

**MEETING OF THE CROYDON LEARNING AND QUALITY COMMITTEE**  
**Wednesday 26 June 2019 at 5.30pm**

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**MINUTES**

**Present:** Jean Cook (Chair)  
Nigel Dias

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

**Interim Clerk:** Jill Small

**Observer:** Clare Mitchell, Clerk Designate

		<b>Action</b>
<b>1.</b>	<p><b>Apologies for Absence</b></p> <p>Apologies had been received from Gordon Smith, Caireen Mitchell and Richard Beales. The Clerk confirmed that Kim Meyler-Vincent had now resigned as a Staff governor.</p> <p>The Clerk noted that the meeting was not quorate. However, it was agreed to continue with the meeting as there were no major items for decision on the agenda.</p>	
<b>2.</b>	<p><b>Declarations of Interest</b></p> <p>There were no Declarations of Interest.</p>	
<b>3.</b>	<p><b>Minutes of the Meeting held on 13 February 2019</b></p> <p>Minutes of the previous meeting were approved and signed as a correct record of the meeting.</p>	
<b>4.</b>	<p><b>Matters Arising not on the Agenda</b></p> <p><b>Part 1 minutes</b></p> <p><b>i) In year KPI report</b></p> <p>A list of data types had been sent to Nigel Dias. The Chair thanked ND for his assistance with the work on the planned KPI dashboard.</p> <p><b>Part 2 minutes</b></p> <p>FC confirmed that the OfS issues had been resolved and students were now able to apply for loans. However, the OfS had applied conditions on the College registration including requiring a detailed</p>	



	<p>improvement plan and were also placing a cap on HE numbers. The College would be appealing as the OfS had also confirmed that the College performance was regarded as good.</p> <p>All other actions had been completed or were cover on the agenda.</p>	
<p>5.</p>	<p><b>Updated Terms of Reference</b></p> <p>A number of amendments were agreed and subject to these the updated Terms of Reference were <b>approved</b>.</p>	
<p>6.</p>	<p><b>Learning and Quality Update</b></p> <p><b>i)Teaching, Learning and Assessment</b></p> <p>AE presented this report. There were a number of changes to the processes used to evaluate quality where a broader range of evidence would be considered rather than just lesson observations.</p> <p>The first part of this was TLA snapshot reviews which were carried out for each school over a single day. These reviews at Croydon had demonstrated a lack of consistency of good practice and also low levels of attendance. The findings from the reviews gave overall grades to each School and these were all currently assessed as Grade 3, apart from the School of English, Maths and Skills for Life which was assessed as Grade 2.</p> <p>The report also outlined progress with the plans to recruit Teaching and Learning Mentors (TLMs). There had been a good response and the first round of interviews had taken place. In particular there were some very good applicants from Coulsdon. Around six TLMs would be appointed across the whole College and their role would be to share good practice and support staff to ensure the best outcomes for learners.</p> <p>The report detailed the follow up to the areas for improvement. Individual reports were generated for each School to be used in the SAR process. Alongside the establishment of TLMs the further development and training needed was clear and during the Staff Learning Week in July, managers would steer individuals to specific sessions and areas required.</p> <p>Members noted the report.</p> <p><b>ii)Outcomes for Learners</b></p> <p>AE presented this report.</p> <p>Attendance figures at Croydon were lower than they should be and plans for improving these figures were included in the quality improvement plans. Predicted outcomes are better than last year overall although there are specific areas of concern within some of the Schools as indicated in the figures.</p>	



Members' attention was drawn to the significant improvement in Hair and Beauty and Hospitality which both had previously been areas of concern.

ND asked how teachers were helped to improve attendance. AE explained that the College offered some positive incentives including prizes for 100% attendance and could use the disciplinary process although this was not very effective. The key was to ensure teaching was dynamic and engaging which made students keen to attend.

AE also mentioned the College involvement in the SCIF project with Leeds College (covered under Item 11 on the agenda) which was concerned with improving attendance and achievement.

ND asked about how the College flagged up learners who may be more vulnerable in terms of lower attendance. AE advised that the College would be using electronic registers from September 2019 and these would automatically flag up these vulnerable learners to the tutors.

Members noted the report and the plans for addressing attendance issues.

**iii) Student Survey Results**

AE presented this report. The QDP (Quality Data Processing) survey had been used for the first time at Croydon this year targeting all students. The survey was completed by 56% of Croydon students. The QDP survey has benchmarks from 93 other colleges and can provide survey results for course groups, areas of management, types of learners and for the whole college.

Members reviewed the detailed results of the survey. AE explained that some of the data was not very useful due to the method of collection which in some cases had only involved small numbers of students. The exercise had been very useful in terms of how to improve the outcomes next time.

AE reported that overall the results were positive but it was evident that more adult students had completed the return and they were more inclined to respond positively. Next time more 16-19 full time learners would be encouraged to complete the survey and course teams needed to convey to students what actions would come out of the survey results.

JC asked about the response of staff to the survey. AE explained that Curriculum Managers were reviewing the results in the light of the quality improvement plans.

AE advised that Coulson students would also take part in the QDP survey next year.

Members noted the report.

**iv) Update on the Review of the Quality Framework**



	<p>AE presented this report. Following the presentation of the rationale for the new Framework at the previous meeting a draft Learning and Quality Framework had been developed and was attached to the report. This outlined the learning and quality processes with timings throughout the Academic year, all with the aim of meeting KPIs and improving learner outcomes. These processes will be included in the college calendar and underpinned by formalised expectations, further guidance and support for users of the L&amp;Q Framework.</p> <p>The Quality Review cycle included a minimum of four progress review meetings during the year with each Faculty Head (at Coulsdon) or Curriculum Team Manager (at Croydon). These would involve Governors as part of monitoring progress with the QIP. Risk was part of the process with underperformance being identified and tackled specifically.</p> <p>The report also included a paper on the outcomes of the Teaching and Learning Assessment Review group who had developed a new process for lesson observations. The new process would involve annual observation for all teachers but these would not be graded as the purpose would be to support development, feeding into development plans. The observations would only be graded for new teachers or where performance issues had been identified.</p> <p>Procedures would be aligned for both Croydon and Coulsdon with every teaching having a detailed development plan to support improvements in teaching, learning and assessment.</p> <p>This process and approach has been agreed by the Executive team and has been circulated to LQC governors, to Review Group members, and to curriculum managers. Meetings with the Union were taking place and any further feedback that is received through these avenues will be considered before final publication. The plans were to roll out the whole process for September 2019.</p> <p>ND asked about support for teachers who were taking on different roles. AE confirmed that there was specific development and training programmed for this aspect and also to ensure all staff were aware of the changes to the processes.</p> <p>Members noted the report and the ongoing involvement of the LQC in the development of the Quality Framework.</p>	
7.	<p><b>Quality Improvement Plan (QIP)</b></p> <p>AE presented this progress report. The latest impacts and next steps were shown together with the outcomes for the year. The progress review meetings were taking place over the next two weeks and some governors were involved in these meetings. Safeguarding had been added to the QIP as agreed at the last LQC meeting.</p> <p>AE reminded the Committee that the Strategic Objectives for the College were in the process of being updated which would lead to a</p>	



	<p>new Operational Plan and Risk Register. This work would be available for review at the Autumn term meetings. AE advised that progress with the QIP was mixed but overall improved over the previous year in most areas.</p> <p>Members asked about stakeholders. AE explained that these were students, employers, parents and others. The College was developing a parents' portal to help parents find out about student progress.</p> <p>Members noted the report and the updated QIP which they noted was a work in progress.</p>	
<p>8.</p>	<p><b>HE Quality Update</b></p> <p>FC presented this report. The outcome measures were now aligned to the OfS requirements which considered the whole programme rather than on a termly basis.</p> <p>Retention of students had improved from 59 to 65% from last year, this was a good measure for HE as if students remained on the course they would normally be expected to achieve the qualification. Therefore achievement rates have also improved.</p> <p>FC confirmed that both the validating bodies, University of Sussex and London Met, were pleased with the assessment and quality at the College. However, attendance was still low for some of the courses and so changes were being made to the programme to try to suit the students outside commitments.</p> <p>Members noted the report and the positive progress being made.</p>	
<p>9.</p>	<p><b>Apprenticeship Quality Update</b></p> <p>FC presented this report. The Government had now launched the Apprenticeship Standard which is a very different way of teaching and assessment for this provision. The implementation was being pushed through by funding measures which meant there would be reductions in funding for the old style frameworks. Apprenticeship delivery has been focused on introducing standards to replace the frameworks, in line with the new apprenticeship training expectations.</p> <p>All existing and new apprenticeship staff now undergo several training days to ensure they are up to date with the new curriculum and Ofsted quality improvement expectations. Also, all the apprenticeship paperwork has been reviewed and updated to meet the new funding expectations of apprenticeship standards delivery.</p> <p>Performance at Croydon was better than the previous year with 67.5% achievement forecast this year (previous year 59.6%).</p> <p>JC asked about numbers of employers. FC explained that the College was now working with more large employers which would improve funding but the local area was more SME and it was important to meet their requirements. FC <b>agreed</b> to share the list of employers with ND.</p>	<p>VPTSHE</p>



