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

MINUTES

Present:	Claudine Reid (Chair)
	Caireen Mitchell (Principal & CEO)
	Jean Cook
	Andy Wilson
	Soumick Dey
	Nataly Vivanco-Piechota (Student Governor, Coulsdon)
	Fiona Brennan (Staff Governor, Coulsdon)
	Donna Hollick (Co-opted member)
	Margaret Bird (Co-opted member) – until 7.15pm
Attendees:	Odette Carew, Principal, Coulsdon College (CP)
	Phil Castile, Acting Assistant Principal, Curriculum and Quality (AAP)
	Martin Silverwood, Vice-Principal Education and Quality
	Alfred Cardona, Head of Learning and Quality
Clerk:	Clare Mitchell, Director of Governance

1.	**Apologies for Absence**
	There were no apologies for absence. The Chair welcomed everyone to the meeting.
2.	**Declarations of Interest**
	There were no declarations of interest.
3.	**Minutes of the Coulsdon LQC Meeting held on 9 June 2021**
	The minutes of this meeting were **agreed** as a correct record.
4.	**Matters Arising from the Minutes not on the Agenda**
	The Committee **noted** the updated action list. The VPE&Q reported that it had not been possible to find out how many of the weekly catch up emails had been opened as no read receipt function had been included. Going forward, Student Services would be contacting Parent Mail to see if a flag could be added to these messages and a report generated showing how many had been opened.
5.	**Coulsdon Campus SAR 2020/21**
	The CP presented each section of the SAR in turn, identifying the key strengths and key areas for improvement. The moderated grades for Quality of Education, Personal Development and Leadership and Management were 2 (Good), with Behaviour and Attitudes graded as 3 (Requires Improvement). The overall grade for the Coulsdon Campus was 2 (Good).
	The Committee congratulated the CP on the particularly good achievement in GCSE English and maths. However, overall achievement on L2 courses was

	90.9%, 0.7% below the national rate. The CP clarified that this was because of low achievement rates on a small number of specific L2 courses. Some Level 2 students, particularly those with poor attendance at College following the second lockdown, had not been able to provide sufficient evidence for the Teacher Assessed Grades (TAG) process. The L2 courses offered at Coulsdon College were being reviewed to ensure that they were fit for purpose. A level pass rates were good in 2020/21 but retention had been an issue with students not progressing into Year 13 at the start of 2020/21 if they failed to pass examinations at the end of Year 12 in 2019/20. Students completing Year 12 at the end of 2020/21 had had more opportunities to demonstrate that they should progress into Year 13. Student satisfaction remained low and attendance continued to be an issue at 72%, 13% below the College minimum target of 85%. These two factors were the main contributors to behaviour and attitudes being graded as 3 (Requires Improvement). The P&CEO informed the Committee that significant changes had taken place at the Coulsdon Campus but, because of the lockdown, the full impact of these might not have been visible to students when they completed the most recent QDP survey in May 2021. The Coulsdon Campus provided good opportunities for personal development and this was an area of strength. However, although virtual work experience opportunities had been available to students in 2020/21, there had been limited opportunities for students to complete vocationally relevant work experience. In terms of Leadership and Management, there had been a very rigorous and systematic approach to TAGs, which had been commended by Pearson. However, staff satisfaction needed to improve. Higher staff morale would assist with tackling low levels of student attendance and developing more engaging lessons with more stretch and challenge. Work was taking place with staff so that they were aware of their individual responsibilities to improve attendance. Attendance was being reviewed by teacher and support was being provided to individual teachers at faculty level. Parents were now receiving texts if students missed a class and incentives had also been put in place to reward individual student with high attendance. The Staff Governor confirmed that improving attendance was a high priority for all faculties and that teachers' responsibilities in relation to attendance were now clear. The Head of Teaching and Learning informed the Committee that a project had been set up at the Coulsdon Campus on purpose and motivation. Short surveys would be undertaken with students and the results would be used in CPD sessions with staff. The QIP for the Coulsdon Campus for 2021/22, which had been developed from the SAR, was also provided to the Committee. The Committee **discussed** the Coulsdon Campus SAR for 2020/21
6.	**Principal's Report – Coulsdon Campus** The CP provided some context to the previous year. There had been some significant challenges in 2020/21 but progress had been made during the year as set out in the SAR.

	The start of the 2021/22 year had seen all students start on one day, unlike previous years. Late enrolment had also been introduced to try to boost student numbers which were below target overall, although recruitment levels varied between faculties. The Coulsdon Campus was running its first November start course for disengaged/NEETs learners. This was part of a move to be more flexible and to meet the needs of the local community. 74% of students were now timetabled for 540 plus hours. This was a significant improvement on 2020/21 but work still needed to be done to ensure the maximum funding could be claimed for students. Those students who were ready to sit the November GCSE Maths and English exams had been identified. The remainder would sit the exams in the summer, allowing them to receive maximum tuition support. Attendance was the most significant issue. Overall attendance was currently 69%; well below the target of 85% minimum. The faculty with the highest attendance was Creative Arts on 82%, whilst tutorial sessions had the lowest attendance at 55%. The CP set out the key actions that were being put into place immediately to improve attendance. Work was also being undertaken to prepare for delivery of the Science T Level from 2022/23. There were some gaps in staffing, particularly in Computing & Media, Sport and Business & Service Industries, but recruitment was underway and checks were taking place to ensure students were continuing to progress where agency staff were in place. The management team were engaging with the Student Executive to address issues raised and making themselves available to all students. A number of actions being taken to ensure that high expectations were set for students, including actions to improve attendance, the implementation of tuition funding, earlier curriculum planning for 2022/23 and ensuring staff were using the data available to improve student performance. Strategies to increase staff autonomy, communication and satisfaction were also being introduced. The Committee **discussed** the Principal's report.
7.	**Annual Safeguarding Report 2020/21 - Coulsdon Campus** The VPE&Q introduced the report. A dedicated safeguarding team was in place at Coulsdon. The QDP survey in May 2021 identified that 85% of students at the Coulsdon campus 'felt safe'. This remained below benchmark, but was 6% points higher than the survey results in November 2020. 261 confidential referrals had been received by the team and 267 individual students had received support in 2020/21. The main themes identified related to mental health and emotional support, behaviour & academic support, family & financial support, increased domestic/household violence and child protection. The impact of the pandemic had been seen in terms of increased mental health referrals, particularly following the second lockdown. Students in receipt of financial support achieved well when compared to their peers.

	There had been two referrals to the Local Authority Designated Officer (LADO) during 2020/21. No further action was taken by the LADO in either case. HR staff had undertaken Safer Recruitment Training and regular reports were coming to the Executive on compliance with mandatory staff training on safeguarding. The report contained a number of lessons learned and recommendations. In future staff who made referrals would receive an update and further support would be put in place for Looked After Children (LACs). In future, it would be possible to filter QDP survey results by student group e.g. LACs and High Needs Learners. The Committee noted the very high levels of need and that approximately 25% of the total number of students had had some contact with the safeguarding team in 2020/21. The Staff Governor noted that almost a third of students at the Coulsdon Campus received financial support and commented that Coulsdon had a good reputation for providing additional support to students and that overall students receiving financial support achieved better than their peers. It was agreed that this should be highlighted in the SAR. **Action: CP - the high levels of achievement of students receiving financial support to be highlighted in the Coulsdon Campus SAR** The Committee asked about the QDP survey results and why 15% of students did not feel safe. The VPE&Q indicated that this had been discussed in focus groups with students and that it was not necessarily that students did not feel safe on campus, but that they didn't feel safe on their commute to the College, particularly with the continuing high rates of Covid infections. **Action: CP - the high levels of achievement of students receiving financial support to be highlighted in the Coulsdon Campus SAR** The Committee **discussed** the Annual Safeguarding Report for 2020/21 and recommended it to the Board.
8.	**Student Governor's Report** The Student Governor reported on her experience at the Coulsdon Campus. The Student Conference organised at Croydon College had been very useful. An LGBT club had been started at the Coulsdon Campus. Staff were providing good support to students going through the UCAS application process. In her view, levels of student satisfaction were higher now than when the last QDP survey was undertaken in May 2021. The recent College Open Day had gone well. Students has been very positive about the opportunity to have their Covid vaccination at the College. The focus on improving attendance was being supported by the Student Exec who were organising a Prom. It sometimes felt that separate identity of Coulsdon College was lost in decisions made by Croydon College. Communication could be improved as could opportunities to undertake relevant work experience. Students needed more information on the Duke of Edinburgh scheme and the EPQ. The College did not have a library for quiet study and the Learning Support Centre on the ground floor was noisy. The P&CEO thanked the Student Governor for her report and noted that the CP was already addressing a number of the issues raised. The Committee **noted** the issues raised by the Student Governor.
9.	**Staff Survey Results – Coulsdon Campus**

The staff survey results for the Coulsdon Campus were now available by faculty. The CP reported that overall, the results were positive in the areas of purpose, leadership and diversity. Inclusion and enablement was in line with benchmark figures. Key areas for action related to autonomy, reward and engagement. Each Head of Faculty would be reviewing the results for their area. The overview of the results for the Coulsdon Campus had been shared with all staff.

A number of actions had already been put in place e.g. regular briefing meetings with staff with the opportunity for them to ask questions. Staff had been engaged in developing the actions that were being undertaken to improve attendance and a number of the actions had been suggested by staff. The CP had put in place drop in sessions for staff to raise any issues with her. The CP and AAP would be meetings with each curriculum team and an event was planned for new starters who had joined the Coulsdon Campus since the start of the pandemic. The possibility of having a regular staff survey, ideally annually, because of the high levels of change was discussed.

The Committee **discussed** the results of the staff survey for the Coulsdon Campus

10.	**Annual Compliments and Complaints Report 2020/21 – Coulsdon Campus** The Committee **noted** the Annual Compliments and Complaints Report for 2020/21.
11.	**Operational and Quality Improvement Plan 2020/21 – Coulsdon Campus** The Committee **noted** the updates to Strategic Objective Two relating to the Coulsdon Campus for 2020/21.
12.	**Policies** The Committee **noted** the proposed updates to the Safeguarding and Prevent Policy. These would be discussed at the Croydon College LQC meeting on 10 November 2021.
13.	**Committee Risk Register (Strategic Risk Two)** The CP highlighted that she had updated SR2 for 2021/22 to reflect the current risks facing the Coulsdon Campus and that this was still in draft. The risks identified and the mitigations in place or planned linked to the SAR and the QIP for 2021/22 and the issues identified in the key issues report. The Chair emphasised the importance of Governors visiting the Campus to bring the issues raised in the meeting to life and to give them the opportunity to talk to students and staff. The Student and Staff Governors suggested finding a date for students to meet Governors to give students and staff an opportunity to understand the Governors' role. The Staff Governor recommended identifying link governors for the Faculties. **Action: DoG to provide opportunities for Governors to meet staff and students at the Coulsdon Campus in the spring term** The Committee also commented that parents might value opportunities to meet Governors. The DoG noted that opportunities for Governors to meet parents had

	been impacted by Covid. The DoG would develop a calendar of events at both campuses, which Governors would be invited to attend. **Action: DoG to develop a calendar of events for 20201/22 to which Governors could be invited** The Committee **discussed** the updates to Strategic Risk Two and **agreed** to recommend them to the Audit Committee for consideration.
14.	**Committee Self- Assessment** The Committee **discussed** the self-assessment. Members were asked to send any suggestions as to how the Committee could demonstrate its impact to the DoG. The Committee **agreed** that its performance was good. **Action: Coulsdon LQC members to send suggestions on how the Committee could demonstrate its impact to the DoG**
15.	**Post Meeting Evaluation** This was covered under the item above.
16.	**Dates of Future meetings** The Committee **noted** the dates as follows: Wednesday 9 March 2022 (online meeting) Wednesday 22 June 2022
17.	**Other Business** The Committee thanked the CP and her team at the Coulsdon Campus for their hard work and asked her to convey the Committee's thanks to all staff for their hard work.

Approved as an accurate record by the Coulsdon Campus Learning and Quality Committee at its meeting on 9 March 2022

Clare Mitchell
Director of Governance