

# Southwark College Board Meeting 14 July 2020



## Southwark College Board Meeting

Draft Minutes of Meeting held on 14<sup>th</sup> July 2020 – 4.00pm – 6.00pm

Details			Attendance		
Full Name	Position	Initials	Attended	Apologies	No Attendance
Cllr Stephanie Cryan	Chair of College Board	SC		X	
Dr. Elaine Hawkins	Vice Chair of College Board	EH	X		
Annette Cast	Principal	AC	X		
Ade Adebambo	Independent Governor	AA	X		
John Jeffcock	Independent Governor	JJ	X		
Sinead O'Sullivan	Independent Governor	SO		X	
Damien Williams	Support Staff Governor	DW	X		
Luisa Saunders	Academic Staff Governors	LS	X		
Amir Javadi	Student Governor	AJ	X		
<b>Visitors/ Presenters</b>					
David Balme	Executive Director Governance, Assurance & Risk	DB		X	
Mark Hillman	Vice Principal	MH	X		
Abida Umarji	Head of Student Services	AU	X		
Scott Peasey	Head of Quality	SP	X		
Liz Bromley	CEO NCG	LB		X	
Chris Payne	Deputy CEO NCG	CP		X	
Nicola Taylor	Clerk NCG	NT	X		
	Observer				
Trish Dodds	Minutes	TD	X		

\*Attended for part of the meeting (if required).

## 1. Meeting Administration

### 2.1 Opening of Meeting and Welcome

The Vice Chair opened the meeting and welcomed all and explained that this meeting had been scheduled as an additional meeting to enable remainder of agenda for 1 July to be completed

It was noted that the Fees Policy had been circulated to Governors by email and had been approved by the Local Board

### 2.2 Apologies for Absence

Apologies were received from SC, SO. Apologies were accepted. The Vice Chair noted that the meeting was quorate.

### 2.3 Declarations of Interest

No new declarations of interest were reported.

### 3.6 Estates

The Head of Facilities presented his report, advising that all \*\* were compliant and had been kept up to date during lockdown.

MG gave details of works undertaken to ensure the Employment Hub would be ready for September, staff room moves were either fully or partially completed and work to set up the Supported Learning area was well underway. He advised the Board that Southwark Borough would be funding the Supported Learning Personal Care section at a cost of £40K

MG advised that he and his team had been working closely with the Health and Safety Manager to ensure all social distancing measures were in place and that the College was Covid secure.

Governors again thanked the Estates team for their efforts in ensuring the College was Covid compliant and able to re-open.

Governors thanked the Head of Estates and noted the report

#### 3.6.1 Covid 19 Update - Risk Assessments

WM gave examples of Risk Assessments for BAME and Vulnerable staff that were circulated for completion. He had so far received approximately 50 returns and some had been referred to HR also.

Governors thanked the Health and Safety Manager and noted the report

#### 3.6.2 Covid 19 – Plans for returning

MG and WM gave a verbal update on plans for making sure the College was Covid secure for enrolment and the September term. The College has been set up to ensure social distancing is adhered to. Clear signage is displayed showing route around the College and every classroom has been set up to ensure rules are adhered to and maximum numbers shown on doors. Staffrooms have also been arranged to ensure social distancing is in place. PPE is available if required and extra cleaning has been arranged with the Janitors.

EH enquired whether all students were observing the social distancing rules, it was noted that at present they were, but that managers would be reminded to be vigilant when all students return in September.

Governors thanked the Head of Estates and noted the report.

## 4 Regular Reporting

### 4.1 Safeguarding and Prevent

The Head of Student Support Services presented her report.

It was noted that the Chair was currently acting as Safeguarding lead governor until a permanent Governor with Safeguarding specialism was recruited.

The report noted that there had been a reduction in safeguarding incidents over the lockdown period and that this appeared to be the same across the group, but that officers were concerned that some issues may not be being referred to them.

EH thanked AU for a very comprehensive report enquired whether students attend any of the boards, AU responded that a student rep attends the safeguarding panel and that safeguarding is covered in tutorials and there are regular focus groups and student surveys.

Governors thanked the Head of Student Services and noted the report

### 4.2 Careers Guidance Annual Report

AU presented her report on the Careers activity in the College throughout the year and proposals for the future.

It was noted that JJ was link Governor for Careers and he and AU agreed to meet to discuss collaboration and for JJ to be invited to any careers related meetings.

A student survey reported that:

- 99% of students stated their careers guidance interview was helpful or very helpful
- 99% stated that their understanding of careers had improved after their interview
- 99% stated they would recommend CES to others.

The Careers advisor had delivered either in face or remotely, 32 workshops covering career decision, job applications and interview skills.

LS added that it was really good to read this report.

Governors thanked the Head of Student Services and noted the report

### 4.3 Equality and Diversity

MH presented his report and outlined progress made in reducing the retention rates for LDD and non LDD students remains below the national average so more work needs to be done to address this.

EDI group to be resumed and new TOR to be produced.

MH officially stood down as chair of the group and asked for expressions of interest from Governors who wished to be part of the group. He would also be appointing a new chair.

LS asked if data in report was pre – Covid and how college would measure impact of remote learning and impact on EDI.

MH advised that the report was pre-Covid and some analysis is being carried out and will come to a future meeting.

EH added that she was glad to see that the contribution of Improvement assessors was being recognised.

EH asked for brief outline in future reports around plans for remote learning of 19+ and Apprenticeships.

EH enquired how Governor involvement in group could be progressed, could we actively recruit a future Governor with EDI experience. It was agreed that this would be done and EH agreed to be nominated EDI Governor of the group for the interim period.

EDI group to meet every half term, dates to be circulated.

The group thanked the Vice Principal and noted the report.

#### **4.5 Risk Report**

deferred

#### **4.6 Audit Reports**

The following Audit reports were noted by the Board

- College Board Governance
- Governance
- Student Number Planning
- Risk Management

#### **5 Policy Review**

The following Policies were circulated for note and approval.

- Modern Slavery and Human Trafficking
- Southwark College Fees policy
- Draft Code of Conduct for Suppliers
- Whistleblowing and Disclosure Policy

All policies were noted by the local Board and it was noted that the College Fees Policy had been approved by the Board via email.

#### **6 Information Flow**

Nothing raised, Governors were asked to note any comments on Board packs

#### **7 Any Other Business**

None raised

#### **8 Date and Time of Next Meeting – 30 September 2020**



Signed:

Name: Stephanie Cryan

Date: 30 September 2020