



Croydon
College



COULSDON
SIXTH FORM COLLEGE



Croydon
University
Centre

LEARNING AND QUALITY COMMITTEE MEETING
Wednesday 27 November 2024 at 6.00pm
Room 405B, Croydon Campus

MINUTES

Present: Andy Wilson (Chair)
Caireen Mitchell (Principal & CEO)
Ian Valvona
Terrance James (Staff Governor, Croydon campus)
Nezia De Roche (Student Governor, Croydon campus)
Oleksandr Bristow (Student Governor, Coulsdon campus)

Attendees: Martin Silverwood, Coulsdon College Principal
Jane Holloway, Director of Teaching and Quality

Clerk: Clare Mitchell, Director of Governance

1.	<p>Apologies for Absence</p> <p>Apologies for absence were received from Louise Cretton, Martin Bentham, Yvonne White (Staff Governor, Coulsdon), Kevin Oakhill, Natalie Garner, Rob Bates and Sam Hanmer.</p>
2.	<p>Declarations of Interest</p> <p>There were no declarations of interest.</p>
3.	<p>Minutes of Previous Meetings</p> <p>The minutes of the meeting on 19 June 2024 were <u>agreed</u> as a correct record.</p>
4.	<p>Matters Arising from the Minutes not on the Agenda</p> <p>The Committee <u>noted</u> the updated action list.</p> <p>Action 2 – the information requested was on the agenda as part of the papers on value added analysis.</p> <p>Action 8 - The Chair questioned why Governors had not been sent the results of the Summer 2024 QPD survey. The P&CEO explained that survey had been sent out later than usual and the number of respondents had been too low to provide statistically significant results. Results from this term's QDP survey would be brought to the next meeting.</p> <p>Action: Director of Quality to bring results from the November 2024 QDP survey to the next meeting</p>
5.	<p>Post Intervention Monitoring and Support (PIMS)</p> <p>The P&CEO reported that the College would need to provide a PIMS plan for the period up to 31 July 2025. This was needed by mid-January 2025 for sign off by the DfE. The PIMS plan would come to the March 2025 Board meeting. By far the majority of the proposed actions were already included in the QIP for 2024/25.</p>

	<p>The College would still be able to access support from the FEC during the PIMS period. There would be no further FEC intervention stocktakes.</p> <p>Action: PIMS plan to come to the March Board meeting</p> <p>Meetings with the DfE and FEC were expected to take place every other month during the PIMS period.</p> <p>The Committee <u>noted</u> the report.</p>
6.	<p>Key Issues Report</p> <p>The Chair thanked the DirT&Q for including more data in the key issues report.</p> <p>Work was taking place to increase staff utilisation. Attendance was good for adults, but further actions were taking place to improve the attendance and punctuality of 16-18 students. There were particular issues with attendance in the creative and health and professional studies areas at the Coulsdon campus. A number of actions had been put in place to address this. Poor attendance at tutorials and L2 English and maths classes continued to be an issue, as did low level poor behaviour at the Coulsdon campus. Evidence showed that higher attendance and punctuality resulted in higher achievement, so this was an important issue to tackle.</p> <p>The Committee challenged the Executive to provide more detailed attendance data to show whether attendance was being impacted by the persistent poor attendance of a small number of student or whether lower attendance was a result of many students missing a few lessons.</p> <p>Targeted intervention and support had been put in place for those areas/courses where weaknesses had been identified. Individuals, teams, and departments had action plans in place to address areas for improvement. These were being monitored through strengthened and more frequent accountability meetings with senior leaders.</p> <p>KPIs were included at Appendix A and would be updated as the academic year progressed. Indicators for the evaluation and development of teaching and learning were included in the paper. The RAG rating would become more robust as the year progressed as classroom visits took place. Curriculum and quality reviews took place each term and this was another opportunity to monitor the quality of teaching and learning and student progress.</p> <p>The Student Governor for the Croydon campus challenged the Executive to increase the level of engagement with next of kin (NOK) to address attendance issues for 16-18 students. The P&CEO reported that NOK were invited to parents' evenings and concerns about attendance would be raised. Parents also had access to attendance information via the Parent Portal and tutors contacted students' NOK re instances of non-attendance. At the Coulsdon campus, where all students were 16-19, targeted meetings took place with NOK where students' attendance was poor.</p> <p>The Committee challenged the data on application and retention numbers. The DirT&Q would provide updated figures for the next meeting.</p>

