

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE QUALITY AND CURRICULUM COMMITTEE HELD ON THURSDAY 15th DECEMBER 2005 at 6.00 P.M. IN THE SPORTS CENTRE ROOM CAFE.

Present: Andrew Barnett (Chairman), Martin Cookson, Peter Freeman, Pippa Smith and Chris Thomson.

In Attendance: Maria Bailey, Anne Fielding Smith, Louise Pennington.

The meeting was quorate.

Action

2. Apologies and Welcomes

Peter Freeman was welcomed to his first meeting as a Member of the Committee.

Apologies were received from James Freeman, Tim Oates, Helen Payne. It was noted that Helen's term of office was due to end on 31st December 2005 and thanks were recorded for her efforts on the Committee over the last three years.

2. Minutes of the Meetings held on 5th December 2005

It was agreed that the minutes would be dealt with at next term's meeting.

3. Matters Arising

Not applicable.

4. Self Assessment Report (SAR)

AFS and MPB presented the paper to the Committee and the following points noted:

- a) Final version of SAR to be approved by Corporation at its meeting on 18th January 2006 and to be submitted to LSC by 31st January 2006.
- b) Key priorities given in the SAR match those given within the Annual Operating Plan.
- c) Effectiveness of Governors (page 24) to be completed by LEP. It was noted that the Governors had completed a self-assessment exercise this term and that a lengthy report had been produced and approved by Corporation on 14th December 2005.
- d) Information arising from the recent Q & C Committee Meeting on 5th December 2005, has been included, such as the benchmarking data.
- e) It was agreed that percentages should be included to assist understanding in certain instances, where figures are given e.g. page 12

LEP/PF

Economic and Social Development of Learners section.

- f) Contents page to be included at front of document, before the glossary and at the front of the appendices.
- g) Other acronyms to be included within the glossary on page 2 – MPB to review e.g. EQR, VLE etc
- h) Include on page 4, new Head of Learner Support appointed in September 2005.
- i) Ensure consistency with regard to the use of capitals e.g. page 3 and 4 “Education for Life”.
- j) Page 4 – delete item 6) and last item of previous section “Mechanisms not in place etc”
- k) MPB to review whether to include comments re Post Inspection Action Plan on page 5.
- l) Page 6 Achievement and Standards – include comparisons with last year’s figures.
- m) Page 7 add Sussex average of 30.8% after “a target of 46%”, first sub-item in section entitled Apprenticeship Success Rates.
- n) Page 10 – remove figures after decimal points and add note that percentages given are as a proportion of students who responded to the questionnaire.
- o) Page 12 – delete “regularly” in first paragraph of section on Emotional Development of Learners.
- p) Add “All students seeking help received some support from Connexions” after the first sentence on page 13. Percentages to be added to figures given in section “The Extent to which Learners Adopt Safe Practices and a Healthy Lifestyle”. Add as last item on page 13 – “All students have access to a range of services including an on site drugs counsellor and regular visits from the sexual health bus”. MC agreed to liaise with MPB re additional information to add relating to tutor time on page 12.
- q) Page 13 “The Behaviour of Learners” – MPB to amend the wording in the second sub-section re “Only two students were asked to leave as a result of failing a final contract”. At this point CT left the meeting.
- r) Page 16 – delete information regarding 2001/2002.
- s) Page 18 MPB to check whether information should be added relating to Travel and Tourism.
- t) Page 20 “Staying Safe and Healthy” third sub-item – delete “The College needs” and replace with “The LSC requires”. Last sub-item of this section – add note to reflect that BHASVIC continues to review the requirements as necessary.
- u) Page 21 Fourth sub-item – change “from 4 days to 3” to “5 days to 4” and “he” should be “the” in the second sentence of this sub-item. Last sub-

AFS/MPB

- item on page 21 add after “students”, “and parents”.
- v) Page 23 Staff Satisfaction – AFS to add details.
- w) MPB to review wording of the section at the top of page 24 and add “less” after “the College had 17%” on the sixth line from the top of the page.
- x) AFS/MPB agreed to add another appendix to the appendices section giving gradings and action plan details arising from the SARAPs.
- y) Page 1, Appendix – add title to staff member e.g. Senior Tutor.
- z) AFS/MPB agreed to check the appendices text in order to correct any typing errors and any style inconsistencies (e.g. page 49, item 9).

The Committee passed on thanks to MPB, AFS and their teams for all the hard work in the production of the document.

5. Any Other Business

There was no other business.

6. Date of Next Meeting

Monday 6th March 2006 at 6.00 p.m.

7. Reserved Business

There was no reserved business.

Louise Pennington
Clerk to the Corporation

Date.....

Chairman

