

**MEETING OF THE CROYDON LEARNING AND QUALITY COMMITTEE
Wednesday 27 November 2019 at 5.00pm**

MINUTES

Present: Jean Cook (Chair)
Caireen Mitchell (Principal & CEO)
Penny Wycherley
Nigel Dias
Lucia Guetcherian (Staff Governor)
Arnold Amoako (Student Governor)
Lashana Peterkin (Co-opted member)

Attendees: Fadia Clarke, Vice Principal, Training, Skills and HE
Angela Edwards, Vice Principal, Education and Quality

Clerk: Clare Mitchell, Director of Governance

		Action
1.	<p>Introductions and Apologies for Absence</p> <p>The Chair welcomed members to the meeting and those present briefly introduced themselves.</p> <p>There were no apologies for absence but the Committee noted that Nigel Dias and Lashana Peterkin would be delayed.</p>	
2.	<p>Declarations of Interest</p> <p>There were no declarations of interest.</p>	
3.	<p>Minutes of the Meeting held on 26 June 2019</p> <p>The minutes of the previous meeting were agreed as a correct record subject to two amendments. The minutes would be signed once amended.</p>	Clerk
4.	<p>Matters Arising not on the Agenda</p> <p>6i) Teaching, Learning and Assessment</p> <p>The Chair noted that the minutes stated that, following the snapshot reviews, all Schools were assessed as Grade 3, apart from the School of English, Maths and Skills for Life, which was assessed as Grade 2. The Chair asked how this related to the comments in the Learning and Quality Update that only the School of English, Maths and Skills for Life had been graded at 2 following the snapshot reviews in the Summer term.</p>	



	<p>The VPE&Q indicated that the results of the snapshot reviews had been flagged up in the SAR and that a number of factors were taken into account when grading the SAR.</p> <p>The VPE&Q reported that the final number of TLMs appointed was five.</p>	
<p>5.</p>	<p>Croydon Campus Safeguarding and Prevent Annual Report 2018/19</p> <p>The VPE&Q presented the report, which was in a new format and was designed to be consistent across both campuses. A section on lessons learnt would be included in the 2019/20 annual report for the Coulston campus.</p> <p>Students reported feeling safe on the Croydon campus, no weapons had been found on site and there were no known gang affiliations among students. First aiders were trained to deal with acid attacks. Lockdown procedures were in place and the introduction of a new alarm system in 2019/20 was being investigated. There had been an increase in the number of mental health referrals during the year.</p> <p>Staff working in the building in the evening did not have alarms but phones were being installed in class rooms, with a direct link to client care.</p> <p>In view of the very high proportion of looked after children who were students at the Croydon Campus, Penny Wycherley asked whether if staff and students were trained in to spot grooming. The VPE&Q agreed to report on the processes in place at the next meeting.</p> <p>In relation to the safeguarding QIP, the Committee noted that the <i>Croydon Partnership Early Help Strategy</i> had not been shared with Governors and asked for this to be circulated. The VPE&Q was also asked to clarify what safeguarding training Governors were required to undertake.</p> <p>The Chair informed the Committee that, as Lead Governor for Safeguarding, she would be attending safeguarding monitoring meetings.</p> <p>The Committee noted the Croydon Campus Safeguarding and Prevent Annual Report 2018/19.</p>	<p>VPE&Q</p> <p>VPE&Q</p>
<p>6.</p>	<p>Croydon Campus Annual Complaints Report 2018/19</p> <p>The VPE&Q reported that 33 complaints had been received in 2018/19. This was a relatively small number for the size of the College. In terms of the pattern of complaints; the largest schools had the highest number of complaints.</p> <p>Improvements had been made to complaints policy, which was now a compliments and complaints policy. Leaflets on the new policy had</p>	



	<p>been produced and were available throughout Croydon College and students and staff had been briefed on the policy. Responsibility for administering the complaints process had now moved to the executive support team.</p> <p>The VPE&Q indicated that changes had been made as a result of complaints e.g. greater personalisation of students' reports. It was proposed that improvements resulting from complaints should be publicised as a positive message to students and other stakeholders.</p> <p>The Committee noted the Croydon Campus Annual Complaints Report for 2018/19.</p>	
<p>7.</p>	<p>Croydon Campus Self-Assessment Report 2018/19, KPIs and Quality Improvement Priorities (QIP) 2019/20</p> <p>The Chair thanked the VPs for a comprehensive report, with clearly identified strengths and weaknesses and QIP. The VPE&Q offered to make the individual self-assessment reports available to Governors.</p> <p>The VPE&Q outlined the process for developing, validating and monitoring the campus level SARs. The Croydon campus SAR covered all provision with the exception of higher education. The colour coding of the grades (red, amber, green) would not be included when the final Croydon College report was submitted.</p> <p>The Croydon Campus SAR referenced the particularly disadvantaged background of its students, which was exceptional even for a London Borough. Students aged 16-18 at the Croydon Campus were in the lowest 1% in terms of achievement in English and Maths when they joined the College and over half of students on Level 3 courses had no GCSEs. The Committee advised that the level of disadvantage of students at the Croydon campus should be particularly highlighted in the Croydon College SAR.</p> <p>The Chair queried the outcome of the SAR, which was a Grade 2, given that achievement rates were below the national average. The VPE&Q explained that the SAR for 2018/19 had been against the new Ofsted Education Inspection Framework (EIF), which placed more emphasis on curriculum intent and less on achievement figures. Any assessment of achievement rates also needed to take into account the low starting point of most students. ALPS scores, measuring added value, were at least at national rates, with the exception of one course where action had been taken.</p> <p>Penny Wycherley noted that the College had taken a decision to move away from subcontracting at the Croydon campus and to change the curriculum to meet local needs. This had resulted in the end of a number of short courses with high achievement rates and this had impacted on achievement rates in 2018/19.</p> <p>The Committee confirmed the grades given in the Croydon campus SAR with the associated RAG ratings.</p>	<p>VPE&Q</p>



