



Croydon
College



COULSDON
SIXTH FORM COLLEGE



Croydon
University
Centre

LEARNING AND QUALITY COMMITTEE MEETING
Wednesday 7 May 2025 at 6.00pm
Virtual Meeting

MINUTES

Present: Andy Wilson (Chair)
Caireen Mitchell (Principal & CEO)
Louise Cretton
Martin Bentham
Terrance James (Staff Governor, Croydon campus)
Nicholas Voute (Staff Governor, Coulsdon campus)
Kevin Oakhill (Co-opted member)

Officers: Martin Silverwood, Deputy Principal, Curriculum
Kirstie Woodcock, Executive Director Student Services
Sam Hanmer, Executive Director Stakeholder Engagement and Skills
Jane Holloway, Director of Teaching and Quality Improvement

Clerk: Clare Mitchell, Director of Governance

1.	<p>Apologies for Absence</p> <p>Apologies for absence were received from Ian Valvona, Alex Bristow (Student Governor, Coulsdon Campus) and Nezia de Roche (Student Governor, Croydon Campus)</p>
2.	<p>Declarations of Interest</p> <p>Kevin Oakhill declared that he was now a Governor of South London and the Maudsley NHS Foundation Trust.</p>
3.	<p>Minutes of Previous Meeting</p> <p>The minutes of the meeting on 12 March 2025 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 #8 - The P&CEO reported that she had spoken to the Director of HR who would ensure that all internal applicants received feedback if they applied for promotion and were unsuccessful.</p> <p>Action #13 – The Chair noted that a full update on HE provision would be brought to the June meeting. The DPC reported that the scheduled HE Academic Board meeting had been postponed because of a restructure in that area.</p>

5.	<p>Key Issues Report</p> <p><u>Attendance</u></p> <p>The DT&Q reported on performance against the key KPIs. Overall attendance had reduced slightly and sat at 83.3%, 1.6% lower compared to the same time in 2023/25. Attendance was a particular concern in ESOL 16-18 at the Croydon campus and English and maths provision at both campuses. Timetabling in 2025/26 would be student led to avoid large gaps between classes. This should increase attendance, particularly at English and maths and tutorials.</p> <p>There were specific reasons why students with attendance below 30% had not been withdrawn and they were being supported. The Committee was concerned at the number of learners with attendance below 30% in Health and Social Care. The DT&Q explained that this was a particular issue relating to students who had enrolled in January 2025. The curriculum for students enrolling in January was being reviewed. The Executive would be focusing on ensuring a higher proportion of students achieved above 50% attendance in 2025/26.</p> <p>The Chair noted that low attendance at English and maths had been a problem for a number of years and challenged the Executive to improve this. The DT&Q explained that this was a national issue. Attendance at English and maths was close to target at the Croydon Campus but lower at the Coulsdon Campus. The measures introduced at the Croydon Campus needed to be embedded at the Coulsdon Campus.</p> <p><u>Retention</u></p> <p>At the end of April retention sat at 93% overall (92% at the same time last year) with 90% at the Coulsdon Campus. The introduction of two year A level programmes had seen a drop in retention. A Level results were likely to be impacted as a result. However, BTEC results were predicted to be higher than in 2023/24 and predicted achievement sat at 84%, which was in line with 2023/24 levels.</p> <p><u>ALS Deep Dive</u></p> <p>The DT&Q asked members what they would be like covered in the deep dive at the June meeting. The answers were as follows:</p> <p>The number of students involved by pathway, the structure of the ALS team. Attendance and predicted achievement for students receiving ALS support and a cost benefit analysis. The aims and priorities for ALS support going forward.</p> <p>The deep dive should also include the number of students who came in with known learning support needs and the number identified as needing support once at College. The paper should also include a section explaining ALS funding and how it related to high needs funding.</p> <p>Action: DT&Q – Deep dive on ALS to cover the issues raised above and include an explanation of ALS funding and how it related to high needs funding.</p>
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	<p><u>Apprenticeships</u></p> <p>The Dir SE&S reported that predicted achievement was set to meet and exceed 65% in 2024/25, in line with the previous year. To improve achievement of high grades, programmes would be broken down into milestones to enable detailed tracking of progress. This was expected to be in place for September 2025.</p> <p><u>Evaluation of Teaching and Learning</u></p> <p>The Vice-Chair queried the number of teaching staff on Performance Improvement Plans (PIPs) and asked whether these were spread across curriculum areas. The DT&Q agreed that this was the case. The number of teachers who had not engaged with performance improvement and had left the organisation was very small.</p> <p><u>Higher Education</u></p> <p>The DPC reported that the College was on track to attain much improved continuation and completion rates at year end (for 2022/23 starts) for full time degree programmes; at 87% and 80% respectively. This would be above the OfS threshold. However, this data would not be published for a further 2 years. Data to be published this year indicated (from 2021/22 starts) that the College had not met the OfS threshold for completion rates.</p> <p>The number of applications for HE courses in 2025/26 was low. Scrutiny of the quality of applicants was taking place, alongside a review of the current HE offer. Since coming into post the DPC had identified some concerns regarding recruitment practices within HE which were being investigated.</p> <p>The Staff Governor for the Croydon Campus asked what action was being taken to improve marketing of HE courses. The DPC agreed that there was more that the College could do but there needed to be a wider discussion on the HE offer first.</p> <p>The co-opted member asked the Executive to consider whether low levels of English and maths among L3 students was impacting on progression. The DPC agreed that this was an important consideration, and some students might be more suited to a foundation level course rather than progressing straight onto a L4 course. The P&CEO noted that nine of the applications for the HNC in Esports had come through UCAS. This was concerning as this course was a natural progression from College's L3 Esports provision</p> <p><u>Tutorial Coulsdon Deep Dive</u></p> <p>The DT&Q provided an update on the findings of this deep dive, which had taken place to identify the reasons why attendance at tutorials remained low despite intensive efforts to improve this. The report included a range of recommendations which were being implemented. The DSS reported that she had met with the leads at both campuses and a new enrichment strategy would be introduced in 2025/26.</p> <p>The Staff Governor for the Coulsdon Campus asked whether there were plans for more subject teachers to deliver tutorials and whether this would include A Level teachers. The DPC indicated that this would be the case where there was capacity but how this would work for A Level students needed further consideration.</p>
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	<p>The Staff Governor for the Croydon Campus commented that he had delivered tutorials in his previous role and emphasised the need for improved timetabling and tutorial materials to ensure subjects covered at school were not repeated at the same level. The DSS was asked to meet with the Staff Governor to get his perspective.</p> <p>Action: Director of Student Services to meet with the Staff Governor for the Croydon Campus to get his perspective on tutorial provision</p> <p>The Committee noted that tutorial attendance and delivery was better at the Croydon Campus and there was good practice that could be shared.</p> <p>The Vice Chair had reported on students' views on tutorials in her role as link governor for the Coulsdon Campus and emphasised that continued engagement with students about tutorial provision would be essential. She thanked the Executive for conducting the deep dive and the resulting recommendations.</p> <p>The DT&Q asked Governors how they might contribute to the tutorial and enrichment programme. It was agreed that the DoG would ask all Governors to identify areas in which they could assist e.g. by approaching their networks.</p> <p>Action: DoG to ask all Governors to identify areas in which they could contribute to the tutorial and enrichment programme e.g. by approaching their networks</p> <p><u>Work Experience</u></p> <p>The College had already exceeded its target for work placements in 2024/25. The figures for work related activities was currently impacted by poor recording and should outturn close to target. The skills forums had proved to be an effective way of identifying work placements.</p> <p><u>Staffing and HR</u></p> <p>The Staff Governor for the Croydon Campus reported that he had attended an aspiring managers programme some time ago. The anticipated impact had not been felt by all participants. The P&CEO noted that as participants nominated themselves there was no guarantee that they would all progress. The current aspiring managers programmes would include opportunities for participants to develop further by taking part in project work.</p> <p>The Chair commented that although some of the KPIs were lower than in 2023/24 he felt assured that this was visible within the organisation and that the Executive were taking active steps to address this.</p> <p>The Committee <u>discussed</u> the report.</p>
6.	<p>Student Governors' Reports</p> <p>Neither of the Student Governors were present at this meeting to give a report. The Chair expressed concern as this was the second meeting where neither of the Student Governors were present.</p>
7.	<p>Committee Meeting Dates in 2025/26</p>

	<p>The Committee agreed the proposed dates. The March 2026 meeting would be scheduled to take place at the Coulsdon Campus. This would be reviewed following the October 2025 meeting at the Coulsdon Campus.</p> <p>Action: DoG to schedule the March 2026 LQC meeting to take place at the Coulsdon Campus</p>
8.	<p>Post Meeting Evaluation</p> <p>The Committee agreed that the key issues report had been very comprehensive, and that the shorter agenda had enabled more detailed discussions. Holding the meeting on Teams had been successful and it was suggested that further meetings could take place on Teams if needed.</p> <p>The Chair thanked the Executive for the papers and their contributions at the meeting.</p>
9.	<p>Dates of Future LQC Meetings</p> <p>Wednesday 18 June 2025 6pm to 8pm in person – Croydon campus</p> <p>2025/26</p> <p>Wednesday 8 October 2025 6pm to 8pm in person – Coulsdon campus Wednesday 26 November 2025 5pm to 8pm in person – Croydon campus Wednesday 11 March 2026 6pm to 8pm in person – Coulsdon campus Wednesday 17 June 2026 5pm to 8pm in person – Croydon campus</p>
10.	<p>Other business</p> <p>There were no items of other business.</p>