COULSDON CAMPUS LEARNING AND QUALITY COMMITTEE MEETING
Wednesday 31 January 2024 at 6.00pm
Board Room, Coulsdon Campus

MINUTES

Present:	Louise Cretton (Chair)
	Caireen Mitchell (Principal & CEO)
	Ian Valvona (Chair of Board of Governors)
	Andy Wilson
	Martin Bentham
	Belen Villacis Fernandez (Student Governor, Coulsdon)
	Kevin Oakhill (Co-opted member)
Attendees:	Martin Silverwood, Principal, Coulsdon Sixth Form College
	Rob Bates, Vice-Principal, Young People and High Needs
Clerk:	Clare Mitchell, Director of Governance

1.	**Apologies for Absence** Apologies for absence were received from Yvonne White. The Chair welcomed members to the meeting, particularly Kevin Oakhill, Martin Bentham and Belen Villacis Fernandez who were attending their first meeting of this Committee. There were no observers from the DfE present at this meeting.
2.	**Declarations of Interest** There were no declarations of interest.
3.	**Minutes of Previous Meetings** i Minutes of the Coulsdon Campus LQC Meeting held on 11 October 2023 The minutes of the meeting on 11 October 2023 were **agreed** as a correct record.
4.	**Matters Arising from the Minutes not on the Agenda** The Committee **noted** the updated action list. The DoG gave an update on the following action: #2 – the Chair and Director of Governance (DoG) had yet to discuss local representation on the Committee. All other actions were completed or superseded, with the exception of the changes to the annual complaints report due in Autumn 2024.
5.	**Single Improvement Plan (SIP)/Quality Improvement Plan Update** The P&CEO explained that the SIP was updated and monitored on a monthly basis at Case Conference meetings with the DfE and FE Commissioner. In advance of these meetings the P&CEO and the Business Compliance Manager RAG rated each of the 15 areas in the SIP. The RAG rating also indicated the direction of travel

The P&CEO gave a summary of progress. The following elements had moved to amber:

- SIP 1 – Compliance against the additional conditions of funding. The RAG rating had been adjusted to amber following receipt of the revised additional conditions of funding;
- SIP 3 – DfE College Oversight – the College was working towards meeting all of the ACoF and DfE recommendations but a revised improvement plan was now required for sign off by the Board on 7 February 2024

Other areas rated as amber (warning – progress delayed requires close monitoring) were:

- SIP 4 – development and implementation of the SIP
- SIP 7- Improved teaching, learning and assessment
- SIP 8 – improved 16-18 year old attendance
- SIP 12 – Improved self-assessment and quality improvement practices, processes and procedures
- SIP 14 – Development of a single source of data through a corporate dashboard structure

However, progress was being made in these areas, particularly the development if a shorter more concise SAR, the positive results from the November 2023 QDP survey and much improved in year achievement for the small number of students who had undertaken external examinations to date.

The Chair noted that she and the Chair of the Croydon College LQC had met with the FEC during the stocktake visit. The FEC had stressed the importance of collecting supporting evidence on areas where Ofsted had concerns in advance of the full inspection.

The P&CEO noted that the focus was now on the development of the revised improvement plan. Progress against the improvement plan would be regularly updated and monitory monthly along with the SIP.

The Committee **discussed** the update on the SIP and the revised improvement plan.

6.	**Principal's Report – Coulsdon Campus** The CP reported on the progress of the management restructure. The restructure had resulted in a small number of vacancies, which would be advertised externally. Interim staff would be continuing in post in the meantime. The move from four pathways to three learning areas would increase resource at the curriculum level and would improve the curriculum offer and timetabling for 2024/25. The Chair asked whether the amended structure would have an impact on existing students. The CP provided assurance that this would not be the case; students would continue to have the same tutors and subject teachers. The Committee had a brief discussion about the student context at the Coulsdon Campus . Only 18% of students at L3 were studying A-levels with most students

studying BTECs. The CP was keen to grow A level provision at the Coulsdon Campus. The average GCSE score for the current lower sixth students was just over 4, which was very low for a sixth form college. On average, students were travelling 6.4 miles to attend College, with a significant number coming from the north of the Borough. Application numbers for 2024/25 were higher ytd compared to the same period in 2023/24.

The Committee stated that it required more detailed information on the student context at the Coulsdon Campus, so that any barriers to learning could be identified. This information had been requested at the October 2023 meeting, but there was insufficient detail in the paper for this discussion to take place. In particular more information was needed on the movement of students from the north of the Borough to the south, the transport links between the two areas and the entry criteria required for courses.

The Committee was concerned that low entry requirements, particularly in English and maths, could impact on achievement at L3. The CP reported that students on STEM courses would need to have a Grade 4 or above in GCSE maths on entry and students on an arts course would require a Grade 4 or above in GCSE English on entry. The Committee noted that one of the reasons the Coulsdon Campus was popular with students was that school sixth forms often required a good pass in both English and maths to progress to L3.

More information was requested on students' GSCE scores for each course and area.

Action: CP to provide more information for the next meeting on the student context; particularly on the movement of students from the north of the Borough to the south, the transport links between the two areas, the entry criteria required for courses and students' GCSE scores for each course and area.

The Committee asked whether the student profile differed between the two campuses. The P&CEO stated that levels of prior attainment were much lower at the Croydon Campus where there were approx. 800 students with no GCSEs. This figure included entry level ESOL students. The average GCSE score for students in Business, Engineering and Professional was 3.1. This figure dropped to 2.59 if English and maths GCSE scores were included. However, many of these students were studying at L2 rather than L3.

The Committee queried whether the entry criteria were at the correct level at the Coulsdon Campus. Only 17% of students completing the destination survey for 2022/23 progressed into HE. However, the CP noted that it was difficult to obtain full destination data from upper sixth students who had now left the College

The Committee asked for a robust data analysis of achievement against prior attainment and distance travelled once achievement data was available for 2023/24.

Action: CP to provide a robust data analysis of achievement against prior attainment and distance travelled once achievement data was known for 2023/24

In the meantime there would be a regular item on the student context on agendas for this meeting.

Action: Student context to be a regular item on agendas for this meeting.

The Chair of the Board also asked for an analysis of whether distance travelled and transport links linked to attendance and punctuality data.

Action: CP to provide an analysis of whether distance travelled and transport links linked to attendance and punctuality data

It was agreed that the CP would circulate a map of distance travelled by students and a breakdown of prior attainment in English and maths by level.

Action: CP to circulate a map of distance travelled by students and a breakdown of prior attainment in English and maths by level.

The CP set out the measures that were being taken to improve attendance at L2 English and maths provision. Course tutors were informed if their students did not attend English and maths classes and were expected to work with students to address this. Attendance at tutorials also needed to improve. This was being supported by improvements in the delivery of material. Where weekly attendance was poor the student's next of kin was contacted and if necessary the Positive Behaviour Policy would be used.

While attendance wasn't yet where it needed to be, attendance at students' main subject lessons was higher than for tutorials and L2 English and Maths. Attendance was particularly high in STEM. However, significant declines in attendance in Creative and Cultural and Health and Service Industries were concerning.

The results of the GCSE examinations in English and maths in November 2023 were much improved and significantly higher than the national rate. There had also been a 100% pass rate in L2 Engineering. 85% of students had achieved L2 computer science with the remaining 15% being between one or two marks away from a Level 2 pass.

Predicted achievement in STEM was over 80% but there were concerns about achievement in vocational health and social care and vocational business qualifications, particularly at L2. Further support had been arranged for these students. High marks in course work in these areas could compensate for weaker examination results.

Evidence of predicted achievement for A level subjects would come from the mock examinations in February 2024. BTEC results would be available at the end of March 2024.

The Committee **discussed** the report.

7.	**November 2023 QDP survey results**

Of the four areas that had been covered in the November 2023 QDP survey, three showed positive distance travelled. The only area that remained in Quartile D was Quality Assurance (QA). Teaching and learning was now at Quartile B. Tests and Assessment and Safeguarding and Wellbeing were at Quartile C.

All pathways at the Coulsdon campus had shown improvements in each of the four areas. However, STEM had seen a significantly higher level of satisfaction than other pathways and improvement in the health and service industries was minimal.

Levels of satisfaction were lower among students in the upper sixth; possibly because upper sixth students had had a poorer experience in 2022/23.

Each team had received their QDP data and would be meeting with course representatives to understand the underlying issues, particularly the reasons for the low scores in response to the question *"would you recommend the College to a friend?"*. Data from the November QDP survey could not be provided by subject area, but subject level data would be available from the results of the February 2024 QDP survey.

The Chair of the Board asked how tutorials were used to support UCAS applications and destination planning. The CP explained that destination planning was usually done in the Summer term. It was difficult to obtain full destination data from upper sixth students who had now left the College. Support with UCAS applications was available from the careers team.

