

**MEETING OF THE COULSDON SIXTH FORM COLLEGE LEARNING AND QUALITY
COMMITTEE
Wednesday 20 November 2019 at 6.00pm**

MINUTES

Present: Jean Cook (Chair)
Andrew Booth
Penny Wycherley
Evelyn Bayerlein (Student Governor)

Co-opted: Cllr Margaret Bird

Attendees: Richard Beales, Principal of Coulsdon Sixth Form College
Angela Edwards, Vice Principal Education and Quality

Clerk: Clare Mitchell

		Action
1.	Apologies for Absence Apologies had been received from Caireen Mitchell, Jeanette Gilbert and Lola Amure.	
2.	Declarations of Interest There were no declarations of interest.	
3.	Minutes of the Meeting held on 19 June 2019 The minutes of the previous meeting were approved subject to one amendment. The Chair would sign the amended minutes as a correct record of the meeting.	Clerk/Chair
4.	Matters Arising not on the Agenda i) Item 4v) – Data dashboard The Chair asked for an update on the development of the data dashboard. The VPE&Q reported that a dashboard had been developed, which linked to other data sets within the College. The VPE&Q would investigate whether it was possible to access the dashboard from the Coulsdon campus so that the Committee could access it on screen during LQC meetings.	VPE&Q



	<p>ii) Item 11) – Committee risk report</p> <p>The Chair asked for an update on the revised risk register. The VPE&Q reported that a revised risk register was under development, which would link to the new strategy. For this meeting, risks had been clearly identified within the papers and risk was a specific item on the agenda for the Committee to discuss.</p>	<p>VPE&Q</p>
<p>5.</p>	<p>Safeguarding and Prevent Annual Report 2018/19</p> <p>The Committee noted the report, which was a summary of the previous year’s activity, plus a Quality Improvement Plan (QIP) for safeguarding and prevent across both campuses for 2019/20. The highlighted actions in the QIP had been identified by the Local Authority Safeguarding Audit and the all staff training had been delivered.</p> <p>PW asked for further information on support for students with mental health problems and queried why FGM was not mentioned in the report given what appeared to be an increase in the number of BME students.</p> <p>The VPE&Q reported that staff at both campuses had had training on FGM and staff had received training on how to support students with mental health issues at the Winter staff learning day. ED reported that there was a three month waiting list for students to see the counsellor at the campus and suggested that students with mental health issues should be flagged to first aiders.</p> <p>The CP undertook to review the data on the student EDI profile as he questioned whether there had been a rise in the number of BME students.</p> <p>A lessons learnt section would be added to this report in future years.</p> <p>The Committee noted the Safeguarding and Prevent Annual Report for 2018/19</p>	<p>CP</p> <p>VPE&Q</p>
<p>6.</p>	<p>Coulson Campus Self-Assessment Report (SAR) 2018/19 and KPIs and Quality Improvement Priorities 2019/20</p> <p>The CP outlined the bottom up process for developing the Coulson campus SAR for 2018/19. The draft SAR had been presented to the P&CEO and VPE&Q for moderation. The campus scored two (good) for all aspects of Ofsted’s new Education and Inspection Framework (EIF).</p> <p>The CP noted that some of the data in the report was not accurate and undertook to correct it. Achievement and retention were above the national average but the pass rate was below the national average. Timely completion of BTECs had been identified as an area for improvement. The A level pass rate had declined in 2018/19, which was the first year of the linear A level examinations. PW asked for actions designed to improve the pass rate to be added to the areas for improvement.</p>	<p>CP</p>



