

# Southwark College Board Meeting 30 September 2020



## Southwark College Board Meeting

Draft Minutes of Meeting held on 30<sup>th</sup> September 2020 – 4.00pm – 7.00pm

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		
John Jeffcock	Independent Governor	JJ	X		
Sinead O’Sullivan	Independent Governor	SO	X		
Kim Caplin	Independent Governor	KC	X		
Damien Williams	Support Staff Governor	DW	X		
Luisa Saunders	Academic Staff Governors	LS		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

#### 1.1 Opening of Meeting and Welcome

The Chair opened the meeting and welcomed all

It was noted that a new governor, KC had been appointed and would be attending remotely

#### 1.2 Apologies for Absence

Apologies were received from 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 Minutes of Previous Meetings – 1 July 2020 and 14 July 2020

Minutes of 1<sup>st</sup> July 2020 and 14 July 2020 were agreed as a true record

#### 1.5 Register of Actions

The Chair went through register of actions:

Meet more prospective Governors – partly completed.

KC has been appointed as Safeguarding governor.

Strategic Plan to be revised again after NCG feedback and deferred to next meeting.

SC/EH and AC to meet to review and collate comments from all.

More prospective Governors to be interviewed in the next few weeks.

#### 2 Governor Training

DB gave a brief presentation re. Governor training for 20/21.

2 sets of training planned, 1<sup>st</sup> delivered

Governors were asked to email DB him with any requests, needs for training.

The Chair asked that all Governors do this.

SO asked if proposal was for training at beginning at every session and DB stated that the proposal is start of each Board as this seems to work well, but alternative timeslots could be arranged if required.

A session on Apprenticeships will be delivered at the next meeting.

MH outlined possible training needs around Governor Self-Assessment.

Governors thanked DB for his presentation

#### 2.2 Terms of Reference

The Board reviewed the College Board Terms of Reference for 20/21: SO asked if the College feels adequately supported re. various challenges of Covid and whether more support was needed from Governors.

AC suggested a small group may be needed nearer to half term, particularly if there is to be another lockdown or stricter measures – and she will contact Governors if necessary.

SC asked about stricter measures in North East – and response from Colleges in group around that. DB responded that group hold two weekly Covid meetings attended by senior teams from all Colleges and issues are raised there. Biggest issue is Academic staff shortage due to self isolation or quarantine.

Group Health and Safety lead working with teams in all colleges to ensure support is in place and consistent.

SC thanked DB for his response.

The Board locally approved the Terms of Reference for 20/21.

### 2.3 College Board Work Plan 20/21

The Board reviewed the College Board Work Plan for 20/21.

DB will circulate to all as some could not read online.

SO asked if there was a forum for students to liaise with Governors. Nothing on workplan relating to any student forums.

It was noted that there was not currently a Student rep, but that the Student Union elections would take place in October and a new Student Governor would then be appointed via NCG Board.

Governors to be invited to the next Student Parliament meeting.

The Board locally approved the Work Plan for 20/21.

### 2.4 Appointment of Chair and Vice Chair

For the 20/21 academic year, the Board approved the appointment of SC as the Chair of the Board, and EH as the Vice Chair of the Board.

### 2.5 Appointment of Governor Link Roles

For the 2021 academic year, the Board approved the appointment of the following link roles:

Safeguarding Link Governor – KC

EDI Link Governor – EH (interim)

Careers Link Governor – JJ

Curriculum links were discussed and will be agreed at a later stage.

**Action: Advise NT of Link Governor Roles**

**Action: Link Governor Role Profiles to be implemented**

### 2.6 College Board Matters

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

- AA's Term of Office ended on 31 July 2020 and a letter was sent to him thanking him for his contribution during his time as Governor.
- The Board noted that KC had recently completed their DBS application, however as the clearance had not yet been received, a risk assessment was signed and implemented.

## 3 Substantive Items

### 3.4 Principal's Report

AC presented her report and highlighted the following areas:

Recruitment good despite Covid, some areas have over recruited (ESOL) and there is a need for more teaching staff and space to teach, which is currently being addressed. Noting questioning / support / challenge.

