

COULSDON LEARNING AND QUALITY COMMITTEE MEETING
Wednesday 18 November 2020 at 6.00pm
Virtual Meeting

MINUTES

Present:	Jean Cook (Chair) Caireen Mitchell (Principal & CEO) Andy Booth Gordon Smith (Items 1-6 only) Penny Wycherley Claudine Reid Fiona Brennan (Staff Governor, Coulsdon) Abbigail Azirou (Student Governor, Coulsdon) Donna Hollick (Co-opted member) Margaret Bird (Co-opted member)
Observer:	Tony Stevenson (Chair Elect)
Attendees:	Odette Carew, Principal, Coulsdon College Phil Castile, Acting Assistant Principal, Curriculum and Quality Martin Silverwood, Head of Learning and Quality
Clerk:	Clare Mitchell, Director of Governance

1.	Welcome and introductions The Chair welcomed the new members of the Committee to their first meeting and welcomed Odette Carew to her first meeting as the new Principal of Coulsdon College (CP). Introductions took place.
2.	Apologies for Absence Apologies for absence were received from Tom Hesmondhalgh.
3.	Declarations of Interest There were no declarations of interest.
4.	Minutes of the Joint LQC Meeting held on 3 June 2020 The minutes of this meeting were agreed as a correct record.
5.	Matters Arising from the Minutes not on the Agenda There were no matters arising that were not on the agenda.
6.	Coulsdon Campus SAR 2019/20



The Acting Principal presented the 2019/20 SAR. The overall grade proposed for the Coulsdon Campus was three (requires improvement), with individual components graded as three with the exception of personal development which was graded as two (good).

2019/20 had been a strong year in terms of achievement rates, particularly in terms of A levels, and would support a grade two. However, achievement rates had been based on centre assessed grades (CAGs) and despite rigorous moderation procedures there did appear to be some anomalies across courses. In terms of vocational qualifications, in the main students were achieving in line with their target grades but not progressing beyond this level. There had also been fewer students progressing to university and to higher tariff universities in 2020/21.

There were also concerns about low levels of attendance, the snapshot review of teaching, learning and assessment had shown a significant number of lessons were too passive, and student satisfaction which was at Quartile D in the QDP survey. There were areas of very good practice in terms of teaching and learning and recommending a three had been a hard decision, but Ofsted would consider the overall picture during any inspection.

The Chair reported that she had met with the Head of Learning and Quality. They reviewed the evidence underpinning the SAR noting the disparity between the achievement rates and the proposed requires improvement grading. The evidence provided was clear that there were significant areas where improvement was required.

There was a discussion about whether the distance that students travelled to College impacted on attendance. The Committee noted that there had been changes to start and end times for students to accommodate changes to bus routes and times. The Acting Assistant Principal (AAP) would review whether there was a link between attendance and punctuality and distance travelled by students.

Action: AAP to review whether there was a link between attendance and punctuality and distance travelled by students

The Committee asked what actions were being taken to strengthen employer and community engagement. The AAP indicated that there were some subjects such as travel and tourism where links with local employers were strong, but this was not the case in all areas. The establishment of the World of Work team at the Croydon Campus was helping with access to work experience and arrangements for remote work experience weeks were now in place. Employers were now engaging with students via Zoom as they were unable to come into the College.

The P&CEO emphasised that staff at the Coulsdon Campus were very dedicated and that she expected that improvements would be put in place quickly so that a Grade 2 could be awarded in 2020/21. The Head of Learning and Quality indicated that the lesson observations taking place this term showed noticeable improving trends.

