

**Minutes of the meeting of the SOUTH BANK COLLEGES Quality and
Improvement Committee
held on Thursday 12 February 4-6pm
Teams**

Present

Sue Dare (Chair)
Issa Issa (until item 5)
Deborah Johnston
Fiona Morey
Karlene Morrison-Briscoe

Apologies

Sophia Okusun

In attendance

Anna Bazeos, Committee Secretary
Clare Dignum, Director of Teaching & Learning
Criag Hanlon-Smith, Principal LSBTC
Monica Marongiu, Principal Lambeth College
Elaine Smith, Director of Student Engagement and Well-being
Clare Rooney, Curriculum Head

1. Chair's Business

The Chair welcomed members to the meeting and extended a special welcome to Karlene, attending her first meeting as Staff Trustee.

The Chair congratulated Deborah Johnston on her new role and thanked her for her significant contributions to the Committee. Deborah expressed her appreciation for her time on the Committee and the valuable experience gained.

2. Declarations of Interest

No declarations of interest were made in relation to any items on the agenda.

3. Minutes of previous meeting

The Committee approved the minutes of the meeting of 6 November 2025.

4. Matters arising

The Committee reviewed the action log. In relation to the induction survey, the LSBTC Principal provided an update summarising the findings, noting a decrease in overall satisfaction from 91% to 89% and a 73% completion rate. Changes have been implemented to improve future surveys, including

guiding students through questions and reminding them of linked activities; the full report will be circulated post-meeting.

In relation to subcontractor safeguarding, the Executive Principal confirmed that an audit will take place during the summer term to ensure alignment, and the item will remain on the action log.

In respect of the work experience programme, the Committee noted forthcoming improvements to reporting, with a substantive report expected by June. The Committee discussed the need to evaluate the quality of work experience, including potential bias and discrimination, and emphasised the importance of addressing inclusion and diversity requirements highlighted by Ofsted for future consideration by the Committee.

5. In-Year Predicted Achievement, Retention, Attendance & English and Maths

The Committee discussed in-year achievement and retention, confirming that the predictions related to January 2026. Mid-year forecasts were broadly in line with the previous year's full-year outcomes, although some areas remained conservative; more accurate forecasts are expected post half-term following the inclusion of additional data. Notable improvements were reported in Business and Creative, with Creative predictions increasing by 12%, exceeding earlier expectations.

Retention continued to improve, with 16–18 retention rising by 2% year-on-year and remaining above the national average, while adult retention increased to 98%, exceeding benchmarks.

The Committee questioned the range of initiatives in place to support attendance, which including a new arrival-check process which has proven beneficial. The Committee also noted potential duplication in reporting and agreed that the quality forward work schedule would be reviewed to ensure alignment with Committee requirements.

6. Level 4 Provision

The Committee considered Level 4 provision, noting a significant increase in applications, predominantly from external applicants. The Committee questioned the disparity between high application volumes and low offer rates, including potential issues related to UCAS applications, and requested an update at the June meeting.

Action – CHS to update at June meeting regarding applications and offer data.

Opportunities arising from increased government funding in priority sectors such as Computing and Engineering were noted. The Committee discussed expanding part-time, modular and flexible learning options, including evening and weekend provision, to support learners with work commitments,

maximise estate utilisation, and align with national lifelong learning reforms. Further proposals on opportunities, course structure and delivery models would be brought to a future meeting the Executive Principal.

Action – FM to provide a Level 4 update at June meeting.

7. Curriculum Planning 2026/27 strategy

The Committee considered curriculum planning for 2026/27, noting the strategic focus on modular and flexible delivery, the expansion of T Levels, and strengthened vocational and technical pathways aligned to regional skills priorities and the Group's strategic direction, with an increased focus on digital technology and AI. The final plan will be presented to the July Board for approval.

The expansion of adult provision, particularly in Croydon, and partnership working with the DWP and other providers were noted as supporting participation and progression. Bids for a Centre of Technical Excellence in clean energy and technology were also highlighted, and the College was recognised as achieving the highest score in London for aligning skills. The Committee agreed that estate capacity and its alignment with curriculum delivery must be carefully considered.

8. Apprenticeship Progress Report

The Committee reviewed the apprenticeship strategy, noting that it remained a key focus of the Quality Improvement Plan following the previous year's outcomes. Improvements in achievement rates were reported, with current performance showing a year-on-year increase and predicted outcomes aligning with national averages. Targeted actions to support timely End-Point Assessment (EPA) completion, particularly in Construction, were noted.

The need to strengthen governance and quality assurance arrangements for apprenticeships was highlighted, including the development of sustainable systems, enhanced performance management, and the recruitment of skills reviewers to support progress monitoring and EPA success.

An update on systems relating to performance management and the recruitment of apprentices will be provided at the next meeting.

Action – CR to provide apprenticeship update at the June meeting.

Action – CHS to circulate the updated QIP reflecting apprenticeships after the meeting.

The Committee noted the report.

9. T-Level Progress Report

The Committee noted that retention and achievement remained key priorities, with particular concern regarding T-Level Health Care Science retention. A range of interventions had been implemented, including strengthened staffing, enhanced quality processes, targeted monitoring, and increased employer engagement to support learner retention and achievement.

Improvements to curriculum planning, staff development, assessment practices, and work placement capacity were noted, alongside revised recruitment and marketing approaches to support future growth. Plans to expand T-Level Foundation provision in Business, Health and Science, and Digital were also noted.

The Committee questioned whether the predicted achievement included high grades. It did not, and an updated report at the June meeting will include this information.

Action – CHS to provide a report including high grades at the June meeting.

The Committee noted the report.

10. **Recruitment update**

The Committee noted that College Executive Board had reviewed the data and was working with the Group Director for Marketing and Outreach to address the decline in 16–19 applications, recognising that it remained early in the recruitment cycle and that recent Open Days were expected to improve application levels.

The Committee further noted increased interest in T-Levels, alongside concerns regarding timing issues affecting ESOL and inclusive learning applications and conversion rates at Level 4.

Targeted recruitment actions, including strengthened internal progression and improved applicant conversion processes, were in progress, with a further update on applications and recruitment to be provided at the next meeting.

11. **Safeguarding and Prevent Monitoring Report**

The Committee noted an increase in safeguarding disclosures since the previous term, with mental health concerns and youth violence remaining key issues.

The Committee questioned the Channel referral process and requested that, where Channel determines there is no risk, the reporting to the Committee clearly reflects this outcome.

The Committee requested that, at the next meeting, the SLT outline the key focus areas for the SAR and QIP, including consideration of diverse groups, noting the risk of uncertainty about priorities under the new Ofsted framework.

Action – ES to provide further information on key focus areas, including diverse groups, in the June report.

The Committee questioned the arrangements in place for first aiders to address the issues raised. Proactive interventions and partnership working with mental health-trained first aiders were noted as strengthening support arrangements.

Additional measures, including targeted student support, were in progress, and safeguarding cases continued to be managed in line with policy, with appropriate risk assessments and multi-agency engagement where required.

The Committee noted the report.

12. Teaching, Learning and Assessment Report

The Committee noted that teaching and learning remained generally strong, with consistent observations from learning walks. Student progress, as measured by ALPs, indicated a need to improve value-added scores, particularly in vocational areas, and the College continued to work on expanding coverage and refining assessment tools. The Committee also noted the ongoing integration of AI into teaching, including staff training and a student survey to inform strategic planning.

The Committee noted the report.

13. Any other business

There was no other business.

Date of next meeting

4 June 2026

Confirmed as a true record



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..... (Chair)