Barnet Southgate College

Barnet and Southgate College Corporation
Quality of Teaching & Student Experience Committee meeting
held on Monday 15th January 2024
17:30-19:50 at Southgate Campus

Present:	Jenny Jarvis, Chair Mark Taylor Chalene Scott Tulay Rashid-Grant Cait O'Riordan (joining via Teams)
In attendance:	Maxine Bagshaw, Director of Governance (joining via Teams) Neil Coker, Principal/Assistant CEO Lorraine Jackson, HTLQI

Item	Description	Action
1	**Preliminary items** **i) Apologies for absence** Apologies for absence were received from Daniel Yilmaz and Elita Eliades safeguarding lead governor. Tulay Rashid-Grant was welcomed to her first meeting of this committee. **ii) Declarations of interest** No specific declarations were made and standing declarations were noted. **iii) Notification of urgent business** Director of Governance and the Chair confirmed that no matters had been raised in advance of the meeting.	
2	**Safeguarding – Exceptions Report** The DSL provided a verbal update and key matters highlighted were: • DSL and safeguarding lead governor met last week and have now progressed through 50% of the safeguarding audit toolkit for governors. • Working Together to Safeguard Children has now been published.	

	• Termly DSL report has been provided to staff. This includes a link to a blog and a series of webinars, one of which details how Ofsted will inspect safeguarding. There are no significant changes since last college inspection except for a review of KCSIE. It was agreed that a copy of the DSL report would be shared with committee members (Chalene Scott, January 2024). One governor asked when the next Ofsted inspection is envisaged. Staff indicated that it could be between now and September 2025. It was noted that Ofsted have currently paused inspections so that training can take place. Training is being provided on welfare, wellbeing and mental health. Anticipation is that inspections will restart soon. Challenge from the committee was that, at an appropriate point in time, the organisation should challenge itself in terms of how confident it feels i.e being ready for the next inspection. Principal indicated that this is something that is starting to be planned with ELT now. College is also having an external Ofsted style review of safeguarding. Committee were advised that the Online Safety bill is now legislation with the main change being in relation to controls around social media platforms and ensuring online safety. AGREED: to note the content of the update provided.	
3	**Deep Dive – Student Satisfaction** HTLQI introduced this item and explained that it is closely linked with the quality assurance score card provided at item 7 and therefore they have been incorporated in to one document/report so that it is easier to track. It includes both student surveys and the learner excellence survey. As an overview, it was acknowledged that there continue to be two particular 'sticking points' which are: • Setting and reviewing targets, and • Feedback so that students know how to move on. The mechanism of tracking shows the departmental movement throughout the year. When considering the report, governors all agreed that there were various themes that all link together. Staff advised that an additional question is now included in the student surveys regarding 'feeling safe'. College does have a high level of satisfaction in relation to this and assurance was given that anyone with a lower satisfaction response is followed up and workshops provided to give support. Committee asked whether there are any particular reasons that some students indicated that they didn't feel safe. Staff indicated that there were a number of influencing factors, including: • A number of fights that have occurred at Wood Street, • Apprentices at Colindale feel outnumbered, • Some issues from outside the college.	

	Staff confirmed that the college has looked at the post induction surveys and focused in on where students were less satisfied, and an example given was A Level students. These have been a target group for workshops so as to improve their knowledge and understanding. Staff indicated that there are higher levels of retention this year when compared to last and that this will impact positively on achievement. In relation to the lower satisfaction rate given for feedback, governors asked why this was the case and what more could be done. Staff indicated that there is some inconsistency in practice but provided assurance that lots of work has been done in relation to templates, expectations etc. to improve consistency. It was confirmed that, broadly the issues are the same across all departments and that learning walks also show this. Committee were advised that the management team meet regularly and do have a focus on assessments, feedback etc and that it is then important for them to disseminate key themes to their teams. HTLQI indicated that an action plan has been created following all survey results this year so that comments are not lost, and that staff are supported by CPD during Grow Wednesday activities to ensure there are improvements. One governor asked for a little more information in relation to the reference to 'fights'. Principal indicated that there was one particular incident which occurred just before bonfire night when two girls participated in a fight. This drew a crowd and then someone within the crowd threw a firework which escalated the incident and one member of staff was hurt. He indicated that this has created some unrest with staff. One student who released the firework has been excluded as has one of the girls involved in the fight. Assurance was given that the college took quick action and dealt with the issues effectively. Principal indicated that the unions have expressed some concerns regarding this incident, and it was therefore agreed to discuss as a matter of AOB at the next meeting of People Committee (People Committee, January 2024). Committee asked how staff are responding to issues identified in relation to tracking and feedback. Committee were advised that generally it is positive and were reminded that individuals are not identified and that it is more about a departments position. AGREED: to note the content of the reports provided.	
4	**Minutes of the previous meetings** Committee considered the two sets of minutes for the meetings held on 13th November 2023 and were happy that they were an accurate record of discussions. AGREED: to approve the minutes of the meetings held on 13th November 2023 as presented. Committee Chair referred to point 10 and the requested agenda item for this meeting covering curriculum developments both new	

