COULSDON CAMPUS LEARNING AND QUALITY COMMITTEE MEETING
Wednesday 25 January 2023 at 6.00pm
Board Room, Coulsdon Campus

MINUTES

Present:	Louise Cretton (Chair)
	Caireen Mitchell (Principal & CEO)
	Jean Cook
	Andy Wilson
	Soumick Dey
	Tony Stevenson (Chair of Board of Governors)
	Mario Cuba (Student Governor, Coulsdon)
	Yvonne White (Staff Governor, Coulsdon)
	Margaret Bird (Co-opted member)
Attendees:	Stuart Barlow, Principal. Coulsdon College (CP)
Clerk:	Clare Mitchell, Director of Governance

1.	**Apologies for Absence** The Chair thanked members of the Committee for attending her first meeting as Chair of the Coulsdon Campus LQC in person. The next meeting on 1 March 2023 would need to take place online, but future meetings would take place in person to facilitate the best possible discussion. Apologies for absence were received from Martin Silverwood, Vice-Principal Training, Skills, Education and Quality.
2.	**Declarations of Interest** There were no declarations of interest.
3.	**Minutes of the Coulsdon LQC Meeting held on 2 November 2022** 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. Two actions had not yet been completed. The format and content of the papers and metrics presented to the meeting would remain under review. The Chair and the DoG would review whether the QDP survey should remain as the topic for the next risk deep dive after this meeting. **Action: Chair and DoG to review whether the QDP survey should remain the topic for the risk deep dive at the next meeting on 1 March 2023**
5.	**Principal's Report – Coulsdon Campus** The CP took the Committee through the metrics, which had been circulated following the papers so that the most recent data could be included.

Student Performance Data

The number of enrolments would drop slightly by the next meeting as a few remaining withdrawals were processed and the effectiveness of current student interventions was reviewed. Proportionally, a similar number of students had withdrawn prior to the October census date in both 2021/22 and 2022/23. However, a smaller number of students had withdrawn after that date in 2022/23 compared to 2021/22. The CP expected retention for the year to be 90% or above. Planning was being taken now to reduce the number of withdrawals at the start of the Autumn term in 2023/24.

Attendance figures had dipped in the week before Christmas and at the start of the Spring term. Attendance before Christmas had been impacted by the very cold weather and transport strikes. In January a significant number of students had been sitting BTEC exams. Exam attendance had been 83% but it appeared that students sitting exams were either not attending their other timetabled lessons or this was not being recorded. Parents were being contacted re non-attendance and, at the request of staff, an additional parents evening was taking place for students identified as at risk of not achieving their qualifications. Attendance had also been impacted by staffing issues in the pastoral team. The overall attendance figure for the year to date was now around 75%.

The Committee welcomed the metrics but asked for the narrative and metrics to be combined in future reports.

Action: The Committee asked for the metrics and the narrative to be combined in future Principal's report, with a summary which picked out the key points from the data

Given the current attendance figures the Committee's view was that the overall attendance target of 80% for the year was unlikely to be met and the Committee asked for more evidence that the actions being taken to tackle attendance were working.

The P&CEO stated that she had asked the CP to prioritise improving attendance at subject lessons over tutorial and enrichment sessions. The Student Governor commented that students generally felt that the content of tutorials was not useful. The P&CEO stated that progress coaching needed to be prioritised in tutorials. Most of the pastoral team, who ran these sessions, were not teachers and delivery would benefit from improvement. The CP stated that attendance at tutorial sessions should improve in 2023/24 as a result of improved planning for the new academic year. A new Student Experience Officer had just started at the Coulsdon Campus, enabling the common room to be opened, a second was being recruited and a new sports teacher was starting after half term. This would improve the enrichment opportunities on offer.

The CP stated that improvements were being hampered by staff sickness, difficulties in recruiting staff and systems issues. The current focus was on supporting individual students and making sure the new management team were working effectively.

Teaching and Learning Data

The CP drew the Committee's attention to the outcomes of the lesson observations, learning walks and the staff training that had taken place to date. Staff had prepared students well for the January BTEC examinations and the focus was now on individual teachers and standards of teaching.

Student Voice

The Committee discussed the result of the November 2022 QDP survey. The CP emphasised the positive distance travelled on most questions relating to teaching and learning. However, there were issues around the Learning Resource Centre and students' access to resources that needed to be addressed.

The Lead Governor for Safeguarding expressed concern about the lack of significant progress in the responses to the questions relating to safeguarding and wellbeing. The CP reported that the new Head of Student Experience was undertaking student focus groups in each pathway to discuss students' concerns. Her reports so far indicated that the majority of students' concerns about safety related more to their journey and the environment in central Croydon, but there were some safety concerns on campus which were being addressed. Assemblies had taken place in the first week of January to ensure students were aware of who they could approach for help with safeguarding and mental health concerns. Additional mental health support via a phoneline was being considered. The Committee emphasised the importance of working with existing mental health provision in the area. The Student Governor commented that the planned Wellbeing Wednesdays were not yet in place and the student mental health ambassadors still required training.

The CP reported that staffing had been an issue in the Autumn term in both the wellbeing and student experience teams and these posts had proved difficult to recruit. New methods of recruiting staff to posts at the Coulsdon Campus were now being used.

The Committee was also concerned that there had been very little positive movement in the number of students who would recommend Coulsdon College to a friend. The CP indicated that while students were generally satisfied with teaching and learning, there were issues with the wider student experience and lack of enrichment opportunities.

The Committee noted that 70% of students had responded to the survey and that this should allow the data to be analysed in more detail. The CP indicated that the data had been analysed by gender, ethnicity and pathway and there had been no obvious differences. The P&CEO stated that she had asked for the data to be reviewed by year of study. The Committee asked to see the analysis of the QDP data and the results of the focus groups being undertaken by the Head of Student Experience.

Action: CP – Committee to see the analysis of the QDP data and the results of the focus groups being undertaken by the Head of Student Experience

The Committee **agreed** that a formal note of thanks should be sent to the Deputy Head of Pathway for Health & Service Industries for her work in overseeing the pathway during the long-term absence of the Head of Pathway.

Action: CP to send a formal note of thanks for the Deputy Head of Pathway for Health and Service Industries

The CP drew the Committee's attention to the next steps. Interviews were taking place shortly for a permanent Quality Manager at the Coulsdon Campus. The Committee queried why no actions relating to attendance were included in the next steps. The CP reported that further actions had been taken re attendance since the report was written. Attendance actions would be part of the next steps identified in future reports.

Action: CP to identify further actions to be taken to improve attendance in next steps in future reports

The CP reported that Pearson had undertaken a standards verification visit. The Committee asked for the outcome of the visit to be included in the CP's next report to the Committee.

Action: CP to include the outcome of the Pearson standards verification visit in his next report to the Committee

The Committee asked for comparative data to be included with the metrics provided to the Committee, including internal data from previous years and sector benchmarks.

Action: Comparative data to be included in the metrics provided to the Committee, including internal data from previous years and sector benchmarks

The Committee emphasised the importance of providing evidence of students' learning as well as of the quality of teaching and asked for the metrics for the next meeting to include data on learning such as the quality of work/assignment submission. The CP was also asked to identify the number of student performance interventions that related to behaviour in the next report.

Action: CP to include metrics demonstrating student learning and to identify the number of student performance interventions that related to behaviour in the next report

The Student Governor reported that revisions sessions would be helpful for students. The CP stated that revision sessions had been arranged for February half term for some subjects and would take place in all subjects after the mock A Level examinations. The results of the January 2023 BTEC exams were not yet available, but the results of the mock examinations would be available by the end of February.

The CP reported that staff sickness had a significant impact on progress as well as did difficulties recruiting staff, particularly as there was usually only one teacher per subject. The Committee asked for metrics on staff vacancies by area, staff recruitment and staff sickness to be included in the next report, as well as measures being taken to address staff wellbeing. The Committee asked for a staff structure chart for the Coulsdon Campus.

Action: CP/HoHR metrics on staff vacancies by area, staff recruitment, staff sickness, staff on PIPs to be included in the next report, as well as measures being taken to address staff wellbeing

Action: CP to include a structure chart for staff at the Coulsdon Campus in his next report

	The Co-opted member reported that she had not received any complaints about student behaviour in the local area and the CP reported that no complaints had been made to Safer Neighbourhood Team. The Committee thanked the CP for providing the metrics and for the effort that was clearly going into bringing about improvements at the Coulsdon Campus. The Committee **discussed** the CP's report.
6.	**Student Governor's Report** The Student Governor emphasised his previous point about the importance of revision sessions and reported some students feeling overwhelmed with the amount of content on courses. The Student Executive Team had been working with the marketing team and had been posted information about student events such as Culture Day at the Coulsdon Campus on Instagram. This content had achieved several thousand views and would help to promote the Coulsdon Campus. The Student Governor reported that not all students accessed Moodle and this impacted on responses to student surveys. The CP indicated that he was aware that there were issues with using Moodle in some subjects because of large file sizes and that the challenge was to ensure Moodle was used by all students. The Committee **noted** the issues raised by the Student Governor.
7.	**Post Meeting Evaluation/Committee Self-Assessment** The Chair asked if any new risks had been identified during the meeting. The Committee's view was that the risks discussed were already known. The DoG stated that the risk register for Strategic Risk 2 (Coulsdon Campus) would come to the next meeting as it was updated termly. There was general agreement that the meeting had been useful and there had been a good level of discussion.
8.	**Dates of Future meetings** Wednesday 1 March 2023 6pm – 8pm online Wednesday 26 April 2023 6pm – 8pm in person at the Coulsdon Campus Wednesday 21 June 2023 6pm – 8pm in person at the Coulsdon Campus
9.	**Other Business** There were no items of other business.

Approved as an accurate record by the Coulsdon Campus Learning and Quality Committee at its meeting on 1 March 2023.

Clare Mitchell
Director of Governance