

LEWISHAM SOUTHWARK COLLEGE BOARD

OPEN MEETING HELD ON TUESDAY 22 JANUARY 2019

B6 LEWISHAM

Meeting commenced: 17.30hrs

Meeting ended: 19.45hrs

PRESENT

Nigel Peet	Independent Member
Dr Elaine Hawkins	Independent Member
Lekhnath Pandey	Independent Member
Ade Adebambo	Independent Member
David Wilson	Independent Member
Cllr. Kieron Williams	Independent Member
Kass Stone	Staff Governor
Tony Lewin	Executive Lead

IN ATTENDANCE

David White	Deputy Principal
Pete Phillips	Director of Quality, Teaching and Learning
Adam Fahey	Director of Learning
Mark Russell	Director of Finance
Michael Gayle	Head of Finance and Estates
Steve Wallis	NCG Director of Quality
David Balme	Director of Governance, Assurance and Risk
Chris Payne	Interim CEO

1 APOLOGIES FOR ABSENCE

Apologies were received from the Chair, John Litchfield, Members Kate Shoemith, Ade Adebambo, Cllr Kieron Williams and The Exec Lead Tony Lewin. Governors appointed Nigel Peet as Chair for the meeting.

2 CONFLICTS OF INTEREST

Members and staff were reminded of the need to declare any personal or financial interest in any item to be considered during the meeting.

None declared

3 MINUTES OF PREVIOUS MEETING 18 DECEMBER 2018 AND MATTERS ARISING

The Minutes were agreed as a true record and there were no matters arising

AGREED

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REGISTER OF BOARD ACTIONS

Governors' SAR

Governors asked when Governors SAR was needed and who it would go to. The Director of Quality, Teaching and Learning stated that it would be useful if the SAR focussed on how Governors support and challenge the College managers. It was agreed that the Director of Quality would provide a full calendar of events governors could attend.

It was agreed that one member would come visit the College and meet with Director of Quality to progress the completion of the Governors' SAR

Summary of Southwark Skills Strategy

This has not been circulated yet – once drafted will be sent to Board.

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PRINCIPAL'S REPORT

The Deputy Principal updated Governors on recent activity in Lewisham and Southwark Colleges.

He advised them that the term started on a positive note with Open Days that were very well attended at both sites.

The Deputy Principal advised that the filming that took place in College for the National campaign between AoC and ITV was launched at a national AoC event and will be used in media campaign throughout the year.

The Deputy Principal advised that the overall attendance rate had improve to 84%. The staff and the management team had been working hard implementing a rigorous attendance action plan and ensuring almost full compliance with register completion.

The Deputy Principal advised that Directors had completed the bid to GLA for AEB funding by the deadline of 21 December with the initial feedback known in late February 2019 and outcomes in April 2019.

The two new Principals will start this term, with Asfa Sohail commencing at Lewisham on 4th February and Annette Cast starting at Southwark on 4th March. Principalship leadership and the management of operations will continue, as the College moves towards the separation of the two college structures, through the Executive Lead and interim Deputy Principal until new separate structures for the two colleges are in place.

The Deputy Principal reported that enrolment currently stands at 1676 for 16-18 year olds, which is above the funding target, this number will reduce as there are still some withdrawals to process.

The Adult enrolment figure stands at 3800 and the College was expecting over 2500 more enrolments in January/February from additional ESOL and vocational enrolments which will bring us up to target figure of 7011.

The two new school liaison officers are beginning to have an impact with 10 new Partnership agreements in Lewisham and 2 new partnership agreements in Southwark, where there are still some historic issues.

Governors asked if the College was engaged in meetings with local Borough officers and head teachers; the Deputy Principal advised that senior managers are now meeting relevant local authority officers and have been invited to head teacher meetings in both boroughs. The Director of Learning attends Southwark and Lewisham head teachers' forums and the Director of Employment and Skills attends Lewisham Deal meetings. The Director of Learning advised that we are seeing lots of schools attending our Open Days and we have been asked to set up some bespoke events for specific schools.

The Director of Learning outlined the curriculum planning progress with teams meeting the deadline for plans to be delivered by 21 December. A revision currently taking place in some areas and we are now in a holding pattern awaiting financial planning decision. One member stated that Governors were interested in process of curriculum planning and what is driving college forward and in the past they had been briefed and were involved in the process. Governors felt that it would be beneficial for them to be included in the planning process where possible as the College Board should represent the interests of the local communities and curriculum planning is part of that.

The Director of Learning agreed to provide a summary report on the curriculum plan for 2019/20 for the next meeting to include: an LMI summary provision added/removed, any growth plans and how this meets the local needs.