	<p>Members noted the content of the QIP and asked how the Committee would know that that the improvement strategies identified had been successful. The CP stated that the high level strategies would be translated into a SMART delivery plan which would include specific numerical targets and would come to the next meeting of the Committee.</p> <p>The Chair queried the approach to environmental matters such as recycling and energy efficiency at the Coulsdon campus. The CP reported that the VPF&R had established a Sustainability Group and a report would come back to the next meeting. The Student Governor asked why the solar panels on one of the buildings on site were not being utilised.</p> <p>PW asked about the variation in achievement between the 16-18 student cohort and the 19 plus students. Members noted that 19 plus students were less than 1% of the students as a whole and most were continuing students. CP was asked to add a note to this effect to the SAR.</p> <p>The Committee noted the Coulsdon campus SAR for 2018/19 and the KPIs and QIP for 2019/20.</p>	<p>CP</p> <p>CP</p> <p>CP</p>
<p>7.</p>	<p>Coulsdon Campus Enrolment Report</p> <p>The CP reported that some final checks had yet to take place but the final enrolment figure for the Coulson campus was expected to be 1090. This was 85 students higher than the previous year and 45 students higher than the stretch target set by the Coulsdon Senior Leadership Team prior to merger and had been achieved at a time of significant change and lower numbers of applications. The most significant area of growth had been in the one year intermediate Level 2 cohort, retaking GCSEs.</p> <p>The percentage of students who had enrolled and then withdrawn early on in the term was approximately 5%. This figure was around the norm and an improvement on the 9% withdrawal figure for the previous year. This was despite the difficulties with timetabling which had disrupted the first few days of term.</p> <p>Members asked for further information on why students withdrew early and whether there were any particular trends. The CP reported that this was being explored and it was notable that 75% of the students who had withdrawn were female, against a general student population that was 55% female.</p> <p>The increase in the number of students had resulted in increased class sizes for some courses, but these remained manageable. Two A Level courses, law and psychology, had been very oversubscribed and had been split into two groups. Staff recruitment was a challenge generally, but it had been possible to accommodate the additional student numbers within the existing staffing. The CP thanked the AP Curriculum & Quality for her work on this.</p>	



	<p>The Committee noted that further data would be available during the year through the MIDAS reporting, which Coulston was now part of.</p> <p>The Committee noted the enrolment report.</p>	
<p>8.</p>	<p>Coulston Campus Learning and Quality Update</p> <p>The CP reported that for the academic year 2018/19, 95% of all graded lesson observations were good or better. The Chair commented on this high proportion and asked whether moderation was in place. The CP explained the procedures. A number of strategies had been implemented to improve the quality of teaching, learning and assessment (TLA) in 2019/20 and all staff were aware of these expectations.</p> <p>A number of strategies had been implemented to improve the quality of teaching, learning and assessment (TLA) in 2019/20 and all staff were aware of these expectations.</p> <p>The College had now had confirmation that Pearson would only be conducting enhanced reviews of the law and health and social care BTEC provision. Achievement had been strong in 2018/19 but a number of key staff had left over the Summer and new staff were in place.</p> <p>PW asked whether there was any external input into preparation for Ofsted inspections. The VPE&Q noted that a number of College employees were also Ofsted inspectors. The CP and VPE&Q undertook to consider whether external input would be helpful in the preparation for these inspections.</p> <p>The Committee noted that Coulston was currently focusing on lesson observations but asked for an update on learning walks for the next meeting of this Committee.</p> <p>The Committee welcomed the use of at risk/predicted achievement reporting to identify learners who were at risk of not completing their qualification successfully so that support and intervention could be put in place.</p> <p>PW asked whether the level of support provided by TLMs was “graded” so the teachers who most needed support received the greatest level of support. The VPE&Q indicated that TLM support was still being developed but identifying “teacher types” was under consideration. There were a significant number of new teachers as approximately ten teachers had left over the Summer for a variety of reasons, including promotion and concerns about job security.</p> <p>The Committee noted the Learning and Quality update.</p>	<p>CP/VPE&Q</p> <p>CP</p>