<p>8.</p>	<p>Croydon Campus Learning and Quality Update</p> <p>The VPE&Q introduced the report, which set out the new strategy for observing teaching and learning, the approach to risk reporting and the progress with the Strategic College Improvement Fund project. In the snapshot reviews, all areas had been graded on a 1-4 scale with ESOL and Skills for Life graded at 2 (good). All other schools achieved a grade 3. The VPE&Q outlined the strategies that had been introduced to improve TLA in 2019/20.</p> <p>Penny Wycherley asked how students were involved in strategies to improve teaching and learning. The VPE&Q informed the Committee that one of the SCIF funded projects was to train a group of students who would attend and input into lesson observations paired with a member of staff. Observers also spoke to students in the lessons they were observing.</p> <p>The VPE&Q thanked Nigel Dias for his input into the development of a report that used existing data sets to identify “at risk” students to allow support to be targeted to their needs.</p> <p>SCIF funding had been used to develop the “at risk” report and was being used to evaluate the effectiveness of the changes to enrolment processes and induction to increase retention at 42 days.</p> <p>The Committee noted the Croydon Campus learning and quality update.</p>	
<p>9.</p>	<p>HE Quality Update</p> <p>i Sussex University AMR & Quality Enhancement Priorities</p> <p>The VPTSHE introduced the Annual Monitoring Report (AMR), which was the equivalent of the SAR for HE courses and had been developed using the same model. Overall achievement for HE programmes in 2018/19 had improved by 7.4% over the previous year. However, there had been 19.5% decrease in student numbers and in-year progression stood at 42.24%.</p> <p>The number of students on creative arts courses had fallen as had progression rates through the creative arts BA programme. The courses offered in this area needed to change to better reflect the demands of both students and employers.</p> <p>Students on the BA in Criminology at Level 4 had had the lowest retention rate at 63.4% and there had been a high number of resubmissions in Early Childhood Studies and Public Health and Social Care.</p> <p>The actions in the QIP were designed improve progression rates and reduce the number of resubmissions. A mandatory minimal attendance rate of 75% had been introduced. The goal for 2019/20 was to improve achievement by 10% across all programmes. Work experience would become a part of HE at Level 4.</p>	



	<p>There were plans in place to improve opportunities for progress from Level 3 courses into HE but it was essential that HE courses met local need.</p> <p>The Committee confirmed the grades given in the HE AMR</p> <p>ii OfS – HE Quality Improvement Action Plan & Update</p> <p>The VPTSHE reported that the College’s appeal against the registration conditions proposed by the OfS had not yet been resolved. Achievement of the QIP would be closely monitored by the Office of Students (OfS).</p>	
10.	<p>Policy Review</p> <p>i Safeguarding Policy</p> <p>The Committee reviewed the proposed amendments to the safeguarding policy. The Chair noted that she had not been asked to refresh her training in this area on reappointment. As Lead Governor for Safeguarding, she would be undertaking further training in safeguarding but this would not be the case for other Governors. The P&CEO agreed to review how frequently Governors should undertake safeguarding training.</p> <p>Subject to comments made at the Coulsdon LQC meeting the Committee agreed to recommend the revised safeguarding policy to the Board for approval</p> <p>ii Admissions and Progression Policy</p> <p>The Committee approved the revised policy subject to incorporation of the comments made at the Coulsdon LQC meeting.</p>	<p>P&CEO</p> <p>VPSTHE</p>
11.	<p>Committee Self-Assessment</p> <p>The Committee confirmed that it had complied with its terms of reference in 2018/19. The Chair commented that she would like to see the Committee self-assessment process include 360 degree appraisal and focus more on the impact of the Committee’s work. The Clerk informed the Committee that proposals for a revised self-assessment process for 2019/20 for the Board and its Committees would be considered by the Search and Governance Committee.</p>	
11.	<p>Committee Risk Register</p> <p>The VPE&Q reported, that following further discussion with the Principal and CEO, it would not be possible to incorporate the Committee’s formal assessment of risk within the QIP. There was a requirement for a separate risk register which could be used across all Committees. This would be based on the risks to achieving the new strategic objectives, subject to Board approval on 4 December. The</p>	VPE&Q



	relevant sections of the new risk register would be presented to the next meeting of the Committee.	
12.	<p>Dates of Future Meetings</p> <p>The Committee noted the dates of future meetings of the Croydon LQC as follows:</p> <p>Wednesday 4 March 2020 Wednesday 10 June 2020</p>	
13.	<p>Any other business</p> <p>There were no items of any other business.</p>	

Signed Chair

Date: