

**Minutes of the meeting of the South Bank Colleges Quality & Improvement Committee
held at 4pm on Tuesday, 18 June 2024
LSBTC, Nine Elms Campus**

Present

Sue Dare (Chair)
Nigel Duckers
Mario Meizah
Thesia Kouloungou
Issa Issa

Apologies

Deborah Johnston

In attendance

Fiona Morey	Executive Principal
Wayne Wright	Principal LSBTC
Monica Marongiu	Principal LGC
Clare Dignum	Director of Teaching and Learning
Elaine Smith	Director of Student Engagement and Well-being
Adebayo Emanuel	Bids & Partnership Manager
Jacqueline Mutibwa	Clerk to SBC Board
Peter Ryder, Rockborn Management Consultants (observer)	

1. Welcome and apologies

The Chair welcomed the Committee Members to the meeting. Peter Ryder, Rockborn Management Consultants was attending the meeting as an observer. The Chair confirmed that the meeting was quorate. The above apologies were noted.

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 7 February 2024 were approved as an accurate record subject to a minor amendment being made.

4. Matters arising

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

- Level 4 Provision, a paper on the LSBU and SBC joined-up approach to the Level 4 delivery would be presented to the Committee and the Board at the meetings in November 2024.
- Level 4 Provision, the next update report would include a response to the survey findings concerning the Level 4 students' dissatisfaction with the induction and course delivery i.e. the causes and the actions to address them.
- Trustees annual review of safeguarding status was being reviewed, and the form would be circulated to trustees before the Board meeting in July 2024.
- SBC Anti Racism Manifesto, an update on the actions would be shared with the Committee and students would be consulted on the manifesto via the Student Union.
- Quality & Improvement Plan, Michael Burgoyne, Consultant for Level 2 and 3 would attend the Committee meeting (at the start of the meeting) to give a briefing about the curriculum work being done. QIP and SAR review to include improvement objectives and targets for leadership and management. Areas of weakness and development identified from the student autumn survey i.e. work experience to be included in the 2024/25 QIP.

5. 2023/24 Attendance Update

The Committee received an update on the attendance performance as at 10 June 2024.

The Committee discussed the attendance performance which was at 79.7%; LSBTC was at 78.4% and LGC at 82.4%. Attendance remained the same since the last meeting in February 2024. English and Maths attendance remained a challenge.

The Committee discussed the interventions that were in place to address the low attendance and their effectiveness. Some had a positive impact due to the interventions but there was still more work that needed to be done. The new Behaviour Policy which had been enhanced by clear procedures, processes and reporting system and provided staff with guidelines on dealing with poor attendance would be launched in September 2024. The Policy would be shared with the Committee Members before its launch in September 2024.

6. In-Year Predicted Achievement and Retention Report

The Committee received an update on the predicted achievement and retention rates for the 2023/24 academic year.

The Committee discussed:

- the overall predicted achievement rate which was 86% including sub-contracting and partners. LGC was 82%, LSBTC was 87% and sub-contracting and partners was 93%.

- the overall retention rate as at June 2024, which was positive at 95.4%, remained at a similar level as the same time last year. Attendance for both 16-19 and adult learners had improved since last year.
- the work being undertaken to improve both achievement and retention performance. This included the internal quality reviews, external review work undertaken by the Quality Improvement Consultant, the ALARM meetings (Area Learner at Risk Meeting) focusing on the Level 3 career pathway provision, Achieving Excellence Programme for the low achievement courses such as IT, Sciences and Creative and Digital programmes. There was concern about the achievement and retention rates on the Creative and Digital programmes and a plan was in place to address the performance.
- the intervention strategies in place to retain learners and that additional support was needed for the high-risk learners such as those with low attendance. The role of LDCs and teachers in supporting high risk learners was noted and a collaborative approach would be taken.

7. 2023/24 English and Maths Progress

The report gave an overview of 2023/24 predicted achievement for English and Maths with a breakdown by age and qualification. It also set out the 2024/25 plans that would be undertaken to improve the outcomes.

Overall English and Maths predicted achievement at 72% showed an improvement on last year's performance (68.5%) and national average. This was mainly due to the various initiatives and interventions that had been undertaken to improve the outcomes. GCSE predicted achievement was at 77%, an improvement on last year's performance but below national average. GCSEs exam attendance had also improved compared to 2022/23 and the impact of the Exam Officer's work on supporting and motivating students was noted. Basic skills qualifications was predicted at 69%, an improvement on last year's performance and national average. The staff shortages and absences experienced at the start of the academic year had an impact on attendance and achievement.

The plans to improve performance in 2024/25 were noted.

Issa Issa left the meeting

8. 2023/24 Level 4 Provision

The Committee discussed the progress being made on the new Level 4 provision which was being delivered in close partnership working with LSBU. LSBU would help with the validation process/ HE approval process for the Level 4 courses. There were currently 29 students and courses being delivered included Engineering, Creative Media (Film and Game Development) and Software Development.

The Committee discussed:

- the key challenges which were students not being able to access student loans via Student Finance England and there would be improvements in the support provided for

next academic year. The recruitment of high quality and specialist teaching staff was also a challenge which was being addressed by using LSBU teachers and postgraduate students. HR was also progressing the matter.

- the delivery of the provision around quality assurance and the alignment of procedures/ systems and key calendar dates (start dates and assessment points) between the College and the university. Students at the College also had more teaching weeks due to not having official semesters or a dedicated exam period between semesters and the alignment with examination boards curricula. A short paper would be presented to the Committee on the delivery of the provision i.e. how it operates and aligns with LSBU in terms of processes/systems, semester model, hours of delivery and examination boards curricula.
- student recruitment was still low compared to the planned growth and the strategy in place to address the matter. A strategic paper on the challenges around student recruitment, how the provision fits in SBC estates plan, integration into LSBU and progression across the group (the progression pathways mapping out its provision from entry level to Level 4) would be presented to the Committee at its meeting in November 2024.

The Committee noted the current offer and courses planned for 2024/25 and 2025/26 academic years.

9. 2023/24 Apprenticeship Progress

The Committee received an update on the 2023/24 apprenticeship provision including performance for the current academic year.

The Committee discussed:

- 2023/24 apprenticeship growth which was positive. There were currently 175 apprentices, a 75% increase compared to the previous year. The increase was mainly due to growth within the construction trades and the building environment. Quality and staffing would be a challenge regarding growth in some programmes. Although growth was still below the planned target, income had slightly improved from the previous year and 2024/25 anticipated growth was positive.
- 2023/24 achievement. 55 apprentices were due to complete the apprenticeships, the current achievement was 27% which would be challenging to achieve the 44% target for the year. ESFA continued to monitor the performance of the provision until there was an improvement. Attendance continued to improve mainly due to the relationship with the employer liaison. The table showing the latest performance data was noted.

The Committee noted the current apprenticeship offer, programmes in the pipeline and the planned new programmes that would be delivered in 2024/25 academic year.

The focus for 2023/24 was to maximise achievement for the learners and the introduction of the new management information system APTM which would be fully in operation at the start of the academic year.

10. Update on Recruitment

The Committee received an update on 2023/24 applications as at June 2024.

The Committee discussed:

- the overall applications figures which were positive compared to the previous year in particular for 16-19 year olds. Conversion rates from application to enrolment had improved. A KPI on enrolment conversion rate with a target would be considered in order to benchmark the performance against other FE colleges (Peter Ryder, Rockborn would share information from other colleges, preferably City colleges and the benchmarking data).
- Level 4 enrolment performance which remained low and the marketing and campaigning activities that were being undertaken on the recruitment drive was noted.

11. 2024/25 Quality KPIs

The Committee discussed the 2024/25 proposed quality KPI targets for recommendation to the Board for approval.

The Committee noted the following comments: FE sector benchmarking data was needed to consider whether the proposed targets were appropriate, outcomes were only quantitative but also qualitative outcomes needed to be considered, the targets were so ambitious (unless there were improvement initiatives) and the targets needed to be set in "Ofsted lens". Subcontracting provision would not be included in the KPI targets.

SLT would review the proposed KPI targets (should be above average) to reflect the comments made and shared with the Committee Members prior to presenting them to the Board for approval at its meeting in July 2024.

12. Safeguarding and Prevent Monitoring Report

The Committee discussed the College's safeguarding provision and its impact for Term 2 and early start of Term 3 of 2023/24 academic year.

There was an increase in safeguarding disclosures (61) compared to the same period last year (25). Mental Health remained the highest disclosure type (29%) followed by gangs & youth violence and housing/homelessness. The College's response to addressing student mental health and the support and resources in place were noted which include the introduction of new preventive measures, internal and external initiatives and training provided by the College.

The safeguarding aspect of the sub-contracting and partnership delivery had been included in the monitoring and annual report and would also be included in the safeguarding and prevent policy.

The presentation of the staff mandatory training report was not helpful. The safeguarding and HR teams needed to review the record and provide an up to date and accurate record of staff who needed to undertake training. A system needs to be in place to remind staff that they need to undertake mandatory training. The training report would be reviewed prior to presenting the report to the Board at its meeting in July 2024.

The introduction of the new management information system CPOMS to record safeguarding and welfare disclosures (to replace the use of Pro-Monitor) would be fully in operation at the start of the academic year.

13. Teaching, Learning & Assessment Report

The Committee received an update on work undertaken on Teaching, Learning & Assessment since the last meeting in February 2024.

The Committee discussed:

- the 2023/24 lesson observation of Teaching & Learning cycle which involved external quality reviews/internal quality reviews, peer observation walks and unseen observations. The quality of learning was positive which was supported by the latest student survey feedback (90% satisfaction with the Quality of Education), overall outcome was successful and the areas for development next academic year were noted. Attendance remained a priority to ensure that learning improves.
- the ALARM meetings (Area Learner at Risk Meeting) focusing on the Level 3 career pathway provision. The meetings identified at risk learners based on attendance and progress on unit completion to support successful achievement against progress on Mark Book.
- the work being undertaken on digital learning and that most of the work has been on AI. The digital courses would be redeveloped for 2024/25.
- the 2023/24 CPD programme, most of the activities had been delivered which were curriculum based with a particular focus on Engineering and Science (due to the Achieving Excellence programme and the low student survey results). 2024/25 programme would focus on the EPIC teaching standards. Teaching & Learning Conference would be held in August 2024, with keynotes from Jason Arday (Identity, Education & Inclusion) and Bradley & Pippa Busch (Applying Cognitive Science and how to adapt this for students with ALS needs).

14. 2024/25 Sub-contracting Policies and List of Subcontractors & Partnership Contracts

The Committee was presented with SBC's sub-contracting delivery policies, the list of the recommended subcontractors and partners for 2024/25 to deliver AEB provision in the non-devolved and GLA devolved areas and the selection process.

The Committee noted the distinction between sub-contracting and partnership provision and an overview of the arrangements in place for the delivery of education and training.

The Committee:

- endorsed the draft 2024/25 Subcontractor Policy.
- reviewed the summary feedback of the submitted Expression of Interest from organisations seeking to be a SBC approved subcontractor and/or partner for the 2024/25 academic year.
- endorsed the 2024/25 list of subcontractors and partners and contract values for recommendation to the Board for approval at its meeting in July 2024.

15. 2023/24 Quality Improvement Plan (QIP)

The Committee discussed the updated QIP 2023/24 which sets out the College's operational objectives that must be achieved within the academic year along with the progress made. The working document provided an update on the key areas for improvement identified in the College's SAR for 2022/23, the recommendations from the March 2022 Ofsted inspection and the actions that had been brought forward from QIP 2022/23. The document detailed the key actions put in place by the College for 2023/24.

The Committee discussed the progress made by the College for 2023/24 term 3. Ofsted recommendations had been achieved apart from the one concerning the apprenticeship provision i.e. quality and achievement which remained a risk area.

The Committee noted that the areas of weakness and development identified from the student autumn survey i.e. work experience and student enrichment needed to be included in plan. Improvement objectives for leadership and management would also be reviewed in the SAR for 2023/24.

16. Any other business

Committee agenda and reports – review

Reports on in year achievement, English & Maths and attendance would be presented as one report from November 2024.

Mario Meizah, Student Trustee

The Committee noted that Mario Meizah, student trustee would be stepping down from the Board at the end of this academic year 2023/24 to progress to university. On behalf of the Committee, the Chair thanked Mario for his contribution to the Committee and wished him well in his future endeavours.

**Date of next meeting
Thursday, 7 November 2024**

Confirmed as a true record

(Chair)