	Members noted the report.	
10.	<p><b>Curriculum Planning 2019/20</b></p> <p>AE presented this report. The curriculum intent of the College was outlined and in order to ensure this was implemented successfully a restructuring process is being completed for curriculum managers with the aims of:</p> <ul style="list-style-type: none"> <li>• Rebalancing the size of the schools</li> <li>• Refocusing the work of curriculum managers on the management and development of their teaching teams</li> <li>• Realigning subject areas to create more coherent vocational areas or areas based on learner type. For example, the creation of a Foundation Learning area alongside Uniformed Services and Sport where ‘active learning’ is essential, and sitting Science alongside Engineering.</li> <li>• Reducing costs without impacting on quality</li> </ul> <p>The report detailed the proposed actions in each of the main areas of provision within the College. The changes were intended to meet the needs of learners and make progression and destination routes more secure.</p> <p>Members noted the report.</p>	
11.	<p><b>Strategic College Improvement Fund Project (SCIF)</b></p> <p>AE presented this report. The College had been successful in receiving a grant from ESFA of £191k aimed at improving attendance and achievement. The College would need to match the funding with 25% and the project also involved Leeds College who would receive 25% of the funding.</p> <p>There were 8 workstreams identified in the project:</p> <ol style="list-style-type: none"> <li>1. <b>Peer review of practice:</b> sharing good practice with Leeds City College over a series of visits and remote working</li> <li>2. <b>Development of management reporting to increase the effective focus on attendance and student achievement in the Quality Framework:</b> determining the correlations between learner characteristics and both attendance and achievement patterns to inform support and interventions with students</li> <li>3. <b>Management development programme:</b> to develop the management resource in the college</li> <li>4. <b>Review of student placement, induction, tutorial and support practices:</b> to explore new ways of working to improve these functions</li> <li>5. <b>Teaching and learning development:</b> the establishment, training and use of a Teaching and Learning Mentoring team</li> </ol>	



	<p><b>6. Engagement of learners in the improvement strategy:</b> both hearing the student voice better but also supporting learners to improve their advocacy skills and to be involved with observations of lessons</p> <p><b>7. Development of governors:</b> to increase governors involvement in the work of the college, to increase joint working with the Executive, to include peer working with the governors at Leeds City College and to support training on governance</p> <p><b>8. Project management and administration</b></p> <p>AE confirmed that workstream 7 included £15k of funding for development of governors. This money needed to be committed by December 2019. The Clerk would discuss this funding with AE to ensure a programme was put in place.</p> <p>The project team had visited Leeds College on 21 June, this visit included Tom Hesmondhalgh on behalf of the governors.</p> <p>The LQC would receive a regular report on progress with the project.</p> <p>Members noted the report.</p>	<p><b>Clerk</b></p> <p><b>VPE&amp;Q</b></p>
<p><b>12.</b></p>	<p><b>Safeguarding and Prevent – Termly Monitoring Report</b></p> <p>AE presented this report. There were 915 internal referrals from staff and students recorded in the period related to housing, bullying, domestic violence, peer on peer abuse, missing from home, family issues and mental health problems. This was considered to be rather low for a college of Croydon’s size. There were far fewer referrals to Social Services.</p> <p>AE also advised that College staff had undergone further training relating to Safeguarding and Prevent.</p> <p>The main concern was whether the College felt safe to students and feedback was positive on this with students reporting they felt very safe in the College and reported that they know how to keep themselves safe.</p> <p>Members noted the report.</p>	
<p><b>13.</b></p>	<p><b>Update on latest Ofsted Education Inspection Framework</b></p> <p>AE presented this report. The previous LQC meeting had received a report on the consultation process for this item which had now been completed. Ofsted had responded to the consultation by ensuring that learners with high needs were embedded within the processes.</p> <p>The report identified how the new Inspection Framework would relate to Croydon College, specifically:</p> <ul style="list-style-type: none"> <li>• Croydon College will receive a full inspection within 3 years of merger – by February '22;</li> </ul>	



	<ul style="list-style-type: none"> <li>• The college will receive 2 days' notice of a full, 4 day inspection;</li> <li>• The 4 point grading scale will be used: outstanding, good, requires improvement, inadequate;</li> <li>• There is an overall effectiveness grade based on grades for:             <ul style="list-style-type: none"> <li>➢ Quality of Education including curriculum intent, implementation and impact. This section therefore includes teaching, learning and assessment and outcomes for learners. This has been described as the most important grade but not a limiting grade.</li> <li>➢ Behaviour and attitudes including attendance and punctuality</li> <li>➢ Personal development including employability, enrichment, citizenship</li> <li>➢ Leadership &amp; management including safeguarding and governance</li> <li>➢ Plus grades for the types of provision</li> </ul> </li> </ul> <p>Future inspections would be much more curriculum focussed with fewer formal meetings and shorter reports. The Governors would still be involved in a meeting with inspectors but the final outcomes would be focussed on key strengths and key areas for improvement of the College. Feedback from pilot colleges was that the process was less stressful and had more clarity with less focus on documentation.</p> <p>The report also outlined the considerations for Croydon including the use the new Inspection regime as a basis for the Quality Framework, appropriate CPD and support for staff and students would be asked to articulate their views to inspectors.</p> <p>Members noted the report and the Board involvement including in the internal preparations for inspection.</p>	
11.	<p><b>Committee Risk Report</b></p> <p>Members noted the latest update of the Committee Risk Report which included the three operational risks explicitly monitored by the LQC.</p> <p>Members also noted that the College Risk Register would be completely reviewed before the November meeting following the requirements of the new College Operational Plan.</p>	
12.	<p><b>Dates of Meetings 2019/20</b></p> <p>To be confirmed following approval at the July Board meeting.</p>	
13.	<p><b>Any other business</b></p> <p>There was no other business.</p>	

Signed Chair .....



*Date:*