The Deputy Principal reported there had not been a lot of movement since with the HR data since the last meeting. He advised the College Board that the Director of Learning would be leaving the College in March to take up the role of Deputy Principal at New College Swindon and governors wished him well.

The Deputy Principal reported on HR Mandatory training. He advised there were a number of issues with recording systems but stated that we are clearly not in line with other divisions although the Director of Quality, Teaching and Learning advised that there are 39 staff in that number who have not been in College since the system was introduced. Senior managers are dealing with this and will report back on progress at next the meeting.

The Deputy Principal advised that the Employer engagement department had secured a significant contract with Vortex which will support 45 apprenticeships.

Finance

The Director of Finance outlined the current financial performance of the College. Adult income is £0.2m adverse to forecast, driven by classroom based activity and learning support income. Commercial income is favourable £0.3m, due to a significant increase in high needs income.

Pay costs are £0.1m adverse to the forecast, driven by an adverse position on agency staffing and hourly paid staff. Other expenditure of £3m is £0.2m favourable to the forecast, driven by delayed subcontracting costs, and the timing of non-pay/occupancy costs

Staffing reviews are taking place with Heads of Departments and the College is looking to introduce zero based forecast to make savings.

The College is gradually making up ground, however, the AEB budget is still concerning.

One member raised concern over low February starts last year and would this happen again.

The Director of Learning explained we have looked at different products this year, short courses to give students a taster and prepare them for future and other new ideas, he agreed that there is an element of risk, but provision was more focussed.

The Deputy Principal advised that last year Adult targets were unrealistic and this year the College was working to a more achievable level of funding.

One member discussed the back to work event which was in the Student Achievement section, suggesting that we should maximise publicity around this. It would be useful to have a report on press coverage. The Deputy Principal agreed to have this available prior to the next meeting.

Governors thanked the Deputy Principal for the update and NOTED the report

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QUALITY PERFORMANCE MONITORING REPORT

College SAR

The Director of Quality, Teaching and Learning presented the latest College SAR, with a revised front picture and advised that it has gone to NCG for validation, there is still opportunity to amend, but it is near to finalised.

One governor asked about history of outstanding to good The DQTL advised that this refers to the Supported Learning area, and although there are some truly outstanding features, we felt it safer to list as good.

The DQTL stated that Study programmes really do require improvement – although these are a smaller percentage (30%) of our provision.

Governors would still like to be able to read from summary at top of document why area is good, why poor, what is being done to address this.

The Director of Quality, Teaching and Learning asked Governors to read the SAR and feedback comments to him.

Governors APPROVED the overall Grades of the College SAR subject to amendments discussed.

IMPROVING THE LEARNER EXPERIENCE

The Director of Quality, Teaching and Learning advised that this report was written to show what staff development will be delivered as a result of the Learning walks

The Director of Quality, Teaching and Learning explained the rag rating in the report and the reason why AfL is coming out as red across the board. It seems that teachers are not teaching in a responsive way, they are assessing learners, but not going back and addressing parts students have not understood.

In term one the training was focussed on planning for learning and it has clearly worked, so next term the focus will be on Assessment for Learning.

The Director of Quality, Teaching and Learning agreed to ensure that schedule of Learning walks must be circulated to Governors so that they can attend as they are really keen to do this. He added that there are a lot of learning walks commencing from 4th Feb and he promised to circulate to Governors so they can book in.

The Director of Quality, Teaching and Learning will ensure quality calendar updated and includes all forthcoming activities and events

The Director of Quality, Teaching and Learning wanted to quantify activity, stating that the 117 teachers supported so far have an average of 3.1 activities each and there are only 4 members of the Quality team to support this. He added that staff development costs here are very low, a shoestring budget, but the team are supporting a lot of teachers very effectively and this model seems to be working.

The Director of Quality, Teaching and Learning advised that a recent visit by consultant from Exeter College who fed back very positively on our provision and staff development activities.

One Governor suggested evaluation forms for staff development sessions might be useful, but it had been agreed that we would look at alternative ways of doing this.

One Governor asked if sharing good practice across the group was being utilised and the Director of Quality Teaching and Learning agreed it was at SLT level, but not so much at teaching and learning level as it proves difficult due to the distance between the sites.

One Governor explained how teaching in her College embeds respect, tolerance and British values into learning, it is weaved in to level 3 courses and there is a lot of positivity from students who receive a certificate at the end. She asked if we did that here. The Director of Quality Teaching and Learning agreed that the College needs to look at this in more detail, however, we need adapt to local need.

Governors thanked the Director of Quality Teaching and Learning and NOTED the report.

REPORTS FROM PROGRESSION BOARDS

The Director of Learner Experience presented the summary report and action plan including attendance and details around Student 'At Risk' panel. She added that attendance is increasing which is rare, so shows that initiatives in place are having an effect.

The most high risk department is Art and Fashion because it is a new cohort of staff, there are a high level of students with mental health problems, plus some quality interventions in this area. A Mentor based at Southwark is helping and there have been some positive events for students including the event with Stormzy.

Feedback from Parents evenings and data challenge meetings show that parents are attending from all areas not just good performers, which is what we usually see.

The report is rag rated and shows Construction at High Risk due to the number of groups, however, management of Construction has improved greatly and we can see rapid improvement in that area. Feedback from progress coaches is that tutors are taking much more ownership of their area this year.

One other high risk area is Sport – high number of groups at risk and quality intervention in place to address.

YEFEE is also high risk, but always is, due to the young people in the area that have been out of education and training for some time, they require much more support.

Apprenticeships is a positive area, timely achievers and the Director of Student Experience added that all those highlighted as medium risk will have achieved by now as this data was taken in November.

Governors asked about HE and the Director of Student Experience added that she will start to include HE progress Boards from this term and Governors are invited to attend, details of these will be added to the Quality calendar.

One member thanked the Director for this information and stated that they had regularly attended progress boards in the past, but that info about events short in supply of late. Another query was around responding to areas that have changed from good to poor, such as Performing Arts, what has changed. The Director of Student Experience responded that Performing Arts has always been 'a slightly at risk area' simply because of high level of mental health needs of learners, but that this year there are also a lot of new staff in this area. These staff have all attended progress boards and all had very clear knowledge around their students and are engaging fully in the process.

The Director of Learning explained that there are a high number of learners with Educational Health Care Plans who always require more support and can lead to issues. However, support in place from day one.

The Director of Quality, Teaching and Learning stated that 8 teachers are being coached which is 60% of that department. The Quality team are putting a large amount of support in to the area.

Governors asked if there is there an issue with recruiting teachers in the College.

The Director of Learning agreed that it is difficult to recruit in number of areas, but also it is timing, the timing was not correct this year, we recruited to some areas too late and there have been agency staff issues

Governors asked how we going to ensure this doesn't happen again and it was agreed that the curriculum planning is much earlier this year so we should be able to recruit good teachers in time for the new academic year.

Governors thanked the Director of Student Experience and NOTED the report.

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REVIEW OF ATTENDANCE – ACTION PLAN

The Director of Student Experience presented a review of attendance. This was positive – 84% attendance, there has been a relentless blitz on unmarked registers and this is having an effect. Staff are making sure students are attending.

Heads of Departments are monitoring, SLT are monitoring and interventions are in place such as free breakfasts for all students - @100 per day at Southwark and at Lewisham. There were @ 40/50 Pizza parties for groups who had highest attendance. SLT have been meeting and talking to students who are not attending English or maths regularly. This is having an impact.

Report circulated for perusal.

One member stated that in the SAR target attendance was 88% and queried whether this was achievable? The Director of Quality, Teaching and Learning stated he thought it was achievable.

The staff governor stated that the SLT intervention has had an impact on attendance and agreed that he was seeing an improvement.

One member asked if/how this was being evaluated? How do we know which intervention is working and how well? Director of Student Experience /Director Quality agreed to look at evaluation of strategies.

Governors thanked the Director of Student Experience and NOTED the report.

8

HEALTH AND SAFETY REPORT – DECEMBER 2018

The Head of Facilities presented an updated Health and Safety report.

The report highlighted stats for November/December good trend, we used to have a lot of incidents in Construction now hardly any and no RIDDOR reports at all.

First Aid training is still being rolled out and we are continuing to look at recruiting more. They have been slow coming, but we are compliant because we use Security and Facilities staff.

There is a nominal amount available to staff for this duty, but they are reluctant to take this up.

November was higher than December due to the shorter month – College finished on 21 December.

Fire training is carried out regularly at all sites and fire drills have highlighted an issue with PEEPs which has now been addressed.

Governors thanked the Head of Facilities for the information and NOTED the report

9 ANY OTHER BUSINESS

One member asked if we could have an updated links governor scheme – Director of Quality, Teaching and Learning will circulate.

The interim Chair advised all that there was an AoC Governance conference coming up and asked for interest.

The Clerk to look circulate and ask for interest, and book if necessary

The interim Chair asked if the next meeting could start at 5pm.

Agreed

10 DATE AND TIME OF NEXT MEETING

Tuesday 26 February 2019 – Southwark College – S253

The Meeting will commence at 17:00hrs.