The Committee's view was that the commentary in the SAR did not sufficiently reflect the strength of the pastoral support provided to vulnerable students. The Committee asked whether this additional support had an impact on achievement for vulnerable students, particularly given the support that had been provided during the first lockdown, as this could mitigate other areas of weakness in the



	<p>SAR. It was agreed that the CP would review this data and consider whether it impacted on the proposed grading.</p> <p>Action: CP to review whether the additional support provided by the College had had an impact on the achievement of vulnerable students and strengthen the SAR commentary if required</p> <p>The outcome would be reviewed by a small group of Governors comprising the Chair of the Committee, Claudine Reid and Tom Hesmondhalgh prior to the Croydon College SAR being submitted to the Board for approval in December 2020.</p> <p>Action: Outcome to be reviewed by Jean Cook, Claudine Reid and Tom Hesmondhalgh prior to the Croydon College SAR being submitted to the Board for approval in December 2020</p> <p>The Staff Governor emphasised the robustness of the procedures that had underpinned the award of CAGs and expressed the concern that the College was not celebrating genuine achievement. The Committee noted that there had been a significant amount of staff and student absence because of flu in January 2020 when the snapshot reviews had taken place. However, staff had been aware of when the reviews were due to take place and so had had time to prepare in advance of the reviews.</p> <p>There were also concerns about how performance in 2019/20 could be compared with other years. 2019/20 had been an unprecedented year with the lockdown and the cancellation of national exams. The P&CEO emphasised that there had been evidence of concerns about teaching and learning at the Coulsdon Campus prior to lockdown. The Coulsdon Campus had undergone a huge transition since the merger and systems issues had impacted on the start of 2019/20. The finances at the Coulsdon Campus were now stable and attention needed to turn to other issues such as student engagement, attendance and the quality of education. The new CP would be responsible for driving these changes forward as quickly as possible.</p> <p>The Committee reviewed the Coulsdon Campus SAR for 2019/20 and agreed to recommend it to the Board for approval subject to the outcome of the review above.</p>
<p>7.</p>	<p>Principal’s Report – Coulsdon Campus</p> <p>The P&CEO indicated that in future this report would come from the CP. Steve Gooch had been acting as Interim Principal in the period between Richard Beales retirement and Odette Carew’s arrival, supported by Phil Castile as AAP.</p> <p><u>Protecting our College Community</u></p> <p>The P&CEO outlined the measures that had been put in place to protect students and staff. The arrangements for student lunchtimes were being reviewed as was the lack of social space for students. The effectiveness of the trial of online lessons on Thursdays needed to be assessed. The JISC network had gone down the previous Thursday impacting on provision. Transport issues were also being closely monitored.</p>



	<p><u>Progress against our Strategy</u> The P&CEO outlined progress against Strategic Objective 2 relating to the Coulsdon Campus and Strategic Objective 5 relating to Croydon College’s corporate functions in 2019/20. Other College successes in 2019/20, such as the smooth transition to online teaching and learning and remote working by staff and the take up of Zoom lessons by Coulsdon teaching staff. There had been strong financial and resource management, good business planning and a growth in student numbers which meant that the Coulsdon Campus was now contributing in line with the Schools at the Croydon Campus, ahead of schedule.</p> <p><u>Student Outcomes 2019/20</u> Despite internal moderation, the CAGs for students at the Coulsdon Campus were significantly above achievement in 2018/19 and significantly above the calculated grades initially awarded by Ofqual. This could have been a result of a more able cohort of students or there might have been a need for more rigorous moderation in some areas. Comparisons between achievement rates in 2019/20 and future years were likely to be problematic.</p> <p><u>2020/21 Academic Year to Date</u> Enrolment and induction had moved online because of the pandemic. Student numbers had grown by 33 in 2020/21, mainly in L3 Year 12, in line with the strategic objectives. Attendance was still low at 73%. This was being addressed and would be a priority for the new CP. The CP indicated that she was also addressing enrichment for students and how this linked into work experience and engagement with employers. The CP was keen to see change quickly with results in 2019/20, so that clear improvement could be evidenced in the 2020/21 SAR and QIP.</p> <p><u>Staff</u> Investment in teaching and learning was continuing with TLMs providing support to develop teaching practice. The second cohort of the aspirational managers’ programme had begun. The P&CEO was keen to improve the diversity of staff in leadership and management positions.</p> <p><u>Facilities and Estates</u> The College had been expecting Croydon Council to fund the development of a permanent Pathway Centre for SEND students at the Coulsdon Campus. However, it was unclear whether this would now take place in 2019/20 because of the Council’s very difficult financial position.</p> <p>Clr Bird reported that there had been issues with the behaviour of some students in the local area, which had been reported to the College. Some students were reluctant to wear masks both inside the College and as required in the local area. The College had implemented a number of actions to improve compliance. The P&CEO emphasised that the College was keen to work with the local community to improve relations. The previous CP had written to local stakeholders and a number had responded indicating that they were willing to work with students at the Coulsdon Campus.</p> <p>The Committee discussed the Principal’s report.</p>
8.	<p>Annual Compliments and Complaints Report for Coulsdon Campus 2019/20</p> <p>The Committee noted the annual compliments and complaints report for the Coulsdon Campus for 2019/20. One compliment had been received, plus four</p>



