with the papers and taken as read. The DCE reported on a proposal by Croydon Council to partner with the College in making a bid for capital funding with the aim of developing a post 16 SEND Centre of Excellence at the College. GS reported the Council are talking openly about this going ahead and how important it is. The DCE has some concerns around whether the necessary adaptations could be completed at the Fairfield campus by September 2019. The proposal has to be approved by the Cabinet in late July and the project managers who did the initial feasibility study suggested the project would need 15 months from start to completion.. The DCE reported on further proposal that the College teach a cohort of high needs students aged 19 as part of the transitional arrangements to social care at Priory School from September 2018. A feasibility study is currently being undertaken to see if this project could be delivered in the short space of planning time available. The P&CEO commented the College would want to be able to help the local authority and the young people but it has to be the desire of the parents and young people as well. The Principal of Priory school is very supportive of this project.</p> <p>RESOLVED: The Committee approved the proposal.</p> <p>c) Proposed Targets 2018/2019 A paper was circulated with the papers and taken as read. The DCE reported the paper sets out proposals for the measures against which performance should be assessed. Governors agreed the headings given for outcomes covers the bases including progression. The P&CEO commented there should be something on attendance and the DCE agreed to carry this forward from the 2017/2018 targets.. The P&CEO felt it would be useful to set a baseline on work experience and the DCE agreed to add this to the list.</p> <p><i>MM left the meeting at 19.20. Thanks were expressed to him for his contribution and governors wished him luck for his future studies</i></p>

	<p>There was a brief discussion regarding minimum standards which are set by the ESFA for the purposes of quality control. The DCE commented targets will be set for next year once this year's results are known..</p> <p>The Committee noted the report</p> <p>d) Applications update The DCE reported on difficulties in comparing applications this year with last as our approach in FE has changed. The general view is that offers and acceptances are at a similar level to last year. HE applications this year started slowly but are now closing the gap with applications at the same time last year. Firm acceptances are significantly higher than at the same time last year. There was a brief discussion on clearing and how this has changed over recent years. Clearing is now for students to decide which offer they take and they have the ability to trade up so it is now more of a buyer's market than a seller's.</p> <p>The DCE was thanked for his reports.</p>
8.	<p>Safeguarding and Prevent – Termly Monitoring Report A report was circulated with the papers and taken as read. The VPCQ informed governors that future versions of this report will be revised to move the detailed summary of related activity to an appendix and also to add in the overall caseload of safeguarding incidents and support needed. The VPCQ confirmed that she had met with TH as the lead safeguarding officer two weeks ago and went through CPD plans and update on statutory changes. TH also met with JB to monitor safer recruitment and the Single Central Register.</p> <p>The VPCQ was thanked for the report</p> <p>The Committee noted the report</p>
9.	<p>Policy Review</p> <ul style="list-style-type: none"> a) Academic Freedom b) Freedom of Speech c) Joint Croydon College and Coulsdon College Policy proposals (TBC) <p>The Academic Freedom; Freedom of Speech joint policy proposals were outlined by the DCE and the committee approved the proposed approach.</p> <p>The College needs to agree with colleagues at Coulsdon how to harmonise the various systems and procedures that are used to improve quality and student performance. The DCE will bring proposed changes, if required, to the Board meeting on 10th July.</p> <p>The DCE drew governors' attention to the requirement of OfS regarding academic freedom and freedom of speech and how this can be incorporated in the Prevent and Safeguarding Policy (Freedom of Speech).</p> <p>RESOLVED: The committee approved the proposed approach for joint policies</p>
10.	<p>Risk monitoring report – LQ items <i>Supporting paper for discussion</i></p> <p>The Risk Management Register was circulated prior to the meeting and taken as</p>

	<p>read. There are no changes to the risk register in terms of net risk scores being proposed since the last meeting. The proposed merger with Couldson may reduce the risk of partnerships with respect to Study Programme students and if the College is successful in being chosen as the partner for JRC this may reduce the risk further. The DCE reported on two HEIs who are looking for a site in Croydon from which to deliver HE and both have approached Croydon Council. There are no firm proposals at the moment that the DCE is aware of.</p> <p>The Committee noted the report</p>
11.	<p>Future reporting to LQC : The Annual Quality Cycle The 2016/17 cycle was circulated with papers. JC felt this provided a useful template with some additions required:</p> <p>Standing Items:</p> <ul style="list-style-type: none"> • it was agreed to extend stakeholder feedback to include those other than students eg employers and parents and careers. • It was agreed Predicted Success reports will be circulated when the summaries are available rather than wait for the next LQC meeting. • Enrolment update to be added as a standing agenda item <p>Validation of SAR and AMR, it was agreed that the autumn term meeting will include an item to review the SAR and that this will follow a separate meeting for governors to validate the SAR.</p> <p>GS commented it is worth reflecting the College is working towards a merger and at the moment the proposal is to have one Board of Governors for the newly merged college with separate LQC committees for each campus.</p> <p>ACTION: The Annual Quality Cycle to be updated</p>
12.	<p>Calendar of business for 2018-19 meetings <i>Supporting calendar</i> A draft meeting calendar was circulated prior to the meeting and taken as read.</p>
13.	<p>Any other business <i>Urgent matters notified in advance of the meeting</i> There was no other business.</p> <p>The meeting closed at 7.45pm</p>

Signed _____ (Chair)

Date: _____

Actions

Item	Action	By whom	Status
4	The Terms of Reference to be updated and presented to the Board for approval	Clerk	
5c	VPCQ to provide a three year trend at the next	VPCQ	

	meeting The VPCQ to circulate the national achievement rates as soon as they are available.	VPCQ	
11	The Annual Quality Cycle to be updated	Clerk	