	and growing. Staff cross referenced with the information provided in the agenda item 9 report with a table provided on the 'new'. Challenge from the Committee Chair was to plot on a matrix relativity, positivity and those areas doing well. She indicated that creation of a visual, once all curriculum plans are completed, would be helpful to show the direction of travel. Committees' attention was drawn to the matters arising tracking document and all agreed that good progress was being made.	
5	**QIP 2023/24 Progress Report** Before starting discussions, the Chair asked that in all future updates there is a key provided at the beginning of the document (HTLQI, each meeting). All agreed that the focus for this meeting would be on the blue areas i.e. those not yet moving. These included: 1) Apprenticeship offer Committee asked for more information regarding what is missing in terms of being able to move this provision forward. Staff indicated that, whilst there has been some research and planning, there has been limited progress in terms of teaching standards and enrolment with very little traction to date. College has not seen much growth, with this still remaining a small provision area. Challenge from the committee was that, from the report provided it isn't easy to get a sense of whether or not the college is or isn't happy with this. Committee asked whether there is anything that can be done or whether this is 'just the way it is'. Committee asked whether there is anything fundamental that needs to shift. Committee were reminded that the college, whilst having an intention to grow this type of provision, always envisaged that it would be at a slow pace. Committee were reminded that the college is not planning to deliver higher level apprenticeships. In relation to apprenticeship provision generally, all acknowledged that they were difficult to establish and difficult to deliver. Principal noted that there are a lot of large providers who have pulled out of delivery because of the extent of challenges. Committee were provided assurance that staff do look at opportunities as they come in, but that the intention really is to 'carry on as we are'. Principal indicated that politically there is a big push to give greater flexibility in terms of using the levy pot which would be helpful. Challenge from the committee was, if the college is not going to achieve growth in this area then this may need to be reflected in the QIP. When working through the QIP document committee noted the positive direction of travel reported on pages 22 to 28. One governor asked whether it would be possible for members of the board to join a learning walk. Principal expressed the view that	

	this would potentially add a level of pressure for staff that isn't intended, and that the perception of governor involvement could be misconstrued i.e. what, why and how governors will provide feedback. His view was that this is not really the right mechanism for governors to become further engaged in college life. 2) Low value added and A Levels (page 29) One governor asked for an overview of capacity available to support areas of provision that go into performance clinics. Staff indicated that performance clinics are supported by the HTLQI, Heads of Department and the teaching and learning managers and therefore resources are not infinite. Heads have asked for performance clinics to be scheduled in the spring term to ensure greater capacity, however assurance was given that the college is already seeing some improvements in curriculum areas where they have acted themselves. Committee asked whether the organisation is capturing and sharing interventions that have worked. It was confirmed that there is a central tracking document that exists, however the actions and outcomes are not necessarily circulated widely as they often tend to be area specific. Question and challenge from the committee was to better understand how effective the performance clinics are, and they asked for detail on this to be provided in a future report. Staff confirmed that there is a QA/QI handbook which lists the elements which may trigger an area going into performance clinic and that performance clinics are much more focused depending on which aspects need to be addressed. Challenge from the committee was for staff to better understand the conditions that would allow curriculum areas to move successfully through the performance clinic process. 3) Quality of Education (QE12) In terms of future reporting committee all agreed that it would be helpful to refer to the why i.e. more narrative to explain why the project has not started. Committee were given assurance that a focus group in relation to this is now in place and that potentially timelines initially envisaged were too ambitious. Committee made the observation that work with the 'at risk' students looked to be positive, and they asked whether there have been any lessons learned. Staff confirmed that they have, including: • Much earlier identification of students, • More detail provided regarding what constitutes 'at risk', • More use of the ability to record 'at risk' which allows staff to focus, • A lot more students attending the booster English and Maths sessions. This is much earlier in the year and not just in the lead up to exams. Committee asked what the impact is. Staff indicated that the much earlier information supports the referral process so that support can be provided. Students have a recorded and tracked 'my target' grade.	

	Other aspects considered within the document included: • Page 31 – competitions. Staff indicated that the college is trying to do more and that, whilst students do not yet participate in Worldskills, this is an ambition. • Page 33 – capturing progression (Leadership and Management 4). Committee asked why the reported position is 'not yet started'. Staff indicated that the audit report on this area has just been analysed with staff working to finalise actions. It was noted that the due completion date for this line is the end of the academic year. Committee asked what good would look like. Staff indicated that one aspect would be far more students who are able to articulate their destinations. This would be supported by rich and timely data and a move away from the 'old school approach' i.e. telephone calls. Principal highlighted the fact that destinations is one of the nine key areas for improvement. One member of the committee asked where the college sits in terms of meeting local need and how it judges itself. HTLQI indicated that this aspect was not considered as part of the 2022/23 SAR but is planned for 2023/24 with a specific question. Principal confirmed that one member of ELT will lead on this when reviewing where the college is in terms of Ofsted preparation. AGREED: to note the content of the update provided.	
6	**Progress with Headline Improvement Areas (Top 9)** Principal drew committees' attention to the detailed report and he explained that the update recognises where the organisation is, at this point in the year, with these 9 having only being agreed just before the Christmas break. He reminded that these are not included within the QIP as these are the top level so as to ensure a focus for the executive and governors. He described these as the 9, if achieved, which would really make a difference. One governor asked whether it is possible to add in an extra column to articulate the vision for each statement and particularly what excellence will look like. Report does include some suggested outcomes, some being more measurable than others. Challenge from the committee was that in future reports college should start to include the data as this would then help to agree what to include in the deep dives. Challenge from the committee was for the college to find a way to provide governors with assurance in relation to progress. One member of the committee asked who is leading on the 'learning excellence' project. Principal indicated that this is the executive and is in fact the same project as referred to earlier when discussing Ofsted preparation. Committee all agreed that it would be helpful to have a deep dive regarding the 'learner excellence project' in 2024 (Principal, June 2024). Committee requested that, as part of the updates provided, information be given in relation to the most labour intensive, the furthest away	

	from achievement and the hardest to deliver. Principal indicated that the most challenging will be improving the high-grade profile and value added as there is a huge distance to travel and requires a whole cultural change. Principal was requested to identify three of the nine for 10 minute each deep dives at the March meeting (Principal, January 2024). With reports to include: • What is excellence • Data Suggestion was that the three should be reported on the basis of • One that is going well • One that is really tricky • One which is very far away from achievement AGREED: to note the content of the update provided.	
7	**Quality Assurance Scorecard** Linked to earlier discussions, HTLQI indicated that this was generally unchanged. Key matters highlighted included: • Improved retention • Attendance is the same Challenge from the committee was that attendance does not seem to be improving. One governor asked what the post-Christmas attendance position is. Staff described it as 'not too bad' and it was explained that the new term started with exams which seems to have positively contributed to attendance which is improved on January 2023. AGREED: to note the content of the update provided.	
8	**Teaching, Learning and Performance report** Committees' attention was drawn to the detailed report provided and key matters highlighted were: • Already the college is seeing an exciting year, • Investment has been made in AI/VR, • Lots of innovation seen and being developed, • Staff are really enthusiastic, • Success of the 'sustain up' programme. This has helped to get students engaged and raise awareness regarding sustainability. Committee all agreed that there were some real positives reported and the request was to highlight these to board through the heatmap/assurance report. AGREED: to note the content of the update provided.	
9	**Curriculum Strategy update report and Curriculum Strategy review** Committee acknowledged that their remit in relation to this was assurance regarding the process and they asked whether the business case presentations have started. Principal confirmed that they have, with three completed today. Principal indicated that they have all been positive with a good level of maturity. Staff are using consistent language in relation to the enablers. He expressed	

	confidence in relation to the new approach. Challenge from the committee was not to lose sight of ambition whilst focusing on the now. Principal indicated that a key aspect to focus on is cross curriculum activity and ensuring departments do not operate in silos and one specific example given was green skills. Principal confirmed that there were some concrete numbers now provided which are more sensible and on the basis of planned growth. Committee were advised that one of the most significant challenges is still staffing with some curriculum managers having to be in the classroom, which means that the don't have the time required to complete longer term thinking. Question and challenge from the committee was how this will link into the estates strategy. Principal confirmed that the action plan developed from each of the business case presentations includes elements of estates, quality, technology etc. Assurance was given that all areas are covered because all members of ELT are sitting in on the presentations. One governor asked whether there will be any need to look at external facilities/premises. Principal indicated that this was not required but that there may be a need to review room requirements. It was confirmed that no ceiling has been put on growth. Challenge from the committee was to be mindful of exams and the space required for this. Committee noted the aim to be 'first choice' for potential applicants and they asked whether there is any data in relation to this. Principal indicated that it is more an indicative ambition and that the conversion rate and enrolment numbers will be the evidence to support this, and that this will sit hand in hand with reputational impact. Committee acknowledged that achieving this will be different for different courses and an example given was that for A Levels the college might not necessarily be first choice. Principal confirmed that data in relation to local students choosing to go outside the borough is known and is considered. In terms of the elements that influence choice it is often different for each student. AGREED: to note the content of the update provided.	
10	**Deep Dive Progress and Assurance Reports on:** - **A Level** - **Engineering** - **Electrical** Principal provided an overview of the short reports and indicated that the college is making positive steps forward in each of the areas, however engineering remains a concern with staff recruitment still being a challenge. One governor asked whether the college needs to consider whether to continue delivery. Principal confirmed that this is being monitored but that there are 35 students enrolled and therefore there is the demand, with each of these representing high value. No changes are proposed at this point in time, but it was confirmed that the executive do monitor this.	

	Committee asked for an update in relation to staffing. Principal advised that, whilst there is not a significant gap in terms of staffing numbers, there does still need to be improvement in some aspects of teaching and learning, however committee were assured that there are signs of progress. Committee asked what more the organisation can do to attract staff. Principal indicated that the intention is to replicate the success that the college has had in relation to gaming provision with graduate links within HE. Also to be considered are better links between engineering and electrical staffing. When considering the reports, challenge from the committee was to track the actions and initiatives that will make a difference and not just focus on the underlying issues e.g. retention and attendance. Committee indicated that it would be helpful to receive an overview document which includes some reflections. AGREED: to note the content of the update provided.	
11	**Sector/Policy Briefing** Committee acknowledged that this is a standing agenda item to provide information 'as and when'. Principal confirmed that he has been invited to sit on the DfE reference group regarding Advanced British Standards (ABS) in maths and English. He expressed the view that ABS will be 10 years in the making, however it is a positive that there is dialogue regarding maths and English and specifically the retake policy. AGREED: to note the content of the update provided.	
12	**Headline QTSE Corporate Risks** Principal confirmed that there are two which sit on the register and are: • Achievement • Ofsted Suggestion from the committee was that they would find it helpful to have the risks cut and pasted on to the agenda so that they could more easily be seen (Director of Governance, each meeting).	
13	**Committee annual schedule of business** Committee were happy to note and approve.	
14	**AOB** Whilst there were no items for discussion the Principal did remind that there is an open route to him for governors to identify what would be helpful to provide the right level of assurance. At the June 2024 meeting it was agreed to review the five heatmap/assurance reports presented to board during the year so	

	that committee could self-assess in terms of the assurance processes (Committee, June 2024).	
15	**Reflection of committee meeting against college values** Reflections from the committee were: • A clear focus on students, • Organisation clearly striving for excellence, • Committee focused on improvement, • Confidence to challenge, • Meetings increasingly coherent with governors able to see the college in the round, • Agenda items link and triangulate, • A holistic view of quality now provided to this committee, • Professionalism in the work force is clearly shown in the reporting.	
16	**QTSE assurance card/heat map** It was agreed that the Chair and the Principal would complete outside the meeting. All acknowledged that a lot had been covered during reports and discussions today.	
17	**Date and time of next meeting** This was confirmed as 26th March 2024 at 5.30pm. Meeting closed at 7.30pm.	