

**Minutes of the meeting of the South Bank Colleges Quality & Improvement Committee
held at 4.30pm on Monday 10 June 2019
Lambeth College Executive Principal's Office**

Present

Sue Dare (Chair)
Shakira Martin
Fiona Morey (Executive Principal)

In attendance

Hassan Rizvi	Vice-Principal
Maighread Hegarty	LSBU Deputy Director Quality & Enhancement
Philip Cunniffe	Assistant Principal Curriculum & Learner Services
Monica Marongiu	Assistant Principal Curriculum & Performance
Darrell Bate	Interim Quality Consultant
Jacqueline Mutibwa	Clerk to the SBC Board

1. Welcome and apologies

The Chair of the meeting welcomed the Committee Members to the meeting and confirmed that the meeting was quorate. Apologies were received from Leslie Bortey.

The Chair on behalf of the Board of Trustees commended staff and learners on the largely positive outcome of the recent Ofsted inspection.

2. Declarations of Interest

The Committee noted the following declaration of interest: Sue Dare is the Interim Principal/CEO at National College Creative Industries.

3. Minutes of the previous meeting

The minutes of the meeting held on 2 April 2019 were approved as an accurate record.

4. Matters arising

The Committee noted the action sheet and that the actions would be reviewed at the next meeting.

5. Executive Principal's Update

The report provided an update on the recent Ofsted inspection (14-17 May 2019), which had been provisionally graded for Overall Effectiveness as – grade 3, 'requires improvement'. It was noted that a monitoring visit regarding progress on the areas identified for improvement would take place in the next 7-12 months (Jan – May 2020)

and a full inspection would be due in the next 12-18 months (May to December 2020). It was noted that the inspection would be under the new Education Inspection Framework, which would take effect on 1 September 2019. The Executive Principal commended the Committee Members; Sue Dare and Shakira Martin for their attendance, participation, and contribution to the Ofsted inspection meeting.

The Committee noted the key developments and issues since the last meeting in April 2019:

- the 2018/19 overall achievement outcome was positive and that the trend continued to move upward. The predicted achievement rate for the Study Programme was 78.6% against a target of 81%, a 5% improvement from the previous year. It was noted that English, Maths and the Apprenticeship sub-contracted provision remained key risk areas and that work was being undertaken to support learners maximise their achievement. The Committee noted the performance table by faculty and component. In-year achievement for adult learners was good and was predicted to be 90%, which would potentially exceed the previous year's performance. In-year pass of functional skills was high at 91.2%. In-year pass rate of Adult ESOL learners was high at 90.7% an improvement since the previous year.
- the recruitment of the following key positions: Alistair Dunkwu, Director of MIS and sub-contracting (15 April 2019); Clare Dignum, Head of TLA (23 April 2019) and Hassan Rizvi, Deputy Principal (10 June 2019).
- that on teaching, learning and assessment (TLA), the strategy needed to be considered by the Committee prior to being submitted to the Board for approval. It was noted that the college was engaged in a number of research projects as part of improving TLA i.e. set up an Expert Practitioners team, E-learning, CPD and embedding English and Maths.
- the preparation plan for 2019/20 academic year that was being progressed, an update on the student conference that was held on 30 April 2019 and the student award event to be held on 2 July 2019 at Clapham campus.

The Committee noted that good progress was being made to improve and maximise learners' achievement and that the college was moving in the right direction.

6. In-year and predicted achievement

The report provided the in-year achievement and Study Programme predicted achievement against the 2018/19 target.

The Committee noted:

- the overall in-year achievement at end of 2018/19 was 84.3%.
- Overall predicted Study Programme achievement completed in May 2019 was 79.3%, which was 1.7% below the target of 81%. The performance figures did not include the adult learners (19+). The Committee requested that it was provided with the full performance report of the Study Programme including the adult learners.

- On predicted vocational achievement there was an overall predicted improvement of 9.2%.
- Predictions for English and Maths achievement (based on mock examinations) showed a positive outcome.

7. Apprenticeship Update

The report provided an update on key developments completed or in progress since the last meeting in April 2019.

