LEARNING AND QUALITY COMMITTEE MEETING
Wednesday 8 October 2025 at 6.00pm
Room 260, Coulsdon Campus

MINUTES

Present:	Andy Wilson (Chair)
	Caireen Mitchell (Principal & CEO)
	Louise Cretton
	Portia Kumalo
	Terrance James (Staff Governor, Croydon campus) - online
	Nicholas Voute (Staff Governor, Coulsdon campus)
Officers:	Martin Silverwood, DP Curriculum
	Kirstie Woodcock, Executive Director Student Services
	Jane Holloway, Executive Director Teaching and Quality Improvement
Clerk:	Jacqueline Mutibwa, Director of Governance

1.	**Welcome and Apologies for Absence**
	The Chair welcomed the Committee Members to the meeting and welcomed Portia Kumalo to her first Committee meeting.
	The Committee noted that Valerie Shawcross an observer, was unable to attend.
2.	**Declarations of Interest**
	No member declared an interest in any item on the agenda.
3.	**Minutes of Previous Meetings:**
	Part One (these are no longer confidential)
	The minutes of Part One meeting held on 18 June 2025 were agreed as a correct record.
	Part Two (main meeting)
	The minutes of Part Two meeting held on 18 June 2025 were agreed as a correct record.
4.	**Matters Arising from the Minutes**
	The Committee noted the update on matters arising from the previous meeting and that most actions had been completed.
5.	**Post Intervention Monitoring and Support**
	The Committee received a verbal report on the Post Intervention Monitoring and Support (PIMS) meeting held on 21 September 2025 with the DfE and GLA. The meeting was very positive with significant improvement in student outcomes and the financial turnaround, the PIMS meetings were expected to conclude soon.
	The Chair of the Board would send out a press message thanking staff for the positive results and that the College would soon be exiting formal intervention.

	Action: The Chair of the Board to send out a press message thanking staff for the positive results.
6.	**2024/25 Final Achievement Data** The Committee discussed the analysis of 2024/25 achievement data. The Committee discussed: • 2024/25 overall achievement which was 87.1% an improvement on the previous year (4.1%), above the College target of 84% and above both the provider group and national average. Achievement for 16-18yrs was 85.7% (up 3.4%) and Adults was 88.7% (up 5%). The three-year improving trend was noted. Performance by campus; Croydon was 87.6% (up 4.5%) an improvement on the previous year. Achievement for 16-18yrs was 86.1% (up 3.9%) and Adults was 88.7% (up 5%). Staffing challenges in Plumbing and Brickwork had affected Construction outcomes. Areas for improvement included Creative and digital, engineering and sport. Coulsdon campus was 85% (up 2.6%) an improvement on the previous year. Achievement for 16-18yrs was 85.1% (up 2.6%) and Adults was 77.4% (down 4%). 2025/26 areas for improvement included A levels, Sports, Music, Creative Media and Psychology. The management of the programmes and the restructure of the curriculum teams had contributed to the positive achievement. • 2024/25 Maths and English performance continued to be strong against both provider group and national average. • 2024/25 overall retention rate was 94.2%; 16-18yrs was at 93.8% (up 3%) and adults was 94.6% (up 5%) an improvement on the previous year. • 2024/25 overall attendance was at 84%, a drop on the previous year and 2% below the target. Intervention strategies were in place to improve performance. • 2024/25 apprenticeship achievement was low at 50% and below the agreed target, a drop on the previous year and below national average. The significant drop in performance was mainly due to legacy learners, withdrawals from the programme and low recruitment numbers which had a negative impact on the outcomes. • 2024/25 Higher Education outcomes were all above the minimum performance level and national benchmarks. The Committee discussed the areas for improvement where performance was low and below national average such as A Levels and Construction. The curriculum change in A Levels (removing 1 year AS levels to a 2-year qualification) had an impact on student performance i.e. retention and achievement. The drop in achievement for White British learners which was below the national average was discussed and needed to be investigated. The areas for improvement would be addressed in the SAR and that there was need for more oversight. The Committee noted the significant improvements made and that overall achievement had exceeded the 2024/25 targets. The Committee thanked all staff for their hard work and efforts.

7.	**Key Issues Report** The Committee discussed the key issues since the last report in October 2025. Analysis of 2024/25 achievement data had been discussed earlier on the agenda. • 2025/26 enrolment update; 16-18 year olds (ESFA) numbers were positive and above the budget target. Adult enrolment figures exceeded the budget target and there was a significant waiting list as the College did not have sufficient funding for adult skills provision due to the changes to the Adults Level 3 funding. HE and apprenticeship enrolment was below target. • 2025/26 teaching and learning activity included the Teaching Excellence Strategy which had been finalised and the new Academy of Teaching Excellence an initiative to improve teaching quality would be launched during the academic year. **Action: The Committee to have a Deep Dive discussion on the work/ activities being undertaken on teaching and learning during 2025/26 academic year (how the work translates into outcomes).** • 2024/25 apprenticeship performance which was low and would have an impact on 2025/26 performance. The impact of the Wates's programme withdrawals in 2024/25 academic year was discussed, and the Principal & CEO would confirm the numbers that withdrew. 2025/26 predicted achievement was around 52% - 55%. The management structure and the delivery model of the provision was being reviewed to improve the operational performance, and growth was the key focus for 2025/26. Improvement strategies to address retention, employer engagement and timely completion were noted. • The Careers Strategy had been finalised; it incorporates the Skills for Successful Careers Framework and had been published on the website. The safeguarding and welfare initiatives and activities being undertaken during 2025/26 were noted. • On Learner Voice, the summer satisfaction survey response rate was low, and the overall satisfaction was slightly below target. There had been some improvements in satisfactory rates at Coulsdon particularly around teaching. Assessment and feedback remained an area of focus. The Student Union's constitution and structure had been reviewed and approved by the Student Executive. • An update on staffing and HR issues was noted. The Committee expressed their concern about the apprenticeship provision and emphasised that performance and achievement must improve in 2025/26.
8.	**2024/25 Quality Improvement Plan – Review Progress** The Committee reviewed the performance of 2024/25 Quality Improvement Plan (QIP) which sets out the College's operational objectives that must be achieved within the academic year along with the progress made. There was a verbal update on the SEND centre which was an area for improvement and the issue concerning the lease which was being progressed.

	The Committee discussed the risk areas at the end of the academic year 2024/25 where the targets had not been achieved which included attendance and tutorial curriculum. The QIP would be updated to address the findings identified from the 2024/25 SAR.
9.	**Higher Education Update (including OfS Data)** The Committee reviewed the HE performance data for 2024/25. The Committee noted: • 2024/25 overall performance which was positive. Continuation rate was 86% an improvement on the previous year (83%) placing the College above the OfS minimum level of performance (MLP) and the sector benchmark. The four-year improving trend was noted. • Completion rates for the 2022/23 cohort was 82%, exceeded OfS benchmarks, with projected rates of 80% for 2024 and 81% for 2025 entrants. • Attendance performance was at 85% an improvement on the previous years. • On student attainment and the most vulnerable groups that were at risk included white students whose continuation and completion rate was below benchmark and that the issues needed to be analysed and addressed. • HE enrolment was below target and that pausing enrolment to the direct delivered degree programmes (Business Management and Public Health & Care) could have had an impact on it though this was a challenge in the HE sector. The changes to the curriculum offer and enrolment figures would have an impact on income which would be addressed through changes to staffing. The Committee discussed the positive performance and the potential to grow the HE provision through partnerships via progression routes with Roehampton and SMU which was being explored. The Committee noted the need to address the strategic future of HE provision for 2026/27 i.e. whether to continue the direct degree delivery given the positive performance and the risks. The Executive Team would review the current provision and present a recommendation to the Committee at the meeting in November on whether to continue direct degree provision in future years. The strategic matter would be considered by the Chairs Committee.
10.	**2025/26 Updated Policies for Approval** Safeguarding & Prevent Policy The Committee discussed the Safeguarding and Prevent Policy for 2025/26. The new policy aligns with the current statutory framework including the updated statutory guidance, Keeping Children Safe in Education September 2025 (KCSIE Sep 2025). The Committee thanked both the Safeguarding Lead Executive and the Lead Governor for their work on the policy. The Committee approved the updated 2025/26 Safeguarding and Prevent Policy and Procedures and that it was recommended to the Board for approval at its meeting on 15 October 2025. Careers Guidance

	The Committee discussed the updated 2025/26 Careers Guidance Policy and the Careers & Employability Strategy 2025-29. The Committee approved: • the updated 2025/26 Careers Guidance Policy and the Careers & Employability Strategy 2025-29. • the strategic objectives and implementation approach.
11.	**E6 Harassment and Sexual Misconduct (OfS Condition of Registration) – Approval was sough under Chair's Action** The Committee noted the new Office for Students (OfS) regulatory requirements (Condition E6) on how HE providers must prevent, respond and support students affected by harassment and sexual misconduct (took effect on 1 August 2025). The College must maintain a single comprehensive policy on harassment and sexual misconduct, meeting minimum content, publication and accessibility standards. To ensure compliance, the updated policy was approved under Chair's Action on 29 July 2025 and published on the College website. The Committee: • noted the updated Harassment and Sexual Misconduct Policy which was approved by the Chair under Chair's Action on 29 July 2025. • ratifed the Chair's approval of the policy.
12.	**Committee 2025/26 Work Plan** The Committee reviewed and agreed the proposed annual work plan for the 2025/26 academic year.
13.	**Post Meeting Evaluation** The Committee noted that it was a positive meeting.
14.	**Dates of Future LQC Meetings** The next meeting would be held on Wednesday 26 November 2025, 6pm to 8pm in person – Croydon campus. The Committee discussed the meeting arrangements: • 5.30 - 6.30pm – Annual Self Assessment Report Panel meeting and all governors would be invited to attend. • 6.45 - 8.00pm - main meeting **Action: 2025/26 meeting invites for all meetings would be resent to ensure that they are in the governors' calendars.** Future meetings: • Wednesday 11 March 2026, 6pm to 8pm in person – Coulsdon campus. The Committee asked that the meeting was brought forward to an earlier date in February 2026. • Wednesday 17 June 2026, 6pm to 8pm in person – Croydon campus
15.	**Other business** There was no other business.