	<p>Action: DirT&Q to provide updated figures on application numbers for the next meeting</p> <p>The Committee discussed the attendance target of 86% for 2024/25. Preparations for the Ofsted inspection in the first six weeks of term had moved the focus away from attendance and the Executive were now trying to regain ground. The Committee challenged the Executive to take further action to improve attendance to meet the 86% target and to identify which actions were resulting in improvement and focus on those.</p> <p>The Committee <u>discussed</u> the report.</p>
7.	<p>Value Added Analysis</p> <p>The Committee received an analysis of the progress learners made from their starting points. The conclusion of this analysis was that in academic courses assessed externally via end point assessments, the value added for students appeared to be high, with A-level outcomes achieving a grade 3 in ALPs and significant progress made across GCSEs. In these courses, students are subjected to frequent mock assessments and are given direction to fully prepare for the external exams.</p> <p>Where students were enrolled onto vocational study programmes, preparation for external assessment was less well-structured. The proportion of high grades in the majority of courses declined between Level 1 and Level 2 and again from Level 2 to Level 3, as external assessment became a more significant part of the qualification. At Level 3, the value added also declined. The CP reported that further steps were being taken to prepare students on vocational qualifications for external assessment e.g. mock examinations. Some of the creative arts courses had moved to qualifications that required internal assessment only. As BTECs were defunded and T Levels and potentially AAQs introduced there would be an increased weighting on external assessment.</p> <p>As learners' GCSE scores at point of entry declined, so did the proportion of Level 3 students achieving higher grades. Lower GCSE scores limited students' ability to understand what was being asked in exam questions; as well as limiting their ability to give a detailed and comprehensive response, More work was needed to analyse the grades achieved in each external assessment in comparison to English grades attained at point of entry.</p> <p>The Chair emphasised the importance of staff on high achieving courses sharing their practice and ensuring collaboration between the two campuses.</p> <p>The Committee <u>discussed</u> the report.</p>
8.	<p>Actions to Improve Teaching and Learning</p> <p>The DirT&Q gave a presentation on the way forward in teaching and learning. Comprehensive actions were in place based on the College's Standards of Great Teaching and Learning. These included learning helps and developmental class visits. 360-degree reviews would be introduced in the spring term. Rapid improvements groups had been set up to support areas of poor achievement in 2023/24. Staff development would be aligned with individual needs.</p> <p>The Student Governor for the Coulsdon campus asked whether tutorials could focus more on educating students on health issues/risks such as vaping and drug</p>

