

**Minutes of the meeting of the South Bank Colleges Quality & Improvement Committee
held at 4pm on Wednesday 12 February 2025
Clapham Campus, Board Room**

Present

Sue Dare (Chair)
Thesia Kouloungou

Apologies

Nigel Duckers
Issa Issa
Nyla-Rae Graham
Monica Marongiu
Elaine Smith

In attendance

Fiona Morey	Executive Principal
Wayne Wright	Principal LSBTC
Clare Dignum	Director Teaching & Learning
Deborah Johnston	Pro Vice Chancellor Education
Alex Trifonov	Head of IT services (item 13)
Jacqueline Mutibwa	Clerk to SBC Board

1. Welcome and apologies

The Chair welcomed the Committee Members to the meeting. 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

28 October 2024

The minutes of the meeting held on 28 October 2024 were approved as an accurate record.

18 June 2024

The minutes of the meeting held on 18 June 2024 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 had been completed. The outstanding actions were noted.

- Level 4 provision actions would be addressed in the 2024/25 Level 4 Provision Report to be presented to the Committee before the Easter break.
- On the Anti Racism Manifesto, following students' consultation the updated Manifesto would be presented to the Committee at its next meeting in June 2025.
- On safeguarding and the need to include the safeguarding aspect of the sub-contracting and partnership delivery in the safeguarding and prevent policy, the matter would be considered by the Chair of the Committee.

5. 2025 Ofsted Inspection Update

The Committee received a verbal report on the positive outcome of the recent Ofsted inspection (January 2025). The College continued to be assessed as 'Good'. The full report would be published at the end of March 2025. Areas assessed as outstanding included adult provision and student engagement which validated the student survey findings. Apprenticeship provision continued to be an area for improvement. The Committee thanked all the staff involved in producing this outcome.

6. Student Survey Report 2024/25

The Committee discussed the outcome of the student perception of the College (SPOC) survey for Term 1 2024/2025 academic year on various aspects of the College life. The survey focussed on teaching & learning and assessment, additional support (including digital learning platforms, bursary) and safeguarding. The report analysed the key strengths and actions to address the concerns identified.

The Committee discussed:

- the outcome of the survey which was benchmarked against 82 similar FE colleges nationally surveyed by QDP. The overall response rate was 68% an improvement from the same time last year (62%) and higher than previous years. The overall perception of learners who strongly agree/agree that the college provides a good service was 91%, compared to 89% from the 2023/24 term 1 survey, a 2% improvement. All areas under the Education Inspection Framework had improved compared to the previous academic year.
- the areas that learners felt most satisfied with which were 'I am treated fairly at college', 'I feel safe when I am in college' and 'I know what I am expected to learn/achieve in my lessons'. The other positive areas that learners felt most satisfied with compared to sector benchmarks relate to progression i.e. 'I am developing good skills that will help me with my next step to further study, an apprenticeship or employment' and receiving feedback from teachers and bursary eligibility.

- the areas that learners felt least satisfied with and also scored the lowest compared to sector benchmark included using the LRC centres which would be considered in detail, awareness of the Additional Learning Support and Online safety which remained an area of concern and would be kept under review.

There was discussion about the relatively low response rate (68%) and how the survey was conducted. The survey would be carried out in various ways in order to increase student participation. The Committee discussed the analysis of the survey findings and noted that the survey results continued to improve.

7. 2024/25 Recruitment Update

The Committee received a verbal update on 2024/25 applications and enrolment as at January 2025.

The Committee noted the enrolment figures which were positive, in particular 16-19 year olds exceeding target. Level 4 enrolment performance remained low, and the College was working with LSBU to improve the enrolment process. DfE funding for adult education would be reduced in 2025/26 and its impact on the subcontracting and partnership provision was noted.

8. 2024/25 In-Year Achievement, Retention, Attendance and English and Math Report

The Committee discussed:

- the overall retention rate as at 13 January 2025 which was positive at 98% (latest figure was 96.4%), an improvement in four consecutive years and the breakdown in directorate, age and level were noted.
- the progress reviews of learners via the curriculum performance reviews. The Most Likely Grades system (introduced in 2023/24) using the RAG rating to predict the achievement rate predicted an overall achievement of 88.8%. The ALARM meetings (Area Learner at Risk Meeting) had identified learners at risk on Level 2 and 3 courses in particular the Creative and Digital programmes which was due to last year's low achievement and the 2-yr study programme. The interventions in place would help improve the performance.
- an overview of the current English and Maths progress including attendance, retention and the strategies in place to improve the 2024/25 outcomes. Overall retention was positive at 97.2%. However, attendance for 16-18yrs was at 71% and remained an area of concern, adults was 83%. The STEAM directorate had the lowest attendance at 64.5% (English) and 66.5% (Maths). 2024/25 mock GCSE exam results, overall achievement for English was 70%, adults 80%. Overall achievement for Maths was 64%. The exams attendance was low which had an impact on achievement. The various strategies in place to improve attendance and performance were noted.

- the attendance performance as at 24 January 2025. Performance had dropped since the last report (October 2024) from 84.5% to 81.5%. Apprenticeship attendance was positive at 89.4%. LSBTC 16-18yrs and English and Maths attendance remained a challenge. Interventions had been implemented to address the low attendance. More work needed to be done to improve the attendance culture.

9. 2024/25 Level 4 Provision

The report was not available at the meeting and would be circulated to the Committee Members before the Easter break. 2024/25 end of year update would be provided at the next meeting in June 2025.

10. 2024/25 Updated Quality Improvement Plan

The Committee discussed the updated QIP 2024/25 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 2023/24 and the actions that had been brought forward from QIP 2023/24. The document would also be updated to incorporate the January 2025 Ofsted recommendations (when the report is published in March 2025). The document detailed the key actions put in place by the College for 2024/25, approved by the Board at its meeting in January 2025.

Key improvement objectives for 2024/25 included attendance performance, apprenticeship achievement, enrichment, curriculum engagement with employers and progress based on starting points. Prevent risk assessment would be considered at the meeting in June 2025.

The Committee discussed the progress that had been made on the plan to date in particular the risk areas. On the objective to further develop the quality of GCSE English and maths teaching, the planned action on providing an additional mentoring scheme had been delayed due to the IT outage and would be completed by the end of the academic year. The improvement actions in relation to the apprentice provision were still ongoing.

11. 2024/25 Apprenticeship Progress Report and Update on FEC visit Report (November 2024)

The Committee received an update on the apprenticeship provision, the Further Education Commissioner's (FEC) visit in November 2024 and the recent Ofsted inspection.

The Committee discussed:

- 2024/25 apprenticeship provision. Growth was positive especially in the building services due to the College's strong relationship with LSBU. Overall apprenticeship attendance was at 89.4%, achievement was still low (2023/24 was 31%) and 2024/25 expectation was 50%. The support and strategies in place to improve the outcome were

noted. The apprenticeship provision being delivered, programmes in the pipeline and the collaborative work with LSBU was noted.

- an update on the FEC visit. The FEC review of the provision was balanced identifying a number of key strengths as well as areas for improvement. The suggested priorities for improvement set out in the report were noted.
- the recent Ofsted inspection (January 2025). The provision had been assessed as requires improvement by both the SAR 2023/24 and the recent Ofsted inspection. The detailed feedback on the provision set out in the report was noted. The College was on track to deliver the outcomes in the report for this academic year.

12. Curriculum Planning 2025/26

The Committee received a verbal update on curriculum planning 2025/26, SBC's approach to the plan. The proposed plan was largely the same as the current offer, it meets key stakeholders' needs and aligned with local, regional and national skills priority areas. The plan would continue to support growth in level 3 and 4, T levels and adult apprenticeships (the new funding levy). The plan would also address the 2025/26 reduced funding for adult education. The Committee supported the intent and direction of travel on the proposed curriculum plan. The final plan along with the accountability agreement would be presented to the Board for approval at its meeting in May 2025.

13. Review of the IT systems in place to support the Learning Strategy

The Committee discussed the IT systems in place to support the Learning Strategy.

There was an update on the cyber incident in November 2024. The post cyber incident review had identified weaknesses in the system and the actions to address them including alternative ways in which students and staff could access systems and lessons learnt were noted.

The assessment of the current IT systems was that they were operating well and support the learning strategy. The IT systems report would provide assurance to the Board and would be shared at its meeting in March 2025.

14. Safeguarding and Prevent Monitoring Report

The Committee received an update on SBC's safeguarding provision for 2024/25 Term 1. There had been 121 new safeguarding disclosures, Mental Health continued to be the highest disclosure type with 29 disclosures (23% of total disclosures) and the College's response concerning the matter was noted.

The Committee noted the mandatory safeguarding staff training had been delivered and complied with.

The Committee noted the safeguarding monitoring report for term 1 2024/25 and the initiatives and activities that promote and support safeguarding and wider welfare at SBC. The report would be shared with the Board at its next meeting in March 2025.

15. Teaching, Learning & Assessment Report

The Committee received an update on work undertaken on Teaching, Learning & Assessment.

The Committee discussed:

- the various activities undertaken on the review of the quality of learning, the findings from the student survey (term 1) were positive, students were happy with their learning. This was validated by the recent Ofsted inspection confirming that teaching and learning was good, in particular the use of questions in the classroom and the sequencing of the curriculum. Written feedback had also improved since the last Ofsted inspection, with good quality written feedback given to students.
- the area of development identified from the student survey concerning punctuality the disruption to the lesson and the impact to the learner i.e. “If students are late the teachers notice and challenge it’. There was discussion about the different approaches to dealing with the matter and that the “Knock and Wait” punctuality process had been relaunched and would address the matter.
- an update on progress being made on improving the achievement of Level 3 learners, in particular Creative and Digital programmes and the apprenticeships provision. On apprenticeships, the student survey results (Term 1) showed that significant progress had been made on the quality of learning which was also validated by the feedback received from the FEC visit confirming that good teaching and learning was in place.
- the new teacher induction programme. Staff retention and recruitment remained a challenge and hence the need to use unqualified teachers; the work being undertaken to support and improve their performance was noted.
- an update on the CPD programme and the successful Teaching and Learning conference that had been held at the start of the academic year. The work being undertaken on the digital learning was noted.

16. 2024/25 Stakeholder Engagement Strategy

The agenda item was deferred to the next meeting in June 2025.

17. 2024/25 Sub-Contracting Monitoring Report

The Committee received an update on the 2024/25 Sub-contracting and Partnership monitoring activities.

The Committee noted that the subcontracted provision was part of the College's recent Ofsted inspection and involved a visit to an off-site provision of a partner, Skills Centre. The interim inspection feedback on the subcontracting and partnership provision was positive. The Committee discussed the performance of the subcontractors and partners and the termination of the contract with Tendean Limited was noted.

18. Annual Work Plan 2024/25

The annual work plan would be amended to ensure that it delivers the Committee's work programme for the academic year.

**Date of next meeting
Tuesday, 17 June 2025**

Confirmed as a true record

(Chair)