<p>9.</p>	<p>Policy Review</p> <p>i) Safeguarding Policy</p> <p>The VPE&Q presented the amended policy, which had been updated to reflect <i>Keeping Children Safe in Education 2019</i>. The policy covered both the Croydon and Coulsdon campuses and also included safeguarding for the small number of students aged 14-16. The Committee noted that, in relation to learners undertaking work based learning, the College had arrangements in place to ensure that the necessary checks had taken place prior to these placements, including employers being aware of the requirements of relevant College policies, including safeguarding.</p> <p>The Committee noted that lockdown procedures, including a separate alarm, were in place at Coulsdon but discussions about lockdown procedures were continuing at Croydon in the absence of a separate alarm.</p> <p>The Committee recommended the revised Safeguarding Policy to the Board for approval at its meeting on 4 December.</p> <p>ii) Admissions and Progression Policy</p> <p>Members noted that the amended policy included provisions for students at both the Croydon and Coulsdon campuses. The requirement for entry requirements did not mean that entry requirements would necessarily be the same across both campuses. Appeals from students would be heard by the VPTSHE.</p> <p>The VPE&Q clarified that while the College would do its utmost to meet the needs of students with EHCPs, and this should be easier if the current SEND provision expanded, the College needed to be able to refuse an application from a student with an ECHP if the College’s assessment indicated that it was not possible to accommodate the individual student’s needs. It was agreed that this assessment should involve the student and their parents/carers and that the policy should be amended to reflect this. This proposed change would be highlighted when the policy was presented to the Croydon LQC for approval</p> <p>The Committee approved the revised Admissions and Progression Policy</p>	<p>VPE&Q</p>
<p>10.</p>	<p>Committee Self-Assessment</p> <p>The Committee reviewed the self-assessment for 2018/19, which had been completed by the previous Chair, and noted that it covered only part of 2018/19. The Chair stated that she was keen to find ways of evidencing the impact of the Committee as well as its compliance with its terms of reference. It was suggested that there should be some aspect of 360 degree appraisal of the work of the Committee, incorporating the views of the Executive Team. The Clerk indicated that proposals for a revised Committee and Board self-assessment</p>	



	<p>process for 2019/20 would be presented to the Search and Governance Committee in the Spring.</p> <p>It was confirmed that the Committee had complied with its terms of reference during the period that it was in operation in 2018/19.</p>	
11.	<p>Committee Risk Register</p> <p>The Committee noted that the risk register was being reviewed by the Executive Team and would be aligned to the new strategy which would be presented to the Board for approval on 4 December 2019.</p> <p>The CP gave an update on the main risks relating to learning and quality at the Coulsdon campus. These fell into four categories; recruitment of teachers to replace those that had left during the Summer, results, reputation and resources – ensuring that students received the right level of support and support for underperforming teaching staff. The College was looking into investing in trainee teachers in order to “grow their own” as a means of addressing the difficulties in recruiting teaching staff. There was a risk that the curriculum changes to the new BTECs would impact on achievement. The introduction of T levels also needed careful consideration.</p> <p>The Chair asked how this discussion would be incorporated into the formal risk register and how the Committee would monitor risk in the future. It was noted that the Committee would continue to review risks related to teaching and learning. These risks were likely to impact on the effectiveness of the QIP if they were not mitigated effectively. Only high scoring risks should be escalated to the Committee for review. The CP and VPE&Q were asked to bring the revised risk register, which would highlight risks to the effectiveness of the QIP, to the next meeting.</p>	<p>CP and VPE&Q</p>
12.	<p>Dates of Meetings 2019/20</p> <p>Wednesday 26 February 2020 Wednesday 3 June 2020</p>	
13.	<p>Any other business</p> <p>i) Complaints Annual Report 2018/19</p> <p>The Complaints Annual Report for 2018/19 was tabled. There had been a marginal increase in the number of complaints compared to the previous year. Complaints were split into two broad groups; from students or parents about teachers or from local business or local residents about students.</p> <p>The CP reported that staff worked hard to make sure the College’s reputation in the area was good and behaviour expectations were frequently reinforced with students. There had been no repeat resident complaints in 2018/19 but the number of emails expressing concerns about students’ behaviour in the local area had increased in 2019/20. The Committee suggested ways in which positive stories about College students could be communicated to the local</p>	



	<p>community e.g. using social media, to improve the reputation of the College's students.</p> <p>It was agreed that next year's report should include more information on the impact for students of any changes made as a result of complaints.</p> <p>The CP reported that a new compliments and complaints procedure had now been introduced and it was likely that some of the concerns which had previously been reported as formal complaints, would now be dealt with informally.</p> <p>ii) Joint LQC meeting</p> <p>The Clerk reminded members that there would be a joint LQC meeting on the evening of Wednesday 27 November 2019 to review the whole College SAR prior to submission to the Board on 4 December 2019.</p>	<p>CP</p>
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Signed Chair

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