

**Minutes of the meeting of the South Bank Colleges Quality & Improvement Committee
held at 4pm on Wednesday 22 September 2021
Meeting via Microsoft Teams**

Present

Sue Dare (Chair)
Nigel Duckers
Moriam Folawiyo

Apologies

Shakira Martin

In attendance

Fiona Morey	Executive Principal
Wayne Wright	Deputy Principal
Philip Cunniffe	Assistant Principal Curriculum & Learner Services
Monica Marongiu	Assistant Principal Curriculum & Innovation
Clare Dignum	Head of Teaching & Learning
Deborah Johnston	LSBU Pro-Director for Education
Jacqueline Mutibwa	Clerk to SBC Board

1. Welcome and apologies

The Chair welcomed the Committee Members to the meeting and confirmed that the meeting was quorate. The Chair welcomed Moriam Folawiyo, the new student trustee to her first Committee meeting. The above apologies were received.

2. Declarations of Interest

No member declared an interest in any item on the agenda.

3. Minutes of the previous meeting

The minutes of the meeting held on 27 May 2021 were approved as an accurate record.

4. Matters arising

The Committee reviewed the action sheet from the previous meeting.

- On student perception of the College Autumn survey report 2020/21, the survey question on 'receiving feedback within two weeks of submitting the assignment' would be refined for the winter student survey (February 2022) in order to have a more meaningful response. The student trustee's views on the matter were noted.

- On High Needs Students (HNS) a key area that needed improvement, the actions identified to address the issues had been incorporated into the Quality Improvement Plan (QIP) and implemented.
- On Sub-Contracting Monitoring Report, a more quality focused report which would include the Learner's view on quality assurance would be presented to the Committee at its meeting in November 2021.

5. Results Analysis 2020/21 & Destination/Progression report

The Committee discussed the students' predicted achievements for 2020/21.

The Committee noted:

- that the overall achievement outcome was not known due to delays in collecting data for the qualifications process for vocational and functional skills. There were further delays due to a breakdown of the IT system that supports data gathering. This had resulted in delays in preparing the report on student destinations which would be presented to the Committee at its meeting in November 2021.
- the predicted achievements and that the data had not been verified by the College's MIS department. Faculties that awarded teacher assessed grades (TAGs) had achieved higher than those that delivered functional skills-based qualifications which were exam based and also the vocational/ practical courses. The differences in faculty performance needed to improve and actions identified to address the issues.
- that a further detailed analysis of the achievement data needed to be undertaken to identify the areas for improvement and consider the actions to be implemented. The variances need to be understood and investigated. This would be included in the SAR report.
- that the results of the delayed qualifications would be known in October 2021. A full and final set of achievement data would be available before the SAR validation in November 2021 and presented to the Committee at its meeting.

The Committee noted the situation concerning the 2020/21 student achievement outcomes and that the matters were being addressed.

6. Recruitment Update

The Committee was provided with an update on student enrolment and recruitment.

The Committee discussed:

- the 2021/22 enrolment performance. The 16-18yrs enrolment figures were below the budget target (21%) and would have a significant impact on the

budget for 2022/23 (approx. £2m), it was a key risk for the College. Adult enrolment figures were positive, slightly below target (5%).

- the internal progression figures. Future reports would include actions undertaken to improve internal progression. The 50% students who are not progressing internally in the College would be followed up as this was part of the student journey from application to enrolment project which was underway.
- the factors that had affected the enrolment performance 2021/22 which included; uncertainty of the pandemic and economic climate, more competition, the impact of TAGs on the progression routes open to students, the impact of Brexit on the ESOL recruitment and the delays in implementing the online application process.

The Committee was concerned about the challenges in achieving the 16-18yrs target figures and the significant financial implications for the College. It was noted that a recruitment drive was underway.

7. English and Maths

The report gave an overview of 2020/21 achievement and retention in English and Maths.

The Committee discussed:

- the 2020/21 overall achievement data for all ages including subcontracted delivery which was currently at 65%. Despite resits being undertaken in September 2021, it was unlikely that the results would improve. Overall achievement in Maths was currently at 67% and English at 64%. The data was not accurate as some results had not been updated on the system (last update was 31.08.21).
- the reasons for the decline in performance. This was due to a number of reasons: the impact of the pandemic on teaching and learning, the government arrangements for the awarding of qualifications especially those that were not awarded by the TAGs, the introduction of the reformed Functional Skills qualifications for 2020/21 which were more difficult than the previous version and the performance gap between the Functional Skills and GCSE cohorts all had a negative impact on the overall achievement performance.
- that overall retention was positive at 94.6% which was slightly below the previous year (95.1%) but above the national average (N/A) of 92.9%. Overall retention for Maths was 94.7% and English was 95.9%.
- that English and Maths remained an area of concern despite the significant work undertaken to improve the outcomes. An action plan had been prepared to address the performance issues and also raise student aspiration for those who want to achieve higher grades. The actions in the plan for the new and old (last year)

cohorts would be separated. The final achievement data would be presented to the Committee at its meeting in November 2021.

