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

Date: 23rd June 2022
Time: 18.00-20.00
Venue: Remote by Microsoft Teams

Present:

Jenny Jarvis(Chair)
Nana Brew (Governor)
Sheila Dawson (Governor)
Cait O'Riordan (Governor)
Chalene Scott (Governor)
Mark Taylor (Governor)
Biza Mebrak (Student Governor)

In attendance: Neil Coker (Principal)
Lorna Lloyd-Williams (Head of Governance & Executive Office)
Lorraine Jackson (Head Teaching, Learning and QI: HTLQI)_
Greg Haynes – Head of Centre Southgate (for presentation)
Leigh Taylor Interim CM engineering (for presentation)

Italics denotes absence **DRAFT MINUTES**

Item	The meeting opened at 18.04 and was quorate with at least 3 governors present including at least two external governors
	DEEP DIVE PRESENTATION The committee received a report from the Engineering department from the Head of Centre and interim curriculum manager giving an overview of the department and its staffing. The committee were advised that there had been a high turnover of staff which had had an impact on students. It was noted that whilst teachers were highly qualified in their specialism, staff were working on teaching qualifications. The committee were advised of some of the issues for improvement that had been identified from learner voice, specifically student surveys and were advised that the biggest area of concern was whether students would recommend the course to friends the positive response rate to this question,

	having fallen greatly from the previous year. The committee were advised that whilst there had been informal complaints there had been no formal complaints. The committee were also advised that the college was giving support to the department though its performance clinic process but the impact of this had been affected by staff turnover. The committee were provided with destinations information for the cohort from the previous year and also noted that 16 of the current 18 students had been offered university places. The Head of Centre also outlined the priorities for the department for the next academic year. Governors asked about pastoral support for students and were advised the intention was for there to be specialist tutors across a number of departments. Governors also questioned how realistically was it that the college could replace agency staff with permanent staff as this was key to making improvements. The Head of Centre advised that it would be a challenge and he felt the college would be able to get some in post for September and the college was also contingency planning in case they could nor recruit. The committee also discussed thinking about other ways in which people could be attracted to work for the college and perhaps approaching large employers and considering other ways of approaching the problem. Governors asked whether it would be worthwhile to explore the student survey responses further to understand what could have been done better and the Head of Centre explained that he had a number of conversations with students and the interim CM also gave feedback from meetings that she had had. Governors asked for reasons behind high non-attendance and it was explained that attendance had been low in both tutorials and English and maths. It was explained that timetabling had also contributed to low attendance and that monitoring of attendance would be improved next year. **18.43 Greg and Leigh left the meeting**
1	**APOLOGIES FOR ABSENCE** Apologies for absence were received and accepted from Mark Taylor, with it being noted that Nana Brew was on a leave of absence.
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 March 2022** The minutes of the meeting on the 17th March 2022 were approved as a true and correct record.
5	**MATTERS ARISING** The Head of Governance advised that she, the committee chair and principal had met and discussed both the timing of the SAR and the need to have more learner voice. The latter had been incorporated into the schedule of business for next year and the intention was to have a one meeting agenda item in November to consider the draft SAR. In relation to the September action regarding student outcomes it was suggested that there should be a deadline for this action and the Principal advised overall outcomes will be detailed in the SAR but that there was a different question about how predicted outcomes were assessed and reported. The HLTQi gave details of how predicted grades are dealt with in the college's exams board process. Governors advised they wished to know whether departments have a perception of how well student will do and whether this is right. Governors suggested that students give the college their initial predicted grade and tutors could monitor against this. The HTLQI advised the committee of what the college did operationally and the committee chair asked whether there was a point in the year they could be advised of that review. The principal was asked to consider how they make the outstanding action part of the reporting to the committee. **Action: Principal**
5a	**STAFF WELLBEING REPORT** IIP and staff focus groups Staff well-being and mental health initiatives The Principal advised that this was being pulled together into an employee pledge and that in the autumn term a leadership development programme was being launched for middle managers. Governors asked how much of an issue there was regarding staff wellbeing. The committee were advised the college had recently received the staff IIP survey back and gave details of the themes of some of the questions and follow up work being undertaken with trade union reps. Governors asked if there had been any particular trends and

	the principal advised that the subcommittee would look at staff absences and resignations and see if there were any particular issues with the subcommittee.
6	**SCORECARD** **This item was elevated on the agenda** The Principal spoke to the committee about the learning excellence survey which was designed to give a view on teaching and gave results from engineering department. The committee were given more of a drill down and the committee asked that the scorecard be given more consideration **Action: Principal** The Principal asked that the committee next year give consideration as to how sustainable engineering was. It was agreed that the committee would monitor this as an action for the next year. **Action: Committee to monitor and further consider in 22/23 at next meeting**. Governors commented that the number of responses was only 39% of students who had responded and governors questioned how representative was it and what steps the college would take to ensure a greater response rate.
7	**HIGHER EDUCATION** Information policy for recommendation to the Governing board for approval This item was postponed until the next meeting.
8	**GOVERNANCE** • Committee performance review The committee considered the committee effectiveness review having already had the opportunity to comment on it. The committee discussed the grading and agreed that the overall grade should be a ‘good’. The committee also felt that a further area of improvement could be reviewing risk on a regular basis and should hear more directly from students not just about students. The request was also to hear more regularly from tutors. Also need to embed the scorecard challenge and review. Governors would also like to know what outstanding looks like and the steps needed to get there. • Review of Terms of reference

	The committee agreed that the terms of reference should remain unchanged. • Schedule of Business 2022/23 The committee agreed the schedule of business for the next academic year and asked to review it at each meeting. **Action Head of Governance: committee review schedule of business each time at a meeting**
9	**REFLECTION ON MEETING**
10	**OTHER BUSINESS** AOB.- the Principal advised the committee of someone who had been approached and was potentially interested to participate as a co-opted member. The Head of Governance explained the governance process that would need to be undertaken to appoint a co-opted member. Governors also discussed possible areas for deep dives. These included Science, Care, Sport, areas where there was a gender bias towards female students, and areas where those from ethnicity groups had highest underachievement rates.
11	**Date of forthcoming meetings** TBC
	The meeting closed at 19.41