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

Date: 17th March 2022
Time: 18.00-20.15
Venue: Southgate 504a

Present:

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

In attendance:
Chalene Scott (Staff Governor)
Neil Coker (Principal)
Lorna Lloyd-Williams (Head of Governance & Executive Office)
Lorraine Jackson (Head Teaching, Learning and QI: HTLQI)_
Marcus Clark (Curriculum Manager English and Maths)
Owen Dawson (Curriculum Manager Foundation Learning)

Italics denotes absence **DRAFT MINUTES**

Item	The meeting opened at 18.09 and was not quorate at the beginning.
	DEEP DIVE PRESENTATION-English & maths The committee received an update on the main changes since the last academic year. Governors asked about attendance and achievement and what was next in terms of trying to improve these. The committee were advised that developing the working relationships with curriculum managers was going to be key and that longer term the college would be working on processes to improve attendance. The committee were also advised of the learning support assistants and how they were being used to assist in improvement with booster sessions. Governors questioned whether something was in place to check on the impact of the booster sessions and received confirmation that progress was being tracked for these students.

	Governors asked about feedback from learners and the century system and were advised of how this was working. Governors also raised the issue of student motivation and questioned how impactful the motivation techniques were. The challenge of this was highlighted when students are having to resit subjects and exams and the committee were given further particulars as to how the college is addressing this. Governors were informed that a project had been started on this week on motivation. Governors also asked what staff views were in terms of what more could be done to improve achievement rates. The committee were advised that the aforementioned project should provide clearer data on this and that it was important to ensure students understood how and why English and maths is so important. Governors also asked about the impact of the pandemic and whether students were further impacted upon and were informed that the college had not seen any significant impact on attendance and that in terms of skills, some topics had not been taught so there were more gaps. The Principal asked what the plans were around functional skills and the committee was informed that level 2 had been abolished and that students who had previously achieved level 1 were now going into GCSE's. The committee were also reminded of the performance clinic which had assisted. Marcus and Owen were thanked for an informative session which had given the committee assurance. **18.41 Marcus Clark and Owen Dawson left the meeting.**
1	**APOLOGIES FOR ABSENCE** It was noted that Nana Brew was currently unwell and unable to attend Governor meetings.
2	**DECLARATIONS OF INTEREST** There were no declarations of interest.
3	**NOTIFICATION OF URGENT BUSINESS** There was no urgent business.
4	**MINUTES OF THE MEETING HELD ON THE 17th January 2022**

	This was dealt with later in the agenda.
5	**MATTERS ARISING** The Head of Governance advised: 1. The plan for preparation of next year's SAR could be brought to the next committee meeting. 2. In relation to methods for greater engagement with staff wellbeing the Head of Governance advised other colleges use methods such as • HR and wellbeing link governor but there was potentially an issue of capacity on the board for this role. • Governors attending staff management meetings, learning walks, seeing staff surveys • Staff absence and turnover data, staff surveys, having information about mental health initiatives which best practice would see regular termly HR reporting on this to the board or committee The committee felt that this area was a gap and suggested that it be taken to Board and that staff wellbeing should be brought to the forefront. The Head of Governance advised that it was a gap and related to one of the boards responsibilities. It was agreed that the Principal would report further on staff wellbeing at the next meeting. **Action: Principal for next meeting.** **18.54 Cait O'Riordan joined the meeting and it became quorate with 3 Governors present including at least 2 external Governors.**
	MINUTES OF THE MEETING HELD ON THE 17th January 2022 The minutes of the meeting on the 17th January 2022 were approved as a true and correct record of the meeting.
6	**SCORECARD** The HTLQI advised the college was looking at why 8% of the students would not recommend the college. The Principal detailed some areas of concern around student satisfaction. In relation to the scorecard, governors advised that it would be helpful to have commentary where things had changed drastically and to have some rag rating of the scorecard.

