



MINUTES

**PRESENT:** Jean Cook (Chair)  
Gordon Smith  
Caireen Mitchell (P&CEO)  
Christina Gassons  
Tom Hesmondhalgh

**IN ATTENDANCE:** Fadia Clarke (VPTSH)  
Ray Shilling (VPE&Q)  
Dawn Cowcher (DHR)  
Angela Edwards

**CLERK:** Fiona George

**APOLOGIES:** Nigel Dias

**QUORUM:** The meeting was quorate

**TIMING:** 5.10pm to 7.00pm

1.	<p><b>Apologies for Absence</b> The Chair welcomed all to the meeting, particularly the new Executive members.</p> <p>There were apologies for absence from Nigel Dias who had been due to dial into the meeting but unfortunately was not able to as the meeting time was brought forward to 5pm following the Governing Body Strategy meeting.</p>
2.	<p><b>Declaration of Interest</b> 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><b>Minutes of meeting held on 19 June 2018</b> The minutes were agreed as being a correct record and signed by the Chair.</p>
4.	<p><b>Matters arising from the minutes not already on the agenda</b> Governors asked for an update on the new BA in Sports Management course. The college is still negotiation for 2019 start.</p> <p>The P&amp;CEO gave an update on student numbers. There are approximately 50 additional students for 16-18 and now the deadline of 42 days has passed the College should be able to count these in the return. This will mean approximately £250k extra funding next year. The Palace Foundation students still need to convert and register. There will also be another cohort of Palace Foundation students in the Spring Term.</p> <p>The P&amp;CEO commented last year the College had £1.4m worth of sub-contractor provision, however, this year there will be 9 extra classes for adults across ESOL</p>

	<p>and Functional Skills along with some vocational groups, the impact of this will be a £250k gap of sub-contractor provision as many students have moved to fully funded. Governors queried if this is a pattern to be factored in for 2019/20. The College is trying to run more in-year courses to bridge this gap. In year 20% of teaching staff were sessional and this should change with additional course both in year and for the future.</p> <p>Croydon University Hospital have received the signed contract and the College is waiting for the return of the contract and a start date</p> <p>Stakeholder feedback will be circulated when available.</p> <p>The QIP is to be circulated by the VPE&amp;Q. Going forward the plan is to include the QIP in the Operational Plan. AE will be asked to review the quality cycle. Student progress will be presented at the Spring term meeting along with progression data.</p> <p><b>ACTION: Stakeholder feedback to be circulated by the VPE&amp;Q</b>  <b>ACTION: The QIP is to be circulated by the VPE&amp;Q</b>  <b>ACTION: AE to review the quality cycle</b>  <b>ACTION: Student progress and progression data to be presented at the next meeting by the VPE&amp;Q</b></p>
<p>5.</p>	<p><b>SAR Validation</b>  <i>A supporting paper was circulated prior to the meeting and taken as read.</i>  The P&amp;CEO presented the report. AE was part of the validation panel. The quality framework is not as strong at head of school level and there is a need to ensure everyone is involved in self-assessment. There are clear areas to work on across the college for improvement.</p> <p>Outcomes for learners continue to improve at College Headline level with no gaps in outcomes for socioeconomic indicators. Adult achievement rates are good but it was noted these include sub-contractor provision. Some courses are exemplary, for example ESOL, science and hair and beauty.</p> <p>The P&amp;CEO reported that benchmarks for adult education nationally include short courses so the data is not comparable.</p> <p>There has been really good progress in English, maths and Functional Skills.</p> <p>Level 3 achievement for 16-18 year olds is 55%. If the second year alone was considered the level 3 outcome would be 75% rather than 55%.</p> <p>There is much improvement in English and maths progress measures, however, not enough students are getting GCSEs at higher grades.</p> <p>ALPS targets have fallen this year from 5 to 7 and this is partly due to having a different cohort. The ALPS reports and value added will be presented at the next meeting.</p> <p>Personal development, behaviour and welfare. The college does exceptional work in this area and students report they feel safe. Behaviour is good and students are polite and comfortable in this environment. Attendance needs to be improved. Withdrawals have been included in attendance data for a period of time and this is being changed as it distorts the data. The task and finish group found a divergence between the Respect for All Policy and Student Disciplinary Policy and how</p>

attendance fed into it. There needs to be one formal process. The VPTSH and AE will be updating this and will align the policies. Adult attendance is better than 16-18, however, the lower the course level the less the attendance.