The delivery of tutorials was being reviewed for 2024/25. Tutorials were delivered by teachers at the Croydon Campus and tutors (who were not trained teachers) at the Coulsdon Campus. The FEC had commented on the different approaches at the stocktake visit and had proposed that one model should be implemented across both campuses.

The Committee congratulated the Executive on the improvements in the area of teaching and learning but expressed concern about the low scores from students in relation to how safe they felt in the College. The CP noted that some students did feel unsafe on their commute through central Croydon and there had been some significant behavioural issues outside the Campus earlier in the academic year. The Committee emphasised the importance of speaking to students to understand their concerns about safety ahead of the next Ofsted visit.

The P&CEO noted that the QDP benchmarks were based on responses from students of all ages, rather than just 16-18 years old students. At the Croydon Campus responses for the QA area included adults and were higher, whereas at the Coulsdon Campus all students were 16-19 years old and were lower. Further work was required to address the low scores in this area, as it was key to the student experience.

Enrichment also had low satisfaction scores. The Committee encouraged the Executive to improve the enrichment offer. This could improve attendance by encouraging students to come on site and stay on campus between lessons.

The Committee asked for the feedback from the student focus groups to come back to the next meeting of the Committee:

Action: CP to bring the feedback from the student focus groups, particularly what safe meant to Coulsdon Campus students and the enrichment programme, to the next meeting of the Committee

The Student Governor reported that a new enrichment programme had been circulated very recently. The programme included more sports activities and would hopefully improve QDP scores for this question. The VPYP&HN reported that the sports facilities at the Coulsdon Campus were underutilised. He was trying to arrange for 16-18 students at the Croydon Campus to use these facilities but there were issues with transport arrangements and staff supervision.

The Committee **discussed** the report.

8.	**Student Governor's Report**

The Student Governor reported that she and the Student Governor for the Croydon Campus were working to build connections between the campuses. Enrichment activities were being developed across both campuses, such as a Croydon College choir.

Other enrichment activities were also being developed, e.g. a record label, which would help to promote the Coulsdon Campus externally.

Students generally felt that they had been well prepared for their examinations. Study sessions had been run in the LRC and subject specific tutors had gone above and beyond to support students.

One to ones had been held between staff and students to set targets for individual students. Students had contributed to these targets.

The Student Executive and Student Representatives were in place. The Committee asked whether the Student Governor was aware of any "no go zones" within the campus. She stated that although different types of students tended to prefer different areas of the campus, there were no "no go zones". |
| **9.** | **Safeguarding Report Spring Term 2023/24 – Croydon and Coulsdon Campuses**

The VPYP&HN reported that the number of referral categories had been reduced to those that were directly related to safeguarding, and no longer included wellbeing referrals. Positive behaviour mentors were now part of the safeguarding team and were able to support students with behavioural issues in the classroom. This work was no longer included within the data on safeguarding referrals. Changes were being made to the team so that each member of staff had responsibility for a specific group of students or activity, with the aim of increasing the team's proactive prevention work. The safeguarding team was also assisting with the delivery of tutorial content on specific topics.

The Lead Governor for Safeguarding reported that he had been involved in developing the referral categories. The report referred to a recent internal audit of safeguarding. The Committee queried why members were not aware of the outcome of the audit. The P&CEO clarified that she had only very recently been briefed on the draft findings of the audit. The report and the management responses to the recommendations would need to be discussed by the Executive before the final report was presented to the Audit Committee. The Committee emphasised the need for the safeguarding audit to have a higher profile, particularly as it might link to the ongoing security review. The final internal audit report would be on the agenda for discussion at the next LQC meeting and at the Board.

Action: Final internal audit for safeguarding to be on the agenda for discussion at the next LQC meeting

The co-opted member asked for more information on students with high needs and those that needed additional learning support, not just in terms of safeguarding but in terms of attendance, retention, attainment etc. |

	Action: Executive to consider how safeguarding data (and wider data) on students with high needs and additional learning support could be brought to the Committee The Committee **discussed** the report.	
10.	**Post Meeting Evaluation** The Committee asked that in future deep dives should have a separate paper on the agenda rather than being part of the Principal's Report. **Action: Future deep dives to have a separate paper on the agenda rather than being part of the Principal's Report.**	
11.	**Dates of Future Meetings** Wednesday 1 May 2024 There will be a section on the agenda for the Coulsdon Campus at the Croydon College LQC meetings on 13 March 2024 and 19 June 2024.	
12.	**Other business** There were no items of other business.	

Approved as an accurate record by the Learning and Quality Committee at its meeting on 1 May 2024

Clare Mitchell
Director of Governance