



Croydon
College



COULSDON
SIXTH FORM COLLEGE



Croydon
University
Centre

CROYDON COLLEGE LEARNING AND QUALITY COMMITTEE MEETING
Wednesday 15 March 2023 at 6.00pm
Room 405B, Croydon Campus

MINUTES

Present: Andy Wilson (Chair)
Caireen Mitchell
Jean Cook
Soumick Dey - Teams

Attendees: Martin Silverwood, Vice Principal Training, Skills, Education & Quality
Natalie Garner, Vice-Principal Adults and HE
Pat Denham, Interim Vice-Principal Curriculum and Quality

Clerk: Clare Mitchell, Director of Governance

1.	<p>Apologies for Absence</p> <p>Apologies for absence were received from Louise Cretton. Student Governors had not been invited to this meeting for reasons of confidentiality relating to item 5.</p>
2.	<p>Declarations of Interest</p> <p>There were no declarations of interest.</p>
3.	<p>Minutes of Meetings</p> <p>The minutes of the meeting held on 8 November 2022 were agreed as a correct record subject to one typographical amendment.</p>
4.	<p>Matters Arising from the Minutes not on the Agenda</p> <p>The Committee noted the updated action list. The P&CEO reported on the action that had been undertaken in the Schools of Creative, Business and Digital and Community and Access to support those students least likely to achieve. In the School of Community and Access the post 16 tuition fund was being used to boost achievement. The P&CEO reported that consideration was being given to using this fund for attendance and behaviour interventions, particularly for 16-18 ESOL students and students in the School of Building, Engineering and Technical Professions (BETP).</p> <p>The Chair noted the action asking for a question on sexual harassment and abuse to be included in the May QDP survey and asked for the next deep dive to focus on sexual harassment and any related issues that the Executive wished to include.</p> <p>Action: Risk deep dive at the June 2023 meeting to focus on sexual harassment and any related issues that the Executive wished to include</p>

	<p>The P&CEO reported that the results of the subject specific QDP survey run in the Spring term had just been received. This had included questions on British values and sexual harassment. Across the College, 84% of respondents had indicated that they felt safe from sexual harassment while on campus. 79% of respondents had indicated that they felt that the College took action on reports of sexual harassment. However, results were lower for some LGBTQ groups and work would be undertaken by the Student Experience and Safeguarding Teams to ensure that these groups knew how to raise any concerns. Only four incidents of sexual harassment had been reported to the College to date this academic year. An anonymous reporting mechanism was now in place.</p>
<p>5.</p>	<p>Confidential item</p>
<p>6.</p>	<p>Key Issues for the Committee to Consider</p> <p>The VPTSE&Q reported that the College was now 54 students below the 16-18 contract for 2022/23, following a successful enrolment in January to in year start programmes at the Croydon Campus. However, the success of in year starts had also increased the number of students on reduced programmes of study, which would reduce the College’s per capita income, despite the fact that many of these in year starts were Looked After Children and required significant levels of support.</p> <p>The College also had 506 students aged 19+ (mostly at the Croydon Campus) on 16-18 study programmes. These were mainly students who had either started to study with at the College at Level 2 or below, or who had joined the College at the age of 17 having had an unsuccessful year of education post GCSE in school. These students were funded at a lower rate than their younger peers, despite often having higher support needs.</p> <p>Retention was positive at 96%. However, there were currently 76 students aged 16-18 who had not attended for 4 weeks and this was impacting on attendance rates. Some of these students would be withdrawn for non-attendance. However, the overall retention figure should remain significantly higher than last year.</p> <p>Attendance for 16-18s was now below 80%, with the areas most affected being the Coulsdon Campus, ESOL provision and the School of BETP. Attendance in the School of BETP was reduced considerably by low attendance at English and maths classes. The Committee noted the actions underway to address attendance for 16-18s.</p> <p>Students were now progressing through the stages of the Positive Behaviour Policy (PBP) with higher numbers at the lower stages of the process as would be expected. There were significantly higher numbers of students being dealt with at Stage 1 and Stage 2 of the PBP at the Coulsdon Campus compared to the Croydon Campus. The Chair asked for the reasons for this to be considered at the next Coulsdon Campus LQC meeting and for the Coulsdon Campus LQC to be provided with more data on the students being dealt with at Stage 1 and Stage 2 of the PBP, including the level of their study programmes.</p> <p>Action: CP – Coulsdon Campus LQC to consider why significantly higher numbers of students were being dealt with at Stage 1 and Stage 2 of the PBP at the Coulsdon Campus compared to the Croydon Campus</p>

