

**COULSDON LEARNING AND QUALITY COMMITTEE MEETING**  
**Wednesday 3 June 2020 at 6.00pm**  
**Virtual Meeting**

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**MINUTES**

- Present:** Jean Cook (Chair)  
 Caireen Mitchell (Principal & CEO)  
 Andy Booth  
 Tom Hesmondhalgh  
 Gordon Smith  
 Penny Wycherley  
 Fiona Brennan (Staff Governor, Coulsdon)  
 Donna Hollick (Co-opted member)  
 Margaret Bird (Co-opted member)
- Attendees:** Richard Beales, Principal, Coulsdon College  
 Martin Silverwood, Head of Learning and Quality
- Clerk:** Clare Mitchell, Director of Governance

		Action
1.	<b>Apologies for Absence</b>  Apologies for absence were received from Evelyn Bayerlein (Student Governor).	
2.	<b>Declarations of Interest</b>  There were no declarations of interest.	
3.	<b>Minutes of the Joint LQC Meeting held on 4 March 2020</b>  The minutes of this meeting were <b>agreed</b> as a correct record.	
4.	<b>Matters Arising from the Minutes not on the Agenda</b>  There were no matters arising that were not on the agenda.	
5.	<b>Principal's Report – Coulsdon Campus</b>  <u>Learner numbers and recruitment</u> There had been an 8% increase in student numbers at a time when there was no demographic increase. Plans for 2020/21 were to consolidate student numbers to just under 1100 but with an increase in the proportion of Level 3 students. Level 2 students with lower levels of achievement in Maths and English GCSE would be encouraged to	



enrol at the Croydon Campus were the most appropriate support was available.

The CP was asked if the Coulsdon Campus could accommodate increased student numbers if the impact of Covid 19 was an increase in demand. The CP indicated that it was not yet clear which groups of learners were most likely to increase and staff resource might need to be flexed across campuses. A greater proportion of teachers at the Coulsdon Campus were now on part time contracts and might consider increasing their hours if there was increased demand in their subject. Coulsdon Campus could accommodate approximately 1500 students but this would be significantly impacted by any rules on social distancing.

The CP was asked what action was being taken to engage with the Year 11s who had applied for places for September 2020. Prior to half term staff had had to focus on moving to online learning. However, a letter had been sent out over half term to reassure applicants and flag up relevant resources. A virtual introductory day would be taking place and subject specific staff would be contacting students interested in studying in their area. The CP was aware that there was significant competition for these learners from Reigate Sixth Form College.

Curriculum plans and business planning 2020/2021

The CP indicated that the plans for 2020/21 for the Coulsdon Campus had now been agreed. Work experience would be planned for all Level 2 and Year 12 students but the timing of placements might be impacted by Covid 19. A number of Level 3 students would need to take up an extended work placement to meet the requirements for guided learning hours (GLHs). Options for virtual work experience were being discussed.

Student support services

The CP acknowledged that the timing of the staff consultation on the student services restructure had caused anxiety but the new structure would significantly improve the support available to students in 2020/21. The consultation had now closed and the responses were being reviewed. There would be no, or minimal, compulsory redundancies and staff salaries would be at least retained at their current level.

Guided learning hours

To achieve full funding, the timetable for each 16-17 year old student needed to include a minimum of 540 GLHs. This had been an issue during 2019/20 but following significant effort during the year, the timetables of 97% of students of this age group at the Coulsdon Campus had met the minimum requirements for GLHs.

Timetables that met the minimum GLH requirements would be in place for Coulsdon students from the start of the 2020/21 year. The options for Extended Studies would be developed to be more relevant and would supplement the students' academic and vocational qualifications. Penny Wycherley asked that the Committee have an in depth review of the Extended Study Programme at a future meeting.



**ACTION: CP/Clerk** in depth review of Extended Study Programme to take place at a future LQC Coulsdon meeting

Attendance

Attendance for the year to date had dropped to 77% prior to lockdown. This was very disappointing and significantly below the College's attendance rates for previous years which had been closer to 90%. This would be an area of focus in 2020/21. As well as ensuring robust processes to monitor attendance within the College, Parent Portal and swipe card registration were also needed so that parents and carers could access up to date attendance information.

The Chair queried whether the current reports on student use of Moodle, the College's online learning platform, were robust enough to support monitoring of student engagement. The CP indicated that there would need to be further consideration of how to monitor progress for online learning assuming the College moved towards a blended learning environment from the Autumn term.