	formal and 18 informal complaints. There had been staffing issues relating to psychology teaching. New teaching staff were now in post.
9.	<p>Safeguarding and Prevent Annual Report 2019/20</p> <p>The Committee noted the Safeguarding and Prevent Annual Report 2019/20 including the Quality Improvement Plan and Prevent Risk Assessment. The Head of Learning and Quality reported that a rota was now in place so there was always a member of the safeguarding team available. There had been four referrals to the Local Authority Designated Officer for allegations made against staff at the Coulsdon Campus. The Chair reported that she had reviewed the Single Central Record (SCR) as the Lead Governor for Safeguarding and this had been accurate. In future, the SCR would be incorporated into the iTrent HR system.</p>
10.	<p>Committee Risk Register (Strategic Risk Two)</p> <p>The Committee discussed the risks relating to strategic objective two. The following specific risks needed to be addressed:</p> <ul style="list-style-type: none"> • The risk of students not achieving or not achieving to their potential due to too much variance in the standards of Teaching, Learning and Assessment • The risk of students not achieving or not achieving to their potential due to poor attendance • The risk of poor student feedback in 2019/20, teaching and learning which requires improvement, poor attendance and low achievement in 2020/21 <p>The P&CEO also highlighted the risk that the ongoing review of L3 qualifications might result in students' choices being limited to A Levels, T Levels or apprenticeships. This would prevent the current mix of BTECs and A Levels being offered. Croydon College would be piloting two T Levels from 2022/23 and the P&CEO would speak to the CP about her aspirations for T Levels at the Coulsdon Campus.</p> <p>Action: P&CEO to speak to the CP about her aspirations for T Levels at the Coulsdon Campus</p>
11.	<p>Committee Self Assessment</p> <p>The Chair asked for any comments on the self-assessment process to be sent to the DoG. It was agreed that the performance of the Committee should be graded as Good.</p> <p>Action: Members to send any comments on the Committee self-assessment process to the DoG</p>
12.	<p>Review of Terms of Reference</p> <p>The P&CEO indicated that she was keen for the Committee's agenda to focus more specifically on the Coulsdon Campus to enable more time to review teaching and learning and student experience at the Coulsdon Campus in more depth. It was proposed that items such as policies would be presented to the Croydon LQC only. The Staff Governor asked whether it would be possible for her to attend Croydon LQC when policies were discussed so that she had the opportunity to input as these policies would also operate at the Coulsdon Campus.</p>



	Action: P&CEO and DoG to consider how the Coulston Staff Governor could feed into policy items at the Croydon LQC
13.	<p>Dates of Future meetings</p> <p>The Committee <u>noted</u> the dates as follows:</p> <p>Wednesday 3 March 2021 Wednesday 9 June 2021</p>
14.	<p>Other Business</p> <p>There were no items of other business</p>

Signed Chair

Date: