

**LEWISHAM SOUTHWARK COLLEGE BOARD**

OPEN MEETING HELD ON TUESDAY 26 FEBRUARY 2019

S254 SOUTHWARK

Meeting commenced: 17.00hrs

Meeting ended: 19.00hrs

**PRESENT**

Nigel Peet

Independent Member

Dr Elaine Hawkins

Independent Member

David Wilson

Independent Member

Kate Shoesmith

Independent Member

Cllr. Hillary Moore

Independent Member

Cllr. Kieron Williams

Independent Member

Kass Stone

Staff Governor

**IN ATTENDANCE**

David White

Deputy Principal

Pete Phillips

Director of Quality, Teaching and Learning

Adam Fahey

Director of Learning

Sharon Muncie

Director of Student Experience

Jon Fell

Head of HE

**1 APOLOGIES FOR ABSENCE**

Apologies were received from the Chair, John Litchfield, Members Ade Adebambo, Leknath Pandey, 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 22 JANUARY 2019 AND MATTERS ARISING**

The Minutes were agreed as a true record and there was one amendment in Matters Arising – should read 2500 more enrolments in Spring term – not in Jan/Feb.

**AGREED**

#### 4 REGISTER OF BOARD ACTIONS

##### **Governors' SAR**

It was agreed to defer this item due to the Ofsted Inspection and to have a half hour workshop prior to the next meeting in April.

##### **Summary of Southwark Skills Strategy**

This was circulated to the Board and will be summarised at a future meeting.

#### 5 PRINCIPAL'S REPORT

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

The Deputy Principal discussed the national FE picture the AoC report showing they are worried about around getting skills right, the number of adults quals being delivered and reduction of funding for adults. He explained that we have submitted two bids, one AEB GLA bids and now GLA ESF bid, we will inform The Board of the outcome of these bids. These are additional to current curriculum plans. The two Principals will be looking closely at how this is delivered.

The Deputy Principal gave an Enrolment update, stating that 16-18 enrolment is healthy and Adult enrolment is on target. There have been significant withdrawals but a lot of these are ESOL. We are looking at retention strategies

One member asked how February enrolments are progressing, as she was under the impression we were expecting a significant number. The Deputy Principal advised that the 2500 enrolments mentioned at the last meeting were expected from February to April, not just in February and that we are on track to hit that target and will be able to show a fuller picture at the next meeting. Note – previous minutes to be amended to show this.

Open evenings are showing early indications of an improving position, as they are becoming more popular.

The Deputy Principal informed the group of a new Business Development contract with Vortex which means 47 new apprentices and offered congratulations to The Director of Employment and Skills and her team

The College's Budget performance shows our EBITDA breaking even and this is the first time that has happened for a while.

One member asked about recruitment and difficulties with staff turnover in area of Arts and enquired if the College has a cut-off date for resignations of teaching staff as some colleges do. The Deputy Principal responded that we don't have that clause written in to our policy, but agreed that this should be reviewed.

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

**6i Quality Year Planner – Governor Link Visits and Activities**

The Director of Quality, Teaching and Learning circulated a list showing planned Learning Walks and Progression Boards and advised Governors that he had assigned them to one each, but was happy to amend if necessary.

One member asked what benefit this will have for the College. The Director of Quality, Teaching and Learning advised that it would be good for Governors to see how targets are set and to have some input into the process. There is some overlap of areas, but this can be organised outside the meeting.

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

**6ii HE Review 2017-18 and the HE Quality Improvement Action Plan**

The Head of HE presented the HE Quality Improvement Action Plan.

One member asked who is driving HE at the college, is it NCG or is it the College – The Head of HE advised that when he met with the new Southwark Principal she thought that the strategy was not correct and needs addressing for the future, she is hoping to bring in more Level 3 and Access provision.

NCG drove expansion last year, but this year it is likely to be the two new Principals driving it with input from local stakeholders.

**Governors thanked the Head of HE and NOTED the report.**

**7i LMI Summary**

The Director of Learning presented a short LMI summary and advised that this is an updated snapshot of a report published last year. It shows that Creative and Cultural and Business Admin and Business Management areas need to raise their game to accommodate this increase in demand. The relevant Heads of Department are liaising on this and looking where we can fill gaps. The Director of Learning also advised that these papers summarise what we have put in our AEB tender, so we are looking at the right areas for growth.

**7ii Curriculum Planning 2019/20 Report**

The Director of Learning advised that the Curriculum plans are speculative, not all will go ahead. Business for example has shown a shift of provision to Southwark.

The timeline shows that curriculum planning is on track and we are planning to go ahead with a new package called 4Cast, which we are awaiting go ahead from NCG. We will be able to timetable by the beginning of May.

The Presentation summarises where the curriculum is going. One member asked, in relation to previous discussion around HE, about the growth plan, and that fact that there seemed to be a lot of Level 2 provision planned, how will this impact on growing hour HE?

The Director of Learning advised that this presentation shows just new provision, Level 2 and Level 3 provision does exist and is being marketed. He added that we are also looking at brand new provision such as Gaming and ICT based coding – so that we can grow our own provision from Level 2 to 3 and then to HE.

### **7iii Curriculum Area Plans**

One member stated that she had looked at Creative Arts area of the creative area plans and found a few puzzles, there seems to be a level of detail missing and it is important that Governors need some links with these departments so that they are aware of the provision. The member asked if the Curriculum was now agreed if there was still an opportunity for Governors to be part of the planning as had happened in the past.

One member asked to what extent the College has considered its rivals – how are we making sure students come here instead. With regard to the LMI summary to employment, there college talks about being Entrepreneurial college, we need to cater for those already in work also, those who want to run their own businesses, we need real synergies between vocational Departments and Entrepreneurial Departments as we build this we will be applicable to a range of sectors, Adult Digital Skills for example. This is about generic skills – how to do social media marketing, set up own business - need to be generic and specific

One member referred to Construction which is London wide, both local skills strategies have specifically shown that this is growing. The Director of Learning agreed, adding that we are now looking to run BIM and CAD courses, we have just invested in BIM software so we can run these courses and update staff knowledge and skills.

One member asked about the financial model adding that we need links, a clear Business Plan, she added that we must make sure all courses are viable and need to see direct link or have a plan B if they do not recruit, concerned that we don't seem to have back up plans

The Deputy Principal referred to our current budget which shows we have been effective in cutting the deficit, we have rag rated courses, and although we are marketing them, we haven't invested in those that we weren't sure would recruit and we have already stripped out lots of provision that didn't recruit last year.

The Lewisham Principal advised that she had commissioned a consultant to undertake a piece of work to look at strategy for next 5 years they will also be speaking to Lewisham local authority, looking at where gaps are in London for level 5 provision, this is similar to the work undertaken by a consultant for the Southwark site a few years ago.

The Director of Learning agreed to update and circulate and advised that this will be his last meeting. Governors wished him well for the future.

**Governors thanked the Director of Learning for the information and NOTED the reports**

## 8 Safeguarding Update – January 2019

The Director of Student Experience presented a report and gave oversight of how we compare year on year. The report shows the last 5 years and separates different types of incidents. There are more incidents at Southwark than before due to large amount of provision that has been moved there

Staff feel safe, The Director of Student Experience explained that new software called ICE has been installed on all PCs and security guards issued with mobile phones. The Staff Governor stated that this has gone some way towards easing staff concerns adding that staff are happy that this has been installed.

The Staff Governor stated that there needs to be consistency across the College around the local procedures regarding hoods/hats/mobile phones and food in classrooms, particularly at beginning of term, as if all staff are following same guidelines, this will help immensely. Members agreed, adding that if likely to escalate in Autumn term we must ensure staff are trained and ready.

The Director of Student Experience added that staff development sessions have been well received – these are held weekly by our safeguarding and support officer. We have also identified in some areas where some further training is needed around managing classroom behaviours to give assurance to student body and staff body that we are committed to this.

The Director of Student Experience explained that the number of exclusions has increased slightly – this sends out a positive message that poor behaviour won't be tolerated.

One member raised her surprise at the safeguarding figures around self-harm, which are very low and also the figures around mental health. The Director of Student Experience advised that we have had a lot of training around safeguarding and prevent and that staff are aware of the signs but that more training is planned.

The Chair reminded the group of the two Governors nominated as safeguarding links.

**Governors thanked the Director of Student Experience for the information and NOTED the reports**

## 8 ANY OTHER BUSINESS

As the date and time of the next meeting was scheduled during the Easter break it was agreed that the Clerk circulate some alternative dates

Agreed

## 10 DATE AND TIME OF NEXT MEETING

TBC+ – Lewisham College – B6

The Meeting will commence at 17:30hrs.