- concerns about the performance of the IT service and data gathering systems at the College i.e. Pro monitor, Pro portal and Markbook which were vulnerable and not effective. The under performance of the IT service provision was noted and that discussions were underway to try to resolve the matter. The Committee would be presented with a report on the quality of IT systems in place to deliver the Teaching and Learning Strategy.

8. Update on Ofsted Visit

The Committee noted that in preparation for the Ofsted inspection in autumn 2021, the College's position statement 2019-21 would be shared with the Board at its development session on 29 September 2021.

9. Complaints Report 2020/21

The Committee was presented with the annual report on complaints received by the College on the various aspects of the delivery and service and actions taken to resolve them. An updated Complaints Policy 2021/22 had been published.

The Committee noted:

- the number of complaints received during 2020/21 had gone down to 37 compared to 41 in 2019/20, the three-year trend showed that complaints had declined at the College.
- the nature of complaints was varied and that the highest proportion of complaints raised concerned staff conduct and the majority involved the Health & Well-being faculty. There were no outstanding complaints from the academic year 2020/21.

The Committee noted that there were no major complaints, no concerns had been received against the complaints procedure and that it continued to operate effectively.

10. Teaching, Learning, Assessment Planning & Preparation and Strategy 2021/22

The Teaching and Learning Strategy set out the College's vision for teaching and learning in terms of ethos and aspirations and creating a culture of mutual learning for both teachers and students.

The Committee discussed:

- the strategy which had been updated to include specific focus areas for 2021/22 which were; improvements on challenge and feedback, digital skills and learning behaviours and preparing for London South Bank Technical College.

- LSBU group shared learning on common themes such as “decolonising the curriculum”. The strategy would also include the assessment of learning for late starters those who join the College in October 2021.

The Committee thanked Clare Dignum, Head of Teaching & Learning for a good and comprehensive strategy. The Committee endorsed the updated Teaching, Learning & Assessment Strategy 2021/22 subject to minor comments and that it was recommended to the Board for approval.

11. Safeguarding & Prevent Policy 2021/22 and Annual Report 2020/21

The Committee was presented with the updated policy 2021/22 and the annual report 2020/21.

The Committee discussed the annual report on the College’s safeguarding provision and impact for the 2020/21 academic year, in the context of the Covid19 pandemic. The Committee noted the highlights of the annual report, the programme focused on mental health delivered following the analysis of disclosures which identified the area as the highest category.

The Committee discussed:

- the updated policy 2021/22 which had been reviewed against the updated guidance, Keeping Children Safe in Education September 2021 (KCSiE Sep 2021). The table of substantive changes to the policy were noted. There were no changes to the Safeguarding Procedures. Staff would be provided with refresher training on Safeguarding and Prevent. Plans for 2021/22 would be incorporated into the QIP.
- the guidance on appropriate boundaries while working with learners (appendix A). Staff needed to be aware of their responsibilities and that training would be provided and overseen by Human Resources. Learners’ consent on the ways of communication with staff would be reviewed for next year’s updated policy.

The Committee:

- endorsed the updated Safeguarding & Prevent Policy 2021/22 and that it was recommended to the Board for approval.
- noted the Safeguarding & Prevent Annual Report 2020/21.

12. Sub-Contracting Policies and Contracts 2021/22

The Committee was presented with Lambeth College sub-contracting delivery policies and list of subcontractors for 2021/22.

The Committee endorsed:

- 2021/22 Supply Chain Fees & Charges Policy.
- 2021/22 list of subcontractors and maximum contract values.

The sub-contracting delivery policies and list of subcontractors for 2021/22 would be recommended to the Board for approval at its meeting on 29 September 2021.

13. College Position Paper incorporating Updated Quality Improvement Plan 2021/22

The Committee was presented with the College’s position statement outlining the overall key strengths and areas for improvement.

The Committee discussed:

- the position statement which was a working document and will be the College’s SAR for 2020/21 and would be presented to the Committee and the Board for approval in November 2021. The areas of improvement identified will form the basis of 2021/22 QIP. The curriculum intent statement would be included in the position paper.
- that the progress made on 2020/21 QIP needed to be reviewed and signed off. Approval would be sought on the updated QIP for 2021/22. The documents would be presented to the Committee at its meeting in November 2021.

14. Committee Work Plan 2021/22

The Committee discussed the work plan which would include; a review of the IT systems at the College that support the Learning Strategy and LSBU group perspective on teaching, learning and development e.g. on “decolonising curriculum” (making best use of group resources). The Committee noted the annual work plan for 2021/22 and future meeting dates.

15. Any other business

LSBU Group strategy day – 23 September 2021

The Committee would be provided with summary notes of the strategy day event.

**Date of next meeting
Thursday, 11 November 2021**

Confirmed as a true record

..... (Chair)