



Croydon
College



COULSDON
SIXTH FORM COLLEGE



Croydon
University
Centre

COULSDON LEARNING AND QUALITY COMMITTEE MEETING
Wednesday 3 March 2021 at 6.00pm
Virtual Meeting

MINUTES

- Present:** Tom Hesmondhalgh (Chair)
Caireen Mitchell (Principal & CEO)
Jean Cook
Claudine Reid
Fiona Brennan (Staff Governor, Coulsdon)
Abbigail Azirou (Student Governor, Coulsdon)
Donna Hollick (Co-opted member)
Margaret Bird (Co-opted member)
- Attendees:** Odette Carew, Principal, Coulsdon College (CP)
Phil Castile, Acting Assistant Principal, Curriculum and Quality (AAP)
Martin Silverwood, Head of Learning and Quality
- Clerk:** Clare Mitchell, Director of Governance

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| 1. | Apologies for Absence There were no apologies for absence. |
| 2. | Declarations of Interest There were no declarations of interest. |
| 3. | Minutes of the Coulsdon LQC Meeting held on 18 November 2020 The minutes of this meeting were <u>agreed</u> as a correct record. |
| 4. | Matters Arising from the Minutes not on the Agenda The Committee <u>noted</u> the updates to the action list. |
| 5. | Principal's Report – Coulsdon Campus In response to a question from the Chair, the CP reported that she was most pleased with the improvement in retention, which was currently 95% overall. In the short term, she was concerned to ensure the smooth return of students to the campus from 8 March. The CP outlined the measures that were being taken to encourage students to refocus on their studies and to tackle any disengagement following the lockdown. There would be a staggered return, with students tested on their first morning on site, prior to classes in the afternoon. Staff were clear that the approach to students should be one of kindness. The CP confirmed that both staff and students would be encouraged to take part in testing but that this was voluntary for both groups. A letter had been sent to students' parents and carers explaining the testing process and asking them to encourage students to take part. |

The CP drew members' attention to four priority strategies and actions for the Coulsdon Campus. Those students who were not planning to progress to University would be encouraged to undertake higher level skills training e.g. level 4 apprenticeships. Staff at the Coulsdon Campus were working closely with the HE and apprenticeship teams at the Croydon Campus to facilitate this.

Attendance was lower than target and it was anticipated that the lockdown would have impacted on levels of engagement and the mental health of some students. However, retention was high and with the focus on re-engagement the CP hoped that overall achievement for the year would be as good or better than in the previous year.

The Staff Governor noted that the impact of the first lockdown had been felt in terms of lower attendance in the autumn term of 2020/21.

Assemblies in the first week would set out behaviour expectations. The timings of lessons for L2 and L3 students had been staggered to avoid large numbers of students congregating and leaving the campus at the same time. Students would also be excited at seeing one another again and this might also pose a challenge in terms of enforcing social distancing.

The CP reported that the results of the most recent QDP student survey had become available very recently. The results showed improvements across many of the faculties but, frustratingly, ratings were still in Quartile D. The process of discussing the results with staff and identifying actions had begun. Teaching, learning and assessment was still identified as an area of concern. Teaching and Learning Mentors would be rolling out a programme of staff development for the remainder of the year focusing on stretch and challenge in lessons. The return to on campus learning should also improve this aspect of teaching. However, improvements to teaching, learning and assessment would take time to show up in survey results. The CP and AAP met regularly with the student representatives and would feedback to them on the actions being taken to address students' concerns. In terms of quick wins, positive incentives were being introduced for attendance and punctuality and a location had now been found for a student common room, which would help the development of student clubs and activities. The refectory's opening hours were being extended in response to student feedback.

The rationale for using the QDP survey to collect feedback from students was discussed. The response rate for the latest survey had been low, although the lockdown would have contributed to this, and students with concerns were the most likely to respond. The main advantage of the QDP survey was that it provided benchmarking data against other Colleges. However, it was not the only source of feedback from students. The termly progress reviews included student focus groups and the outcome of the snapshot reviews of teaching and learning. The QDP data would be used as the basis for further, more detailed, discussions with specific groups of students. Improving the response rate was key. The CP would put in place a system whereby staff were responsible for specific groups of students completing the survey, ideally when they were on site.

Action: CP to put in place a system whereby staff were responsible for specific groups of students completing the next QDP survey