The CP confirmed that Zoom had now been rolled out as part of the virtual learning environment at Coulsdon and a training session had been run for teachers on how to run lessons using Zoom. The Head of Learning and Quality was developing guidance on how best to run Zoom teaching sessions. Tom Hesmondhalgh stated that from his experience a team teaching approach was more effective for live online lessons. Guidance would also be needed for students on online lesson etiquette.

Teaching, Learning and Assessment

The CP stated that the Teaching and Learning Mentors (TLMs) had been invaluable in supporting staff. All five TLMs would be continuing into the next academic year.

The Chair indicated that she wished to thank staff at the Coulsdon Campus for their quick response to the need to move to online learning.

**ACTION: Chair to write a letter of thanks to all Coulsdon staff on behalf of the LQC**

Reopening plans

Plans were now in place and, subject to Board approval, there would be a phased return of Year 12 students from 15 June to enable some face to face contact with subject teachers. 125 students could be accommodated at any one time under the current social distancing requirements.

Penny Wycherley noted that BAME staff and students were at an increased risk from Covid 19 and asked how this was being addressed. The P&CEO reported that this concern had also been raised by the Unions. The increased risk appeared to be strongly linked to health inequalities generally and HR would be re-contacting BAME staff and emphasising the importance of them declaring any health conditions that increased their risk. In terms of students, return



	<p>was voluntary but there were a small number of students with EHCPs who might not be able to be invited back because of their health needs.</p> <p><u>Financial performance</u> The Committee noted that the financial contribution from the Coulsdon Campus stood significantly above budget at £327K (a 25% increase) for the eight months to March 2020.</p> <p>The Committee <b>discussed</b> the Principal's report.</p>	
<p>6.</p>	<p><b>Operational and Quality Improvement Plan Update (Strategic Objective Two)</b></p> <p>The Committee <b>noted</b> the Operational and Quality Improvement Plan (OQIP) Update for Strategic Objective Two relating to Coulsdon College.</p> <p>The Chair asked why there was no target figure for increasing the proportion of students who progressed to university. The CP stated that no baseline figure was available yet. There were likely to be a high number of students who deferred their university entry from September 2020 to September 2021 because of Covid 19 and this would impact on the number of university places available for next year's Year 13s.</p> <p>Fiona Brennan reported that a programme was being run at the Coulsdon Campus to encourage students who would be the first in their family to attend university to apply. This would continue into 2020/21.</p> <p>Penny Wycherley asked that the format of the OQIP be amended to include a column identifying the projected impact for each objective. This would be helpful in preparing for the College's next Ofsted inspection which would focus on impact.</p> <p><b>ACTION: CP and Head of Learning and Quality</b> to consider including a column in the OQIP identifying the projected impact for each objective</p>	
<p>7.</p>	<p><b>Safeguarding Report and QIP for the Coulsdon Campus</b></p> <p>The Committee <b>noted</b> the Safeguarding Report and QIP for the Coulsdon Campus.</p> <p>The Chair noted that there was an additional action for her as the Lead Governor for Safeguarding and the Vice-Principal Education and Quality to review the Single Central Record.</p> <p>The CP reported that vulnerable students at the Coulsdon Campus had been contacted regularly by the safeguarding team, including over the Easter holidays. However, none had attended College. There would be a further push to encourage vulnerable students to attend as the College reopened. There had been variable levels of support from external agencies and the Local Authority.</p>	



11.	<p><b>Committee Risk Register (Strategic Risk Two)</b></p> <p>The Committee <b>discussed</b> the risks relating to strategic objective two</p> <p>The CP indicated that most risks and mitigations had been discussed in the Principal's report. In terms of achievement levels and the potential reputational impact; the move to centre assessed grades this year meant that centre results would not be published in performance tables for 2019/20. The areas for improvement that had already been identified would be built into the OQIP for 2020/21.</p>	
12.	<p><b>Dates of Future meetings</b></p> <p>The Committee <b>noted</b> the dates as follows:</p> <p>Wednesday 18 November 2020 Wednesday 3 March 2021 Wednesday 9 June 2021</p>	
13.	<p><b>Other Business</b></p> <p>The Chair noted that this would be the CP's last LQC meeting before his retirement in October 2020 and thanked him for his work and wished him well for the future.</p>	

Signed Chair .....

Date: