



Croydon
College



COULSDON
SIXTH FORM COLLEGE



Croydon
University
Centre

COULSDON CAMPUS LEARNING AND QUALITY COMMITTEE MEETING
Wednesday 1 March 2023 at 6.00pm
Virtual Meeting

MINUTES

Present: Louise Cretton (Chair)
Caireen Mitchell (Principal & CEO)
Jean Cook (JC)
Andy Wilson (AW)
Soumick Dey
Tony Stevenson (Chair of Board of Governors)

Attendees: Stuart Barlow, Principal, Coulsdon College (CP)
Pat Denham, Interim Vice-Principal Curriculum and Quality
(from 6.30pm)

Clerk: Clare Mitchell, Director of Governance

1.	<p>Apologies for Absence</p> <p>Apologies for absence were received from Margaret Bird, co-opted member of the Committee, Yvonne White, Staff Governor for the Coulsdon Campus, and Mario Cuba, Student Governor for the Coulsdon Campus.</p> <p>The CP reported that the Staff Governor was unable to attend this meeting as it clashed with a parents evening. The DoG and the CP would liaise to try to avoid scheduling clashes in 2023/24.</p> <p>Action: DoG and CP to liaise to avoid scheduling clashes between Coulsdon Campus LQC meetings and events involving the Staff Governor at the Coulsdon Campus in 2023/24</p> <p>The Committee welcomed the interim VP Curriculum and Quality, who joined the meeting at 6.30pm, and noted that this was her first day in the role.</p>
2.	<p>Declarations of Interest</p> <p>There were no declarations of interest.</p>
3.	<p>Minutes of Previous Meetings</p> <p>i Minutes of the Coulsdon Campus LQC Meeting held on 2 November 2022</p> <p>The DoG explained that an amendment was required to the minutes of the meeting on 2 November 2022, which had been approved at the meeting on 25 January 2023, as it had subsequently become clear that there was an error in section 4 and the sentence that read “The Committee expressed concern that it had agreed to a Grade 2 rating for the Coulsdon Campus for the 2021/22 SAR....” should be corrected to refer to the 2020/21 SAR.</p> <p>The minutes of the meeting on 2 November 2022 were agreed as a correct record subject to this amendment.</p>

	<p>Action: DoG to amend minutes of the Committee meeting held on 2 November 2022</p> <p>ii Minutes of the Coulsdon Campus LQC Meeting held on 25 January 2023</p> <p>The minutes of the meeting on 25 January 2023 were agreed as a correct record.</p>
4.	<p>Matters Arising from the Minutes not on the Agenda</p> <p>The Committee noted the updated action list.</p>
5.	<p>Confidential Item</p>
6.	<p>Principal’s Report – Coulsdon Campus</p> <p>The Chair noted that many of the issues raised in this report had been discussed in the previous agenda item.</p> <p><u>Student performance indicators</u></p> <p>The CP reported that since the papers had been written, further steps had been taken to support and performance manage underperforming staff.</p> <p>The CP indicated that he was disappointed that attendance was not improving more quickly. Senior managers needed to use the data to target actions more effectively. The CP had stepped back in to support the attendance monitoring process to ensure that the actions had the necessary impact.</p> <p>Key metrics had been included in the narrative report for this meeting and this was welcomed by members. The Committee asked for further work to increase the amount of data provided in the report and reduce the prose. The CP indicated that work was continuing to develop a quality dashboard for Governors.</p> <p>Action: CP to increase the amount of data provided in the Principal’s report and reduce the prose</p> <p>The P&CEO noted that retention was at 96% but there were a number of students with very poor attendance who were likely to be withdrawn and this would impact on retention.</p> <p><u>Teaching and Learning and Assessment 2022/23</u></p> <p>There had been a clear improvement in assessment and positive visits from awarding bodies such as Pearson.</p> <p>However, the impact of staff absences and vacancies was still being felt. The HR data provided in the report covered academic posts only as these staff were on Coulsdon contracts. Further work was required to provide data on staff who were on Croydon contracts but worked across both campuses.</p> <p>The Committee noted that Ofsted had indicated that support for high needs students was an area that required improvement and asked for data on the number of high needs students in mainstream provision at the Coulsdon Campus and their support needs to be included in the next report.</p>

	<p>Action: CP to include data on the number of high needs students in mainstream provision at the Coulsdon Campus and their support needs in the next Principal's Report</p> <p>The CP reported that from the start of 2022/23 there had been regular meetings about the needs of this group of students with ALS staff involved in student progress reviews. However, more work was needed to develop teachers' ability to support high needs students in the classroom and currently there were vacancies for Learning Support Practitioners to support this group of students.</p> <p><u>Student Voice</u></p> <p>The Committee welcomed the progress from the previous survey in May 2022 but the results were still very concerning. The CP drew the Committee's attention to the outcomes of the focus groups that had been run with students to obtain more information on some of the areas of concern e.g. safety on campus. Not all of the safety concerns related to the campus itself e.g. the journey to College and issues in central Croydon, but there issues with some common areas on campus. Two new female staff had been appointed to the Student Experience team, resulting in improvements to access and student experience in the student common room.</p> <p>The Chair stated that the Committee might need to work in a different way in order to gain assurance that students were aware of changes to how behaviour and attitudes was addressed ahead of the next Ofsted monitoring visit and to ensure that the Committee heard the student voice. The Chair would discuss this with the CP and DoG.</p> <p>Action: Chair to discuss with the CP and DoG how the Committee could gain assurance that students were aware of changes to how behaviour and attitudes was addressed and to ensure that the Committee heard the student voice.</p> <p>The Committee <u>discussed</u> the CP's report.</p>
7.	<p>Safeguarding Report Spring Term 2022/23 – Coulsdon Campus</p> <p>The CP presented the report and drew the Committee's attention to the increasing level of student need. This impacted on the amount of support the team could provide. However, the CP was pleased to report that staff were coming together from across different teams to support students.</p> <p>JC asked what action was being taken to address the results of the sexual harassment and abuse survey. The CP would speak to the Head of Safeguarding and report back. The P&CEO reported that an intervention on this issue had been run for Coulsdon Campus students in January 2023 and it would be integrated into the tutorial structure.</p> <p>The CP expressed the view that the impact of the pandemic was still being felt in terms of students' increased mental health needs. The P&CEO commented that the impact of the pandemic on mental health was also being felt in terms of poor student behaviours and attitudes. Staff needed training to manage the behaviour of affected students.</p>
8.	<p>Student Governor's Report</p>

	There was no report as the Student Governor had given his apologies for this meeting.
9.	<p>Operational and Quality Improvement Plan 2022/23 – Coulsdon Campus</p> <p>The Committee noted the update, which had been undertaken ahead of the Ofsted inspection.</p>
10.	<p>Policies</p> <p>There were no policies for consideration at this meeting.</p>
11.	<p>Committee Risk Register (Strategic Risk 2)</p> <p>The Committee noted that the risk score had been increased for three of the four Strategic Risks relating to the Coulsdon Campus following the Ofsted inspection. However, the majority of the risks and mitigations had not changed significantly as the issues identified by Ofsted were already known and being addressed.</p> <p>There was also a risk in relation to the health and social care curriculum. It was not yet known whether the DfE would be defunding the current qualifications going forward.</p> <p>The Chair expressed concern about the significant number of amber ratings on the risk register and queried how the Committee could identify progress on the key issues. The CP noted that changes to the format of the risk register would need to be a whole College approach. The Chair asked the Executive to consider how progress on key issues within the risk register could be brought to the attention of the Committee.</p> <p>Action: Executive to consider how progress on key issues within the risk register could be brought to the attention of the Committee.</p> <p>AW noted that the feedback from Ofsted had indicated concerns about work experience, information advice and guidance and British values. These issues were also buried within the current risk register. AW also asked for assurance that this year’s students would be undertaking work experience. This assurance was provided. The P&CEO stated that a policy on work experience was being developed.</p> <p>The Committee asked that the risk register was reviewed again once the Ofsted report had been received. It was essential that the key risks were at the top of the Committee’s mind at each meeting.</p> <p>Action: Executive to review the risk register once the Ofsted report had been received</p> <p>i Deep dive on QDP</p> <p>Please refer to discussion under item 5.</p> <p>ii Focus of next deep dive</p> <p>Student assessment and learning was put forward as a potential topic. Any comments on this in the Ofsted report would be help to inform the deep dive.</p>

	<p>iii Identification of any new risks</p> <p>The Committee noted that there was an increased risk to the recruitment and retention of staff and the reputation of the College.</p>
12.	<p>Post Meeting Evaluation</p> <p>The majority of the ongoing actions were covered during the meeting. Two actions relating to the metrics appended to the Principal's report would be carried over to the next meeting.</p>
13.	<p>Dates of Future meetings</p> <p>Wednesday 26 April 2023 6pm – 8pm in person at the Coulsdon Campus Wednesday 21 June 2023 6pm – 8pm in person at the Coulsdon Campus</p>
14.	<p>Other Business</p> <p>The P&CEO thanked the Committee for their support following the Ofsted feedback. The Chair indicated that the Committee was keen to support the P&CEO through the journey to the next full Ofsted inspection.</p>

Approved as an accurate record by the Coulsdon Campus Learning and Quality Committee at its meeting on 26 April 2023.

*Clare Mitchell
Director of Governance*