



PRESENT: Tom Hesmondhalgh (Chair for the meeting)
Caireen Mitchell (Principal & CEO)
Yvonne White (Staff Governor)
Ivan Tomb (Staff Member)

IN ATTENDANCE: Richard Beales, (RB) Principal Coulsdon Sixth Form College
Angela Edwards, (AE) Vice Principal Education & Quality
Lola Amure, (LA) Assistant Principal Curriculum & Quality
Jeanette Gilbert, (JG) Assistant Principal Students

CLERK: Natalie Watt (For the meeting)

QUORUM (3): The meeting was quorate

TIMING: 6pm to 8.15pm

	Item	Actions
	<p>The Clerk to the meeting advised those present that the Committee needed to elect a Chair for the meeting. The Independent Governor, Tom Hesmondhalgh was elected as Chair of the Committee for this meeting.</p> <ul style="list-style-type: none"> It was noted that the Search & Governance Committee would be reviewing Membership of all Committees and Chairs in due course. 	CEO
1	<p>i. WELCOME AND APOLOGIES FOR ABSENCE</p> <p>The Chair of the Committee invited those present to make introductions and welcomed all to the meeting. The Committee were advised that this was the first meeting since the merger, as such, no prior minutes were available.</p> <ul style="list-style-type: none"> Apologies were received from Andy Booth. <p>ii. DECLARATION OF INTEREST</p> <ul style="list-style-type: none"> There were no declarations of interest. 	
2	<p>EVALUATION OF STANDARDS</p> <p>i. Strategic Objectives and Targets 2018/2019</p> <ul style="list-style-type: none"> The Principal of Coulsdon 6th Form College presented the paper and confirmed that the objectives were in line with previous years. New objectives would be agreed once an updated strategic plan had been approved by the merged Corporation. Discussion followed on objective 2, relating to participation targets. Members challenged the percentage reported and RB confirmed that local internal objectives were set higher to stretch and challenge students and staff. Members discussed the expectation for achievement at the end of year 1 and RB confirmed that participation was expected to reach 95% at departmental level. 	

- The Chair was assured that each area was RAG rated and had been mapped against the Quality Improvement Plan (QIP).

The Committee **RECEIVED** the report.

ii. Self-Assessment Report 2017/18

- RB presented the report to the Committee. Members were advised that Coulsdon College had self assessed as GOOD. Discussion followed on the summary of effectiveness of Leadership and Management on page 4 of the Committee pack.
- Further discussion focussed on the reasons why the College is not yet outstanding. Members of the Committee noted that the majority of A Level subjects still needed to improve and that for some significant improvement was required.
- The Chair sought assurance that the weaknesses identified had been tracked through to the Quality Improvement Plan and were subject focussed action planning. RB confirmed that this had taken place.
- Members of the Committee questioned the impact of potential restructures of staffing on planned quality improvements. RB assured the Committee that improving quality remained a key priority, but that it had to be achieved within budgetary constraints.
- RB discussed the improvements that had already been seen due to the additional investment arising from the merger and that confirmed that new IT equipment would be rolled out after the Easter Break.
- The Committee discussed the outcomes for Learners identified on page 6 in detail. The Chair noted that whilst the College was self assessing as GOOD, this was a wide band and subject to interpretation. Noted.

The Committee **RECEIVED** the Report.

iii. Quality Improvement Plan 2018/19

- RB presented the new format of the QIP to the Committee. The Committee were assured that it linked directly to the Strategic Objectives previously reported.
- Members noted the RAG rating at the end. Members' attention was drawn to page 10 and discussion followed on the review of action, impact and next steps column.
- The Chair queried the term SBP this was confirmed as Sharing Best Practice. Discussion of the different aspects of SBP followed and it was noted that peer to peer sharing had already been piloted at Croydon College.
- It was noted that an updated list of abbreviations used would need to be completed and circulated to all.
- Members noted the importance of Learning Walks. The VP Education and Quality informed the Committee that a review group had been established across both colleges. This group would be reviewing how and when learning walks could be used to support improving quality.
- Members discussed who was on the group and the level of feedback from staff. It was agreed that the focus of this group would be shared more widely to improve contributions.
- Detailed discussion followed on BTEC's and the focus on compliance with evidence and extensive testing. The Chair sought further discussion on comparisons between the colleges to assess how much transfer of best practice would take place. The VP Education and Quality confirmed that the systems were very similar.
- It was noted that a quality review was required every year. Further discussion followed on T levels.
- Member's attention was drawn to page 13 and the attendance at section 4 was noted.

