

LEWISHAM SOUTHWARK COLLEGE BOARD

OPEN MEETING HELD ON TUESDAY 25 SEPTEMBER 2018

B6, LEWISHAM WAY

Meeting commenced: 17.30hrs

Meeting ended: 19.45hrs

PRESENT

John Litchfield
Dr Elaine Hawkins
Cllr Hilary Moore
Lekhnath Pandey
Nigel Peet
David Wilson
Kate Shoemith
Tony Lewin

Chair
Independent Member
Independent Member
Independent Member
Independent Member
Independent Member
Independent Member
Executive Lead

IN ATTENDANCE

David White
Mark Russell
Michael Gayle
Pete Phillips
Adam Fahey
Sharon Muncie
Kieren McIntosh

Deputy Principal
Interim Head of Financial Performance
Head of Estate Management
Director of Quality, Teaching and Learning
Director of Learning
Director of Student Experience
Head of Student Services

NOTES

Trish Dodds

EA to Principalship/Acting Clerk

1 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

2 APOLOGIES FOR ABSENCE

Apologies were received from Ade Adebambo, Independent Governor, Vanessa Packham, Director of Employment and Skills

3 MINUTES OF PREVIOUS MEETING 26 JUNE 2018

The minutes were agreed as a true record with one amendment on Page 5 – proposal to adopt Newcastle College Complaints procedure.

Governors asked that an assessment be done on the impact of changes to the collection of fees in the updated Fees Policy, this has not been done and will be done before the next meeting by the Head of Student Services.

AGREED

The Minutes were agreed as a true record

4

FEEDBACK FROM GOVERNANCE REVIEW

The Chair thanked Governors for their responses to this review, which has been collated and sent to the Chair of NCG for inclusion in the review.

The Chair asked if all Governors had received an invite to the Governors' Conference on 29/30 November – all, with the exception of one had. Clerk to contact NCG to see if invite can be forwarded. Four Governors able to attend.

The Chair suggested that an Agenda item relating to this conference be included on the agenda for the next two College Board meetings.

The Chair will contact NCG Chair / Director of Governance to obtain copies of all college submissions to the Governance Review.

5

UPDATE ON COLLEGE POSITION

The Director of Quality, Teaching and Learning presented latest achievement figures which had slightly improved since his last prediction - currently at 90% which is higher than the final figure last year - 88.9% and could potentially put us in the top two best performing London Colleges. However, the challenge this year is to push students to obtain higher grades, not just to pass.

Apprenticeship figures are borderline outstanding – at 79.9% (outstanding would be 80%). This is 19% above the National Average.

English and maths has seen an increase in achievement with 162 English learners achieving a 9-4 grade and 122 maths learners achieving a 9-4 grade.

The Director of Quality, Teaching and Learning reported on a much improved enrolment experience this year – the new system worked well and enabled 95% Qualls on Entry capture which has been an issue for the college in previous years.

HE has not recruited well we are 60 students off the target of 140. This is a decline in HE numbers of 45 on last years HE recruitment. Nationally Universities have reported a 2% decline in acceptances which has resulted in a highly competitive local market. This equates to a c £250k loss from what was expected in the budget for HE. One member commented on the fact that many universities are struggling also and that there is a dip in demographic of 18 year olds. Need to update the HE area on the website – it is not inspiring enough – need to sell the uniqueness of studying HE at the College.

The Exec Lead informed members of recent discussions with UCU to attempt to avert planned industrial action on 27/28 September. Negotiations are ongoing and another meeting is scheduled for 26 September to see if an agreement can be reached. The Exec Lead will keep Governors updated.

Governors discussed possibility of lobbying through AoC, which can be discussed further outside meeting.

The Executive Lead introduced the interim Head of Finance who reported on the budget for last year. There was a £4.7 million loss – shortfall mainly in adult delivery and some ALS funds that were not claimed. The progress of moving Temp to perm staff is still ongoing and should be finalised by next Board.

There have been reductions in Admin costs and curriculum costs have been found by planning curriculum much more closely this year and not allowing any recruitment unless it is approved by the Staffing panel.

One Governor remarked on good commercial performance and this will continue, however, the Southwark site is much busier now and some commercial activity will need to give way for the increased curriculum presence there.

Re-branding and Split of College

The Chair thanked NCG for the press release circulated to Governors about the split of the College but added that he would have preferred to have received it a little earlier and added that he felt it was quite a stark message, but added that the comments from the Boroughs in the FE Week article were positive.

The Executive Lead reported that there had been a positive message from the Leader of Southwark Borough to engage with the College and that consequently he had been invited to several events recently, including LSBU, and the Southwark Skills Strategy, all of which had been positive meetings.

The Executive Lead outlined initial plans for the split of the College which will eventually be two separate colleges with two separate grades. It is likely that there will be some shared services and some, particularly student facing, will need to be replicated – none of this will be clear until the Principals are in place and a business plan is produced. There will be proposals and consultations all of which will be notified to Governors.

Members suggested this should be looked at as part of the Governance Review, decisions such as whether there should be one College Board or two and if one Board whether staff governor from both colleges be appointed. Further discussion needed as more information is known.

Governors thanked the Executive Lead for the information and NOTED the report

6

GOVERNOR LINKS

The Chair and the Executive Lead had briefly discussed basing Governor links around different parameters in response to the Ofsted report. The benefits would be Governors asking challenging questions and being involved more fully so that when Ofsted return, Governors who are called in will have been more involved in the process.

The Director of Quality, Teaching and Learning has come up with 6 post inspection themes which are: Attendance and Punctuality, Questioning Assessment for Learning, Stretch and Challenge, Student Progress, Using English and maths starting points for planning, Safeguarding including Extremism and Radicalisation.

One Governor stated that it is important that any Governor link must be meaningful.

Governors asked for advance warning of any evening events in good time to enable them to be diarised.

Members thanks the Executive Lead and NOTED the report.

7

QUALITY PERFORMANCE MONITORING REPORT

Quality Improvement Plan (QIAP)

The Director of Quality, Teaching and Learning reported back from the NCG Teaching and Learning conference in York on 21 September and will forward to Governors the 12 outcomes from that meeting.

The Director of Quality, Teaching and Learning presented the spreadsheet which relates to the whole of NCG. This is discussed and updated at monthly Quality Review meetings which involve representatives from every division. Discussion whether Governors can be given access to the spreadsheet remotely. Clerk to send complete spreadsheet to all and liaise with IT re. link.

One member suggested that there is a lot of emphasis on the English and maths achievement – we also need to look at vocational. The Director of Quality agreed that a focus on split in vocational subjects was needed and this will be done.

Data Challenge meetings are now being diarised, first one is 19 October – Governors to be sent schedule and invited – this to be included in Link Governor scheme.

The Director of Quality, Teaching and Learning reported that all the actions from the Ofsted report are being addressed and he informed Governors of the changes in the Teaching and Learning policy – new shorter observations, much more support for tutors, The Head of Quality at NCG undertook some Learning walks and reported back that staff were very receptive. This is a massive change in the culture of lesson observations.

College Board Self-Assessment

This item was deferred to next meeting

Complaints and Learner Feedback Annual Report

The Director of Quality presented a summary of complaints received by Lewisham Southwark College from August 2017 – July 2018 and advised that complaints has now moved from Student Services to Quality which is where it should sit.

Complaints recorded in this report are those which have progressed either to Stage Two or Three of the process. All the complaints have been formally investigated and have often involved a written reply to the complainant.

Members thanked the Director of Quality, Teaching and Learning for the reports and NOTED them

8

SAFEGUARDING AND CHILD PROTECTION ANNUAL REPORT

The Head of Student Services presented the annual Safeguarding report. It was noted that there was a change in title of the procedure - Adults were now included.

All relevant safeguarding training has been carried out and the Head of Student Services reported that the new NCG Safeguarding modules are comprehensive and include relevant Prevent information and it was agreed to look into getting links to these modules for Governors to complete on a voluntary basis.

One Member asked for an update each year to be included in the report on what Governors need to know, re current thinking around Prevent and also to look at

any changes in data due to higher number of students at Southwark. The Head of Student Services agreed to produce this.

Members thanked the Head of Student Support and NOTED the report.

8.1 SAFEGUARDING CHILDREN AND ADULTS AT RISK PROCEDURE

The Head of Student Services presented the Safeguarding Children and Adults at Risk Procedure and a sheet summarising the changes for approval.

Members thanked the Head of Student Services and APPROVED the report.

9 ANY OTHER BUSINESS

The Chair thanked all Governors for their input into the Governance Review.

The meeting concluded at 19.50hrs.

10 DATE AND TIME OF NEXT MEETING

Tuesday 30 October 2018 – Southwark campus

All meetings commence at 17.30hrs