



Croydon
College



COULSDON
SIXTH FORM COLLEGE



Croydon
University
Centre

CROYDON LEARNING AND QUALITY COMMITTEE MEETING
Wednesday 10 March 2021 at 6.00pm
Virtual Meeting

MINUTES

Present: Jean Cook (Chair)
Caireen Mitchell (Principal & CEO)
Tony Stevenson
Shyam Pillai (Student Governor, Croydon Campus)
Aida Mussa (Co-opted FE Student, Croydon Campus)

Attendees: Angela Edwards, Vice Principal, Education and Quality
Fadia Clarke, Vice Principal, Training, Skills and HE
Vicky Chainey, Director of Student Services (Items 7 and 10)

Clerk: Clare Mitchell, Director of Governance

1.	Apologies for Absence Apologies for absence were received from Lucia Guetcherian.
2.	Declarations of Interest There were no declarations of interest.
3.	Minutes of Meetings The minutes of the meeting held on 20 November 2020 were <u>agreed</u> as a correct record. The minutes of the confidential meeting held on 10 June 2020 were <u>agreed</u> as a correct record. The Committee noted that the issue discussed at this meeting was now known to staff and students.
4.	Matters Arising from the Minutes not on the Agenda The Committee <u>noted</u> the completed action list.
5.	Key Issues for the Committee to Consider The VPE&Q introduced the paper under the following headings: <u>Ways of working under the lockdown and the return to onsite learning</u> As of 10 March 2021 all 16-18 learners were back on site at the Croydon Campus. Attendance was strong and students were pleased to be back. Safeguarding staff were on site to support students and a wellbeing webinar was taking place for students. Compliance with face coverings was good and no positive cases had

been reported through the onsite testing centre. Risk assessments had been updated.

The return of adult learners would be staggered from Monday 15 March 2021. HE teaching would remain online until Easter when provision would be reviewed.

The FE Student Representative reported that the Covid safety arrangements at the Croydon Campus were good. The Chair reported that she had attended some virtual snap shot reviews of lessons taking place on site and they had gone well.

Approximately one third of 16-18 students had taken up the offer of testing. Further communications would be sent out to students and parents/carers of 16-18 year olds to encourage the take up of testing. Adult students would also be able to access tests when they returned to campus.

The Committee **noted** the attendance data appended to the report and queried the reasons for the drop in attendance on some courses. The VPE&Q responded that lower attendance tended to be the result of a combination of issues, depending on the student group. ESOL students often had less access to and proficiency in IT and struggled to engage with the subject online. However, some practical courses such as health and beauty had had good attendance throughout the pandemic. Good practice on high attendance courses was being rolled out to other areas but some groups of students were harder to reach. The P&CEO commented that a group of students in construction and engineering who had not engaged in online learning had returned to campus now that in person teaching was available.

Progress with the Key Improvement Strategies towards achieving KPIs

The VPE&Q outlined the actions being taken to address attendance and to identify and tackle underperforming students; particularly those identified as being at risk. Lesson observations were almost complete and snapshot reviews were underway. There was an increased focus on questioning of staff and students.

The review of the School of Business, Community and Access was now complete and was a strong Grade 2. This was supported by the student survey results and conversations with students during the snapshot reviews. The second area where reviews were complete was Supported Education and the Pathway Centre. This was also assessed as a strong Grade 2, with students making progress against their targets as well as having a positive experience. Evidence was still being collected in some other curriculum areas and reviews had yet to start at the Coulsdon Campus and of distance learning and apprenticeship provision.

In terms of developing the study programme, access to work experience was challenging because of the pandemic but actions were being taken to develop students' employability skills. Progress coaching had been introduced in September to study programmes at the Croydon Campus with the aim of supporting students to achieve the whole of their study programme. This had had variable success and the Heads of School were reviewing the deployment of progress coaching for the rest of this academic year. Implementation of the 16-18 small group tuition fund had been challenging logistically and additional teachers had had to be recruited at both campuses.

Progress with Curriculum Planning for 2021/22

	<p>In 2021/22 the College was aiming to achieve a 10% increase in adult income, a minimum of £1.2m of HE income and growth for adult learner loans plus an increase the number of 16-18 students by approximately 80-100.</p> <p>An NCFE Level 1 sport qualification was being introduced at the Croydon Campus. Digital marketing at Level 2 would also be introduced along with an Entry 3 Extended Award in Baking and Hospitality. There was no planned growth in ESOL as a result of Brexit. A one year Foundation BTEC Diploma Level 3 in Science was being introduced to allow learners to progress to a Foundation Degree. In HE the focus would be on expanding Level 4 and 5 provision and the first year of the Nursing Degree.</p> <p>The Committee supported the development of courses with a digital focus. The VPTSHE reported that local employers reported the need for high level specific skills in this area but this did not always fit with student demand for a specific qualification.</p> <p>The Chair of the Board raised the Skills for Jobs White Paper and the impact that some of its proposals might have on the role of general FE Colleges. The P&CEO indicated that her view was that Croydon College would continue to provide courses for the local population in all areas where there was demand and noted that students were increasingly looking for local provision as a result of the pandemic. In terms of supporting local employers, the College would be focusing on providing courses in health and social care, engineering and construction and digital and IT once the College's capacity in this area had been boosted.</p> <p><u>Outcome of the Safeguarding Audit conducted in December 2020 and follow up actions</u></p> <p>The VPE&Q reported on the outcome of the safeguarding internal audit. Implementation of two of the three recommendations was already underway. Refresher training would be carried out through a variety of different mechanisms with SMT having overall responsibility for ensuring their teams were kept up to date. Members' view was that they received regular updates on safeguarding through the reports to the LQCs.</p> <p>The Committee discussed the key issues as set out above and identified in the report. Governors were asked to send any questions on the data appended to the report to the Clerk or VPE&Q.</p>
6.	<p>Student Governor's Report</p> <p>The Student Governor reported that HE students were keen to return to onsite course provision. Online lessons had improved during this lockdown as teachers and students now used their cameras increasing interaction during lessons. Breakout rooms were also being used to enable group seminar activities. Final year students had also had access to CIMA workshops, graduate clubs and CV workshops to increase their employability.</p>
7.	<p>Development of High Needs Provision at Croydon College</p> <p>The Director of Student Services (DoSS) reported that there had been a further increase in the number of high needs learners from 159 in December 2020 to 170. This represented a 46% increase since the 2019/20 academic year. Of these students, 25 were at the Pathway Centre, 126 at the Croydon Campus and 19 at</p>

	<p>the Coulsdon Campus. High needs income was expected to exceed £2m in 2020/21.</p> <p>95 EHCP students had already been accepted for enrolment in 2020/21 across the Pathway Centre and both Campuses. 33 places had been offered at the Pathway Centre, which was now at capacity. Planning was underway for a permanent Pathway Centre at the Coulsdon Campus, which would allow an increase in capacity to 78 learners in 2022/23. The capital funding for this development would be provided by Croydon Council.</p> <p>The number of students in Supported Education at the Croydon Campus had increased to 24 in 2020/21 against a plan of 10. Refurbishment of this area of the Croydon Campus had been requested as part of the capital bid process. Access to specialist careers advice for lower level high needs learners was being piloted working with the GLA and the London Enterprise Adviser Network (LEAN).</p> <p>The Committee noted the report and congratulated the Executive on the successful expansion of this provision. The Chair queried whether Croydon Council would be able to fund the new Pathway Centre given its current difficult financial position. The P&CEO indicated that her understanding was that the capital funding would be available from the Council. The increased capacity at the new Pathway Centre would reduce the Council's revenue costs significantly by enabling more high needs students to study in Croydon rather than being sent outside the Borough.</p>
8.	<p>ESFA Non Londoners Adult Education Budget (AEB)</p> <p>The VPTSHE introduced the report which set out the plan for delivering the College's allocation of £675,904 of AEB funding for outside London. There was currently a shortfall of £125,057 in College delivered non Londoners AEB. Students from outside London had been less willing to travel to the College for face to face courses as a result of the pandemic. Recruitment to College distance learning courses had been suspended in October 2020 for four months due to quality concerns. Recruitment had now re-started and arrangements were in place to ensure that students were signed up on the correct course at an appropriate level. Higher targets had been put in place to try to address the income shortfall. The higher target had been met in February 2021 but this was the first month of recruitment so it was too early to say whether these targets would be met on an ongoing basis. Job centre participants struggled to engage with distance learning, so it was essential that they were on the correct course at the correct level and that their maths and English skills were properly assessed.</p> <p>The shortfall would be addressed through working with Job Centres outside London to engage unemployed claimants seeking re-training, targeted marketing campaigns to engage professionals seeking upskilling through distance learning and focussed networking with organisations and community groups in need of specific bespoke training.</p> <p>The College's subcontract with The Skills Network (TSN) for £360K in 2020/21 was expected to achieve its income target. In response to an internal audit recommendation, contingency arrangements had been documented to address the risk of detriment to students if subcontracting arrangements ceased earlier than expected. The first review of the quality of TSN's provision had taken place and two Governors had taken part in the review. The quality and delivery of this provision were good and TSN were actively supporting the College to develop its own distance learning provision.</p>

