

LEWISHAM SOUTHWARK COLLEGE BOARD

OPEN MEETING HELD ON TUESDAY 30 OCTOBER 2018

S253, SOUTHWARK

Meeting commenced: 17.30hrs

Meeting ended: 19.30hrs

PRESENT

John Litchfield
Dr Elaine Hawkins
Lekhnath Pandey
Nigel Peet
David Wilson
Kate Shoemith
Ade Adebambo

Chair
Independent Member
Independent Member
Independent Member
Independent Member
Independent Member
Independent Member

IN ATTENDANCE

David White
Pete Phillips
Adam Fahey

Deputy Principal
Director of Quality, Teaching and Learning
Director of Learning

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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

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APOLOGIES FOR ABSENCE

Apologies were received from the Exec Lead Tony Lewin, Cllr. Kieron Williams, Cllr Hilary Moore and Mark Russell, Director of Finance, Sharon Muncie Director of Student Experience, Michael Gayle, Head of Estate Management.

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MINUTES OF PREVIOUS MEETING 25 SEPTEMBER 2018

The Minutes were agreed as a true record

AGREED

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FEEDBACK FROM GOVERNANCE REVIEW

The Chair reported he had had a meeting with David Balme, the new Director of Governance, Assurance and Risk. The Director reports directly to the NCG Chair and not to the Group CEO. He will attend several of our College Board meetings each year, and will be our route through to both the Group Chair and Board. The Chair has asked if we could see the submissions other colleges in the group had made to the governance review and is waiting for a response. The initial stages of the review are still ongoing, two colleges are still to be visited, so it is unlikely that anything will be forthcoming before the conference at the end of November. The Director of Governance will be attending our College Board meeting on November 20th.

At the Conference the NCG Chair will set out his vision of governance and a framework for it. The Director of Governance will then work to make it this operational as from September 2019. Following the conference as part of this work College governors can input ideas and comments on the vision outlined by the NCG Chair.

The establishment of the governor/staff links is ongoing. In the meantime, governors requested they receive invites to all College events and productions.

A discussion took place around the re-branding of the two Colleges. Governors asked to be kept updated and for an implementation plan to be produced and brought to the next meeting. Governors also enquired about the length of time it was taking for removal of old LeSoCo signage from all of the sites. The Deputy Principal agreed to liaise with the marketing and Estates teams and report back at the next meeting.

5 UPDATE ON COLLEGE POSITION

The Deputy Principal presented an update on the College position. The College took part in 'Love Our Colleges' campaign, which was a link-up between staff, students, supporters and the education unions to promote colleges nationally. The College supported the event with full social media engagement and allowing four members of staff to attend the rally in parliament square. Cllr. Joe Dromey attended Lewisham Way on the day of the event.

The Deputy Principal presented student achievement rate data. The overall achievement rate is 89.5% which is an increase of 0.7% from last year and is 5.1% above the national average.

The 16-18 achievement rate is 84.9% which 3.4% above the national average and 19+ is 91.5% which is 3.6% above the national average.

Timely framework achievement is 79.8% which is 19.4% above the national average.

The Deputy Principal also reported on the current enrolment figures of 1774 for 16-18 year olds - 147 above target and 3911 for adults which continue to enrol throughout the year towards the planned budget number of 7011.

HE enrolments are significantly lower at 76 against a target of 140. The Deputy Principal reported that the majority of class closures this term are as a consequence of this low recruitment as well as some new level 1 provision not getting off the ground. Curriculum planning for 2019/20 is well underway and will be confirmed before the planned November Open Days.

The Deputy Principal reported that there had been a two-day strike by members of UCU on 27-28 September with 45 staff taking action each day. Disruption was kept to a minimum and mainly affected ESOL and English provision. Further planned action was averted as both parties have agreed to enter into mediation at ACAS.

The Director of Quality, Teaching and Learning reported on the new Improving the Learner Experience policy and outlined the way that Learning Walks will work.

The Deputy Principal reported on recent meetings with local stakeholders, he and the Exec Lead had met with the Executive Director and the Strategic Lead for Education for Lewisham Borough, they had also met with Cllr Kieron Williams

and the Head of Chief Executive's Office and the Director of Education of Southwark Borough on changes planned for the Colleges.

The Deputy Principal and Director of Apprenticeships, Employment and Skills meet regularly with the Head of Economy and Partnerships to review the Lewisham Construction Hub programme which now has a recovery plan after starting late and encountering some challenges in meeting some of the client guidance targets.

The Deputy Principal reported that the College is reporting a deficit of £0.6m which is £0.1m adverse to budget and income is £3.2m which is £0.5m adverse to budget and explained the key variances.

Governors asked that a message of congratulations be given to all staff thanking them for their contribution towards the excellent results. It was agreed that governors would produce a note to be read out to staff on 2nd November (Staff Development Day) by the Deputy Principal.

Governors also asked that the staff in the Learning Centres be thanked for their contribution to the Reading Competition. The Deputy Principal agreed to speak to Learning Centre staff.

A discussion took place around publicising good news and particularly our good results – and it was agreed that the Deputy Principal would liaise with the Marketing team about ensuring this was increased.

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

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QUALITY PERFORMANCE MONITORING REPORT

College Quality Achievement Plan (QIAP)

The Director of Quality, Teaching and Learning presented the Quality Improvement Action Plan (QIAP) which was initially designed at NCG group level and is designed to show key actions at College and Group level.

He highlighted significant updates and advised the Board that the College will be hosting a support visit for Quality staff from NCG at the end of November.

A new continuous cycle has been developed to underpin activity – this will be available as an online portal by December 2018.

Governor training was discussed and it was agreed that Safeguarding training would be delivered to governors at the next College Board. Prevent training is available online and a link will be sent to Governors to access.

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

College Board Self-Assessment

The Director of Quality, Teaching and Learning presented a summary of the College Self- Assessment Report showing interim grades for each aspect of provision.

The proposed College SAR Grades are 'Good' for every aspect of the College's provision.

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

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FINANCE UPDATE

Risk Register

Deferred to next meeting

Fees Policy Impact Assessment

The Deputy Principal presented the Fees Policy Impact Assessment which had been produced by the Director of Finance to give the Board assurance that students are not adversely affected by changes to the Fees policy.

The Fees Policy had been changed to align it to other colleges in the group and the standard number of instalments attempts to balance affordability against potential bad debt.

There are currently 249 students paying by instalments and the average instalment amount is £199 against £107 last year.

The report outlines a range of support actions taken to mitigate the impact on students such as additional support at enrolment to direct students to apply for learning loans.

Governors asked for a revised report to show gender, ethnicity and age and the Director of Finance will provide this for the next meeting.

Members thanked the Director of Finance and NOTED the report.

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SAFEGUARDING REPORT

The Deputy Principal presented the Safeguarding report for September 2018. As this is early in the term there have only been 5 incidents reported and no new referrals made to Social Care.

The Duty Manager incidents were reported – to date there have been 28 students involved in 18 incidents. This was broken down by campus too as previously requested. Most incidents happen at Lewisham Way, but there has been an increase in the amount at Southwark as more students move across.

The Deputy Principal stated that this amount of incidents was fairly common at the start of term as students become used to each other. Some incidents take place in classrooms, so the possibility of staff having handsets/radios in each classroom is being explored.

The Deputy Principal relayed the latest figures relating to Looked After Children (LACs), the College has a significant number of these and they are supported through the 'at risk' panel and with their Progress Coaches.

Members thanked the Deputy Principal and NOTED the report.

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ANY OTHER BUSINESS

None raised.

The meeting concluded at 19.30hrs.

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DATE AND TIME OF NEXT MEETING

Tuesday 20 November 2018 – Lewisham Campus – B6

All meetings commence at 17.30hrs