

**Barnet and Southgate College Corporation**  
**Quality of Teaching & Student Experience committee**

**Date:** 17<sup>th</sup> January 2022  
**Time:** 17.00-18.00  
**Venue:** Teams

Present:

Jenny Jarvis(Chair)  
***Nana Brew (Governor)***  
Sheila Dawson (Governor)  
Cait O’Riordan (Governor)

In attendance: Neil Coker (Principal)  
Lorna Lloyd-Williams Head of Governance &  
Corporate Affairs  
Lorraine Jackson (Head Teaching, Learning and QI)\_  
Adam Goldstein (Governor)  
Darren Mephram (CEO& Governor)

*Italics denotes absence*

**DRAFT MINUTES**

| Item | The meeting opened at 17.02 and was quorate with 3 Governors present including at least 2 external Governors.                                                                                                         |
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| 1    | <p><b>APOLOGIES FOR ABSENCE</b></p> <p>The committee expressed concern that it had not managed to receive apologies from Nana Brew with efforts being made to make contact to check on her wellbeing.</p>             |
| 2    | <p><b>DECLARATIONS OF INTEREST</b></p> <p>There were no declarations of interest.</p>                                                                                                                                 |
| 3    | <p><b>NOTIFICATION OF URGENT BUSINESS</b></p> <p>There was no urgent business.</p>                                                                                                                                    |
| 4    | <p><b>MINUTES OF THE MEETING HELD ON THE 25<sup>th</sup> November 2021</b></p> <p>The minutes of the meeting on the 25<sup>th</sup> November were noted as a true and correct record save for one minor amendment</p> |
| 5    | <b>MATTERS ARISING</b>                                                                                                                                                                                                |

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|   | <p>The Head of Governance advised the following matters were either for the March or Summer committee meeting:</p> <ul style="list-style-type: none"> <li>• plan for preparation of next years SAR it having been noted that the Principal had spoken about this at the last meeting.</li> <li>• methods for greater engagement with staff wellbeing</li> <li>• a full update and rag status on the QIP</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 6 | <p><b>COLLEGE QIP</b></p> <p>This agenda item was opened to questions. Governors asked about the three areas requiring improvements and questioned whether improving employer engagement, improving retention and stretching students in relation to construction and engineering would be enough to raise the areas to good. Governors also asked whether there was still a problem in recruiting staff to these areas.</p> <p>The Head of Teaching and Learning advised that many actions were being picked up in the department QIPS and that both areas were in performance clinics and explained the ramifications for this and the help being given to teachers in these areas. Regarding engineering, it was explained that the main problem was the lack of high-quality staff which had now been addressed. In construction a technician had been employed who was being trained and upskilled. The Principal advised that in the QIP he would put a specific item regarding teaching and learning in relation to the those areas requiring improvement.</p> <p><b>Action: Principal</b></p> <p>Governors challenged the Principal as to whether he felt that he had the right teams in place for these areas and the Principal outlined some further recent issues with staffing which had arisen.</p> <p>In relation to attendance, Governors asked to what extent the college was engaging in best practice. Governors also asked whether teachers understood the link between the quality of their lessons and attendance. The Principal explained that attendance can be effected by multiple factors and gave the committee more details of the various factors. He explained that operationally a curriculum dashboard was being used to look at attendance by teacher and was being used as a tool to manage any issues. In terms of best practice, the committee were advised that more could be done and that in considering best practice the college had</p> |

to be looking at London based colleges as studies have shown that attendance tends to be lower for London colleges.

Regarding retention, the committee were advised that at risk students are monitored and the Head of Teaching and Learning took the committee through the process. Governors asked about the consistency in college of identifying at risk students this having been previously raised as an issue. Governors challenged what had been done to improve this. The Principal gave assurance that he was continuing to pursue compliance and the committee were advised that there had been a great deal of improvement, Governors were informed that at quality review meetings there is a check at course level to ascertain the number of students at high risk with forensic scrutiny of this.

Governors asked to see a sample of one of the trackers at a future meeting  
**Action: Principal.**

The committee then discussed how they would be informed of progress against the QIP. The Principal shared with the committee the planner, the operational working document the college uses and it was noted that there was a senior sponsor for every action. The Principal explained the contents of the planner to Governors and how this was being used to drive progress on actions.

The committee questioned the prioritization of actions and also asked how can key areas be drawn out/reports on areas that require improvements. Governors asked about the engagement of external consultants which had been previously referred to and asked whether much of the planner had been looked at by externals. Governors also asked how the management team receives assurance.

Regarding weighting or prioritization of action, the Principal explained that actions had not been weighted as if the action was in a QIP it was important. The committee were also advised that the word action document would be used to provide an impact assessment and that this report could potentially come to committee. The committee could also have some commentary by way of a report on any areas of concern for example. The Principal advised that the external consultant could be asked to give a report to the committee. Governors again raised the issue of assurance and were advised that some of this could be addressed through evidence.

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|    | <p>It was agreed that the Principal should provide proposals for different ways of reporting on progress at the next committee and the committee would also discuss further sources of assurance at the next meeting.</p> <p><b>Action Principal.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 7  | <p><b>SCORECARD</b></p> <p>The Principal referred to the customer perspective questions which had been included in the scorecard and advised when the student survey would be taking place, commenting that it would be very important to get the student feedback on teaching and learning. He also highlighted the inclusion of engagement in CPD and Governors were informed that the target was 100% engagement in CPD which did not include “grow Wednesdays”. The Head of Teaching was asked to what extent this could be drilled down on and it was noted that this could be to the individual. The committee discussed how often they would receive the scorecard and it was agreed that this would come to the March committee and Governors could further consider then.</p> <p>Governors queried the number of complaints in the scorecard and commented that the College should never aim to have no complaints. Governors also questioned how did they know that staff engaging in CPD would make any difference to the quality of the teaching. The Principal advised that this was an ongoing debate and that the scorecard gives a wider view as no measure on its own would give a clear view. The committee were advised that the Head of Teaching was looking at how SLT and ELT can get assurance themselves that teaching and learning is good. Governors agreed that this was an ongoing discussion and that they would individually give consideration to other quality assurance frameworks they might have seen in other organisations.</p> |
| 8  | <p><b>REFLECTION ON MEETING</b></p> <p>The Principal upon being asked confirmed that he had gotten everything he needed from the meeting. The Chair commented that the committee had spent time on focusing on improving and had been constructively challenging.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 9  | <p><b>OTHER BUSINESS</b></p> <p>There was no AOB</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 10 | <p><b>Date of forthcoming meetings</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|  | 17 Mar 22@ 18.00<br>23 Jun 22@ 18.00 |
|  | <b>The meeting closed at 18.07</b>   |