

**Minutes of the meeting of the South Bank Colleges Quality & Improvement Committee
held at 4.00pm on Wednesday 11 September 2019
Lambeth College Executive Principal's Office**

Present

Sue Dare (Chair)
Nigel Duckers
Adesewa Ogunyomi

In attendance

Fiona Morey	Executive Principal
Hassan Rizvi	Vice-Principal
Maighread Hegarty	LSBU Deputy Director Quality & Enhancement
Philip Cunniffe	Assistant Principal Curriculum & Learner Services
Monica Marongiu	Assistant Principal Curriculum & Performance
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 Shakira Martin.

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 10 June 2019 were approved as an accurate record.

4. Matters arising

The Committee reviewed the action sheets from the previous meetings. It was noted that most actions had been completed and the remaining ones were ongoing matters that would be presented to the Committee at each meeting.

5. Executive Principal's Update

The report provided an update on 2017/18 achievement to date, 2018/19 recruitment and key developments.

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

- that the 2018/19 overall achievement outcome on the Study Programme was positive 80.5% though below the national average and the previous year. Overall, there was an improvement in English and Maths with achievement above the national average and the previous year. Apprenticeship sub-contracted provision remained a key risk area with achievement significantly below the national average and the previous year. The apprenticeship provision was being reviewed with a view to developing a LSBU Group strategy for the future. The overall achievement on Functional Skills was positive with performance figures above the national average and the previous year.
- that on recruitment the initial indication showed that student recruitment was below target and that the outcome for 2019/20 would be known in the first 6 weeks of the term. The key issue was to meet the 2020/21 funding target. It was noted that this was a risk area and that strategies and initiatives needed to be developed to mitigate the risk.
- that on teaching, learning and assessment (TLA), the strategy was on the agenda of the meeting for approval prior to submission to the Board. It was noted that the college was engaged in a number of research projects as part of improving TLA. It was also noted that the Teaching & Learning conference held on 21 August 2019 was a success
- that the self-assessment process was underway and the report would be presented to the Committee for approval at the meeting in November 2019.

6. Quality Improvement Policy 2019/21

The Quality Improvement Policy seeks to continuously improve the standards and quality of education and training offered by the College. It sets out the principles and framework on which the improvements would be achieved.

The Committee discussed the policy in detail and noted:

- On the Quality Improvement Framework, the Committee requested that it was provided with the Quality Calendar Flowchart, which details various actions and timeframes for key aspects of the framework.
- that the learner voice needed to be reflected in the framework i.e. student feedback and impact on curriculum quality and improvement (how students could improve the quality of the curriculum). There was some discussion about the student passport (a new initiative on a 6-week progress report) and how it could be used more effectively to provide feedback to teachers on what was working/not working and improve the quality of the curriculum provision.
- that the plan was comprehensive and addressed the improvement areas identified in the last academic year and the recent Ofsted Inspection in May 2019.

- the Quality Assurance column in the plan needed to include the Quality & Improvement Committee meetings.

The Committee noted that a policy on the provisions available for students who find the courses not suitable after the first 6 weeks of enrolment needed to be in place and that it was consistent across the college.

The Committee noted that the Policy needed to be updated to reflect the comments made by the Committee and presented at the next meeting for approval

7. Curriculum Quality Improvement Plan 2019/20

The Quality Improvement Plan set out the college operational objectives that must be achieved within the academic year. The Plan addresses areas of improvement identified from the recent Ofsted Inspection in May 2019 (as Inspectors would review progress against these at the next Inspection due in 2020) and it is a working document, which will be regularly updated to include identified areas for improvement.

The Committee noted the summary of improvement objectives, which were identified by Ofsted and the Curriculum Leadership team.

The Committee reviewed the Plan and discussed the high-risk areas, which were: to improve the learners' attendance at lessons and to provide better support to apprentices so that the proportion who achieve their qualification within the agreed timeframe improves.

The Committee requested that it was provided with the College Attendance strategy and that a progress report on the work being undertaken to improve the apprenticeship delivery would be a standard item on the agenda of the meetings.

It was noted that the self-assessment report (SAR) and the updated Quality & Improvement Plan 2019/20 would be considered at the meeting in November 2019.

8. Teaching, Learning and Assessment Strategy 2019/20

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 noted:

- that the strategy was developed from the EPIC model.
- the three strategic aims and that strategic aim 1 should include the learners' involvement strategy (learners' voice).
- the proposed initiative on observation of learning and its framework, which was designed to support teachers, try out new ideas of teaching and to continue to develop their skills. It focussed on the impact on student learning. The

proposed initiative would also introduce Teaching & Learning CPD and coaching. The Committee suggested some appropriate wording on the observation of learning process.

- the digital strategy and developing a virtual learning environment across the college. It was noted that the college had the tools but a different approach to measuring teaching and learning needed to be utilised through technology. The e-learning champion would develop the e-learning strategy.

The Committee requested that the strategy needed to be refined to reflect the comments made by the Committee and presented at the November meeting for approval. It was noted that staff and the Trade Unions would be consulted on the strategy.

9. Safeguarding and Prevent Policy 2019/20 & Annual Report 2018/19

The updated Safeguarding Policy incorporates the revised statutory guidance 'Keeping Children Safe in Education – For Schools and Colleges' published by the Department of Education in September 2019.

The Committee noted the Governing Body's responsibility for overseeing safeguarding issues and ensure that the college complies with the statutory requirements, which included checks on DBS, section 128 and provision of training.

Having reviewed the report, the Committee endorsed the updated Safeguarding & Prevent Policy 2019/20 and that it was recommended to the Board for approval.

The Committee reviewed the Safeguarding & Prevent Annual Report 2018/19. It was noted that there was one referral on prevent radicalisation which had been resolved. The Committee noted that it was a positive report.

10. Committee Annual Work Plan and Future Meeting Dates – 2019 & 2020

It was noted that the following reports would be standard items on the agenda of the Committee meetings: Teaching, Learning & Assessment Strategy and Work Experience.

The Committee noted the Annual Work Plan and future meeting dates for 2019 & 2020.

The Committee noted the Committee's terms of reference.

Date of next meeting
Wednesday, 6 November 2019

Confirmed as a true record

..... (Chair)