

## **SOUTHWARK COLLEGE BOARD**

### **OPEN MEETING HELD ON 11<sup>th</sup> FEBRUARY 2020**

#### **S253**

Meeting commenced: 17.30hrs

Meeting ended: 19.50hrs

#### **PRESENT**

Annette Cast	Principal of Southwark College
Cllr Stephanie Cryan	Independent Member
Sinead O'Sullivan	Independent Member
Damien Williams	Support Staff Governor
Luisa Saunders	Academic Staff Governor
Amir Javadi	Student Governor

#### **IN ATTENDANCE**

Chris Payne	Deputy CEO
Mark Hillman	Vice Principal – Southwark College
Michael Gayle	Head of Facilities Management
Trish Dodds	Notes

#### **APOLOGIES**

Elaine Williams	Independent Member
John Jeffcock	Independent Member

### **1. Governor Training – understanding Curriculum**

MH presented the Curriculum plans for 20/21 previously given to staff:

- Focus on what learners need to secure employment or Higher Education
- Level 3 plans to reduce size of Quals from 180 credits except where felt essential
- Cadetships to be developed
- Small A level provision to remain, perhaps add a few more for the students who want to go to Russell Group Universities

- Level 2 - looking at blended learning, progression and broadening GCSE programmes
- ESOL – both Adult and young, to focus on improving skills they have and introduce more vocational
- Adult Provision – need to develop Access programmes
- Apprenticeships and HE – looking at building Creative, Digital and Sciences
- MH circulated a short document around our Curriculum intent and how we have made the decisions to run what we are going to offer.

Discussion around local market intelligence and links with local skills strategy. Governors felt that the plans looked like a clear pathway and thanked MH for the report.

## **1.2 Presentation to New College Boards**

The Deputy CEO gave a presentation to the Board around the history of NCG and where the College sits in the organisation. He explained that NCG hold the largest UK contract for delivering education to 16-18-year olds and Adults and that NCG hold their own Degree Awarding powers. All the College's in the group have their own local Board which feed into the NCG Corporation. Each College determines its own curriculum, but the group as a whole share Mission, Vision and Values.

The new Strategy has just been launched and rolled out to all Colleges and now each College is preparing their own strategic plan which sits underneath the NCG one. NCG Mission is: 'Enabling social mobility and economic prosperity through exceptional education'.

The Deputy CEO agreed to circulate the papers for Governors to read at their leisure.

Members thanked the Deputy CEO for his report and presentation.

## **2. Initial Governance**

### **2.1. Opening of Meeting and Welcome**

The Acting Chair opened the meeting and welcomed attendees. Introductions were made as a number of new members were in attendance.

### **2.2. Apologies for Absence**

Apologies were received from EW, AA and JJ

### **2.3. Declarations of Interest**

Two members declared potential declarations of interest, but not relevant for this meeting.

### **2.4. Review of Previous Minutes**

The Board reviewed the minutes of the previous meeting which was the last joint Lewisham Southwark joint meeting and agreed that these were a true and accurate record.

## 2.5. Matters Arising

No matters arising were noted.

## 2.6. Register of Actions

There were no outstanding actions from previous meetings of the Board.

**Action** – It was agreed that a timeline will be produced for the next meeting

## 2.7. Governor Activities

The following activities have been undertaken by members of the Board since the previous meeting.

- Governors training on Ofsted framework
- Governor Induction is planned for March

## 3. College Board Matters

The Chair reminded the members that a letter and card was being prepared to be sent to John Litchfield as he retires

Risk Assessments were produced for SO and JJ until their DBS certificates are completed.

## 4. Regular Reporting

### 4.1. Principals Report

The Principal presented her report:

- The Principal has been out in the community talking to employers
- Good news is that College name is starting to become more well-known resulting in improved collaboration with Guys and St Thomas' Trust, Hilton, Globe and National Theatre amongst others.

Staffing, Hoof Supported Learning appointed in January we are now working towards now have our first 10 high needs students working with National Theatre on Creative Arts programme on employability programme. We will be looking at post 19 provision for these learners.

We have appointed a new Head of Quality who will start early March and has broad vocational experience across the breadth of the curriculum, particularly English and maths and comes to us from \*\*\*\*\* which is an outstanding college.

Our IELTS centre is now being repositioned to bring in more recruits from Guys and St Thomas' Trust and local Universities – we are hoping to see real growth in this area

The Principal now sits on the local schools Board and is working with the local authority on the Careers Cluster which is picking up the work that Connexions used to do and gives us the opportunity to bid for £400,000

Guys and St Thomas' Trust will host an employment hub in the foyer here at Southwark

First Student parliament held in February, very well attended and positive feedback from all around improvement communication and enrichment facilities.

Student union met with Principal and they are looking at ways of improving attendance

AOC Principals and Chairs conference was held at Southwark College and was well attended.

Level 3 Business students hosted a knife crime awareness event which included presenters from the community, including former gang members who came in to speak about their experiences.

Governors asked if they could have a list of upcoming events. TD to obtain details and circulate.

The Board thanked the Principal and noted the report.

#### **4.2. NCG Professional Services Report to College Boards**

The Professional Service Report from NCG was circulated to Governors for information it was noted that in the last meeting Governors had asked to be kept updated of any data issues. This had been noted and addressed

Governors noted the report.

#### **4.3. Quality Report**

One member asked if there was a dashboard to help ascertain if things were progressing well or if action needed. The Principal advised that we have asked for a Governor dashboard to be created and made available for Governors.

The Vice Principal advised that the report has been generated by Group, and we are in the process of obtaining local data so that we can check it against the group data.

The Deputy CEO stated that a new Chief information and Data manager has been appointed to look at these issues and therefore dashboards will be produced as part of his work.

- The Principal agreed that Governors need to have access to a dashboard to ensure that they could scrutinise data effectively.
- Critical things to note are challenges with attendance and punctuality and we are doing a lot of work addressing this.
- One member asked if the College has access to best practice from other colleges in the group – The Vice Principal advised that we do and that we have already started to use some of them, e.g. Late Desk, which we have been running for 2 weeks and which is already having an impact.
- Parent dashboard to be produced alongside Governor dashboard
- Dedicated Parent page now available on our website.

**Action** – Principal to liaise with MIS re. producing a parent dashboard

The Board thanked the Vice Principal and noted the report.

#### **4.4. Finance Report**

This report was deferred as interim Chair and Principal agreed it was not ready to be presented and that more narrative was needed. The report will be circulated to Governors when it has been revised and corrected.

The Principal gave headline figures and reassured Governors that the College is still showing favourable on 16-18 and Adult and we are not in a negative place. There are some challenges but plans are in place to mitigate these.

#### **4.5. Risk Report**

This item was deferred to next meeting.

#### **4.6. GDPR Update**

The report was circulated highlighting that there were no serious GDPR breaches to report.

**Action** – GDPR training has been requested for staff and Governors.

The Head of MIS who is the College's nominated lead for GDPR will arrange this training.

The Board noted the report.

#### **4.7. Complaints and Learner feedback report**

The Vice Principal presented the report as written. The Vice Principal informed the meeting that:

- Students have advised that they feel safe in College, that they do feel a little further support with online safety and that some English and maths provision needs improving.
- The proportion of respondents is too low and we are looking at ways of ensuring we get wider take up of these surveys – e.g. not allowing students access to their PC until they have completed survey.
- The Vice Principal advised the Board that a 'safeguarding and prevent panel' has been established and that he currently chairs this panel.
- Governors are invited to attend the meeting, dates will be circulated to them.
- The Vice Principal presented the complaints report, adding that there have been very few complaints this term. There is an informal stage in the complaints process, which means that initially complaints are resolved at source, it is only when this cannot be done that the formal complaints process is brought into play.
- One Governor asked where the complaints were logged and it was noted that there is a centralised email address that complaints come into and a log in the Quality file, which is regularly reviewed.