Teaching and learning. The college has had a rigorous way of assessing teaching and learning with 8 people doing all the observations therefore grading was fairly accurate. Managers have regular training to strengthen their leadership and management of teaching, learning and assessment. Assessment practice is not sufficiently robust in some areas. There have been 18 complaints of assessment practice so far. Courses with final unseen exams need a wider range of assessment for learning methods.

Governors request, for the next meeting, more information on how the College is developing teachers in their capability to provide feedback that supports progress and what professional development is in place to build teaching skills. There was a discussion on what lesson observations should be looking at.

TLA grades are triggered by concerns of underperformance and are not directly comparable year on year. Data is just a snapshot and there are other ways to evaluate quality of teaching and learning that would be more useful. As mentioned on page 9 paragraph 2 of the report, attendance to class is varied according to quality of lessons being observed. Students need to want to attend lessons and the lessons need to be exciting and vibrant. Staff need to be supported in providing good lessons.

Leadership and management. The P&CEO suggested this is good. Line management skills need to continue to be strengthened and first tier line managers need to be managing staff.

Summary grades suggest 3 for outcomes for learners and good for overall effectiveness. All areas highlighted have come through from other areas. Line management is a top priority for the college to improve outcomes.

Governors queried who the audience of the SAR is and the P&CEO commented she thinks this should be an internal document for all staff. It was agreed the Ofsted quotes should only be used in the first year following the inspection but not in subsequent years. Governors suggested RAG rating the grades to demonstrate progress and to focus on the detail of what to do next. RAG rating could be done just for internal use.

Outcomes for learners are a 3 and this is supported by evidence. Governors agreed the evidence is clear Croydon is a good college.

The SAR was approved.

**ACTION: An update on SAR will be given to the full board at the next meeting.**

**ACTION: The ALPS reports and value added will be presented at the next meeting.**

**ACTION: Governors to be provided with more information on how the college is developing teachers in their capability to provide feedback that supports progress and what professional development is in place to build teaching skills**

<p>6.</p>	<p><b>College Autumn Quality and Performance update</b>  <i>A supporting paper was circulated with the agenda and taken as read.</i>  The VPE&amp;Q presented his report.</p> <p>The report evaluates the teaching, learning and assessment for the college's FE and HE provision in November 2018. It includes a summary of actions taken and brief feedback on some of the activities that have taken place.</p> <p>The Position Statement showed emerging key strengths and areas for improvement.</p> <p>The minimum target grades are reflected in the ALPS report. Teachers are being asked to exceed the minimum target grade. There is also an expected target grade. The minimum grade is kept the same and teachers set an expected target grade. AE commented to get students to achieve value added the minimum target grade on the whole should be a distinction as this is what is being achieved nationally. Aspiration could be a distinction *.</p> <p>The VPTSH commented the target setting process should be done by October half term so it can make a difference. The VPE&amp;Q felt the process needs to be simplified as some processes are too complicated with too much repetition. Managers need to be given the time to manage and to have more autonomy.</p> <p>Peer to Peer briefings in October focused on exam preparation as some courses have moved from vocation assessment to an increased element on accredited assessment which can be done in various ways. Apprenticeship staff are now being involved as this is the first time they have had to grade work. The FE sessions focussed on supporting teachers and curriculum management.</p> <p>Governors queried how this links with the manager role within individual teams. The VPTSH commented there is currently no link between appraisals and quality of teaching and triangulation is required.</p> <p>Learning walks will be taking place throughout the year; the first walk took place in Sept-Oct 2018. Teachers were aware the learning walks were taking place but not the specific lessons to be visited.</p> <p>A staff learning day took place on 7<sup>th</sup> November 2018 and covered areas such as preparation for externally accredited exams, increasing value added and target setting.</p> <p>Leadership and management development has been a focus with the VPF&amp;R taking a session on financial viability.</p> <p>The VPE&amp;Q was thanked for his report.</p> <p>The committee noted the report.</p>
<p>7.</p>	<p><b>HE Annual Monitoring Report and QEP</b>  <i>A supporting paper was circulated with the agenda and taken as read.</i></p> <p>The VPTSH presented the report. The College is required to make an annual return to the Office for Students by 1<sup>st</sup> December 2018 with respect to the previous academic year, 2017-18.</p> <p>The VPTSH will be working with AE on compliance.</p>

