

**CROYDON COLLEGE FURTHER EDUCATION CORPORATION
BOARD OF GOVERNORS STRATEGY WORKSHOP AND
MEETING
3 FEBRUARY 2016**

MINUTES

PRESENT:	Gordon Smith (Chair) Caroline Allen (Vice Chair) (pm only) Jean Cook Martin Corney Clare Mackie (pm only) Anita McGowan (pm only) Trevor Morgan Craig O'Donnell Frances Wadsworth (Principal) Jackie Wilding Kevin Zuchowski-Morrison
ALSO ATTENDING:	Keith Oxspring (Chief Operating Officer -COO) Andy Smith (Deputy Chief Executive -DCE) Ann Monaghan (Assistant Principal – AP) –
CLERK:	Melissa Drayson
APOLOGIES	Coral Josephs (staff) Peter Olusakin (student) Matt Sims Piers White
TIMING	9.30 – 4.15pm

Morning Session: Board Teaching and Learning workshop

The workshop comprised of witnessing measures to address punctuality at the start of the day. These included a demonstration of MyProgress Tracker and an understanding of student tracking, with a discussion of Tutorial and Additional Learning Support.

Curriculum Managers then led Governors, in pairs, on maths and English Learning Walks, so that there could be a clearer understanding of the issues being addressed.

Afternoon session: Strategic and Quality Matters.

The Principal gave a presentation outlining the college's current position and prevailing opportunities. She distributed the updated Vision document, Strategic Drivers summary and SAR summary.

She noted that the college has carefully managed finances, quality ratings for FE and HE provision judged to be Good, rising apprenticeship recruitment and success

rates, sound HE provision and recruitment but a turbulent FE landscape, reductions in funding and declining demographics. Strong partnerships with Croydon Council and Sussex University, both with aligned objectives, plus valuable real estate and opportunities to fund a new build as part of College Green development were outlined. The Principal then explained the Area Review process for London, with timelines, and also gave an update on discussions with other Colleges. The Deputy Chief Executive then updated on quality matters and there was an in depth discussion of English and maths, capturing Governors' views of the learning walks they had observed. Governor observations and discussion points included:

English and Maths

- Students seemed unfazed by presence of governors and used to being observed
- There was evidence of much more robust student tracking which should impact on pass rates
- Governors observed that some maths exercises might be difficult for students to contextualise
- Different levels of engagement were observed between groups of learners in maths lessons, along with different teaching styles
- The importance of learners receiving immediate and comprehensive feedback was stressed, on both the subject and their English. Students must be clear about what they need to do to progress.
- A key question for college would be whether to continue with both GCSEs and Functional Skills when the language requirements of Functional Skills creates a barrier for some students for whom written English is difficult

Attendance and punctuality

- Governors were impressed with measures being taken to tighten up on attendance and punctuality
- College was witnessing small but significant improvements, eg gap between English and Maths and Vocational Course attendance was narrowing; there has been high attendance at Mock exams

From this discussion the following actions were suggested:

- i. A board risk workshop to explore some potential barriers to achieving the vision**
- ii. Reporting and monitoring on English and Maths by LQC**
- iii. Linking Lines of Enquiry to QIP report to LQC**

The afternoon ended with a formalised Board meeting, as follows:

Item no.	Action	Lead
1.	Governor mentoring and committee membership	

The Chair reported that mentoring arrangements were not yet in place for new governors and sought volunteers from longer standing governors.

AGREED: that the following new-governor mentors be appointed:

**Piers White to mentor Martin Corney
Jackie Wilding to mentor Jean Cook
Craig O'Donnell to mentor Kevin Zuchowski-Morrison**

A vacancy existed on the Remuneration Committee and Search and Governance Committee. Given his background in both Human Resources and governance, Martin Corney was invited to join both committees.

AGREED: that Martin Corney become a member of the Search and Governance and Remuneration Committees

2. **Finance and Resources Committee recommendations**

In the absence of the F&R Chair, the Clerk reported that the Staff Code of Conduct had been updated to reflect the Prevent Duty and brought to the Finance and Resources Committee on 19 January.

RESOLVED: that in accordance with the recommendation of the Finance and Resources Committee, the updated Staff Code of Conduct be approved.

Signed _____(Chair)

Date: _____