

**Minutes of the meeting of the South Bank Colleges Quality & Improvement Committee
held at 4pm on Wednesday 13 September 2023
in Board room, Clapham campus, Gateway College**

Present

Sue Dare (Chair)
Nigel Duckers
Thesia Kouloungou
Mario Meizah

Apologies

Deborah Johnston Pro Vice Chancellor Education

In attendance

Fiona Morey	Executive Principal
Wayne Wright	Principal LSBTC
Monica Marongiu	Principal LGC
Clare Dignum	Director of Teaching & Learning
Michael Smith	Director of Student Engagement and Well-being
Jacqueline Mutibwa	Clerk to SBC Board

1. Welcome and apologies

The Chair welcomed the Committee Members. The Chair also welcomed Mario Meizah the new student trustee and member of the Committee to his first meeting. She noted the importance of the student perspective on the Committee.

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 20 June 2023 were approved as an accurate record.

4. Matters arising

The Committee noted the update on matters arising from the previous meeting and that most actions were being progressed and are still ongoing.

5. Results Analysis 2022/23

The Committee discussed the students' predicted achievements for 2022/23.

The Committee discussed the 2022/23 results analysis. The overall predicted achievement rate was 86% though below target, it showed an improvement from last year. The predicted data did not include data for sub-contractors and partners as it was currently being

collected. There was also achievement data for some courses which was outstanding due to external verification and was expected to be complete by the end of September 2023. Though there had been an improvement in the timeliness of achievement data, this could be improved. The verification work should be done earlier so that students know their results before the start of the academic year especially those joining universities. The final 2022/23 achievement data would be presented at the next meeting in November 2023.

6. English and Maths Progress

The report gave an overview of 2022/23 predicted achievement, attendance and retention in English and Maths and the initiatives and interventions being taken to improve the outcomes in 2023/24.

The Committee discussed:

- 2022/2023 English and Maths predicted results as at 31 August 2023 which showed an improvement from the previous year. English and Maths predicted achievement was 68%; 16-18yrs at 72% and 19+ at 70%. The factors that had affected the performance included non-attendance of examinations and anxiety. The previous year figures needed to be included in the report for comparison and the overall achievement figures needed to be benchmarked against the 2022/23 national averages. The data by qualification and age were noted.
- that overall retention which was 90% compared to 93.5% in the previous year. Overall retention for English was 87% and Maths was 92%. 16-18yrs retention was 88% whilst 19+ was 91%. The drop in retention was due to the strikes and delays in staff recruitment.

Overall English and Maths predicted achievement, attendance and retention showed an improvement compared to performance in 2021/22. The final achievement data with national data would be presented to the Committee at its meeting in November 2023. Initiatives to improve performance in 2023/24 were noted.

7. Recruitment Update

The Committee received an update on 2023/24 enrolment as at September 2023.

The Committee noted:

- the enrolment figures which were positive compared to the previous year and in line with the budget target and curriculum planning. In particular, 16-19 year olds due to the Good Ofsted report and the opening of the new LSBTC. On adult recruitment, it was anticipated that the planned growth would be achieved. The areas where growth was lower than planned included apprenticeships, level 4 and T level provision.
- the positive conversion from application to enrolment compared to the previous year, the risk was ensuring the retention of new starters post 42 days in order to meet the 2023/24

funding targets. There was concern about the class sizes due to growth in student numbers on some courses and the impact on resources, teaching, learning and health & safety requirements. The situation was being monitored and that staff would be recruited to areas where growth exceeded target. The matter would be kept under review.

8. Apprenticeship Progress Report

The Committee discussed the end of year 2022/23 performance and the work being undertaken to improve performance in 2023/24.

The Committee discussed 2022/23 predicted achievement rate which was low at 24.4% below the desired rate of 50%. This was mainly due to the legacy learners (who lost their jobs during the pandemic and are no longer on the programme) which also had an impact on 2023/24 achievement. There was also low achievement in areas such as electrical installation, English and Maths. The college would be subject to enhanced monitoring from the ESFA until performance improved.

The Committee noted the growth in recruitment for apprentices, though still below the planned target, income had slightly improved from the previous year. Attendance had improved mainly due to the relationship with the employer liaison and the challenges on retention and recruitment of staff were noted.

9. Complaints Report 2022/23

The Committee was presented with the annual report on complaints received by the College on the various aspects of the delivery and service and the actions taken to resolve them.

The Committee noted:

- the number of complaints received during 2022/23 had gone down to 17 compared to 22 in 2021/22 and 37 in 2020/21. The Committee noted the downwards shift in complaints at the college over the past few years.
- that the nature of complaints was varied and that the highest proportion of complaints raised concerned staff conduct, admissions and enrolment and course organisation which would be analysed and addressed. The breakdown of complaint by each area and gender were noted.
- that there were no major complaints, no concerns had been received against the complaints procedure and that it continued to operate effectively.

10. Stakeholder Engagement Strategy

The Committee was presented with the proposed Stakeholder Engagement Strategy which had been developed to support Trustees in assurance on the college's stakeholder engagement.

The Committee was not able to have a full discussion on the proposed strategy as it had been sent out late. The proposed strategy would be sent out to Committee Members for their comments prior to seeking the Board's approval at its meeting on 27 September 2023.

11. Environmental Sustainability Report

The Committee at its meeting of 22 June 2022 discussed a draft report on progress being made on the sustainability agenda at SBC (FE Climate Action Roadmap). It was agreed that a sustainability working group would be established and the final report considered by the Committee prior to discussion by the full Board.

The Committee noted that the environmental sustainability work does not sit within its remit and recommended that it is considered by the Audit Committee. SBC needed to give more priority to the environmental sustainability agenda.

12. Behaviour Policy

The Committee was presented with the updated Behaviour Policy (Career Ready Standards) which had been reviewed to reflect current practice and the nature of the student body.

The Committee discussed the policy and noted that training needed to be provided to staff to support the implementation of the policy. The language in the policy would need to be adapted for the different student age groups.

The Committee approved the updated Behaviour Policy. The Committee thanked Michael Smith, Director of Student Engagement and Well-Being for the positive policy.

13. Updated Single Equality Scheme 2023/24

The Committee was presented with the 2023/24 policy for recommendation to the Board.

It was noted that the policy had been reviewed and that no updates or changes had been made. The Committee was not able to consider the policy as it had been sent out late. The policy would be sent out to Committee Members for their comments prior to seeking the Board's approval at its meeting on 27 September 2023.

14. Updated Safeguarding & Prevent Policy 2023/24 and Annual Report 2022/23

The Committee was presented with the updated policy 2023/24 for recommendation to the Board.

The Committee discussed the updated policy 2023/24 which had been reviewed against the updated statutory guidance, Keeping Children Safe in Education September 2023 (KCSIE Sep 2023) and the key changes and updates highlighted in the policy.

The Committee also discussed some key changes in the policy which had a greater focus such as Online Safety and E-safety. There was concern about the proposed Online

checks/searches of staff for the shortlisting process of new colleagues (safer recruitment by HR) and how it would work and could be dealt with. Gender transition and whether students can use their preferred name on the student register would also be considered.

The Committee endorsed the updated Safeguarding & Prevent Policy 2023/24 and that it was recommended to the Board for approval.

The Committee noted the safeguarding report 2022/23 which highlighted the proactive and reactive initiatives and activities that promoted and supported safeguarding and wider welfare at the college. The Committee thanked Michael Smith, Director of Student Engagement and Well-Being for the comprehensive and positive report.

The Committee discussed the DfE and AoC recommendation that FE college Boards should have a SEND Link Governor, who would have a particular interest in the needs of students with SEND and would help the Board discharge its responsibilities for students with SEND. Mee Ling Ng had been nominated for the role.

15. Teaching, Learning & Assessment Strategy 2023/24

The Committee was presented with the updated 2023/24 strategy for recommendation to the Board.

The Committee discussed the key changes to the strategy and that it reflected the two college model. There was discussion about the two different approaches to teaching and learning at the two colleges and the transition process for students progressing from the Gateway to LSBTC. It was noted that the frameworks had been harmonised to support student progression between the colleges.

The Committee approved the updated Teaching, Learning & Assessment Strategy for 2023/24 and that it was recommended to the Board for approval. The Committee thanked Clare Dignum, Director of Teaching & Learning for the work on developing SBC's education frameworks (Gateway to learning and the Nine Elms) and strategy.

16. Quality & Improvement Committee – Revised Terms of Reference

The Committee discussed the terms of reference which had been reviewed.

The Committee proposed a change to the Committee's membership: "The Committee shall comprise of up to 6 members including the Executive Principal and the LSBU Pro Vice Chancellor Education" (3.1). The proposed change to the Committee's TOR was agreed and would be recommended to the Board for approval.

17. Committee Annual Work Plan 2023/24

The Committee noted the annual work plan and meeting dates for 2023/24. The September meeting would be removed from the annual meeting cycle.

18. Any other business

Equality Impact Assessment (EIA)

The Committee noted that reports and policies would include an EIA. Guidance and training would be provided to report authors.

The minority ethnic categories in which students are identified in the reports could be based on recommended guidelines and would be considered.

**Date of next meeting
Wednesday, 8 November 2023**

Confirmed as a true record

(Chair)