9.	<p>Operational and Quality Improvement Plan 2020/21 Update</p> <p>The Committee noted the Operational and Quality Improvement Plan (QIP) Update.</p>
10.	<p>Safeguarding Interim Report (whole College)</p> <p>The Committee noted the Safeguarding Interim Report. The DoSS reported that a meeting was taking place with Croydon Police to discuss information sharing protocols and a preventative approach to knife crime.</p> <p>The P&CEO reported that the DoSS was leading on the College's matrix assessment, which was currently taking place. The assessment had been extended to cover advice and guidance across the whole organisation. The feedback on Day 1 had been positive and the outcome would be reported to the Committee.</p> <p>Action: P&CEO – outcome of matrix assessment to be reported to the Committee</p>
11.	<p>Higher Education (HE)</p> <p>i <u>Draft Notes of the HE Group meeting on 2 March 2021</u></p> <p>The Committee noted the notes of the meeting.</p> <p>ii <u>Update on OfS B3B Action Plan</u></p> <p>The VPTSHE introduced the updates to the OfS B3B action plan and the HE OQIP. This update had previously been scrutinised by the HE group. HE attendance was over the target of 80%, which was very pleasing. Progress against OfS condition B3B(i), delivering a material improvement in student outcomes in relation to continuation rates, was RAG rated as green. Current on programme retention was high and, combined with high levels of attendance, early indicators of year on year retention were positive at the end of semester 1 of 2020/21.</p> <p>Progress against OfS condition B3B(ii), delivering a material improvement in student outcomes in relation to professional employment or postgraduate study rates for first degree students, progress was RAG rated as amber. This was due to the impact of the pandemic on work experience participation rates. However, to date 48% of HE students were participating in work experience.</p> <p>The Committee recommended the update on the HE OQIP and the improvement plan for ongoing condition B3B to the Board for approval</p> <p>iii <u>Consumer Protection Compliance and Conditions</u></p> <p>The VTPSHE reported that the OfS had asked all HE providers to review their compliance with Condition C1 – consumer protection during the pandemic and to provide assurance of compliance to Governors in line with OfS guidance. This review had previously been scrutinised by the HE group.</p> <p>The Committee noted the review and Croydon University Centre's compliance with consumer protection law, Competition and Markets Authority guidance and OfS guidance.</p>

12.	<p>Apprenticeship Minimum Standards Improvement Plan</p> <p>The VPTSHE set out the background to the current Improvement Plan explaining that apprenticeship provision was currently subject to light touch monitoring by the ESFA. The Committee noted the updated OQIP for apprenticeship provision in 2021/22.</p> <p>Overall achievement rates were expected to improve in 2020/21, but measures put in place to improve timely achievement rates had not had the expected impact because of the pandemic. Even though training had continued on line and employers had been supportive in front loading certain aspects of the apprenticeship training, awarding bodies' examinations had been disrupted and in some cases suspended. Some apprentices had not been able to complete their portfolios because of the national lockdowns. The ESFA was aware of the challenges to timely completion of apprenticeships; which were not specific to Croydon College. Engagement with employers had improved as evidenced through repeat business and the QDP survey showed that apprenticeships were satisfied with the level of engagement with the College but there were a lot of challenges impacting this group of students at the current time.</p>
13.	<p>Policies</p> <p>There were no policies on the agenda for this meeting.</p>
14.	<p>Committee Risk Register</p> <p>The Committee noted the updates to the risk register. The risks highlighted in the risk register had been discussed during the course of the meeting.</p>
15.	<p>Committee Terms of Reference</p> <p>The Committee noted that the terms of reference of both LQCs had been reviewed to clarify the remit of the two Committees. The Committee recommended its amended terms of reference to the Board for approval.</p> <p>Action: DoG to take the amended LQC terms of reference to the Board for approval</p>
16.	<p>Dates of Future meetings</p> <p>The Committee noted the dates as follows:</p> <p>Wednesday 16 June 2021</p>
17.	<p>Other Business</p> <p>There were no items of other business.</p>