	<p>In principle the college is doing well in regards to progression from year 1 to year 2 to year 3 and retention. The College is evaluated as a stand-alone provision but should also look at how the universities are doing.</p> <p>The LQC committee will have to sign their agreement that the college complies with the processes and that standards are appropriately maintained. Both universities have confirmed they are happy with the scrutiny taking place.</p> <p>Governors queried what impact on the national student survey the four points noted in the summary report will have. The VPTSH reported these are the four key issues from NSS. The Part A agenda is set by the awarding body but students do not consider the agenda strong enough to capture their views and feel that it focusses on the teaching and assessment rather than their opinion. When a programme lead says this is good the evaluation of the student needs to be captured. The NSS category is weak but these are the most negatively scored areas.</p> <p><b>RESOLUTION: This was approved by the LQC committee who delegated signing to the P&amp;CEO.</b></p> <p><b>ACTION: The LQC chair agreed to provide a verbal update to the Board at the next meeting.</b></p>
8.	<p><b>Proposed 2018/19 Targets for approval</b>  <i>A supporting paper was circulated with the agenda and taken a read.</i></p> <p>It was noted the first column has a wrong heading, this should be Actual 16/17.</p> <p>There is a slightly reduced target next year for 19+ as the College does not expect to sub-contract provision.</p> <p>16-18 is set at 79% but this includes level 3 qualifications. The national benchmark is 81%. The P&amp;CEO reported Level 3 courses will be a challenge as the College has moved back to a 2 year programme.</p> <p>The P&amp;CEO reported apprenticeship needs to get back up to 61% from 55% and it is hoped this will be higher. The VPTSH is looking at caseloads and scrutinising the processes. There will be a revenue impact if the college does not provide apprenticeships in a timely way. The College needs to improve attendance; the target is 85% which is broadly in line with other London colleges.</p> <p>HE final year success is 80%. HE 1<sup>st</sup> or 2:1 is 45%, a dip from the previous year.</p> <p><b>RESOLVED: The LQC committee approved the targets.</b></p> <p><b>ACTION: The Proposed 2018/19 targets paper will be circulated at the next Board meeting. Financial targets for the year will also go to the Board.</b></p>
9.	<p><b>Risk Monitoring Report</b>  <i>A supporting paper was circulated with the agenda and taken as read.</i></p> <p>The VPE&amp;Q reported on the SEN project which has a number of risks attached as there is no signed SLA with Priory School. The VPE&amp;Q reported he had received an email that the head of the Priory School agreed principally with the SLA with a few amendments which need to be discussed with the P&amp;CEO before it can be signed.</p>

	<p>The VPE&amp;Q reported students had not had any therapist since the start of term but the Headteacher of the Priory has agreed these can start while finalising the SLA. There is an Interim manager for 2 days per week in place until 30<sup>th</sup> November. The VPE&amp;Q, with the help of Paul Marsden, has written an email to the Council stating that every week that goes by is adding on to the 18 month timescale and requesting this is moved forward. There are possibly 23 learners next year and they will not fit in the Priory as there is no teaching space or office. It was agreed to look at Coulsdon's dance studio and put in a temporary structure so this provision can move to Coulsdon next year. There is still a risk until the SLA is signed and a good manager is in place. Interviews are taking place at the moment.</p> <p>There was a discussion around separating the merger and the SEN provision. The VPF&amp;R is looking at aligning the risk register to the operational plan.</p> <p>The committed noted the report.</p> <p>Governors queried if curriculum update should be a standing agenda item and this was agreed.</p> <p><b>ACTION: Clerk to add curriculum update as a standing item.</b></p>
<p>10.</p>	<p><b>Policy Review</b> <i>Supporting papers</i></p> <p>i) <b>Admissions &amp; Progression Policy</b> The Admissions and Progression Policy was circulated with the agenda and taken as read. The VPTSH has ensured Coulsdon is aligned with this policy. The committee approved the policy.</p> <p>ii) <b>Student Disciplinary Policy and Procedure.</b> The Student Disciplinary Policy and Procedure was circulated with the agenda and taken as read. The VPTSH commented she is confident this promotes good behaviour. Staff report very quickly and there are not many appeals as to how it is handled which indicate it is handled well. Attendance is the only issue and there needs to be a link to improve attendance and not use disciplinary to tackle attendance. As a policy staff accept it and deal with it correctly. Governors queried if this is also a Coulsdon Policy and the VPTSH confirmed it is. Governors queried how the policy is communicated to students. The VPTSH confirmed it is part of their induction and is on the progress tracker. Students have to tick they have read and understood it or ask questions if they do not. AE thought it was quite a heavy document for students to agree. The VPTSH responded that students get a smaller version as part of the induction process. The committee approved the policy.</p> <p><b>RESOLUTION: The LQC Committee approved the Admission and progression Policy.</b> <b>RESOLUTION: The LQC Committee approved the Student Disciplinary Policy and Procedure.</b></p>
<p>11.</p>	<p><b>Safeguarding and Prevent incident report</b> <b>Annual Safeguarding Report for 2017-18, Discipline Report</b> <i>A supporting paper was circulated with the agenda and taken as read.</i></p> <p>Governors queried page 3 under safeguarding data which stated there were no referrals to the DBS and asked whether this is correct as the DBS is a checking</p>

	<p>process rather than a referral body. Governors thought reporting malpractice goes through a different board rather than DBS. The VPE&amp;Q agreed to ask Julie Percival to clarify.</p> <p>The referrals for child protection are low however there were 4 sexual abuse referrals compared to 0 last year and 1 violence referral compared to 0 last year. It was noted this is last year's annual report (2017-18).</p> <p>Governors felt the reduction in temporary suspensions and exclusion is good as it shows the Respect for All Policy is working effectively.</p> <p>The P&amp;CEO commented that safeguarding is strong at the college but there is a need to look at whether the Executive Team always need to be involved.</p> <p>Wandering summary reported 1 weapon and 10 drugs paraphernalia which is good.</p> <p>Thanks went to Julie Percival for the report.</p> <p><b>ACTION: The VPE&amp;Q to check with Julie Percival regarding referral to the DBS.</b></p>
12.	<p><b>Self-Assessment</b> <i>Supporting paper</i></p> <p>The self-assessment form was put together based on the committee ToR and asks the committee to rate how well they are doing and how well supported they are in terms of information provided.</p> <p><b>ACTION: FG to send the form to the committee for governors to complete and return to FG by 27<sup>th</sup> November to go to audit committee.</b></p>
13.	<p><b>Date of next meeting</b> <i>13<sup>th</sup> February 2019</i></p>
14.	<p><b>Any Other Business</b> <i>Urgent matters notified in advance of the meeting</i> <i>None</i></p>

Signed \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_

## Actions

Item	Action	By whom	Status
4	<p>Stakeholder feedback to be circulated by the VPE&amp;Q</p> <p>The QIP is to be circulated by the VPE&amp;Q</p> <p>AE to review the quality cycle</p> <p>Student progress and progression data to be presented at the next meeting by the VPE&amp;Q</p>	<p>VPE&amp;Q</p> <p>VPE&amp;Q</p> <p>AE</p> <p>VPE&amp;!</p>	
5	The ALPS reports and value added will be	VPE&Q	

	<p>presented at the next meeting.</p> <p>Governors to be provided with more information on how the college is developing teachers in their capability to provide feedback that supports progress and what professional development is in place to build teaching skills</p> <p>An update on SAR will be given to the full board at the next meeting in December.</p>	<p>VPE&amp;Q</p> <p>LQC Chair</p>	
7	The LQC chair agreed to provide a verbal update to the Board at the next meeting.	LQC Chair	
8	The Proposed 2018/19 targets paper will be circulated at the next Board meeting. Financial targets for the year will also go to the Board.	P&CEO/Clerk	
9	Clerk to add curriculum update as a standing item.	Clerk	
11	The VPE&Q to check with Julie Percival regarding referral to the DBS	VPE&Q	
12	Clerk to send the form to the committee for governors to complete and return to FG by 27 <sup>th</sup> November to go to audit committee	Clerk	