	<p>use. The CP noted that tutorial content was being discussed with the Coulsdon Student Executive the following day.</p> <p>The Chair was assured that a good structure was now in place for teaching and learning. He was keen to see evidence that it was having a positive impact.</p> <p>The Committee <u>discussed</u> the content of the presentation.</p>
9.	<p>Student Governors' Reports</p> <p>The Committee received reports from the Student Governors. Both reports were generally positive. Students at the Croydon campus were more willing to volunteer and get involved in College activities. However, there were concerns about the lack of sports facilities at the Croydon campus and the refectory closing early because of staffing issues. The Student Governor for the Croydon campus had attended the UNLOC student governor conference in November.</p> <p>The Coulsdon Student Governor was keen to see more enrichment activities including cross campus activities. Students who had taken GCSE English and maths examinations in November reported feeling well supported by their teachers.</p> <p>The Committee <u>noted</u> the reports.</p>
10.	<p>Safeguarding</p> <p>i Croydon College Safeguarding Annual Report 2023/24</p> <p>The Committee reviewed the comprehensive Safeguarding Annual report for 2023/24 and recommended it to the Board for approval. The Chair reported that he and the P&CEO were continuing to press external organisations to address the security issues around the Croydon campus, and this issue had been raised with the DfE. A further letter would be written to the GLA.</p> <p>The Committee received assurance that all existing staff had now had a DBS check within the last five years. The focus was now on making sure that all existing staff having had a DBS check within the last three years.</p> <p>The Committee <u>discussed</u> the report.</p> <p>ii Safeguarding and Prevent Policy 2024/25</p> <p>The Committee <u>noted</u> an overview of the changes that would be made to the Croydon College Safeguarding and Prevent Policy for 2024/25. The amended policy would be approved at the Board meeting on 11 December 2024.</p>
11.	<p>2024/25 Strategic Risk Register – Risks 1,3,4,5 & 6</p> <p>The Committee discuss the following risks in detail:</p> <p>Risk 4 - The Committee challenged the low net risk score for curriculum changes, including the introduction of AAQs and T Levels. The Committee discussed the potential impact of the qualification review on the College's offer. The College had been unable to run T Level courses in 2024/25 because of low enrolments and recruitment to T Levels had been poor generally. There were concerns about</p>

	<p>the high levels of external assessment within T Levels when compared to BTECs.</p> <p>The P&CEO explained that the risk scoring reflected the level of risk at the current time, which was minimal. However, action would need to be taken to ensure the College could deliver additional T levels in areas where BTECs were defunded. This would be progressed as part of the implementation of the new strategic plan.</p> <p>Risk 3- The Committee asked that the security risk be split between security within the College and externally, where the risks were significantly higher. This would mean that there were 11 risks on the Strategic Risk Register.</p> <p>Action: VPF&R to amend the Strategic Risk Register to split risk 3 into internal and external security risks – bringing the number of risks up from 10 to 11</p> <p>Subject to review of the points raised above the Committee <u>recommended</u> the risk register updates to the Board.</p> <p>ii Focus of next deep dive</p> <p>The Committee did not agree the focus of the next deep dive.</p>
12.	<p>Annual Reports</p> <p>i Croydon campus Compliments and Complaints Report 2023/24</p> <p>ii Coulsdon campus Compliments and Complaints Report 2023/24</p> <p>The Committee noted the 2023/24 complaints report from each campus. There had been two formal complaints at the Coulsdon campus, with the majority of complaints being informal and from local residents. The number of complaints at the Croydon campus was higher. The majority of complaints were from adult students and from students from ethnic minority backgrounds.</p> <p>iii Supporting Positive Behaviour Policy Annual Report Croydon College 2023/24</p> <p>The P&CEO emphasised the importance of moving students onto Stage 1 of the policy more quickly and the need for parents of 16-18 students to be involved at an earlier stage.</p> <p>The Committee <u>discussed</u> the reports above.</p>
13.	<p>Committee Self-Assessment</p> <p>The Committee <u>discussed</u> its performance over 2023/24 and rated it as good. Attendance at this meeting was low, but had been higher at previous meetings and a variety of views expressed.</p>
14.	<p>Dates of Future LQC Meetings</p> <ul style="list-style-type: none"> Wednesday 29 January 2025 6pm to 8pm in person – Coulsdon campus Wednesday 12 March 2025 6pm to 8pm in person – Croydon campus

	<ul style="list-style-type: none"> • Wednesday 7 May 2025 6pm to 8pm in person – Coulsdon campus • Wednesday 18 June 2025 6pm to 8pm in person – Croydon campus
15.	<p>Other business</p> <p>There were no items of other business.</p>

Approved as an accurate record by the Learning and Quality Committee at its meeting on 12 March 2025

Clare Mitchell
Director of Governance