

**Minutes of the meeting of the South Bank Colleges Quality & Improvement Committee
held at 4pm on Wednesday 22 June 2022
Meeting via Microsoft Teams**

Present

Sue Dare (Chair)
Nigel Duckers

Apologies

Shakira Martin
Moriam Folawiyo

In attendance

Fiona Morey	Executive Principal
Wayne Wright	Principal LSBTC
Monica Marongiu	Principal Lambeth Gateway College
Clare Dignum	Director of Teaching & Learning
Deborah Johnston	Pro Vice Chancellor 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 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 9 February 2022 were approved as an accurate record.

4. Matters arising

The Committee noted the update on matters arising from the previous meeting.

5. Ofsted Outcome – Actions, Progress and Impact

The Committee discussed the action plan that would address the Ofsted recommendations on the areas for improvement.

The Committee noted the outcome of the Ofsted inspection (March 2022) which was a 'Good' rating. The overall assessment was in line with the College's 2020/21 Self-

Assessment Report (SAR) with good grades for all parts of the provision except for the apprenticeship provision and high needs students.

The Committee reviewed the action plan. The actions on staff workload being too high needed to be reviewed as they were not adequate and did not respond well to Ofsted's recommendation. It was suggested that actions would include working with trade unions, Pro Solution and flexible working.

6. Update on Student Survey Report 2021/22 (update on matters raised from previous report)

The Committee at its last meeting (9 February 2022) discussed the outcome of the student perception of the College (SPOC) survey for autumn 2021 (term 1) and actions to address the concerns identified. The Committee was concerned about the majority of the responses which were below QDP benchmarks and that more improvements needed to be undertaken. The Committee had asked for an update at the next meeting in June 2022.

The report provided an update on improvements that had been made since the meeting in February 2022 to ensure that student responses are above the QDP benchmarks.

The Committee discussed:

- the outcome of the SPOC survey term 2 2021/22 which was summarised in the report and showed improvements made across all areas in student perceptions since the first survey.
- the actions that would address the issues identified which had been incorporated in the Quality Improvement Plan and Faculty Performance Reviews where progress would be monitored. A faculty drill down to analyse the issues that had been raised and a summary of the performance reviews would be circulated to the trustees.
- the matter concerning learners receiving feedback on assignments within two weeks. The issue was about the students perception of feedback as this was done in different ways. There was discussion about a joint research project with LSBU being undertaken in this area of work i.e. on assessment, useful written feedback (expectation on what feedback should be) and clear turnaround times.

The Committee noted that a more detailed analysis of the results from the survey would be undertaken during the summer and presented at the meeting in September 2022.

7. Update on Marketing and Recruitment

The Board discussed the SBC application update 2022/23 as at June 2022.

There was concern about the application numbers which were below the forecast figures. The campaign and marketing activities in the community had a positive impact on the applications performance.

Internal progression had also not progressed as it should have. More work needed to be done with LSBU to improve the progression process and make it easier for students to progress from College to LSBU.

The Committee acknowledged the significant work that had been done to improve the application process and that the setbacks were due to IT challenges.

8. In-Year Achievement Report, Retention and Attendance Report

The Committee received an update on predicted achievement, retention and attendance for the current academic year 2021/22.

The Committee discussed:

- the performance review process that had been undertaken to improve the accuracy of the achievement data and present more realistic predicted figures.
- the overall predicted achievement rate which was 88%. 16-19 years was 82% and adults 90%. The breakdown of the results by faculty and age was noted.
- the overall attendance performance which was at 79%, a drop from the previous year (83%). 16-19 years was at 77%, a drop of 3% from the previous year whilst adult attendance had significantly dropped to 81% (87% last year). The reasons for the drop in performance were noted which were mainly due to the pandemic. Retention was positive at 95.4%. The breakdown by age groups was noted.

The Committee was concerned about the poor attendance performance, its impact on outcomes and that it remained a significant challenge to the College. The Committee noted the planned actions that would be undertaken to improve attendance.

9. English and Math

The report gave an update on English and Maths progress at Lambeth College. The Committee discussed the attendance, retention, predicted achievement and action plan to improve the outcomes.

The Committee discussed:

- the 2021/22 overall predicted achievement for all English and Maths qualifications which was 72%, a 3% increase from the previous year. Overall predicted achievement for GCSE English and Maths was 86% and for Functional Skills

English and Maths was 70%. Overall retention was currently at 92.8%. There was concern about the performance gap between the Functional Skills classes and the GCSE classes on achievement and attendance and that closing the gap would take a while.

- the overall attendance performance which was currently at 70.5% against a target of 88%. Attendance in English was currently at 70% and Maths at 69% both below target. Functional skills attendance was 71% which was higher than GCSE at 66.5% though there was concern about attendance of exams. Attendance remained an area of concern for the College.

The Committee noted the impact of Covid on students' achievement and progress. It also noted the 2022/23 action plan that would address the issues and improve the outcomes.

10. Updated Report on Student progression and destination data 2020/21

The Committee received an updated report on student progression and destination for 2020/21.

The Committee at its last meeting on 9 February 2022 discussed the student destination report which detailed data on HE progressions via UCAS and internal progressions for 16-19 and adult learners. The data was not fully available as the College was still tracking students, it did not capture student destinations outside of UCAS and internal progressions had not been completed. The Committee had asked that an updated report was presented at the next meeting.

The Committee noted the findings on the learners who were not captured by UCAS and the full internal destination report.

11. Apprenticeship Progress Report

The Committee received a verbal update on progress being made on the apprenticeship delivery.

In light of the recent Ofsted report and the areas for improvement identified, the Committee asked that it was presented with a more detailed report on the performance of the provision and progress made on the areas for development.

There was discussion about the provision which was an area of growth but needed improvement i.e. quality strategy embedded in the provision. The College's approach to apprenticeships delivery and how the quality is being improved would be presented to the Committee at its meeting in September 2022.

12. Safeguarding and Prevent Monitoring Report

The Committee received an update on the College's safeguarding provision and its impact for Term 2 of 2021/22 academic year.

The Committee discussed:

- the safeguarding disclosures for term 2 2021/22. It was noted that mental health remained the highest disclosure type (32% of total disclosures.) The work being done to support and address mental health issues was noted. A more detailed report on the mental health issues including first aid would be presented in future reports.
- the DBS checks for staff and asked for clarity on the DBS status of the agency workers/ contractors.
- the safeguarding issues identified in the student survey that had caused dissatisfaction concerning student safety in the college. The safeguarding matters would be reported in the safeguarding report.
- the appointment of a new safeguarding lead and that an annual meeting would be held with the trustee safeguarding lead.

The Committee thanked Laura Ryan, Head of Students Services for the positive report.

13. Teaching, Learning and Assessment Report

The Committee was provided with an update on Teaching, Learning & Assessment work undertaken as of June 2022.

The Committee noted:

- the teaching, learning and assessment reviews undertaken since the last meeting in February 2022. These included external quality review, the Ofsted inspection and an Internal Quality audit conducted by BDO (report was due on 22/6/22).
- an update on observations of Teaching & Learning and the findings of the student EDI themed survey were noted.
- an update on the preparation for T-level delivery and the move to LSBTC in September 2022.
- an update on the CPD programme and the Teaching & Learning Conference that would take place on 17 August 2022.

The Committee thanked Clare Dignum, Director of Teaching & Learning for the tremendous work undertaken to improve the quality of education especially during the pandemic and the recent positive comments by Ofsted on the area of work. Clare had been awarded a fellowship from the Chartered College of Teaching.

14. Update on London South Bank Technical College Learning

The Committee was presented with an overview of the revised educational framework and vision of Learning at LSBTC.

The Committee discussed the revised framework for Learning at LSBTC following staff engagement which was positive. The framework would also be considered for learning at Lambeth College and become an SBC model of learning. It would be introduced between 2022/23 and 2024/25.

The Committee noted that the aim of the framework was to create a learning experience that creates a high level of technical skills and knowledge, creates ambition and student agency, whilst providing students with the opportunity to access, learn from and work with industry professionals and networks. Underpinning this was the premise that the quality of student learning remained paramount and uncompromised.

The new framework focused on industry insights and networks. There was discussion about connections with employers, local employer engagement and the development of a central contact database.

15. FE Climate Action Roadmap

The Committee received an update on progress being made on the sustainability agenda at Lambeth College.

The Committee noted:

- the development of a new education framework which would integrate sustainability in the curricula of both LSBTC and LGC, work would commence in 2022/23.
- that student engagement was important and that students should be seen as partners in developing and implementing the College's approach to sustainability.
- the work being done to embed the sustainability agenda in all areas of the College's work which included the development of a new green skills offer, work with stakeholders on the development of the local sustainability offer and the College's carbon footprint.

- the climate action roadmap for FE colleges. A sustainability working group would be established and a progress report would be presented to the full Board at a future meeting.

16. Sub-Contracting Monitoring Report

The Committee was provided with an update on the College's 2021/22 sub-contracting/partnership activity.

There was discussion about the providers' performance and that future reports should include students' achievement rates for both sub-contractors and partners.

The Committee noted that the 2020/21 external audit report on SBC's subcontracted provision (May 2022) was awaited.

17. Updated Quality Improvement Plan 2021/22

The Quality Improvement Plan (QIP) set out the College's operational objectives that must be achieved within the academic year along with the progress made. The QIP 2021/22 was a working document, which provided an update on areas for improvement identified in the College Self-Assessment Report (SAR) for 2020/21 and actions that had been brought forward from QIP 2020/21. It detailed the actions put in place by the College along with the progress made during the academic year 2021/22.

The Committee discussed:

- the plan and in particular the risk areas at the end of the academic year 2021/22 where the desired impact had not yet been achieved or aspects that still needed improvement (red and amber). These areas included students' attendance, IT infrastructure to support the delivery of teaching and learning, improving functional skills achievements, improving the achievement rates of practically based courses affected by the pandemic, EDI work being fully embedded across the organisation and the apprenticeship provision.
- the management of mental health and safeguarding issues would be included in the area concerning fully implement Sexual Harassment and Abuse Action Plan based on OFSTED review June 2021 (3A). The risk status should be amber and not green. The management of mental health issues would be reviewed in the SAR report 2021/22 and further actions considered.
- the risk status on the College's financially sustainable model of delivery should be amber and not green (4A).

18. Any other business

The Chair of the Committee and Executive Principal thanked the College Leadership Team for the tremendous work undertaken to improve the quality of education despite the challenges during the academic year 2021/22.

Date of next meeting
Wednesday, 21 September 2022

Confirmed as a true record

..... (Chair)