

**Minutes of the meeting of the South Bank Colleges Quality & Improvement Committee
held at 4pm on Wednesday 9 September 2020
Meeting via Microsoft Teams**

Present

Sue Dare (Chair)
Adesewa Ogunyomi
Shakira Martin

Apologies

Nigel Duckers

In attendance

Fiona Morey	Executive Principal
Hassan Rizvi	Vice-Principal
Philip Cunniffe	Assistant Principal Curriculum & Learner Services
Monica Marongiu	Assistant Principal Curriculum & Innovation
Clare Dignum	Head of Teaching & Learning
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.

2. Declarations of Interest

The Committee noted the following declarations of interest: Sue Dare is senior lead at National College Creative Industries Ltd and interim CEO at National College for Advanced Transport and Infrastructure; Shakira Martin is a trustee of Villiers Park Transforming Access and Student Outcomes in Higher Education (TASO) and University Centre Peterborough; Fiona Morey is the Chief Executive Officer of SBA (subsidiary of LSBU).

3. Minutes of the previous meeting

The minutes of the meeting held on 3 June 2020 were approved as an accurate record, subject to minor amendments.

4. Matters arising

The Committee reviewed the action sheet from the previous meeting.

- On achievement, retention and attendance, a review would be undertaken on the LDCs relationship with the different student cohorts, the impact on achievement and how it would be addressed in the SAR 2019/20.

- On apprenticeship, it was noted that future reports on achievements would be split to show the performance (by subject area) in-house and that delivered by sub-contractors.

The Committee noted that all actions had been completed.

5. Wider Re-opening of the College – September 2020

The Committee was provided with an update on the arrangements in place to support the wider re-opening of the College for the new academic year 2020/21.

The Committee noted:

- that further work had been undertaken in preparation for wider re-opening in mid-August for the new academic year. The work was overseen by the Health and Safety committee that met regularly to review the risk assessments and control measures in place.
- the extensive work that had been undertaken to ensure the health & safety and wellbeing of students and staff which included: a staff questionnaire to capture health and welfare matters, support on health and well-being issues and working arrangements. Remote education would remain the predominant mode of learning though other delivery models were being considered and the recruitment process had been adapted in light of the pandemic situation.
- that the current pandemic situation and national guidance were ever-changing and that the Health & Safety Committee would continue to monitor closely the government and health authorities guidelines to ensure that all necessary precautions were being taken for the safety of students and staff. The College was working closely with LSBU Group and sharing good practice across the group.

The Committee noted the arrangements in place to support the wider re-opening of the college, which were in line with government and DfE guidelines.

6. Results Analysis 2019/20

The report provided an update on 2019/20 outcomes and analysis, as of 31 August 2020.

It was noted that the qualifications awarding process was based on teachers' assessments of the students due to the impact of the coronavirus pandemic. The overall achievement outcome was not known due to the delay of the qualifications process of the vocational and functional skills.

The Committee discussed:

- the 2019/20 student projected outcomes. As of 31 August 2020, 75% of the student outcomes were known and the remaining 25% (including BTECs) were either being processed or were in the category of Delayed Qualification due to the lockdown. There were challenges as a result of the delayed qualification process especially in areas concerning construction and hair & beauty due to attendance and child care issues which may have an impact on the final outcome.
- the current outcomes as of 31 August 2020 in relation to previous year's outcomes and predictions in 2019/20. 2019/20 overall known achievement as of 31 August 2020 was 88%, 16-18 students was 83%, 19+ was 90%. An improvement from the previous year's performance especially in GCSE English, Maths and Apprenticeships. The Committee noted that the results of the delayed qualifications would be known in mid-October 2020 and that a full and final set of achievement data would be provided at the next meeting in November 2020. The overall outcomes will also be included in the College SAR validation in October 2020.
- an apprenticeship update. Overall achievement as of 31 August 2020 was 59.8%, a 9.6% improvement on the previous year but 6.9% below national average. There was an improvement in the apprenticeship outcomes in 2019/20 and the performance was on track to meet the National Benchmark in 2019/20. Both subcontracted and direct delivery showed an improvement in outcomes from the previous year performance.

The Committee note the contents of the report.

7. Recruitment Update

The Committee received a report on progress being made on recruitment and marketing.

The Committee discussed:

- the enrolment process 2020/21 which was a combination of remote and on-site processes due to the pandemic situation. The Committee noted the limitations with the current remote enrolment process which resulted in applicants being invited to the college to complete the process with staff support.
- the 16-18 internal progression process which was revised in response to the pandemic. In July 2020, 16-18 internal progression rates were expected to be in line with previous academic years. 82% of the eligible students were estimated to progress. However, it was noted that the number of students eligible for progression had been declining each year. It was noted that final numbers were not yet confirmed.
- the application to enrolment reporting, which evaluates the application to enrolment journey that would inform improvements in 2020/21. The total number of 19+

applications were significantly higher (69%) than 16-18, however the number of applicants reaching the enrolment stage was lower than expected which was due to various reasons associated with Covid19 pandemic highlighted in the report. Further investigation into possible reasons underlying the rates of progression would need to be undertaken to understand the barriers or influencers of the process.

- the enrolment outcome as at end of August 2020, overall student enrolment was 2773 against target of 4687 (59.2%), 16-19 yrs was 885 against target of 1275 (69.4%) and 19+ was 1849 against target of 3412 (54%). It was anticipated that the enrolment figures would increase significantly due to the planned enrolment event for ESOL courses and 16-19 funded supported learning. There was concern about whether there was a curriculum provision that was being offered to students who could not get on the suspended apprenticeship scheme. It was noted that the current figures were slightly below the budget target and that the outcome for 2020/21 would be known after the first 6 weeks of the term.
- an overview of the marketing activity for September 2020 enrolment. The Committee noted the marketing channels that had been adopted to drive/improve performance in this area

The Committee noted the recruitment update.

8. English and Math

The report gave an overview of GCSE English and Math results for 2019/20 compared to performance in previous years and the contributing factors to improvements.

The Committee discussed:

- the outcome of the GCSE grades 2019/20 which were based on teachers' assessments of the students. Overall performance was positive, an improvement of 11% compared to 2018/19. English results had improved by 17% and Math by 7%. Performance in English was 39.5% (grade 4-9) which was 11.6% above the national average of 27.9% and 18.6% above last year's results (20.9%). Performance in Math was 28.1% (grade 4-9) which was 6.1% above national average of 22%, 8.4% above last year's results (19.7%).
- the contributing factors to improvements in 2019/20 highlighted in the report, including the impact of teaching, learning and assessment. It was noted that a lot of work had been undertaken to improve the outcome of GCSE English and Math and that further work needed to be done.
- the improvement plan for 2020/21, highlighted in the report.

It was noted that the Committee would be provided with the 2019/20 results for the vocational and functional skills exams at its next meeting in November 2020.

9. Teaching, Learning, Assessment Planning & Preparation and Strategy 2020/21

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 in detail the strategy and noted:

- that it had been updated in light of the pandemic situation i.e. blended learning and digital skills and in response to the Black Lives Matters movement and its implications on education delivery. It was noted that BAME culture would be included in the strategy.
- the mode of delivery had been transformed across the college, with curriculum areas adapting to pragmatic solutions of delivery. The Committee noted a guide on Teaching & Learning in the time of Covid19, annex to the strategy.
- feedback from staff, students and trade unions on remote learning delivery was largely positive.
- the support services that were in place to support students with disabilities. Management was mindful about access to technology and digital inequality of students and staff. It was noted that there would be more provision of IT equipment in the academic year.

The Committee thanked Clare Dignum, Head of Teaching & Learning for the comprehensive strategy and considerable work undertaken. The Committee endorsed the updated Teaching, Learning & Assessment Strategy 2020/21 and that it was recommended to the Board for approval at its meeting on 18 November 2020.

10. Safeguarding & Prevent Policy 2020/21 and Annual Report 2019/20

The Committee was presented with the updated policy 2020/21 and an annual report 2019/20.

The Committee discussed in detail the annual report on the College's safeguarding provision and impact for the 2019/20 academic year, in particular support during Covid19 pandemic and college closure. The Committee noted:

- that the main risk areas were of a sexual nature, and mental health and well-being matters. A new Safeguarding Officer had been appointed to support these areas of work and that a range of support services were being provided to students. Staff had completed the Safeguarding training.
- that the report was comprehensive and covered all areas.

The Committee reviewed the updated policy 2020/21 which included an annex to the policy – Covid19 changes, with the adjustments that were being adapted in line with government guidelines and local agencies. It was noted that the Safeguarding Policy

had been reviewed against Keeping Children Safe in Education which would take effect in September 2020. The Committee noted the table of substantive changes.

The Committee:

- endorsed the updated Safeguarding & Prevent Policy 2020/21 and that it was recommended to the Board for approval.
- noted the Safeguarding & Prevent Annual Report 2019/20.

11. Updated Quality Improvement Plan 2019/20

The Quality Improvement Plan (QIP) 2019-20 was a working document, which provided an update on areas for improvement identified in the college Self-Assessment Report (SAR) for 2018/19 and through termly Faculty Performance Reviews (FPRs). It detailed the actions put in place by the college along with the progress made during the academic year 2019-20.

The Committee reviewed the plan and discussed the key areas for improvement which were; attendance in order to maximise student engagement and achievement; and performance on apprenticeship which would be reviewed once the outcome was known. It was noted that the plan should also include how teaching and learning could be improved.

It was noted that the QIP actions would be completed prior to the preparation of the SAR for 2019/20. The Committee noted that the SAR would be validated by an external Ofsted inspector with the college Leadership team and the Chair of the Quality & Improvement Committee on 28 October 2020. The final 2019/20 SAR would be presented to the Board at its meeting in November 2020.

The Committee noted the progress that had been made on the Quality Improvement Plan 2019/20.

**Date of next meeting
Wednesday, 4 November 2020**

Confirmed as a true record

..... (Chair)