Members thanked the Vice Principal and noted the report

#### **4.8. Audit Reports**

Two Audit reports were circulated for the local Board to note:

- FE External Publications
- HE External Publications

Members noted the reports

#### **4.9. HE Improvement Plan**

The Vice Principal advised that as part of HE Quality processes, the OFS regulator, advises that we need to present this at Board level.

The Vice Principal provided headline performance stats showing where progress has been made. He added that as part of the Equality and Diversity group - small numbers of enrolments on course run in conjunction with University of Greenwich and also small numbers on Creative Arts programme – so level 1 and 2 merged together.

The Board noted the report.

### **5. Annual Activities**

#### **5.1. College Board Annual Report.**

The report was presented for information.

Members noted the report

#### **5.2. Exit Survey Results.**

The survey results were deferred to next meeting as unable to open password protected document

#### **5.3. Safeguarding and Prevent.**

The Vice Principal presented a report for information. Safeguarding and Prevent procedures are compliant here at Southwark College. The Policy is reviewed by NCG group and locally we have a Safeguarding and Prevent panel which Governors are welcome to attend. The panel looks at how safeguarding issues are reported to SLT and College Board and looks at the recommendations are made in respect of tutorials and keeping students safe.

The College operates in area of high Looked After Children (LACs), they are an 'at risk' group and we need to ensure we are following the correct procedures to support them and report back to the local authority. We have to report back on their attendance on weekly basis.

The panel also looks at Mental Health support and how we use CAMS. We have a Counsellor from Southwark MIND and we are putting things in place to support them.

The Vice Chair agreed to send the Principal details of local authority details around this.

The Vice Principal gave details around the large number of students in creative arts with mental health issues and advised that this has resulted in higher number of suspensions, but that these are being closely monitored and support given.

The Vice Principal gave details around issues relating to County lines, there have been 3 cases involving our students, who are victims in this. Safeguarding officers are working with their families.

Pro-active use of MDAs and sniffer dogs has resulted in decrease in incidences of student suspensions for drug use.

Staff training day is planned for April with further Safeguarding and Wrap training being planned for all staff and Governors.

The panel is raising awareness of LGBTQ + student issues.

Governor link for safeguarding to be assigned at next meeting

One member asked the Vice Principal which areas of risk need closely monitoring

The Vice Principal advised that Drugs, domestic violence, gang / county line crimes would be the three most prevalent and also that Cyber bullying is an area that needs constant monitoring.

Members thanked the Vice Principal and noted the report

## **6. Policy Review**

Six recently approved policies were presented for local Board to note

- Financial Regulations
- Environmental
- Examinations
- Examinations Contingency
- Malpractice
- Non-Examination Assessment

Members noted the updated policies and asked if the College had a deadline for becoming Carbon Neutral – The CEO stated that we plan to reduce our Carbon Footprint by 2030, but added that this was possibly not aggressive enough.

## **7. College Board – Info Flow**

The Interim Chair asked for more details around NCG's plans to become Carbon Neutral.

## **8. Any Other Business**

The Academic staff member asked for clarification around her Governor role and was directed to the Instrument and Articles and AoC and ETF guidance, The Deputy CEO suggested that The Director of Governance and Risk would be able to advise further if required.

The Academic staff member also asked for clarification around the sub-contracted provision and the Principal explained process that Colleges must follow around the mini tendering process.

The Vice Principal flagged up the need for Governor leads for Safeguarding, Careers (to fulfil our Gatsby benchmarks) and Equality and Diversity and it was agreed that an email would be circulated to all Governors asking for nominations for these posts and also for the Link Governor scheme. Full details of what would be required for these roles will be collated and provided.

## **9. Date and Time of the Next Meeting**

1<sup>st</sup> April 2020 – to commence at 4.00pm