SO raised concern about Travel and Tourism courses and asked about what can be done to pivot to other programmes where there is growth, and what can be done to keep employers in that area warm.

MH responded that low recruitment for Travel and Tourism / Aviation is being managed by moving some students into other courses and also looking at Travel and Tourism curriculum and a move to events management, localised tourism and travel, Royal Palaces, places of interest, museums etc.

We are continuing to work with the employer partners with the significant numbers we have.

EH asked about Creative Arts and what are plans to mitigate the fact that Lewisham is now delivering Creative Arts also.

Plans are to work with Lewisham and that we will look at local Market Intelligence and each college deliver specific strands in Creative Arts, Media, but AC admitted this is a risk.

EH referred to withdrawals and whether any lessons have been learnt about this as this has been a problem in the past. AC advised that we focussed on this and we started enrolling earlier and undertook BKSB assessments and virtual open events to try to mitigate 16-18 learners who notoriously apply to several colleges.

AC advised that reduction in level 1 provision could be due to GCSE results – which may result in some drop out later in the year.

Governors thanked AC and Noted the report.

## 2.2 Principal's Presentation

AC gave a presentation highlighting main headlines.

Ambitious target set for last year, but hit and exceeded. Therefore ambitious target set for this year also.

We have additional adult funding from GLA for £550k (with Lewisham)

We have introduced full ESOL Qual – which has seen a huge growth in applications.

Apprenticeships that we deliver internally are sound – sub-contracted inherited provision not so good, but we will not be sub-contracting this year.

Employment Hub launch will take place in November – Governors will be invited if Covid restrictions allow.

Kickstart package discussed and SO declared slight conflict of interest.

JJ advised that as Careers governor he has touched base with some local employers who are potential partners – link for this will be AU.

FE and Skills white paper discussed and we are already seeing response with local HEIs for us to deliver level 3 provision.

EH asked about plans for level 1 recruitment – AC responded that for this year we have stringent assessment BKSB which gives evidence for putting right student on right course, which did not happen last year.

Health checks in place immediately by Quality team so that any issues with staffing, attendance etc. can be addressed early on.

The Board thanked AC and noted the presentation.

### 3.5 College Board Annual Report

The College Board Annual Report was discussed.

LS had put a note on Boardpacks stating that she was unaware that her comments would be shared and had not realised that this would be the case.

This report to be amended and brought back to next meeting.

### 3.6 Initial SAR Discussions / Draft

MH presented the initial draft of the College SAR, and highlighted the process the group follow. Slides are being submitted to Group Quality for review.

The lines of enquiry for Governors are which will be picked up at the next meeting along with the first draft of the SAR. MH referred to lines of enquiry.

- How well students learning under Covid restrictions
- How well college supporting community during Covid
- How are quality improvements having impact on curriculum
- How well are all element 16-19 study programme being fulfilled – work experience will be challenge.
- How is college making progress re EDI

Action for governors is where strengths / weaknesses of governance at local level.

SO are we going to increase level of pastoral support – MH advised that this support was increased and we are also looking at recruiting link workers.

KC enquired about attendance and whether this was included in SAR. MH advised that this is in SAR and is also being addressed at team meetings and in health checks, could also be a line of enquiry for governors.

## 4 Regular Reporting

### 4.4 Academic Quality Report

SP presented his update on Quality and Curriculum, and highlighted the following areas:

Attendance and punctuality was an issue, but initial dip during Covid soon recovered and in some areas was better than face to face.

Student progress, robust target setting process in place – key driver for curriculum performance.

English and maths, we took a robust view on centre assessed grades – we made sure all students sat the exam for last year.

Communities of practice in place with other colleges in group, support from JS on Ofsted preparedness, findings were that some areas flourished with remote learning. BKSB clearly shows some applicants received over inflated grades in their exams.

