Barnet and Southgate College Corporation
Quality of Teaching & Student Experience Committee meeting
held on Thursday 18th April 2024
At 17:30 on Teams

Present: Jenny Jarvis, Chair
Mark Taylor
Tulay Rashid-Grant

In attendance: Maxine Bagshaw, Director of Governance
Neil Coker, Interim CEO
Lorraine Jackson, HTLQI
Victoria Cornwell-Lyons (interim Vice Principal Curriculum and Quality)
Mine Tana, (for agenda item 3)

Item	Description	Action
1	**Preliminary items** **i) Apologies for absence** Apologies for absence were received from Chalene Scott and Elita Eliades. Mine Tana was welcomed to the meeting and round table introductions were made. **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	**Minutes of the previous meeting** Committee considered the minutes of the meeting held on 26th March 2024 and were content that they were an accurate record of discussions. AGREED: to approve the minutes of the meeting held on 26th March 2024. There were no matters arising.	

	Committee were content to note the updates provided on the action tracker with all scheduled reports noted. In relation to line 3, it was confirmed that the report following external review of safeguarding has now been received and that it will be presented to the next meeting (DSL, 17th June 2024). Committee asked whether there had been any significant safeguarding issues since the last meeting. Interim CEO confirmed that there had not.	
3	**Innovation and Development** Chair thanked Mine Tana for her presentation circulated in advance and all agreed that it had been really helpful. She explained that the requested agenda item for this meeting was because governors wanted to ensure more of a focus on innovation and development going forward. Mine Tana was invited to highlight any key aspects before committee moved to questions. These were: • The technology that the college is embracing has a clear purpose. • It supports the digital and technical requirements for the current and future workforce. • It will give students a good foot in the job market and prepare them for day one. • Report contextualises the developments. One member of the committee asked whether the college is doing enough, is cutting edge and/or is just keeping up. Staff indicated that the college was not yet ahead but is very ambitious. Aim is to be a driving force in the sector. Current developments bring the college into line with the sector and ensures that it and students have competitive opportunities. College is quite innovative in some areas and an example given was the igloo room and metaverse learning, with metaverse to be integrated into the igloo immersive room. Governors indicated that, whilst not necessarily to be answered today, they would like a better view of key issues and risks. In addition, it is important to be clear how quality and impact will be measured. Governors also asked whether there were training implications as, from their perspective, it looks like a lot is needed. In relation to training staff provided assurance that a broad range of options had been considered before the technology was procured. There is a training action plan which is just being finalised. All acknowledged that there is a need to ensure staff have the right skills. College is intending the creation of a TEL team (Technology Enhanced Learning) and this group will support teachers to ensure that content is accessible for all learners. All learner cohorts have been included in the develop/implementation research to ensure that all learning needs are met. Staff described it as a very effective and positive plan. In relation to issues and risks, one aspect identified was GDPR, with there needing to be stringent protocols in place to protect student ID and data. A key risk to manage will be student information. Staff expressed a view that implementing the new	

	TEL team will help to manage implementation and give the protections required. No personal information will be held on the platforms. In relation to monitoring quality, a key focus will be the pedagogy of the technology and an example given was quality of feedback and students knowing what to do next. Governors asked whether use will be monitored i.e. who is and isn't using and then measuring the impact and sharing the good practice. They asked whether there is a plan in place for this. Staff confirmed that there were ongoing discussions with the new performance manager and that plans are being developed, however there are some aspects of sharing already taking place and an example given was the use of teachermatic. This system allows information to be shared on the hub including case studies. Suggestion from the committee was to invite staff to create 5 minute videos as a way to share best practice, this would create a library of content. All agreed that there was a need to support staff to develop this and to give confidence. Challenge from the committee was that it is important to know which staff need most support and helping them to avoid being technophobes. Challenge from the committee was to ensure everyone is included. It was confirmed that this is part of the reflective practitioner scheme. Committee all agreed that they had received lots of assurance from the information provided and the discussions today and that it was clear to see the level of staff and organisation enthusiasm and ambition. AGREED: to note the content of the update provided. (Mine Tana left the meeting at 5.50pm)	
4	**At Risk Student Report** Interim Vice Principal was thanked for the helpful report circulated in advance of the meeting. Governors all agreed that it provided a reassuring picture in terms of the policies and procedures in place. Key matters highlighted by the interim Vice Principal were: • Having recently joined the college she is impressed with the policies and procedures in place. • Behaviour policy is positive, very insightful, and supportive. College has a clear focus on understanding the 'why' rather than quickly moving to a discipline-based approach. • The Fitness to Learn policy is very helpful. • College now has to make sure that the policies are implemented consistently. • She is currently taking feedback from managers in relation to: a) Implementation, and b) What next i.e. anything that needs to be changed, added or amended etc.	

	Challenge from the committee was that reporting across the three campuses, as they are so different, is going to be important for the board. AGREED: to note the content of the update provided.	
5	**Accountability Statement 2024/25 - Emerging Headlines** Interim CEO referred to the recent annual strategic conversation that was undertaken by the college with the ESFA and FE Commissioner representatives. A lot of the content and discussion had centred around the annual accountability statement. Slides which were shared show how everything connects, including the local needs duty and actions required to best meet need. It includes information provided on the national skills priorities and includes LSIP requirements. The accountability statement then articulates how the college intends to meet need. The duty to review requires the accountability statement to articulate the how and it will demonstrate how all of the college's strategies connect and support meeting need. Proposal is that the 2024/25 accountability statement has nine elements which were described as 'emerging targets'. He invited committee to consider and to provide feedback on whether these align with expectations. Nine elements are: • Delivery against LSIF targets (growth in learner numbers on Creative) • Growth in T Level provision - year 1-2 growth plus planned launch of 7 new pathways • Embarking on skills bootcamps (emerging focus on Creative/Health/Construction and Green Skills) • Further efforts to deliver current HTQ offer (Engineering and Health Science) • Targeted apprenticeship growth in C and E, Sport and Leisure, Health • SWAP (Sector Working Academy Programmes) – Employability, Health • FCFJ growth – medical science level 3, IT foundation diploma, cyber and network • Access – HE policing and youth work • Enhanced focus on adult essential skills The table provided shows how the development will meet need and priorities. It maps across the curriculum and shows that the college is doing well. Challenge from the committee was to provide the underpinning evidence i.e. show me: a) the how and b) specific measurable targets. Interim CEO indicated that the college does not yet have a delivery plan in place, but he acknowledged that the organisation and the board will need to see this. He provided assurance that an evidence base exists in relation to connectivity and that a monitoring plan is the next step. He expressed the view that in	

	several areas the college needs to 'get a grip' of provision as the organisation is not growing at the rate required and an example given was apprenticeship provision. One governor asked whether the strands of the accountability statement align with the curriculum strategy. Interim CEO confirmed that it does. Governors acknowledged that what are provided within the accountability statement are quite specific in terms of a one-year focus, whereas the curriculum strategy is much broader. Accountability statement sets out what the college will do next year and explains what the focus will be. Curriculum strategy covers more as it is a 5-year plan. Committee agreed that what was presented aligns with several other discussions and that they would in principle recommend board approval. AGREED: A, to note the content of the update provided, and B, Recommend that the board approve the emerging headline themes as presented.	
6	**Quality Assurance and Improvement Processes** Committee all agreed that this was a really helpful report with significant detail and content. This report helps to show the extent of systems and activity taking place. One governor asked whether there is anything identified in the 'areas for improvement' which is a risk or whether all is included as part of regular processes. Interim Vice Principal indicated that there are three areas to focus on, which are: • Compliance, • Accountability, and • Impact She described the level of candour, openness and engagement as very high within the organisation. She has seen evidence of a good culture, and that college now probably needs to push a little bit harder. There is good will and therefore the organisation is likely to be successful, which is promising. Committee all agreed that the report provided backs up a lot of what they have been hearing which is assuring. Question and challenge from one governor was whether the organisation is close enough to the quality of teaching and learning through current processes. Interim Vice Principal expressed the view that there is further work to do and that the three areas of work identified are where the organisation needs to work harder. Processes are all there and there now needs to be a focus on evidencing the 'so what's'. This will include the college being clearer in terms of its expectation of managers so that they can test and support teachers. It was acknowledged that the college can monitor impact more effectively. Committee all felt that it was important to recognise the hard work completed in the last three years and that this provides a sound footing for moving further forward.	

	Interim CEO noted that, south of the city a college has just had their Ofsted report published with their grade dropping to 'Requires Improvement'. BSC knows that student outcomes last year were not as good as was hoped for and therefore the college will need to be mindful of the risks in relation to this. All agreed that outcomes this year are going to be a key to success. AGREED: to note the content of the update provided.	
7	**Quality Assurance Scorecard** Committee acknowledged that the information provided was generally unchanged but noted that some areas of improvement are evident. All agreed that this was an important evidence base. AGREED: to note the content of the update provided.	
8	**QTSE Assurance Card/Heatmap** Committee agreed to combine the content of today's meeting with other aspects discussed on 26th March, so that a composite view is presented to the May board meeting.	
9	**Risks** Interim CEO presented what currently sits upon the strategic risk register and acknowledged that current impact, likelihood and actions taken to mitigate need to be areas of focus for future meetings. He described the organisation as not yet mature enough in terms of committee risk reporting and acknowledged that this was something to be developed. Committee acknowledged that risk one had certainly been highlighted in earlier discussions at this meeting. All agreed that there is a real connection between high quality teaching and learning and outcomes and that this was not always simple in all areas. Request from the committee was to create more space for risk discussions at the next meeting, particularly current mitigation (Interim CEO, 17th June 2024). Challenge from this committee was the need to articulate the link very clearly between learning, teaching and outcomes. In relation to risk 3, the interim CEO indicated that the recent independent safeguarding review gives confidence regarding the processes and practices in place. AGREED: to note the content of the update provided.	
10	**AOB** There were no items of additional business for this meeting.	
11	**Reflection of committee meeting against college values**	

	Whilst a relatively short meeting for this committee, governors felt that there had been an opportunity to focus on college values including: • Improvement activities and actions, • A lot of great work clearly evident with comprehensive reports provided which is much appreciated, • Good levels of assurance	
12	**Date and time of next meeting** This was confirmed as 17th June 2024 at 5.30pm. Meeting closed at 6.25pm.	