



Croydon
College



COULSDON
SIXTH FORM COLLEGE



Croydon
University
Centre

COULSDON CAMPUS LEARNING AND QUALITY COMMITTEE MEETING
Wednesday 21 June 2023 at 6.00pm
Board Room, Coulsdon Campus

MINUTES

- Present:** Louise Cretton (Chair)
Caireen Mitchell (Principal & CEO)
Jean Cook
Soumick Dey
Andy Wilson
Tony Stevenson (Chair of Board of Governors)
Yvonne White (Staff Governor, Coulsdon Campus)
- Attendees:** Stuart Barlow, Principal, Coulsdon College (CP)
Martin Silverwood, Vice-Principal Education and Quality
- Observer:** Fiona Chalk, Governance 4FE (observing as part of the College's External Governance Review)
- Clerk:** Nichole Sansome, Executive Office Business Manager

1.	<p>Apologies for Absence</p> <p>Apologies for absence were received from Mario Cuba, Student Governor for the Coulsdon campus, and Clare Mitchell, Clerk to the Governors. Nichole Sansome would be acting as clerk for the meeting.</p> <p>Due to the time of year with students having largely finished college there was no substitute from the Student Executive present, the Committee noted that there would be no Student Governors Report at Item 9.</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 26 April 2023</p> <p>The minutes of the meeting on 26 April 2023 were agreed as a correct record.</p> <p>ii Confidential minutes of the Coulsdon Campus LQC Meeting held on 26 April 2023</p> <p>The confidential minutes of the meeting on 26 April 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. The Chair ran through the actions with the following points discussed:</p>

	<p>#1 – this action related to providing comparative data to the Committee, including internal data from previous years and sector benchmarks. The Committee noted that comparative data from other Sixth Form Colleges was difficult to obtain. However, progress had been made with the Governors Dashboard which would include progression and achievement data by September allowing more meaningful comparable and analysis.</p> <p>#4 – this action related to the need to arrange termly opportunities at both campuses for Governors to observe classes and meet students, and staff. Whilst this action status was not yet due the Chair requested to emphasise the importance and need for its completion following conversations between LQC Chairs and the Further Education Commission (FEC) the week prior.</p> <p>In addition, the Committee noted a number of actions either completed or ongoing had been superseded by expected recommendations from the FEC following their recent visit to the College. The final report from the visit was due within the next few weeks and the Principal & CEO would be writing a paper to the Board for the July meeting.</p>
5.	<p>Single Improvement Plan</p> <p>The Principal & CEO presented the report, noting the considerable change to the Single Improvement Plan (SIP) since it had been previously seen by the committee – including measurable and achievable targets within action areas. The main areas of the SIP directly linked to the areas of improvement highlighted during inspection, and other areas the college self-assessed as requiring improvement.</p> <p>The Chair was satisfied by the improved targets and accountability with action areas linked to members of the College’s Executive team.</p> <p>The Committee discussed the size of the document. Martin Silverwood explained that the FEC were satisfied with the actions contained within the SIP but had suggested the introduction of a summary document, this would be in place for subsequent versions. The Chair emphasised the importance of the Committee having a firm grasp of the SIP to be effective and was pleased to hear the Principal & CEO would be working alongside the FEC to introduce a helicopter view for Committee use.</p> <p>The Committee discussed the report. Andy Wilson suggested more challenging targets and sub targets linked to attendance would be required to deliver the marked improvements required. The Chair agreed that was a fair challenge and asked the Executive to consider stretch targets for attendance, with the revision, or justification of non-revision, reported at the next meeting.</p> <p>Action – VPE&Q & CP to relook at attendance targets and report to the next meeting.</p>
6.	<p>Principal’s Report – Coulsdon Campus</p> <p>The CP presented the report, noting it had been prepared prior to the recent FEC visit.</p> <p>The report contained expected retention and achievement data for 22/23, retention was expected to be in the 89th percentile, a 4% improvement on the previous year, and achievement predicted to be around 87.9%, around an 11% improvement on the previous year. The CP provided a verbal update that following the reports</p>

issue, further analysis had been completed on predicted achievements following the completion of Progress Review 5, which adjusted the figure to 85%, now an 8% improvement on the previous year. The CP felt confident actual achievement would fall between 85-87.9%.

The CP reported attendance at exams to be much improved across A-level, GCSE and vocational areas. There had also been positive movement on the number of students who did not sit exams, totalling 55 students which was 25 less than the previous year.

Preparation for 23/24 was well underway with a revised timetable completed, assessment plans and validation in progress, and induction and enrolment plans in place to ensure a smooth start to the next academic year.

The CP reported on engagement with local schools, and visits by the management team to high performing colleges to see what “good” looks like, establish relationships and share industry practice.

The CP highlighted the Teaching & Learning “Big Project” which had launched during Staff Learning Week and would gain pace during the next academic year. The project aims to teach excellence, reconfigure learning spaces and make lessons more engaging.

Addressing and improving attendance remained a key priority, the CP was confident the new Attendance Policy, and initial 42 day targets set for Attendance through the Task & Finish Group, would be sufficient measures to establish expectations, accountability, and ensure any emerging areas of concern within Pathways could be dealt with efficiently at the start of the year

The Chair thanked the CP for his update, acknowledging the change to predicted achievement provided at the meeting. The Chair was pleased to hear that preparation was well underway to ensure a smooth start to the next academic year.

The Committee **discussed** the report and the need for it to include challenges faced, or dialogue on what has not worked, for Governors to have an honest picture of progress. The CP emphasised the QIP appended to the report provides clarity on the work to be done and distance travelled between updates.

Areas of concern raised by Governors included Work Experience and Attendance, both areas where new policies would be in place for 23/24 which include clear expectations, measures, and would have a positive impact on outcomes where used effectively.

The Chair requested that future updates include themed sections of things working well, and not working well for Governors to have a clear indication of progress towards the Coulsdon QIP.

Action – CP to ensure future updates include themed sections on what has worked/is working well, and what has not/is not worked well.

Jean Cook raised the need to include measurable targets against objectives within the Coulsdon QIP so progress could be monitored more effectively.

The Committee went on to discuss the Governors Dashboard, and whether RAG ratings and targets could be included. The Principal & CEO shared that the initial Dashboard would show key data points, but future versions could be refined.

	<p>The Principal & CEO noted the request of the Committee to include positives and negatives in future updates and emphasised the need to recognise the excellent progress made to date.</p> <p>The Chair acknowledged that the Governors Dashboard would soon be available for use and felt more confident in its effectiveness knowing the Executive would introduce refinements for future versions based on Committee feedback. The Chair congratulated the CP on the improvements to date.</p>
7.	<p>How Governors can Track Progress at the Coulsdon Campus more Effectively</p> <p>Following discussion during the previous item the Chair referred to Andy Wilson and asked if he had anything further to add. Andy Wilson explained that he had spent time matching the SIP, Coulsdon QIP, College OQIP and Risk Register prior to the meeting and had two concerns; the significant amount of repetition between documents, and the consistency of how items are ragged with only one area red amongst the documents. He added that for Governors to interrogate and challenge effectively there must be internal coherence across a smaller number of reports.</p> <p>The Principal & CEO shared that following recommendations from the recent FEC visit work was being done to assess the information supplied to Committees going forward. In some cases, summaries would be provided rather than granular detail, the inclusion of which was designed to reassure Governors on the current position, reflective of where Coulsdon had been 12 months previously.</p> <p>The Committee discussed and determined that they required reassurance and updates against the key themes, rather than detail provided through the existing progress documents given the six-weekly recurrence of the meeting.</p> <p>The process and consistency in applying RAG ratings was discussed. The Chair emphasised Governors would automatically look for red areas, and a system should be introduced to present the information coherently, honestly and with brevity, whilst providing a clear guide as to progress. The Chair asked the Executive to consider the comments made and make recommendations to the next meeting.</p> <p>Action – Principal & CEO, VPE&Q, and CP to consider points raised by the Committee and make recommendations on progress tracking going forward.</p>
8.	<p>Safeguarding Report Summer Term 2022/23 – Coulsdon Campus</p> <p>The VPE&Q presented the report noting an increase to wellbeing referrals linked to anxiety/mental health which was a continuing theme. The Safeguarding & Wellbeing team were looking at options to implement additional support alongside the existing practice of making referrals to external agencies.</p> <p>The structure of the Safeguarding & Wellbeing team had been addressed to through recent staff changes to provide enhanced support at the campus, a Head of Safeguarding would be in post at Coulsdon from August, and each Pathway had a designated point of contact to ensure more effective and timely referrals.</p> <p>The report provided detail around the LGBTQ+ society, the VPE&Q highlighted plans to form new societies designed to build relationships within the college and wider communities. The Chair asked whether societies are in place reflective of all</p>