We had 80 complaints received re. centre assessed grades only 2 were amended. 60 students to take re-sits in November.

Making some good progress with HE provision and will continue to do so.

SC asked if students were likely to drop out if they find they are struggling with their course? SP advised that we have a robust induction / bootcamp style to ensure that we get the right students on the right course.

EH asked how we measure learning from online sessions – MH explained that we have learning walks planned with will look at online sessions and through student feedback sessions.

Governors will have an opportunity to ask the questions at a student parliament session in the near future.

Staff have also had a lot of training around online learning which is seeing a shift in their knowledge and management of the online tools.

KC enquired about streaming of English and maths over 2 years and how this is being measured and fed back – SP explained process and benefits for learners. All students will be sitting exam this year – and will then have the opportunity to sit again following year with hopefully an increased grade.

The Board thanked SP/MH and noted the report.

#### 4.5 Finance Report

NP presented her update on Finance, and highlighted the following areas for discussion. Adult figures nearly at target. Any agency teaching must be short term only and needs to be signed off by AC/MH/NP plans are in place for a bank of teaching staff instead which is more cost effective.

NP discussed the risk around Creative Arts and the duplication of provision at Lewisham – currently looking at curriculum plan and opportunities to amend course file, share resource, delivery to mitigate losses.

Confirmation for extra funding from GLA.

SC asked if there is any risk of former agency workers claiming back money – NP advised that this would lie with the Agency – Morgan Hunt.

The Board thanked NP and noted the report.

#### 4.6 Risk

The Risk Register was deferred to next meeting.

#### 4.7 Professional Services Update

DB presented the Professional Services Update which comes from the most recent Chief Executive Team submissions to Corporation and highlighted the following areas. EH asked for a bit more re. communities of practice, possibly some data.

DB will look into this for next report.

The Board thanked DB and noted the report.

#### 4.8 GDPR Update

The GDPR update was noted, there were no reported breaches.

#### 4.9 Safeguarding and Child Protection (Annual Report inc Term 3)

AU presented an additional paper following presentation of the Annual Safeguarding and Child Protection Report for 19/20 at the previous meeting.

AU reported a higher rate of reported incidents in mental health issues due to Covid and outlined details around additional counselling service offered by the College from Lambeth and Southwark MIND, we have increased funding for this facility.

Safeguarding and Prevent training will be offered at the forthcoming CPD Day and governors are welcome to attend face to face or remote sessions.

The Board thanked AU and noted the report.

#### 4.10 Prevent Report

AU presented the Safeguarding and Prevent Action plan and the Annual Safeguarding and incident statistics. It was noted no Prevent issues have been reported, but AU is in close liaison with relevant agencies and specific training will be offered at the forthcoming CPD Day for all staff, governors are welcome to attend face to face or remote sessions

The Board thanked AU and noted the reports

#### 4.11 Health and Safety (Annual Report inc Term 3)

MG presented the Annual Health and Safety Report for 19/20, and highlighted the additional measures in place due to Covid. Governors thanked the Estates team for the extra work put in to make sure that the college is Covid secure. MG reported that the College is compliant in all areas of Health and Safety and that mandatory Fire Training will be delivered at the forthcoming CPD day for all staff.

The Board noted the report.

#### 4.12 HR (Annual Report inc Term 3)

AC presented the Annual HR Report for 19/20 which was also included in the Principal's report .

The Board noted the report.

#### 4.13 Complaints and Learner Feedback (Annual Report inc Term 3)

This report was deferred to next meeting.

### 5 Policy Review

Updated policies were included in the meeting pack for information:

The Board noted the policies.

### 6 College Board Information Flow Document

Information flow document was not used for this meeting.

### 7 Any Other Business

Ofsted – there will be a monitoring visit this term, it is likely that Governors will be required, particularly the Chair and the Safeguarding lead. Information on preparedness will be circulated to Governors along with the SAR

SC encouraged governors to use the notebook facility on Boardpacks.

### 8 Date and Time of Next Meeting – 11 November 2020

Signed:

Name: