

**Minutes of the meeting of the South Bank Colleges Quality & Improvement Committee
held at 4pm on Wednesday 21 September 2022
Meeting via Microsoft Teams**

Present

Sue Dare (Chair)
Nigel Duckers
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
Michael Smith	Director of Student Engagement and Well-being
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.

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 22 June 2022 were approved as an accurate record.

4. Matters arising

The Committee noted the update on matters arising from the previous meeting. The Committee also noted the updated reports on Ofsted outcome recommendations and Student Survey Report 2021/22 from the last meeting.

The Committee received a verbal update on progress being made on the apprenticeship delivery. The Committee noted the changes in the management of the apprenticeship provision and that the Director position hadn't yet been filled.

The Committee was updated on the industrial action over the recommended pay award and staff workload. Industrial action was scheduled for 10 days until the end of October

2022. Discussions had been held with the trade unions about the College's financial situation and a working group that would consider staff workload was being set up.

5. Results Analysis 2021/22

The Committee discussed the students' predicted achievements for 2021/22.

The Committee noted:

- the delays in finalising the achievement data which was due to the College's re-organisation of the curriculum areas and had caused delays in collecting data for the qualifications process for vocational and functional skills. There were also further delays due to the exam bodies' verification process. The final 2021/22 achievement data would be presented to the Committee at the meeting in November 2022.
- the predicted achievement data which did not include data for sub-contractors and partners. The data had not been verified by the College's MIS department and needed to be analysed with caution.

The Committee noted the situation concerning the 2021/22 student achievement outcomes and that the issues were being addressed.

6. English and Math

The report gave an overview of 2021/22 achievement and retention in English and Maths.

The Committee discussed:

- the 2021/22 performance. Overall GCSE achievement data for all ages was 81%, 16-18 years was 81% and 19+ was 82%. Overall achievement in Maths was 82% and English was 79% both above national average. High grades (4-9) achievement for both English and Maths was above national average. The predicted achievement data for Functional Skills English and Maths was being finalised; 16-18yrs was 58% and 19+ was 70%. There was still concern about the performance gap between the Functional Skills classes and the GCSE classes on achievement and that closing the gap would take a while. There was also concern about the Functional Skills students not attending the exams.
- that overall retention was positive at 93.5% compared to 92% in the previous year. Overall retention for Maths was 95% and English was 92%.

The Committee noted the planned actions that would be undertaken to improve the performance in 2022/23.

The Committee noted the positive GCSE results and that the outcomes were a significant achievement for the English and Maths department and the College bearing

in mind these were the first externally set and marked public exams since 2019 and despite the pandemic challenges. A communication regarding the positive GCSE performance would be sent out externally and internally congratulating students and staff on the remarkable results.

7. Recruitment Update

The Committee discussed 2022/23 student enrolment as at September 2022.

The Committee discussed the current enrolment figures which were slightly below the budget target for both 16-19 year olds and adults, though better than this period last year. The budget was based on funding for teaching delivery of 1,300 16-19 year olds (ESFA funding), as the College is not sustainable below the 1,300 model. The final outcome would be known after the first 6 weeks of the term (mid-October) and an update would be provided at the next meeting in November 2022. Significant work was being done to retain students through various initiatives and support. The campaign and marketing activities both internally and externally also had a positive impact on the enrolment performance.

The Committee also discussed the recruitment performance of some provisions where growth was expected in 2022/23. Apprenticeship recruitment was low. The new Level 4 offer would not be delivered this year due to low applications, the process was being reviewed with LSBU to ascertain the issues. There was discussion about Level 4 growth and that a more joined-up strategy with LSBU was needed on recruitment and internal progression such as streamlining the internal progression process to make it easier for students to progress from College to LSBU or from LSBU to College i.e. offer the option to students who have not got into LSBU or those that have dropped out. Wayne Wright and Nigel Duckers would progress the actions discussed about Level 4 growth strategy.

The Committee noted the positive developments regarding the current additional funding and opportunities for income growth through the College's offers and joint working with LSBU.

8. Complaints Report 2021/22

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 2022/23 that reflects the new SBC structure with two colleges would be presented to the Committee for approval.

The Committee noted:

- the number of complaints received during 2021/22 had gone down to 22 compared to 37 in 2020/21, the three-year trend showed that complaints had declined at the College.
- that the nature of complaints was varied and that the highest proportion of complaints raised concerned staff conduct and lack of communication which would be analysed and addressed. There was one complaint from 2021/22 that was outstanding as it was raised at the end of the academic year.
- that 60% of the complaints had been resolved within the stipulated timescale in the complaints policy. Complaints that exceeded the timeframe were due to the complexity of the complaint and the investigating officer being off sick for a long period of time.
- that there were no major complaints, no concerns had been received against the complaints procedure and that it continued to operate effectively.

9. Teaching, Learning & Assessment Strategy 2022/23

The Teaching and Learning Strategy set out SBC's vision for teaching and learning in terms of ethos, 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 2022/23 which were: Feedback (being timely and helpful and a greater student understanding of what constitutes feedback and their role in using it), delivering an inclusive curriculum in terms of representing all protected characteristic groups with a particular focus on LGBT+, Disability and ethnicity (based on EDI student survey), introducing and embedding a new teaching framework for LSBTC i.e. how learning will be experienced by students at the new college and the innovative use of technology to support and enhance teaching and learning at both colleges. These areas of focus were based on the Ofsted recommendations, lesson observations and student feedback.

The Committee also discussed other areas that needed to be included in the strategy for 2022/23. Gender transition and whether students can use their preferred name on the student register would be considered. Apprenticeship teaching, a recommendation from Ofsted would be included in the strategy. High needs students and meeting their needs, how their needs were translated into the teaching and learning strategy and how teachers meet their needs. The quality of support for high needs students needed to be reviewed in order to help teachers meet their needs. There was work being done via the system and an update on how the College is progressing the matter would be provided at the next meeting in November 2022.

The Observation of Teaching, Learning & Assessment 3-year plan would be shared with the Committee for comments and discussed at the meeting in November 2022.

The Committee endorsed the updated Teaching, Learning & Assessment Strategy 2022/23 subject to minor comments and that it was recommended to the Board for approval.

10. Updated Safeguarding & Prevent Policy 2022/23 and Annual Report 2021/22

The Committee was presented with the updated policy 2022/23.

The Committee discussed the updated policy 2022/23 which had been reviewed against the updated statutory guidance, Keeping Children Safe in Education September 2022 (KCSIE Sep 2022). The key changes and updates highlighted in the policy were noted.

The Committee also discussed some other changes in the policy that would be considered. The use of 'child' though aligned with the legislation, it was felt that the use of 'young person' was more appropriate and would be changed. Section 7.1 on implementing digital screening for potential new staff to form part of the process prior to interview, would be explored and consider how it would work. The section would be amended to "the college is considering and exploring". DBS checks on staff recruitment and renewal every 3 years would be included in the policy. The audit report on safeguarding 2021/22 had identified the DBS checks as a significant risk but the matter was also linked to staff mandatory training.

The Director of Student Engagement and Well-being was the new designated safeguarding lead and a meeting would be arranged with the trustee safeguarding lead.

The Safeguarding & Prevent annual report 2021/22 would be circulated to the Committee for comments prior to the Board meeting on 27 September 2022.

The Committee endorsed the updated Safeguarding & Prevent Policy 2022/23 subject to minor amendments and that it was recommended to the Board for approval.

11. Update on London South Bank Technical College Learning

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

The Committee discussed the updated Teaching and Learning strategy for LSBTC which was named "The 9 Elms" and would be introduced between 2022/23 and 2024/25. It discussed T-Levels and Apprenticeship delivery and whether the new curriculum would be ready for September 2023. The Committee would be presented

with an update on the teaching and learning strategy for apprenticeship delivery and the provision of work experience placements at the meeting in November 2022.

The Committee received an update on the developments at LSBTC. The construction work had delayed, and the expected completion date was 17 November 2022 when the transition programme would commence for staff and students. The full and final move into the new building would be on 12 December 2022 and the new building open to students for the Spring term in January 2023.

An update on progress being made on learning at LSBTC would be presented in the Spring term 2023 i.e. at the June 2023 meeting which would be held at LSBTC Nine Elms.

12. 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 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. Attendance rates for both 16-19 and adults had dropped from the previous year and would be a key priority for 2022/23.

The Committee also discussed the QIP 2021/22 key improvement objectives that would be carried forward to 2022/23 along with the Ofsted action plan. In particular those that relate to the quality of education:

- The need to develop the curriculum further working with LSBU on T Level development and short courses at LSBTC. Curriculum development should include expansion of employer links.
- The need to continue to invest in IT infrastructure to support the delivery of teaching and learning and enhance the student experience.
- Attendance remained an area of focus and needed to improve.
- Achievement by various groups needed to be improved, closing the achievement gaps for minority groups.
- To continue work in realising a financially sustainable model of delivery aligned to the strategic plan and curriculum intent.

13. Any other business

SAR 2021/22

There was an update on the preparation and approval process of the SAR 2021/22. The report would include the Ofsted recommendations with reference to the Education Inspection Framework. Kam Nandra, a specialist in quality improvement and assurance would be working with the College. The review and validation would be undertaken by the Chair of the Board, Chair of the Quality & Improvement Committee, the College Leadership Group and the SU President in October 2022. The draft 2021/22 SAR would be considered by the Quality & Improvement Committee at its next meeting in November 2022 and presented to the Board for approval.

Quality Assurance Audit 2021/22

The Chair informed the Committee about the BDO internal audit report on quality of education which was positive. There was one minor finding which relates to Quality Improvement Plan actions not having due dates allocated to them which could impact on the timeliness of them being achieved.

Future Committee reports

There would be some changes to the presentation of reports to reflect the two separate colleges under SBC.

**Date of next meeting
Wednesday, 9 November 2022**

Confirmed as a true record

(Chair)