	<p>protected characteristics, the VPE&Q felt “age” would be the only characteristic without a dedicated society.</p> <p>The Committee discussed the report, noting the work the team do in liaising with relevant local authorities and how the progress of referrals and investigating safeguarding concerns differs hugely based on the effectiveness of social workers and local authority practice.</p> <p>The Chair was reassured that referrals were largely in line with last year, though noted the significant increase to wellbeing referrals with mental health being a continuing theme. This led to discussion on the lasting impact of covid to young people’s education and social development skills.</p> <p>The CP added that results from the <i>Health & Wellbeing Survey for Children and Young People</i> in Croydon, which had recently been shared internally, were helpful in providing context to inform enrichment and tutorial planning for next year to improve social development.</p> <p>Jean Cook, who acted as link Governor for Safeguarding & Wellbeing added that she was very impressed by the team, their attention to detail, and ability to change practice to meet the needs of individual students through assessments.</p> <p>The CP concurred there had been significant progress, with 12 high needs 22/23 students progressing to university.</p>
9.	<p>Student Governor’s Report</p> <p>There was no Student Governors report as noted in Item 1 of these minutes.</p>
10.	<p>Operational and Quality Improvement Plan 2022/23 – Coulsdon Campus (Summer Term Update)</p> <p>This for information item was taken as read.</p>
11.	<p>Committee Risk Register (Strategic Risk 2)</p> <p>i. Focus of deep dive – student assessment and learning</p> <p>The CP and VPE&Q provided an update on the use of Markbook to monitor student progress, reminding the Committee that separate systems had been in use at Coulsdon during 21/22, which impacted the college’s ability to monitor and take action where students were not adequately progressing.</p> <p>The CP noted that completion was much improved in vocational areas, for A-Levels and GCSE’s there had been too many assessment points included for 22/23 which impacted effectiveness and completion – work had been done to address this during the summer term, and would not be an issue for 23/24. The CP was confident there would be greater adherence going forward.</p> <p>The Principal & CEO highlighted that Markbook provides assurance that students are progressing through their qualification route at all stages, and differs progress reviews which also include teacher assessed forecast suggestions.</p> <p>The CP added that awarding bodies have shown confidence in college internal procedures through the standard verification required to ensure qualifications are approved.</p>

	<p>The VPE&Q added that the exercise in compiling data for the recent FEC visit had been a good test of the system, demonstrating good compliance and understanding of how grades were to be weighted and calculated.</p> <p>ii. Focus of next deep dive</p> <p>The Committee agreed that Achievement should be the focus of the next deep dive. The Committee also asked for the Head of Student Engagement to present to the Committee – given the overlap in Committee membership, and the cross-campus nature of the role it was suggested this should happen at the October Croydon LQC meeting.</p> <p>Action – DoG to include Achievement as area of next deep dive, and invite Head of Student Engagement to present to the October Croydon LQC meeting.</p> <p>iii. New Risks</p> <p>No new risks were raised.</p>
12.	<p>Review of Committee Terms of Reference (ToR)</p> <p>The Chair asked for the ToR to include a section on membership and the types of membership to assist future thought on who the Committee may wish to invite to comment.</p> <p>The Chair asked about the role of other Governors, not linked to the Committee, in relation to Coulsdon and how they would be best engaged. The Chair of Board of Governors suggested direct invitations from the CP and Chair would be the most effective approach.</p> <p>Andy Wilson raised that previous co-opted member, Margaret Bird, had provided an important connection to the local community. The Committee discussed other possible local representatives including a local secondary headteacher, or a parent governor. The Chair would speak to the DoG on this further, the Chair asked for membership suggestions to be submitted to the DoG for consideration.</p> <p>Action – The Chair & DoG to discuss committee membership and local representation.</p> <p>Action – Committee members to submit any suggestions for local representatives to the DoG.</p>
13.	<p>Post Meeting Evaluation</p> <p>The Chair thanked Jean Cook and Soumick Dey for their work, commitment and contribution to the Committee during their time as Governors as they would step down at the end of the academic year.</p>
14.	<p>Dates of Future Meetings</p> <p>Wednesday 11 October 2023 Wednesday 15 November 2023 Wednesday 31 January 2024 Wednesday 6 March 2024</p>

	Wednesday 1 May 2024 Wednesday 19 June 2024
15.	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 11 October 2023

*Clare Mitchell
Director of Governance*