	Committee also asked that the scorecard be provided with an executive summary. **Action: Principal** Governors asked whether student dissatisfaction at Southgate was to do with the environment and were informed that the questions in the survey were specifically about teaching and learning. The Principal detailed to the committee some of the key issues and judgements arising from the recent Ofsted inspection.
7	**COLLEGE QIP UPDATE /MID YEAR CURRICULUM ASSESSMENT** The committee received the QIP update noting that areas for improvement had been assigned leads from ELT and SLT. A progress statement had been made against the Areas for Improvement using: • Significant Progress (3 Afis) • Good Progress (9 Afis) • Satisfactory Progress (7Afis) • Limited Progress (7Afis) Governors discussed how the QIPs would be monitored and reflected in the scorecard and deep dives. The HTLQI advised that she was going to review the QIP in light of the Ofsted inspection. It was agreed that the review would have taken place in time for the QIP to be brought to the next meeting in June.
8	**HIGHER EDUCATION SED** The Head of Governance advised that it was for noting. Governors asked about the data from some of the surveys in particular ilearn where only 83% of students were saying satisfied and questioned what the targets were for this and what action was being taken to address those students who were not satisfied, whether there was an improvement agenda. The committee were advised that HE is included in the Quality review meetings. The Principal advised that he would add quality improvement to the agenda for the next HE meeting. **Action: Principal**
9	**TLA REPORT**

	The HTQLI spoke to her report which outlined the quality assurance mechanisms in place and provided a progress report on developments made in improving and enhancing the quality of teaching and learning. Governors asked about graded observations and how this worked when an RI is given for observations. The HTQLI provided further information. Governors questioned whether there was capacity to have more newly qualified teachers and were informed that an external project was coming to an end and the college was looking at a localised version of this. Governors also asked how the college incorporated teachers who support students with high needs and whether this was considered in observations. It was confirmed that it was and governors were advised there was an ongoing health check in relation to whether teachers know how to deal with high need students in mainstream classes.
10	**SAFEGUARDING TERMLY UPDATE** The DSL spoke about the key issues and the committee were advised there were a large number of safeguarding concerns that were happening out in the community. This was impacting on mental health and behaviour. Governors asked whether the college had capacity and it was confirmed that it did with this being managed by working with student personal tutors. The committee were advised that there is a focus on contextualised safeguarding. Governors asked whether there was enough support and interventions and the DSO advised that there needed to be a focus on online safety and how this is managed. The DSO elaborated that it was a question of how the college safeguards students regarding online risks whilst also ensuring that students see the digital world as a safe place. The DSO advised that it was a question of how the framework for this could be embedded alongside the curriculum. Upon being asked, the DSO advised that steps were being taken regarding this. Governors asked about Ukrainian students and whether there were tensions in the college. The committee were advised that there had been a couple of isolated cases but that tutors had been provided with resources to manage groups. The DSO was thanked for all her hard work.
11	**REFLECTION ON MEETING**

	The committee and members of senior management reflected on the meeting and concluded that it had been beneficial.
12	**OTHER BUSINESS** The committee were advised of the recommended actions and value added points from the recent governance audit regarding HE and the Head of Governance advised that she had spoken with Phillipa O'Brien regarding setting up a meeting to incorporate these points into the schedule of business for the rest of the academic year and the next academic year. These were noted to be: Look to see what areas of training around HE governors require. Annual summary report of all HE data returns Regular KPI report on HE to committee Annual Compliance report with consumer protection law HE information policy to come to committee for review/approval. HE link governor on HE strategy group / minutes of this meeting go to board or this committee? It was agreed this would be looked at in a three-way meeting when student experience would also be considered. The Head of Governance raised that the committee had asked to consider quality risks at the meeting and it was agreed that the corporate risk register would be sent around by email and looked at in the next meeting. **Action: Head of Governance.**
13	**Date of forthcoming meetings** 23 Jun 22@ 18.00
	The meeting closed at 20.07