

LEWISHAM SOUTHWARK COLLEGE BOARD

OPEN MEETING HELD ON TUESDAY 20 NOVEMBER 2018

B6, LEWISHAM

Meeting commenced: 17.30hrs

Meeting ended: 20.00hrs

PRESENT

John Litchfield

Dr Elaine Hawkins

Lekhnath Pandey

Nigel Peet

David Wilson

Kate Shoosmith

Cllr. Kieron Williams

Kass Stone

Tony Lewin

David Balme

Chair

Independent Member

Independent Member

Independent Member

Independent Member

Independent Member

Independent Member

Staff Governor

Executive Lead

Director of Governance, Assurance and Risk

IN ATTENDANCE

David White

Pete Phillips

Adam Fahey

Sharon Muncie

Mark Russell

Michael Gayle

Melanie Haggins

Deputy Principal

Director of Quality, Teaching and Learning

Director of Learning

Director of Student Experience

Director of Finance

Head of Finance and Estates

Head of Student Services

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 the, Cllr Hilary Moore, Ade Adebambo and Vanessa Packham Director of Apprenticeships, Employment and Skills.

3 MINUTES OF PREVIOUS MEETING 30 OCTOBER 2018

The Minutes were agreed as a true record

AGREED

3i MATTERS ARISING

None raised

4 SAFEGUARDING AND CHILD PROTECTION UPDATE

The Head of Student Services gave a brief update on changes to statutory safeguarding guidance, including earlier intervention and referrals system – this guidance has been circulated to all for perusal.

The Head of Student Services also discussed the Missing Learning Policy which is currently being produced, which looks at all aspects of missing students and relevant updated contact details.

A link to the Safeguarding online training module will be emailed to Governors in due course so that they are able to undertake the latest training available.

Governors thanked the Head of Student Support for the information and NOTED the report

4i RE-BRANDING

The Director of Student Experience updated Governors on all the activities taking place around the re-branding of the two colleges. Branding has been changed at all sites with the exception of two larger signs – one at Southwark and one at Deptford – that require planning permission as cherry pickers are needed to access them.

Re-branding has been done at a minimum cost to the college and so far has been welcomed by all stakeholders.

NCG are leading on external branding and all will be in place by 1 August 2019.

One governor queried why we had ‘rushed’ things like makeshift signage and not just let the process take its course over a few months – The Exec Lead agreed that this was due to the statement from previous CEO that signage would be ready for 1 October when in fact this was not a reasonable timescale.

One governor advised the group that the twitter handle for Lewisham Southwark College now only gives information relating to Lewisham College – so Southwark has just dropped off – it was suggested that a ‘note’ be included giving details of the twitter details for Southwark College or to NCG which will lead to both colleges.

Cllr. Kieron Williams stated that he would be more than happy to help promote the re-branding with Southwark Council’s members and stakeholders and could include something in Southwark Life – which is a newsletter that goes out to all Southwark residents.

Governors thanked the Director of Student Experience for the update and NOTED the report

5 REGISTER OF BOARD ACTIONS

The Chair introduced and welcomed the new Independent Governor, new Staff Governor and the Director of Governance, Business Assurance and Risk.

The Chair informed members that the interviews had taken place for the Principal posts for Lewisham and Southwark Colleges and appointments had been made. These are still confidential until approved by NCG Board and it is expected that an announcement will be made soon after their meeting on 4th December 2018. The Chair advised that there had been a good field and that he felt that the two successful candidates had good shared knowledge and experience of the sector and were keen to work in a group. Both candidates would need to give 3 months' notice to their current employer and detail about when they will start will be communicated to staff in due course.

5i DIRECTOR OF GOVERNANCE, BUSINESS ASSURANCE AND RISK

The Director of Governance, Assurance and Risk introduced himself and outlined his role and what had taken place since he joined in September 2018. He added that he has also taken on oversight of HE since his appointment in September 2019.

A Governors Conference is taking place on 29/30 November in Newcastle which will be the first one and it is hoped will be beneficial to all. The aim is to look closely at processes. Too many papers are circulated at present, NCG Board have agreed to have electronic papers only – no more paper versions, College Board members also agreed to this with the caveat that laptops be available for those who are unable to bring their own device and also that meetings be held in a room able to accommodate this without trailing wires.

More clarity will be sought for College Boards and their remit and how they report to the main Board as at present it is not clear and the feeling is that this was rushed into at point of merger without thinking the process through. The Director of Governance added that he reports directly to the Chair of NCG Board not the CEO as other officers do.

There are six governors from Lewisham and Southwark College's Board attending the conference on 29/30 November and there will be a College video available for the conference, and also for the next College Board meeting in December.

The Director of Governance advised the Board that he intends to attend as many College Board meetings across the group as he can – and will be at our next meeting in December.

Governors thanked the Director of Governance, Assurance and Risk for his introduction and information.

6 UPDATE ON COLLEGE POSITION

The Executive Lead presented an update on the College position.

The Executive Lead reported on the recent negotiation with unions over incremental payments and the agreement reached – the result is still being finalised but it will result in a one off payment for all permanent staff of £350

over a period of months and the first meeting of the 'task group' to look at this implementation took place today. This is a unique situation for Lewisham and Southwark Colleges'.

A joint recommendation is going before NCG Board on 5 January and Newcastle College has been included in this review as they also had incremental pay removed some time ago.

The Exec Lead reported on the GLA – AEB bid which we are currently finalising the application for, we will be drawing on experience of colleagues at NCG.

There is a more favourable variance this year for Lewisham and Southwark headcount, but there are still have challenging areas (particularly English and maths) which are being challenged.

Mandatory training figures are not good at under 50%, but the Exec Lead went on to report that these were new training modules.

There had been an excellent staff development day on 2nd November at Southwark College which had received very positive feedback from all staff who attended.

The Director of Finance reported on the P & L accounts and added that the College has been very prudent in staffing budgets, so changes are now being seen.

Governors were pleased to see this going in the right direction, one member asked about HE enrolments and what the plan was. The Exec Lead informed members that HE recruitment was being reassessed and a proposal for market research is being produced and will be brought to the next meeting. The model that was introduced was not correct and needs to be revisited and reassessed for September 2019.

One member responded on the positive results of the UCU negotiation and the London Living Wage decision.

One member asked if ESF funding was safe in the current political climate – The Exec Lead stated that he believed once ESF funds were committed to these were safe, but that going forward we could not be so sure.

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

7

QUALITY PERFORMANCE MONITORING REPORT

The Director of Quality, Teaching and Learning reported that 23.7 full time staff have moved from temporary to permanent contracts and that these staff and some newly appointed teachers have been supported in their first term of teaching by the staff mentoring programme.

48 observations/learning walks have taken place and the Director of Quality Teaching and Learning asked the Staff Governor how he felt about the revised process, as he had recently been part of one of the walks. The Staff Governor responded that the he felt more comfortable with the new process

and that he felt they gave a more accurate picture, less stressful for the teacher and as no advance warning – no worrying beforehand.

The Director of Quality, Teaching and Learning stated that the walks are supportive, non-judgements and collaborative and the reports for each department form the basis for future staff development plans and training.

The Director of Quality, Teaching and Learning advised that attendance is still a challenge, currently at 78%, target is 88% and we are aiming for that or higher in all areas. Progress Boards are commencing next week and attendance will be discussed and a strategy/action plan for addressing attendance will be put in place and circulated to Governors when complete.

Governors stated that they realised that a lot of work had gone into checking attendance at English and maths sessions and they were pleased to hear that this was happening. The Director of Quality responded that the focus will be on whole qualification level and type including English and maths and that the requirement for extra support in those areas comes from the larger than average amount of disaffected students being asked to attend English and maths.

The Director of Learning advised that in his talks to parents and prospective students at Open and Taster events, he emphasises the importance of English and maths and that the message to curriculum areas is to work harder to get students to attend their English and maths sessions.

The Director of Quality, Teaching and Learning stated that he believes when figures are published in January, if the data were to be shown for the split Colleges – we would see Southwark as 1st and Lewisham as 7th place - both are top ten performing colleges.

The Exec Lead stated that we must aim for year on year improvement. Governors stated that they would have expected a higher figure for English and maths, also Governors commented that it would be nice to see how many students were included and the Director of Quality agreed to add figures and circulate amended version.

The Director of Learning and the Director of Student Experience advised the group that they are now on the local authority Task and Finish groups and that bridges are being built in both boroughs.

Governors approved the targets in the report, thanked the Director of Quality, Teaching and Learning for the information and NOTED the report

7i

Governance SAR

The Director of Quality, Teaching and Learning circulated some guidance questions to assist Governors when writing their SAR and asked for a first draft to be produced by the next meeting in December. The Governance SAR will be included in the whole College SAR which is currently being finalised and will be available at the next meeting.

The Director of Governance, Assurance and Risk stated that SARs and Skills Analysis and online resources would be discussed at the forthcoming

Governors Conference.

Governors agreed to attend the conference first and then to liaise and produce a collective response. Governors will send populated version to the Clerk for inclusion at next meeting.

Governors thanked the Director of Quality, Teaching and Learning for the information and NOTED the report

7iii

Governor Links

The Director of Quality, Teaching and Learning asked Governors to choose their area of expertise/interest and complete the Governor links grid and return to the him or the Clerk.

Governors agreed to email 2/3 areas of interest to the interim Clerk for collation.

One Governor added that links to local communities needs to be increased and that people need a clear understanding of what governors do, so maybe a list could be produced to show that. The Director of Quality agreed that this was a good idea. Other Governors agreed, but added that links with curriculum areas were still a necessity.

Governors thanked the Director of Quality, Teaching and Learning for the information and NOTED the report

8

FINANCE UPDATE

8i

Risk Register

The Director of Finance presented an updated Risk Register.

Some risks no longer relevant so have been removed, some have been moved across to NCG as relate to group.

Next steps – management teams need to get together and review further.

The Director of Governance stated that the overall Corporate Risk register needs to be reviewed as there are currently 137 risks – which is too many. This is proposed to be broken down into Corporate Risks and Strategic Risks and the Director of Governance will look at the operational risk level – there should be Group risks, Divisional risks and College risks and risks should be able to be ‘bounced’ up to Board level as and when necessary.

One member stated he was pleased to hear these proposals as it is crucial that colleges are in charge of their own risks, he re-raised a point that had been brought up before – that there needs to be a distinction between issues and risks. Members felt that actions seemed passive – they need to know what can actually be done to mitigate risks. Need to look at what might happen and how to prevent it or what has happened and what we can do to prevent it happening again. One member suggested having a tab for risk and a tab for issues.

The Director of Finance agreed that it is important to note that some issues become risks and some risks become issues if not managed – the Risk Register will be updated and brought to the next meeting.

The Director of Governance, Assurance and Risk will also meet with the Director of Finance to look at Risk Registers.

Governors thanked the Director of Finance and NOTED the report.

8i Fees Policy Impact Assessment - update

The Director of Finance presented an updated version of the Fees Policy Impact Assessment to reflect gender, ethnicity and age as requested at last meeting.

Governors thanked the Director of Finance for the update and NOTED the report.

9 HEALTH AND SAFETY UPDATE

The Head of Facilities and Estates presented a report showing activity over the last month. The format of the report has now been amended to bring it in line with NCG reporting systems.

The Head of Facilities and Estates reported that there had been zero issues at our Deptford site this term.

Risk assessments are 100% completed – all planned works are up to date and plans are in place for the management and eventual removal of Asbestos from the Breakspears building at Lewisham.

Mandatory training is continuing after migration to NCG modules, prior to this all H&S training had been 100% completed.

There has been good uptake of Fire Marshall roles and it is likely that some of the staff who have moved over from Morgan Hunt contracts will take up some of the First Aider vacancies. All sites are compliant as Facilities and Security staff are all trained First Aiders.

Members thanked the Head of Facilities and Estates and NOTED the report.

9ii Sustainability

The Head of Facilities and Estates circulated a Sustainability Report.

The report outlines the current sustainability performance and initiatives across the College.

NCG will be rolling out a new waste management policy to ensure all divisions meet their compliance obligations in relation to waste.

The Head of Facilities and Estates reported that Lewisham Southwark college recently achieved EcoCampus Silver Award alongside Carlisle College, Kidderminster College, and West Lancashire College and that both Lewisham and Southwark Colleges are currently reviewing the replacement of the aging and inefficient vehicle fleet, some of which are non-compliant with Transport for

London Ultra Low Emissions Zone and T Charge Emission standards, the aim is to become Carbon free by 2020.

Lewisham Southwark College has set further targets over the next 12 months to achieve EcoCampus Gold Award.

Southwark College is already exceeding the 'Mayor of London' recycling target of 32%, Southwark is currently 50% with Zero to landfill and the College is working with our catering contractor to ensure minimum use of single use plastic.

Governors discussed the option of electronic papers in place of paper copies and agreed that from next meeting there will be no more paper copies.

Appendices to this report will be emailed to Governors after this meeting.

Members thanked the Head of Facilities and Estates and NOTED the report.

10 ANY OTHER BUSINESS

None raised.

The meeting concluded at 20.00hrs.

11 DATE AND TIME OF NEXT MEETING

Tuesday 18 December 2018 – Southwark College – S253

All meetings commence at 17.30hrs