CEO

	<ul style="list-style-type: none"> • Discussion followed on how lateness was challenged and what initiatives were currently in use. RB confirmed that the SLT challenged lateness at barriers on a daily basis. • The Committee discussed the use of data to inform actions and how the register systems were working. It was noted that moving to the new register system was proving challenging in some classes. • Detailed discussion followed on levels of confidence in the data and register system and it was noted that the SLT fully recognised that some additional training for staff in this area may be needed. • Members noted the strong and positive update on employer engagement on page 14. • The Committee discussed the update on Leadership and Management on page 15. The Principal & CEO confirmed that the merger group was still meeting to resolve remaining issues • RB confirmed that he would provide an update to staff once the review group had met post Easter on what areas were outstanding. <p>ACTIONS:</p> <ul style="list-style-type: none"> • New abbreviation list needed. • RB to update staff on progress with merger and outstanding areas of work. <p>The Committee RECEIVED the report.</p>	Principal of Coulsdon
3	<p>SPRING PERFORMANCE AND QUALITY UPDATE</p> <p>i. Ofsted Education and Inspection Framework</p> <ul style="list-style-type: none"> • The Committee were advised that the consultation was closing shortly and that the College had made its submissions. • The VP Education & Quality confirmed that the update had also been presented to the L&Q Committee for Croydon College. • Draft handbooks were made available and these have also been considered. Members were invited to contact the VP Education and Quality if they wished to receive any further detailed information on the consultation and response. Noted. • The Committee discussed the proposed changes in details noting that the focus had shifted to the Curriculum and overall quality of education. Members also welcomed the increased focus on staff workload in the consultation. • The VP Education and Quality assured the Committee that the new framework was being used to inform the organisations approach to the internal quality framework and that staff views and contributions were welcomed. • Further discussion took place on the areas of focus under the new framework. It was noted that previous OFSTED reports were no longer available for Coulsdon College post merger. <p>The Committee RECEIVED the Report.</p> <p>ii. Review of the Quality Framework</p> <ul style="list-style-type: none"> • The VP Education and Quality presented the report to the Committee who were advised that the report had already been presented to the L&Q Committee at Croydon College. • Members of the Committee noted the reasons identified on page 20, for the review, post merger. • Discussion followed on the extent of the review and the Committee noted the areas identified at points 1 to 8. The Committee also acknowledged the underpinning principles of the review. • Discussion followed on how the quality framework would be delivered and implemented across the two sites • The Chair noted the reference to the inclusion of Governors in the SAR process. 	

- The VP Education & Quality confirmed that Governors involvement would be scheduled in and Governors notified in advance of opportunities for engagement in the process.
- The Chair requested that milestones in the process be clearly identified and circulated to all Members of the two L&Q Committees. Agreed.
- Discussion followed on the quality of provision across the curriculum at Coulsdon.

**VP
Education
& Quality**

ACTION:

- **Schedule for Governor involvement in SAR process to be circulated.**
- **SAR process with identified milestones to be circulated to all L&Q Committee Members at both sites.**

The Committee **RECEIVED** the Report.

iii. In-Year KPI's to include

- Enrolment 2018/19**
 - Attendance 2018/19**
 - Retention 2018/19**
 - Predicted Achievement and Value Added 2018/19**
 - Underperforming Courses**
- RB introduced the report and drew Members attention to the update on enrolments and applications data and comparisons on page 23.
 - RB confirmed that the data reflected historic patterns at Coulsdon.
 - Members were informed that the level of acceptances was higher than previous years and this was being taken as a positive response to the merger.
 - Discussion followed on how recruitment was progressing in a range of areas. Members of the Committee noted that that falling demographic data still applied.
 - Members queried what, if any, new proactive marketing strategies would be employed now that the two Colleges were both recruiting as a joint organisation?
 - The Principal & CEO confirmed that the overarching marketing strategy was being reviewed and discussed by the Senior Leadership Team. Discussion would be held at Corporation meetings in due course.
 - Discussion followed on the significant local student pool in Borough, access to education and travel to study patterns and challenges.
 - The Committee were informed that Coulsdon now had an on line application process which was expected to have a significant positive impact on enrolment for the coming academic year.
 - Members' attention was drawn to the retention figure reported of 97.4% on page 24.
 - Safeguarding and mental health challenges among students were discussed. The Chair queried whether there were any mental health first aiders on site. RB confirmed that this was an area for further development but no one had been trained as yet.
 - Discussion followed on attendance, predicted achievement and value added. Specific attention as given to the GCSE English and Maths outcomes for re-sits as reported on page 26.
 - Detailed discussion followed on evaluation and intervention measures employed at the College.
 - Members noted the actions taken in areas which had been identified as poorly performing. The Committee were advised that some significant staff absence had also contributed to challenges in some areas.
 - RB drew Members attention to the ALPS scores and data in the report. Members requested that a short ready reckoner and explanation note be circulated to Committee Members to refresh understanding. Agreed.

**VP
Education
& Quality**

	<ul style="list-style-type: none"> • The Chair queried the significance of some of the data reported on page 28 where the actual number of students was in single figures. • Debate and discussion followed on where programmes were linked and which figures were significant. It was agreed that this data and its presentation would be given further consideration for future reporting. • Members noted that further consideration would be given in the coming weeks to course viability. <p>ACTION:</p> <ul style="list-style-type: none"> • Explanatory note on ALPS to be circulated for information • Presentation of data to be reviewed. <p>The Committee RECEIVED the Report.</p> <p>iv. Teaching, Learning & Assessment</p> <ul style="list-style-type: none"> • Members noted the significant use of learning walks for Teaching, Learning and Assessment. Discussion followed on the key areas of focus of the walks. • The Committee noted the feedback reported against the Autumn Learning walks conducted and were informed that staff had been providing positive feedback on the learning walks undertaken to date. <p>The Committee RECEIVED the Report.</p>	Principal of Coulsdon
4	<p>CURRICULUM STRATEGIES 2019/20 AND BEYOND</p> <ul style="list-style-type: none"> • The Report was summarised and presented to the Committee. Members noted the stated 'Curriculum Intent'. • The Committee noted the update on page 35 and briefly discussed, guided learning hours, low recruitment, poor average class sizes, underperforming courses and study programmes. • The Chair noted the risks identified on page 36 and discussion followed on the introduction of T Levels. The Principal and CEO confirmed that the T Level consultation will be robustly engaged with. • The Chair queried whether the forthcoming Curriculum Plan would be shared with the Finance Committee and was advised that it would be used to inform the business and budget planning process. • Discussion followed on the need for clearly defined areas of responsibilities and work plans to support each of the Committees post merger. • The Principal & CEO informed the Committee that it was hoped that a permanent Clerk would be employed shortly and these actions would be taken forward ASAP. • Further discussion followed on course viability and the need to ensure that the merger added to the richness of the curriculum offer. • The Principal & CEO confirmed that these discussions and actions were in hand. It was agreed that Governors would be provided with as many opportunities as possible to engage in discussions on this in the coming months. <p>The Committee RECEIVED the Report.</p>	CEO
5	<p>COULSDON SAFEGUARDING MONITORING REPORT</p> <ul style="list-style-type: none"> • The Report was presented to the Committee. Detailed discussion followed on the challenges facing staff and the increasing number of students presenting with wide ranging issues. • Members were informed that a refresh on PREVENT training was being set up post merger. • It was noted that this training also needed to be made available to Governors. The VP Education and Quality acknowledged that post merger the safeguarding 	

	<p>policies and training needed to be realigned to reflect the needs of the post merger organisation.</p> <ul style="list-style-type: none"> Members noted the updates in the report. The Chair sought clarification on the introduction of knife arches and was informed that has not yet been introduced. <p>The Committee RECEIVED the Report.</p>	
6	<p>DATE OF NEXT MEETING</p> <p>Wednesday 19 June 2019 at 6pm.</p>	
7	<p>Any Other Urgent Business</p> <p>None.</p>	

Signed:

Date:

ACTIONS

Item	Action	Owner	Status
2	New abbreviation list for Governors	Clerk	
2	Update on staff progress with merger and outstanding areas of work	Principal (RB)	
4	Schedule for Governor involvement un the SAR process to be circulated	VP E&Q	
4	SAR process with milestones to be circulated across both colleges	VP E&Q	
5	Explanatory note on ALPS to be circulated for information	VP E&Q	
5	Presentation format for data to be reviewed	Principal (RB)	