

SOUTHWARK COLLEGE BOARD

OPEN MEETING HELD ON 1st APRIL 2020

Via Microsoft TEAMS

Meeting commenced: 16:00hrs

Meeting ended: 18.30hrs

PRESENT

Annette Cast	Principal of Southwark College
Cllr Stephanie Cryan	Interim Chair
Dr Elaine Hawkins	Interim Vice Chair
Sinead O'Sullivan	Independent Member
Luisa Saunders	Academic Staff Governor
John Jeffcock	Independent Member

IN ATTENDANCE

David Balme	Director of Governance and Risk
Mark Hillman	Vice Principal – Southwark College
Trish Dodds	Notes

APOLOGIES

Ade Adebambo	Independent Member
Damien Williams	Support Staff Governor
Amir Javadi	Student Governor

1. Appointment of Interim Chair and Vice Chair

Cllr Stephanie Cryan was nominated as Interim Chair and Dr. Elaine Hawkins was nominated as interim Vice Chair, these nominations were seconded by other Governors.

2. Apologies for Absence

Apologies were received from Ade Adebambo, Damien Williams and Amir Javadi

2.1. Opening of Meeting

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

2.2 Declarations of Interest

One member advised that she would need to remove herself from any discussion around the financial implications of Covid 19

2.2. Minutes of the previous meeting- 11th February 2020

The minutes were agreed with one amendment.

Dr Elaine Hawkins had been wrongly recorded as Dr Elaine Hawkins -it was agreed that this would be amended.

Minutes AGREED as a true record with the above amendment

2.3. Matters Arising

- Timeline will be produced for next meeting.
- Governor activities – TD to email round before meetings to check what activities have taken place
- TD to circulate email to all – including those not present at meeting

3. College Board Matters

- Parent dashboard still to be produced

4. Regular Reporting

4.1. Principals Report

The Principal presented her report:

- Biggest focus has been around Coronavirus and keeping our vulnerable students, LAC students engaged.
- The College remained open for a week, but parents/carers of the students decided to keep them at home, so decision has been made to close. Keeping in contact and will re-open if need arises.
- Looking at providing kit for students who do not have access to internet so that they can engage with tutors.
- Teaching staff are reporting positive figures of engagement, even for some students who had low attendance in College
- One member asked about our plans for students who were eligible for free school meals, The Principal advised that we had used vouchers and were now putting money into relevant students bank accounts.
- Members asked about queries around A Levels and GCSEs, The Principal informed that there has been a lot of communication around this and we are now working closely with learners, keeping them informed and motivated to ensure engagement continues until the end of term.
- The Head of Quality advised that mock papers have been sent out to students who had not attended mock exams
- We are sending unconditional offer letters to all 16-18-year olds, and advising them of the summer schools and keep warm activities.
- One member asked about procedures around vulnerable staff and students who have been advised to shield - The Principal advised that staff are being contacted by their line manager and advised and supported accordingly
- In terms of students, teaching staff are supporting remotely and taking this on a day by day basis.

- Principal sending out All Staff updates daily and updating website regularly.
- NCG sending out regular communications to all staff every week.
- One member asked how staff were coping with blended learning. The Principal advised that The Quality manager had set up various training sessions with the Improvement practitioner. The Quality Manager advised that teachers have amended sessions to accommodate students learning environments and this has worked well. There have been issues with some learners, but in the main this is working very well.
- The Academic Staff Governor asked what support the trainers were getting at this time – The Quality Manager advised that support has been offered and a medium-term plan is being set up to use one or two platforms rather than more than this.
- The Principal fed back on the FE Commissioners visit on 11 March - very positive feedback so far, the FEC team commented that the College felt much improved since their last visit. The Principal thanked Governors who had taken part in the meetings with the FE Team. The final report will be circulated when it arrives.
- One member asked about Governor induction process and whether this could be completed online.
- The Director of Governance and Risk advised that a new Governor Induction plan is being written and very soon will be finalised and shared with Governors.

Governors thanked the Principal and Noted her report

4.2. Curriculum Planning

The Vice Principal presented plans for curriculum 2020/21.

- The Principal and Vice Principal have been meeting with curriculum teams to look at what is planned for 2020/21.
- The Vice Principal advised that the plan is to ensure that staff understand the intent of the curriculum, what the purpose is and what skills they are aiming to develop in the learners.
- Governors agreed this was a great process and it was noted that this would usually be carried out earlier.
- Discussion over issues in Creative Industries and plans to ensure that Southwark College becomes a Centre of Expertise and Specialism. Outline plans to work with key stakeholders in these areas and to recruit with integrity for this area were discussed.
- Discussion over plans for collaboration in other areas such as Health and Care, with local stakeholders such as Guys and St Thomas' Trust and the plans for an Employment hub at Southwark.

Governors thanked the Vice Principal and noted the report

4.3. Finance Update

- The Head of Finance went through the P7 Accounts to familiarise Governors with the reporting system for future meetings explaining the rag rating system and the limitations to the model.
- The Head of Finance advised that these figures for last year are joint with Lewisham College, but for future accounts these will show Southwark alone.

- A full reconciliation is being carried out and will be available for next meeting.
- Business planning processes will begin in the next few weeks, where meetings will take place with each budget holder and this year packs are being produced to make it easier for staff to see their overall spend in once place.
- A Business plan is in place to restructure the Finance team to ensure that Lewisham and Southwark Colleges receive full support.
- Discussion over the cost of agency staff and Quality issues, the Principal discussed her plans for future are to set up our own Teaching Bank so we can recruit the right staff and reduce fees to agencies.

Governors thanked the Head of Finance and noted the report.

5. Safeguarding update

- The Vice Principal presented a report and outlined plans we have regarding keeping in contact with vulnerable students over this difficult time.
- He assured Governors that staff are doing all they can to ensure the safeguarding and well being of all students, particularly LACs and Care Leavers.
- The Vice Principal presented data around the Duty Manager call outs, this data is broken down by age and ethnicity.
- We have continued to use metal detecting arches and sniffer dogs and we have been successful in getting message across to students about what behaviours we expect.
- We have been promoting the Prevent agenda through noticeboards/screensavers and tutorials.
- We need to appoint a safeguarding governor and Governors and an email will be sent out requesting nominations to this role and for Equality and Diversity. The Academic Staff Governor suggested that she would be interested in the role of safeguarding governor and would be happy to act as an interim. An email will be sent asking for nominees.

Governors thanked the Vice Principal and noted the report

6. Quality report

- The Vice Principal presented the Quality report and advised Governors of latest information regarding awarding bodies and situation around cancellation of exams, more will follow over next few weeks and Governors will be updated.
- We have had Apprentices furloughed and made redundant, particularly in the Hospitality area and we are looking at finding solutions for these students.
- We have been advised that the funding for adult provision will not be clawed back, but we will need to show how we are engaging with these students during this time.
- Attendance was a real focus in February and improved greatly, this will have changed now, but tutors are working hard to ensuring engagement from all students via remote learning and we hope the dip will not be too great.
- Progress reviews are underway and results from this round will be brought to the next meeting.

- The Vice Principal advised Governors that Maths and English now sit in Quality and we will decide at the end of this Academic year whether it will remain there or move back to the Faculty it came from and this will be reported at a future meeting.
 - The plan next year is to deliver GCSE maths to all of our level 1 students and to improve the grades by 1 at least.
 - When the College re-opens, Observations will re-commence and will be reported on at a future meeting.
 - The Academic Staff Governor will share reports she has received from Awarding Bodies with the Southwark Head of Quality
- Governors thanked the Vice Principal and noted the report

7 Complaints and Learner Voice

- The Vice Principal gave a report on increased participation with the Student Union, Student parliament and on recruitment of Course Reps for all areas. We have had very good student feedback around this participation and they have reported that they feel that they are able to contribute more and are being listened to.
 - There have been no complaints this term and the learner voice survey is currently suspended due to the current situation.
- Governors thanked the Vice Principal and noted the report.

8 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 from the Head of MIS who is the lead for GDPR, this training will be arranged for when we are back in College.
- The Board noted the report.

9 Risk Register

- The Risk Register has been circulated to all and Governors will respond by email with any comments they have regarding the Risk Register.

10 Any Other Business

- Email to go out to Governors for nominations for a link Governor for Safeguarding, Careers and Equality and Diversity.
- Governors will also be asked if they would be willing to be linked to curriculum areas and to put forward nominations.

- The Director of Governance and Risk advised that he and the Clerk have recently produced a document on Link Governors. These documents to be circulated to Governors with the above request

7. Date and Time of the Next Meeting

13th May 2020 via Microsoft Teams