

**LEWISHAM SOUTHWARK COLLEGE BOARD**

OPEN MEETING HELD ON TUESDAY 26 JUNE 2018

B6, LEWISHAM WAY

Meeting commenced: 17.30hrs

Meeting ended: 19.50hrs

**PRESENT**

Ade Adebambo	Independent Member
Dr Elaine Hawkins	Independent Member
Cllr Hilary Moore	Independent Member
Cllr Johnson Situ	Independent Member
Lekhnath Pandey	Independent Member
Nigel Peet	Independent Member
Ali Perotto	Staff Member
David Wilson	Independent Member
Kate Shoosmith	Independent Member

**IN ATTENDANCE**

Tony Lewin	Exec Lead
David White	Deputy Principal
Teck Kua	Director of Financial Performance Management
Michael Gayle	Head of Estate Management
Pete Phillips	Director of Quality
Peter Lauener	NCG Chair
Chris Robinson	NCG Governor
Mark Squires	NCG Governor
Simbina Joseph	Chair of the Student Parliament
Hope Yiasoumi	Vice Chair of Student Parliament
Ijah Burrell	Student Governor Elect

**NOTES**

Trish Dodds EA to Principalship

- 1 OPENING OF MEETING (Appointment of temporary Chair)**  
It was agreed that in the absence of The Chair, John Litchfield, Nigel Peet should act as Chair of the College Board for this meeting.

Agreed
- 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 APOLOGIES FOR ABSENCE**  
Apologies were received from The Chair, John Litchfield, The Clerk of NCG Yolanda Hughes, and the Head of Student Services Kieren McIntosh

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#### **FEEDBACK FROM STUDENT PARLIAMENT MEETINGS**

The students presented a report they had prepared following recent Student Parliament meetings which covered various issues including FE funding, Tutorials, Class Rep responsibilities, catering choices and concerns around classrooms and resources.

The students took turns to relay some of the outcomes, including positive feedback regarding progress of 1-1 tutorials, resolution of catering facilities and heating and classroom issues at the Deptford site, The Head of Facilities and Estates advised that this has now been resolved and that he has fed back to students and that vending machines had now been installed to accommodate them at Deptford.

The students advised that this has been a very busy term with visits from MPs, Neil Coyle and Vicky Foxcroft being invited in to discuss issues relevant to students such as FE funding, Brexit and the importance of involving students in politics in their local community. The Student Union organised a 'Register to Vote' campaign before the local elections.

One Governor asked how the students had achieved their results. The Chair of the Student Parliament responded that they had carried out Surveys.

The Chair of NCG asked students if they had had any contact with student reps in other colleges in the group and suggested it might be beneficial if they did this. The Clerk will pass contact name of Chair of Student Parliament to NCG Governors who will arrange some introductions.

The Director of Quality stated that the Student Parliament meetings were working well, they were a good system and covered a wide range of issues that affect students. A lot of these issues have been resolved through this system.

The Chair suggested it would be good to have college policy on sustainable development and single use plastics. Students agreed to add this to their agenda.

The Head of Facilities Management advised that the College had been awarded a bronze award for Eco Campus.

Governors were invited to Student Parliament meeting next day and details of future dates of Student Parliament meetings would be circulated.

Governors thanked the Students for their report.

#### **AGREED**

The College Board agreed to receive and note the report.

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#### **MINUTES OF PREVIOUS MEETING – 20 MARCH 2018**

One addition – Staff Governor noted that she had also stated that a pay increase and London Weighting and Increments would always help staff morale.

Minutes to be amended to reflect this.

Kate Shoemsmith should have been recorded as an apology.

#### **AGREED**

The Minutes were agreed as a true record.

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### **GOVERNANCE REVIEW**

The Chair of NCG Board presented a paper outlining proposals for a governance review. He and fellow Governors have been attending Group College Board meetings in the past few weeks in light of changes to the Group, LSC has recently joined and Carlisle just a short while before.

The Chair of NCG asked for questions and thoughts to be sent through to him and these would be collated with others from within the Group to form part of the review.

NCG Communications were discussed – did staff feel there was enough information being cascaded throughout the group and was it effective. For example, in the recent Ofsted Inspection Carlisle College did really well with regard to Apprentices, maybe the other parts of group could benefit from this and from some of the good points that were raised with regards to LSC.

Models change and things can get lost and NCG Governors were interested to know how to better support College Boards.

The NCG Chair advised that he had received a letter via the Chair of LSC College Board and that he had responded giving assurance that College Boards will be included in review.

One LSC Governor advised that clarity is needed for College Boards so that they know what is expected of them.

The NCG Chair advised that the framework for review included some useful questions – included in the pack circulated - and it would be useful if the local Boards could meet and co-ordinate a response by 15 September. Responses would then be collated and analysed in October with a view to a one-day conference for all being held in November at a central point for all.

Ofsted/financials/the way we work all need to be reviewed and brought together.

One LSC Governor exclaimed that this was excellent idea and that we would learn from recognising our differences and recognise unity. LSC College Board governors agreed that this was a good timescale and agreed to co-ordinate a response.

The NCG Chair stated that Governance is work in progress and is only good if it benefits all. We need to be working towards outstanding - lots of sharing of best practice. He advised that there is a lot of interest nationally in how this group is managed, the DFE are very interested.

One LSC Governor stated that we need to make it clear that we are better as part of group.

### **AGREED**

The College Board agreed to receive report and respond by 15 September.

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### **UPDATE ON COLLEGE POSITION**

The Exec Lead updated the Board on UCU negotiations around the National Pay Award, Incremental Pay and London Weighting which had been the focus of recent industrial action. There are two different contracts in LSC, staff who moved across from Southwark College still have London Weighting as an extra payment whereas staff on Lewisham contracts have it included in their salary.

A further meeting with the unions is scheduled for this week.

The Exec Lead presented some slides that were shown to LSC Governors at a recent Strategy session – these slides showed the history of grades and substantial movement in the Lewisham and Southwark boroughs and surrounding boroughs. The key message from this session was that we need to look at promoting each site separately with its own unique branding. We need to look at Leads for Southwark and for Lewisham who can focus on what each site needs to enable it to grow.

These would still come under the NCG umbrella and would share some functions – but would in essence be branded differently.

One LSC Governor asked how this would be managed and The Exec Lead stated that we would need to look at the rationale. We would like to offer level 1 and 2 at Southwark as there is none there currently and it is expected that we would need immediate access to Schools in each Borough – a Curriculum planning day is planned for Heads of Department and other staff to look at what new provision could be brought in and we would need to engage with local stakeholders and take into account the requirements of each local borough and look at their skills strategies.

There is really only a skeleton plan at present and it is likely to be a 3-5 year plan.

NCG CEO will send out an overall briefing to all staff re. these plans.

One LSC Governor asked how it would work with regard to the College Board, would there be one Board for each or one to cover both. The Exec Lead responded that this would be addressed in the Governance review which is now underway.

The Deputy Principal added that we had already had meetings with senior leads in Southwark Council and more were planned and that we were the lead sponsor in the Southwark Business Excellence Awards which took place recently, so employee relationships with stakeholders in Southwark borough are improving.

The Temporary Chair agreed that we had come a long way.

The Director of Quality, Teaching and Learning gave a brief report on the recent Ofsted Inspection – he acknowledged support from all LSC colleagues during the inspection and relayed some key points with relation to LSC:

Ofsted Inspectors agreed with our SAR Grades which were Grade 2 and our achievement with was significantly above the national average. They stated that Leadership and Management and systems were robust.

LSC key challenges were attendance, which was too low on some programmes, stretch and challenge – aiming for higher than just a pass and learner destinations needed to be used to inform curriculum planning.

The Director of Quality, Teaching and Learning stated that he thought the report was very fair with regards to LSC and that we should be very proud of how far we'd come.

One Governor stated that there had been a lot of noise around LSC grade 4 – we now need to make sure that the wider public know where we stand in the DFE table and that we have a good product to sell.

The Director of Quality, Teaching and Learning agreed and pointed out that the two areas that were listed as Good in the Ofsted report were Adult Provision and High Needs, both of which we have the largest provision in – so we should be very proud.

A briefing paper is being prepared for stakeholders and our QIP will be brought to the College Board for interrogation later in the year.

Finally the Exec Lead relayed our Q3 financial update – which shows an improvement from the Q2 outturn of approx. £1million due to the discovery of an error in sub-contracting costs. One Governor asked what happens to lagged funding – The Exec Lead advised that NCG deal with this.

**AGREED**

The College Board agreed to receive and note the report.

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**RISK REGISTER**

The Director of Financial Performance Management presented the Risk Register which has not changed much since last presentation.

One Governor asked for Issues and Risks to be separated out – this has not been done and it would be appreciated if it could be completed before the next board meeting.

The Director of Financial Performance Management agreed to do this.

**AGREED**

The College Board agreed to receive and note the report.

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**COMPLAINTS REPORT – TERM 3**

The Director of Quality, Teaching and Learning presented the Term 3 report on behalf of the Head of Student Services.

The Head of Student Services has carried out a comparison between this and other division's procedures and has recommended that LSC adopt the NCG Complaints Procedure

**AGREED**

The College Board agreed to receive and note the proposal to adopt the NCG Complaints report and procedure.

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**SAFEGUARDING REPORT - TERM 3**

The Director of Quality, Teaching and Learning presented the Safeguarding Report for The Head of Student Services.

There have been a total of 94 incidents with only 4 referrals.

It was noted that there were a total of 160 Looked After Children (LAC) from 26 local authorities, one as far away as Devon and Cornwall. The NCG Chair asked why LSC had so many and why they liaised with so many local authorities from so far away and it was explained that ESOL provision has been stopped in a lot of the outer London Boroughs and that we have a renowned ESOL provision so this is where refugee children come into. The reason for the amount of local authorities is that the local authority where they are first housed when they arrive is responsible for them – although they are usually placed in local temporary accommodation while they study here.

**AGREED**

The College Board agreed to receive report.

**QUALITY UPDATE**

The Director of Quality, Teaching and Learning presented a report from 1 May 2018. He explained that due to the Ofsted visit there had not been much change since the last report, but that he would have a revised report after 29 June.

Headlines achievement figures are:

16-18 – 84.5%

19+ - 89.1

Which is a 1.7% decline – bringing us to 87.1% which is still above the national average.

These are positive results and we are doing everything to ensure that this doesn't go down. There are a few reported issues with Health and Care courses and there have been lots of Quality interventions in that area. The Quality team are planning more learning walks in this area with immediate feedback.

Some Governors asked for details of Learning Walks and the Clerk will send information to all.

The Director of Quality, Teaching and Learning also reported some sharing of best practice with The Quality Manager from NCG

**AGREED**

The College Board agreed to receive report.

**HEALTH AND SAFETY REPORT – TERM 3**

The Head of Facilities Management presented the report for term 3. There have been no major incidents this term.

The issue of recruitment of First Aiders is being addressed. All Security and Estates staff have been trained and we are compliant on all sites.

A Health and Safety Joint committee took place this term on 15 May and no major issues were raised.

The Asbestos Management Survey is underway and the Management of Legionella treatment has been carried out successfully on the tower at Lewisham.

One LSC Governor queried the note re. mandatory training on Page 5 – does this apply to all staff or just new staff. The Head of Facilities Management responded that it applies to all staff as these are now the NCG modules – staff must complete these before the end of Admin week (13 July).

The Head of Estates reported that he is in regular collaboration with colleagues across the group and that all find these meetings very useful and best practice is shared at these meetings.

**AGREED**

The College Board agreed to receive and note the report.

**POLICY REVIEW**  
**Health and Safety Policy**

The Head of Facilities Management presented the Health and Safety Policy which has now been amended to incorporate NCG overarching policy and to keep our local procedures.

**AGREED**

The College Board agreed to receive and note the report.

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### **Fees Policy**

The Director of Financial Performance Management presented the revised Fees Policy which has been amended to bring it in line with the NCG Policy – there will be a more effective instalment plan, bringing instalments down to 4 instead of 7.

One LSC Governor asked what we were putting in place for students who could not manage to pay in this way. The Director of Financial Performance Management stated that the Student Services department may be able to look at help / assistance to apply for Learning Loans or in certain cases for any students who find making their payments difficult there may be assistance available from the Learner Support Fund.

One LSC Governor asked that we advertise/promote the Learning Loans and waivers as the London Mayor's office has backed them.

One LSC Governor asked what happened to the sizeable debtors account that the College once had – The Director of Financial Performance Management responded that NCG are pursuing these outstanding fees and engaging with solicitors in some cases. Early intervention with regards to fees is key – we can have SLT override and will be firm but supportive.

The Chair asked for an impact assessment to be carried out and The Director of Financial Performance Management agreed to do this.

### **AGREED**

The College Board agreed to receive and note the revised Policy.

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### **ANY OTHER BUSINESS**

There was none raised.

The Chair concluded the meeting by thanking The NCG Chair and Governors for attending and contributing to the meeting. He agreed that LSC Governors will respond to the Governance Review by 15 September. One LSC Governor asked if it would be possible to have a group representative at all meetings. The NCG Chair agreed to look at closer collaboration.

The Chair announced this meeting was the last for the Staff Governor who was leaving the College in July. He thanked her for her tremendous support as Staff Governor and wished her well from all the Governors at LSC.

Another Governor Cllr. Johnson Situ – announced that due to changes in his role in local Government – he too would have to resign from his role as Governor. The Chair expressed his disappointment at this, but understood the reasons behind the decision and again extended his thanks from all Governors for the support given to the College Board.

The meeting concluded at 19.50hrs.

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### **DATE AND TIME OF NEXT MEETING**

Tuesday 25 September 2018 – Lewisham campus

All meetings commence at 17.30hrs