	<p>Action CP - Coulsdon Campus LQC to be provided with more data on the students being dealt with at Stage 1 and Stage 2 of the PBP at the Coulsdon Campus</p> <p>Achievement had been strong in GCSE English in the November 2022 GCSE sitting, with results above the last reliable national rate for resits which was 33.1% in 2018 at both campuses. Achievement in GCSE maths at the Croydon Campus fell below the national rate of 22.7% in 2018, but there was a significant improvement at the Coulsdon Campus where the results were above the 2018 national rate. Results for the January 2023 Functional Skills exams were positive at L1, although results for L2 writing had been lower than expected.</p> <p>There was now a development plan in place for all teachers, which would be subject to a quality check. The College was still experiencing difficulties in filling vacancies for teaching staff, due to a significant shortage of teachers. This, combined with the often-poor quality of agency staff, continued to undermine some areas of the curriculum.</p> <p>There were also significant problems recruiting to a range of lower level positions, including Learning Support Practitioners, Careers staff, Enrichment staff and Work Placement staff, as well as a range of specialist support positions such as Dyslexia and ASD tutors. Where possible specialist support services were now being sought in other ways, for instance contracts for services. The College would also need to consider training its own specialist support staff.</p> <p>The Chair thanked the Executive for the learning and quality data that had been appended to the report and asked for comparisons to the previous year and/or benchmark data to be included in the next update.</p> <p>Action: VPTSEQ – learning and quality data accompanying key issues report to include comparisons to the previous year and/or benchmark data</p> <p>The Committee also asked for more evidence of student's progress in terms of learning. The VPTSEQ reported that an external consultant would be undertaking observations at both campuses and would be looking at the quality of teaching, students' behaviour and students' work. Information on the consultants finding's would be included in the next report.</p> <p>Action: VPTSEQ to include information on students' learning in the next key issues report, to include information on the external consultant's findings in terms of the quality of teaching, students' behaviour and work.</p> <p>The Committee <u>discussed</u> the key issues identified in the report.</p>
7.	<p>Student Governor's Report</p> <p>This item was not taken as the Student Governor had not been invited to this meeting.</p>
8.	<p>Higher Education (HE)</p> <p>i <u>Office for Students Update on B3 Condition</u></p> <p>The Chair noted that the OfS had previously placed conditions on the College's registration as an HE provider in relation to its compliance with the B3 condition (student outcomes). Those conditions had subsequently been lifted.</p>

	<p>The VPA&HE explained that the OfS was now undertaking a review of the College’s compliance with the B3 condition on the basis of the College’s data on completion, continuation and progression. The data had now been reviewed and cleansed. Once legacy course were removed from the four year data, performance improved by about 4% and once the fifth year of data was included performance was much closer to the thresholds set by the OfS for the B3 condition. The VPA&HE reported that the current year’s completion data should meet the OfS threshold. A meeting was taking place with the OfS to discuss the data.</p> <p>The Committee also noted that an Interim Head of HE was now in post. She had undertaken a review of HE provision on appointment and had identified a number of issues, which were now being resolved.</p> <p>The Committee noted that the next meeting of the HE Group was not scheduled to take place until the Autumn term 2023 and asked that consideration be given to hold a meeting of this group in the Summer term.</p> <p>Action: DoG to speak to the Chair of the Governing Body about holding a meeting of the HE group in the Summer term</p>
<p>9.</p>	<p>Committee Risk Register – Strategic Risks 1, 3 and 4.2</p> <p>i The Committee noted that there was an error in the report and there had been no change to the risk scoring for SR 3.1 and 3.4, which had remained as 7.</p> <p>The Committee commented that the risk register was too long in its current format and there was a need to consolidate the risk register, the QQIP and other relevant documents.</p> <p>The Committee approved Strategic Risks 1, 3 and 4.2 for submission to the Audit Committee.</p>
<p>10.</p>	<p>Information Papers</p> <p>i Safeguarding Interim Report 2022/23 (Whole College)</p> <p>The Chair asked that the Safeguarding Report was discussed rather than being noted for information. The P&CEO reported that the feedback from Ofsted was that inspectors had been satisfied with the College’s safeguarding arrangements. The P&CEO was currently the DSL, but the VPSTEQ would be taking on this role.</p> <p>The P&CEO noted the high levels of deprivation and need of students at both campuses. She intended to bring information on this to the Board at the Governor Day.</p> <p>Action: P&CEO to bring information on the high levels of deprivation and need of students at both campuses to the Board at the Governor Day.</p> <p>The Committee discussed the Safeguarding Report.</p> <p>ii QQIP (SO 1, 3 and 4.2) – January 2023 update</p> <p>The Committee noted the update to the QQIP.</p>

	<p>iii Careers and Employability Strategy</p> <p>The Committee noted the strategy and the P&CEO reported that a member of staff was now in post who would take this work forward.</p>
11.	<p>Post Meeting Evaluation</p> <p>The Committee agreed that the meeting had been useful. Following a discussion about meetings in 2023/24, it was agreed that future meetings should take place face to face.</p> <p>Action: DoG - Future meetings of the Committee to take place face to face</p>
12.	<p>Dates of Future meetings</p> <p>The Committee noted the dates as follows:</p> <p>Wednesday 28 June 2023</p>
13.	<p>Other Business</p> <p>There were no items of other business.</p>