The Committee noted the Ofsted feedback. On the outcomes, the Committee noted:

- the overall in-year retention figure (with a planned end year of 2018/19) was 77%, a drop in performance (2.8%) since the March update, which was due to the recent data cleansing exercises. The performance was 9% above the year-end retention for 2017/18.
- the overall in-year achievement for 2018/19 was 50%, an improvement from the previous year (5.2%). It was noted that the target for 2019/20 was 65% and that further work needed to be undertaken to achieve the national benchmark and the areas of improvement recommended by Ofsted in the recent inspection.
- the best-case overall achievement outcome for 2018/19 was 67.7% which would potentially exceed 2017/18 by 32.7% and the national benchmark by 10.5%.
- Sub-contracted delivery constituted 72.6% of overall apprenticeship with a planned end date in 2018/19. The in-year retention remained high at 88.4%, an improvement from the March update (2.6%) and the previous year (16.2%).
- Sub-contracted overall achievement was 63.4% a drop in performance (14.6%) since the March update, which was due to the recent data cleansing exercises. Sub-contracted best-case overall achievement was 75.1%, which would exceed the previous year performance (45.5%).
- On timely outcomes achievement, in-year performance for 2018/19 was 32.4% an improvement since the March update. The best-case timely achievement for 2018/19 was 39.2%, which would potentially exceed the previous year performance (9.8%). It was noted that the best-case scenario figure was still significantly below (19.2%) the national benchmark.

The Committee discussed the performance of the apprenticeship delivery and noted the following points:

- that work was being undertaken to improve the apprenticeship delivery i.e. develop strategy and policies, improve the quality assurance and standards, data cleansing and ensuring that the provision was fit for purpose. It was an area of development and growth but the challenges were; quality improvement, assurance and standard of the delivery.
- that direct delivery apprenticeship was not cost effective in its current model and needed to be closely monitored. The college needed to work closely with LSBU on

developing a long-term strategy. A future model of the apprenticeship delivery would be considered at a future meeting.

8. English and Maths Progress

The report gave an overview of the progress that was being made on the current English and Maths curriculum programme and the plans for 2019/20.

The Committee noted:

- that the overall attendance of English and Maths was 77% against a college target of 87%. Attendance at Functional Skills was higher (78.9%) than at GCSE (69.6%). Adult classes had better attendance 82.3% compared to 75.2% in 16-18. It was noted that the performance was below target.
- that the overall retention rate was good at 93.5%.
- that on the predicted Functional Skills achievement: Maths was 75% in 16-18 compared to 85% in adults; English was 76% in 16-18 compared to 84% in adults. It was noted that the adult performance figures were above the national average benchmark. The Committee requested that the headline tables included a column with the national average benchmark figures, which would be helpful in monitoring performance.
- that on the predicted English and Maths GCSE achievement: Maths was 81% in 16-18 compared to 82% in adults; English was 81% in 16-18 compared to 82% in adults. On the predicted high grades (4-9), the achievement would potentially be above the national average benchmark for both groups of learners.

The Committee noted the 2019/20 development plan that was being progressed to improve the curriculum programme such as the continuous focus on teaching & learning, recruitment of Expert Practitioners, CPD, E-learning and collaborative working between the college and LSBU.

9. Curriculum Quality Improvement Plan 2018/19

The quality improvement plan set out the college operational objectives that must be achieved within the academic year. The Plan had been amended to reflect the recommendations made by the Committee at its last meeting and those arising from the recent Ofsted Inspection in May 2019 (as Inspectors would review progress against these at the next Inspection due in 2020) together with those set by the Curriculum Leadership Group.

There was some discussion about an area of improvement concerning the Study Programme outcomes (objective G), discussed at the Board meeting on 1 May 2019. The Committee noted that work would be undertaken to re-design the Study Programmes and that the number of hours for 2019/20 delivery model had been reviewed and agreed to ensure that the allocated tutorial hours were realistic, deliverable and the programme financially sustainable.

The Committee reviewed the updated action plan and discussed the high-risk area, which was the improvement of target setting, and progress reviews for college based apprentices to ensure that more apprentices complete their programmes in the planned time. The Committee noted the planned actions and progress being made to improve the area of work.

The Committee made the following recommendations on the presentation of the action plan in order to improve the monitoring of the objectives: that a tick was put against the actions that had been undertaken; actions that are ongoing and being progressed needed to be signed off the plan and that the remaining actions would be carried forward.

It was noted that the planned actions of the following objectives in the plan needed to be carried forward and progressed as these were ongoing:

- Secure sufficient external work experience for learners on study programmes to increase their understanding of the world of work (E).
- Develop learners' independent learning through greater use of the virtual learning environment; ensure all teachers make best use of distance learning resources to develop resources in their subject area (F). It was noted that the college had the tools but a different approach to measuring teaching and learning needed to be utilised through technology.
- Ensure that all managers and teachers track and monitor learners' progress against stretching targets and set the highest expectation of the standard of work learners can achieve so that all learners exceed their potential and progress into their chosen education or employment path (H). Particularly, the success measure/KPI on improved value-added score on L3.

The Committee thanked Darrell Bate, Interim Quality Consultant for the work he has undertaken for the college and particularly on the recent Ofsted inspection and wished him well in his future endeavors.

10. Any other business

The Committee requested that the next meeting was held prior to the Board meeting on 18 September 2019.

**Date of next meeting
To be confirmed**

Confirmed as a true record

..... (Chair)