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| | <p>The Committee noted that the current Year 12 students would have received Centre Assessed Grades (CAGs) for their GCSEs and next year's Year 12 cohort would be in the same position. This might result in an increasing need for different levels of stretch and challenge within a class. The AAP stated that the enrolment process was being reviewed for 2021/22 to make it as robust as possible and there would be early assessment of students' performance to ensure they were enrolled on the correct courses. Students would also need additional examination practice as they would not have sat GCSE examinations.</p> <p>The Committee discussed the Principal's report.</p> |
| <p>6.</p> | <p>Detailed QIP – Coulsdon College 2020/21</p> <p>The Committee noted the detailed QIP, which had been developed from the Coulsdon Campus SAR for 2019/20. The main actions had been discussed under the Principal's Report above. Most of the actions were rated amber as, although they were underway and progress was being made, insufficient evidence was available at this point in the academic year to rate them as green. The only red action related to attendance, which was being addressed as part of the return to on site teaching (see item 5 above).</p> <p>Since the CP had taken up post in November 2020, there had been considerable progress in training for staff on how to use data, course selection and market demand and increased engagement with employers. Staff at the Coulsdon Campus were now working closely with the World of Work (WOW) team at the Croydon Campus to link work experience placements with the curriculum.</p> <p>Delivery of Science T Levels was expected to start at the Coulsdon Campus in September 2022. In preparation for this, the staff in that team were being encouraged to work with the WOW team at the Croydon Campus to develop engagement with relevant employers as industry placements would form part of T level delivery.</p> |
| <p>7.</p> | <p>Student Governor's Report</p> <p>The Student Governor reported that she had found the online learning experience positive overall, and her tutors had been helpful. However, she had found it difficult to work and relax in the same space and she was fortunate in that she had her own room, laptop and access to wifi, which was not the case for all of her fellow students. Feedback she had received through social media from other students was that online learning was disrupted for some students by living in a noisy household, having to share space and/or devices and having to care for younger siblings. Most students were pleased to be returning to campus but were concerned about the possible increase in case numbers. The availability of testing kits was seen as positive. Students were also concerned about how CAGs would be awarded. The Student Governor also raised concerns from students about teaching on a particular course. The CP reported that a replacement teacher was now in post.</p> <p>The Chair thanked the Student Governor for her report and noted that the last few months had been very stressful for students and staff and it was important that they supported one another in the return to campus.</p> |

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| 8. | <p>Operational and Quality Improvement Plan 2020/21 – Coulsdon Campus</p> <p>The Committee noted the updates to Strategic Objective Two relating to the Coulsdon Campus.</p> |
| 9. | <p>Safeguarding Interim Report 2020/21 - Coulsdon Campus</p> <p>The Committee noted the Safeguarding Interim Report.</p> |
| 10. | <p>Policies</p> <p>None for this meeting.</p> |
| 11. | <p>Committee Risk Register (Strategic Risk Two)</p> <p>The Committee noted the updates to Strategic Risk Two. The main risks to achievement of this strategic objective had already been discussed under the Principal’s Report and the QIP for the Coulsdon Campus. The mitigating actions were in place and there were signs that they were working, but there was insufficient evidence to support a green RAG rating at this point in the academic year.</p> <p>The current CP had inherited the risk register when she joined the College in November 2020 and some mitigating actions, e.g. increasing student numbers, had been rolled over into the next academic year.</p> <p>The potential impact of Covid on students was not included in this update of Strategic Risk Two. A separate risk register had been established relating to the pandemic. The Committee noted the similarity between the OQIP and the Risk Register documents. The P&CEO stated that the report from the recent internal audit of risk management had been discussed by the Executive Team and that there would be further changes as a result of this. In future the risk register would be produced in MS Word to make is easier to use and update.</p> |
| 12. | <p>Review of Terms of Reference</p> <p>The Chair introduced this paper, noting that there had been a lack of clarity since merger on the roles of the Croydon and Coulsdon LQCs. It was important that the distinct character of the Coulsdon Campus as a sixth form college was maintained and for this reason a separate LQC was needed, but in future its focus would be specifically on teaching and learning at the Coulsdon Campus. The Croydon College LQC would have a College wide remit, with a focus on education and training provided at the Croydon Campus and the Pathway Centre.</p> <p>The Chairs of both LQCs had reviewed the proposed changes to the terms of reference in advance and agreed with the proposals. However, it was important that staff at the Coulsdon Campus had the opportunity to comment on matters impacting on them which would be discussed at the Croydon College LQC e.g. amendments to policies, and that opportunities for joint learning and sharing good practice should be available. The P&CEO was asked to consider how this could be taken forward.</p> <p>Action: P&CEO to consider how staff at the Coulsdon Campus could be given the opportunity to comment on matters impacting on them, which would be discussed at the Croydon LQC</p> |

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| | <p>The Committee noted that Ofsted had no specific requirements in terms of the governance model used in Colleges which had more than one campus and provided different types of provision. Ofsted's focus would be on whether the model in place was working effectively.</p> <p>The Staff Governor complimented the CP on the steps she had taken since her appointment, along with the AAP, to drive improvements at the Coulsdon Campus during what had been a particularly difficult time for staff and students.</p> <p>The P&CEO thanked all those who had written the very comprehensive papers for the meeting.</p> |
| <p>13.</p> | <p>Dates of Future meetings</p> <p>The Committee noted the dates as follows:</p> <p>Wednesday 9 June 2021</p> |
| <p>14.</p> | <p>Other Business</p> <p>Margaret Bird reported that a local Coulsdon resident had been upgrading second hand laptops and supplying them to local schools for use by pupils. He would be willing to assist in providing laptops to students at Coulsdon College if that would be helpful.</p> <p>Action: CP to contact Margaret Bird re provision of laptops to students at the Coulsdon College</p> <p>The Chair commented that he also had some desktop computers that were available.</p> |

Signed Chair

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