

Southwark College Board Meeting 20 May 2020



Southwark College Board Meeting

Draft Minutes of Meeting held on 20th May 2020 – 3.30pm – 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		
Visitors/ Presenters					
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		
Trish Dodds	Minutes	TD	X		

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

1. Governor Training – not applicable

2. Meeting Administration

1.1. Opening of Meeting and Welcome

The Chair opened the meeting and welcomed the attendees introducing all new members to each other.

1.2. Apologies for Absence

Apologies were received from SO and LS Apologies were accepted. The Chair noted that the meeting was quorate.

1.3. Declarations of Interest

No new declarations of interest were reported.

1.4. Review of Minutes from the Previous Meeting – 1 April 2020

The Board reviewed the minutes of the previous meeting and agreed that these were a true and accurate reflection. A copy will be signed in person when we meet in College as this was a virtual meeting.

1.5. Matters Arising

Parent Dashboard to be arranged with new Head of MIS

GDPR training to be arrange with new Head of MIS

Risk Register was circulated after previous meeting and responses were sent to DB.

1.6. Register of Board Actions

The Board reviewed the register of actions and noted that actions were going to be covered within the agenda items.

1.7. Governor Training / External Activity

Induction training was held for the Staff and Student Governors DW, LS and AJ on Monday 5 May and further dates will be circulated for other governors who were not able to attend on this occasion. SC, SO and LS watched the recently circulated AOC webinar.

1.8 College Board Matters

The Board discussed the current College Board Matters and noted the following:

- The 13th May meeting had been rearranged to 20th May due to an error with circulation of papers

1.8.1 Risk Assessments for Board Members

- DB advised that risk assessments have been carried out for Board members whose DBS have not come through yet

2. Substantive Items

2.1. Draft Business Plan

SC presented the draft business plan paper, and highlighted the following points SC questioned whether there was flexibility to amend to agendas and add papers more appropriate for local College business before meeting. DB stated that it was expected for local boards to do this, there will be meetings prior to each meeting where agendas are finalised.

LB advised that FE Commissioner had raised issues around how local Boards work in relation to NCG Board and that this template is provided just to ensure that all are aware of what is discussed and approved at Corporation. In terms of managing local needs, this is the job of local Boards, other items just need to be ticked off and the focus is on local issues.

SC thanked LB and DB for clarification and asked that if governors think of any issues they'd like raised, they either log them on Board packs or email to her or TD.

EH echoed thanks to LB and DB and stated that it was reassuring to have this support and that she was grateful for the clarification.

The Draft Business Plan was locally approved and recommended to Corporation.

2.2. Governor Link roles

AC gave a brief overview of what we required. At the previous meeting it was discussed that link governors would be rolled out at Southwark and paperwork was circulated after the meeting.

AC advised that we must have a safeguarding link governor

DB advised that paper circulated, is summary of how other colleges are managing link roles.

It was agreed that JJ will be link Governor for Careers and that we are looking to recruit new Governors who will be linked to Safeguarding, Equality and Diversity and

curriculum areas and that meetings have been scheduled in the next few weeks for DB, SC and AC to meet prospective new Governors and up updates will be brought to the next meeting.

EH advised that curriculum links will be very useful, but close relationships can be formed with curriculum areas in the interim until we have a full co-hort of Governors and can look at the wider remit.

JJ asked that managers in the College drive this behaviour – schedule meetings etc. AC agreed that this will be the case.

The Board agreed the process and updates will be brought to next meeting.

2.3. Agreement of Local Strategic Plan

AC presented the suggested draft Local Strategic Plan, explaining how this fed into the overall NCG Strategic Plan. The Board discussed plans for completion of this and it was agreed that. Noting questioning / support / challenge.

AC reminded all that at the last meeting governors asked that they be involved in the planning of the local strategic plan. AC advised that some possible

- To be a financially viable part of NCG that is able to invest for growth and sustainability
- To support the local community by being digitally proficient and able to successfully move into the fourth industrial revolution so that our learners are first choice
- To ensure that learners are equipped with employability and work ready skills
- To support the Local Authority in its strategy of Local Jobs for Local People
- To attract retain and award talented staff
- To be a London Living Wage employer

It was agreed that a workshop will be set up at the end of June to look at what governors would like to be included in this plan

EH advised that she would like to see a draft completed template before the workshop so that she has something to feedback on.

It was agreed that TD will send round a version to governors to complete and then bring to a meeting scheduled in late June to draft the plan.

JJ asked for existing language and thinking used by the College to be included to ensure that Governor feedback in line with this.

The Board agreed to send back some detail and then attend a meeting to discuss.

2.4. HE Improvement Plan (Check in)

MH presented the update on the HE Improvement Plan, and noted the following points: CPD is being moved to online, not intending to recruit to HE in next year, but to focus on Access courses and look at this the following year.

Assessments with Greenwich University and Canterbury Christ Church are underway and being managed well

This is on schedule to be completed.

The Board noted the report.

3. Regular Reporting

3.1. Principal's Report (including local relationships and mandatory training)

AC presented her report and highlighted the following areas Covid 19, curriculum planning, collaboration and collabor

AC advised that the curriculum plans have been revisited due to Covid. Increased ESOL and Supported learning area. Looking at focus on local jobs for local people and employability, The Employment hub with GSTT

NEETS provision will increase in collaboration with LA and 300 NEETs likely to increase due to Covid, supply led, not flexible enough – so courses will now be roll on roll off provision. We are looking at some 6- and 12-week programmes, similar to tasters, so that the learners can try and see where they may want to take further study in. English and maths will underpin this.

SC agreed that the NEETS provision is a real concern in the Borough and went on to discuss the current situation with regards to young people being furloughed and highlighted the issues around the Borough such as The Globe which may needs to close

SC gave detail around The Nest – wellbeing site run by the Borough which

EH asked for thanks to be passed on to staff in regards to keeping learning going and discussed ways of measuring learner engagement.

AC explained that in the College we take registers for every element, e.g. each lesson they attend, not just a daily log in. AC gave feedback from the Student Parliament and advised that student surveys are being undertaken regularly as well as some Mystery shopping.

AC advised that we have been able to obtain more laptops for students from NCG and are looking at supporting students with data and mobile uploads.

SC asked for Governors thanks to be passed on to all staff

The Board thanked the Principal and noted the report.

3.2. Presentation from Deputy CEO re. Covid 19

CP gave post Covid presentation around when schools and colleges may open for more learners and plans that are underway around this. All colleges in NCG are currently making their own plans around this and CP advised that Government already working on a white paper around possible changes in FE sector and this report is to update local boards and answer any questions they may have.

Financial downturn, economic shock, high levels of unemployment that we are likely to see in the FE Sector.

SC questioned whether colleges may follow the way HE institutions are going with regards to not opening until September. CP believes that there may be a U-turn by some HE institutions and believes that in colleges learners will have very few courses delivered wholly online, it will be dependent on the course.

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The Board thanked CP and noted the report.

3.3. Academic Quality Report

MH presented his update on Quality and Curriculum, and highlighted the following areas, attendance and monitoring of remote working, some improvements are being seen. MH stated he is confident that most students engaging well and support is being given to those who are unable to engage, by either loaning laptops

MH advised the Board that information coming in from Awarding Bodies with regards to grading and a large amount of work is underway to ensure we are complying with these requests.

MH gave detail on Progressing students and there was an improvement in progress reviews which is really good given the situation we are in.

SP advised that staff are making inroads with centre assessed grades and the necessary ranking.

SC questioned whether discussions were being had around ranking of students which was necessary for grading. SP advised that tutors are having various meetings around this and making sure we are evidencing all our decision. In some cases, with colleagues at Lewisham where a qualification spans the two colleges.

EH asked what is being done to monitor the quality of teaching standards. MH advised that there is monitoring of this through virtual learning walks and issues around this are being looked at. As a group we are unable to continue with formal monitoring processes, but HoFs and Curriculum Managers are keeping a very close eye on what is taking place between teachers and learners.

MH advised that staff who had been flagged up prior to Covid as needing teaching support are still getting this support through the Quality team.

The Board thanked MH and noted the report.

3.4. Safeguarding Report

MH presented the Safeguarding update report assuring governors that a safeguarding rota is in place and that we are in contact with vulnerable students and are seeing an increase in referrals to the student counsellor although these are reducing.

AU added that work with LACs and students with EHCPs is continuing with increased Child Protection Panel and strategy meetings are being held with the Borough.

SC asked for some clarification around the safeguarding link for the panel. MH advised that this refers to the governor we are looking to recruit with a safeguarding knowledge, to ensure that they ask the right questions. Ties in with link governor role.

The Board thanked MH and noted the report and the appendices.

3.5. Finance Report

NP presented her update on Finance, and highlighted the P9 management accounts and tracking favourable against adjusted Q2 model. £159K favourable.

Slight favourable variance on pay costs also noted.

Budget deadline has been pushed back slightly but will be reported on at next meeting.

EH enquired what we are doing around £121K adverse to Adult income. NP advised that this is not adverse, is in line with the forecast. AC explained that this is largely to the fact that we have not done any subcontracting for AEB this year and this had taken place last year, so had been planned for again.

The Board thanked NP and noted the report.

2.7 Business Planning Report

AC reported on Business planning and whether our direction was in line with local strategic objectives. Curriculum plan/business plan still not as early as we would like, but better than last year.

We have looked at curriculum offer for 20/21, AC and MH met with teaching staff in relevant areas to allow them to present on how their curriculum would be delivered. Lot of scrutiny around these plans and how realistic they are.

EH enquired about the relationship with local university LSBU and whether this has now been put on hold. AC advised that there was still a relationship and that MH is due to

A discussion took place around funding for level 3 in HEIs – this is why we were building relationships with HEIs, but now, considering of Covid, there may be some revisions around this level 3 provision.

AC advised this is why we are looking at more Access courses

MH advised that he was due to meet with LSBU in next few days around our student progression to them, possibly at a reduced tariff. He will feedback further at next meeting.

EH questioned tweaking of minimum class sizes and whether this will change in current market place. AC advised that clear guidance has been given to HoFs and curriculum staff around this – that can take place, but any course that may run with less than minimum numbers needs to be signed off by AC and MH – resource you for 16 learners if you have less, resources will go down, if more resource will go up.

3.6. Risk Register

The Board had previously updated the College Risk Register in light of Covid 19 and agreed that they were happy that all risks were being managed and mitigated.

3.7. GDPR Update.

DB provided the Board with a GDPR updated, and highlighted the following:

- No data breaches have taken place since the start of the new Academic Year.
- Students had undergone a session, as part of their induction, around the importance of data security.
- IT have ensured encryption software has been added to all staff laptops.

The Board noted the report.

3.8. Audit Reports (if applicable)

DB advised the Board of the Audit Reports, none directly relevant to Southwark college.

The Board noted the reports.

4. College Board Information Flow Document

The Board considered the Information Flow, and agreed that if any items were to be considered they would put on Board packs.

Action: TD to send completed College Board Information Flow Document to NT if necessary

5. Policy Reports

The College Board were sent recently approved policies:

- Risk Management – Approved by NCG Board
- Gender Pay Gap Statement 2020 – Approved by NCG Board
- Smoke Free Environment Policy - Approved by Executive Board
- Tier 4 Compliance Policy - Approved by HE Governance Committee
- International Attendance Policy - Approved by HE Governance Committee
- English Language Policy (Tier 4) - Approved by HE Governance Committee

The Board noted the policies.

6. Any Other Business

AJ gave update on student parliament and advised board members that he had received a lot of positive feedback from fellow learners after this.

AJ advised on plans for virtual graduation ceremony, student awards, and plans to start a virtual club to keep students engaged and motivated.

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EH flagged up the fact that Southwark Equality and Diversity meetings have not taken place during lockdown. MH advised that this was because as some performance data not available and the capacity to bring together is not there so it has been suspended – EH asked for it to be resumed asap. MH advised through and MH agreed that this will be picked up.

Apprenticeships for info DB circulated Carlisle shared with AoC there for info DB will circulate again for members as some board members could not open it.

7. Date and Time of Next Meeting – 1 July 2020 – 4pm

Signed:

Name:

Date: