

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE QUALITY AND CURRICULUM COMMITTEE HELD ON MONDAY 5th DECEMBER 2005 at 6.00 P.M. IN THE SPORTS CENTRE CAFE

Present: Andrew Barnett (Chair), Martin Cookson, James Freeman, Tim Oates, Chris Thomson.

In Attendance: Maria Bailey, Anne Fielding Smith,.

The meeting was quorate.

Action

1. Apologies and Welcomes

Apologies were received from Helen Payne, Louise Pennington, Pippa Smith.

Martin Cookson was welcomed.

2. Minutes of the Meetings held on 13th June 2005

The minutes were approved and signed by the Chairman as a correct record of the meeting.

File

3. Matters Arising

The following matters were discussed:

- The point in regard to child protection would be dealt with when the relevant policy was reviewed.
- Tim Oates would persevere in trying to obtain national retention figures from LSC.
- The VLE User Guide was in preparation.
- It was agreed the Committee would not receive reports on bullying as a regular item

TO

4. Review of Terms of Reference

It was proposed the Terms of Reference should include the Chair of the Corporation in its membership.

LEP

Under Purpose:

- The word "approve" should replace the word "develop" and refer to the Quality Assurance & Improvement Policy.
- Reference to procedures should be deleted.

LEP

5. Quality Assurance & Improvement Policy

The Committee would welcome sight of the Quality Assurance & Improvement Handbook when completed.
Reference under "Relevant Policies and Documents" should be to the Quality Assurance & Improvement Handbook.

AFS

SMT would need to give thought to the dissemination of the Quality Assurance * Improvement Handbook. **AFS**

The Quality Assurance & Improvement Handbook was recommended by the Committee to the Corporation for approval with the amendment above.

6. An Amendment to Trips Procedures

The paper would be incorporated into the relevant procedures in due course. It was felt the paper should make clear that all who should be consulted would be consulted and that the outcome of key discussions should be recorded. **MPB**

The relevant paragraph numbers would be inserted before the paper went to Corporation.

7. Examination Results: Statistics & Analysis

The all round improvement in results on last year's was noted. Division Managers were currently pursuing work with Heads of Department in relation to Minimum Expected Grades (MEGs). The nature of MEGs was clarified. **MPB**

A headline paragraph setting out succinctly key statistics and conclusions would be welcome in papers of this kind, for example in the SAR.

The Committee agreed it would be helpful to:

- Have the rising baseline in achievement taken into account when presenting achievement statistics. **MPB**
- Receive comparisons with similar providers' results
- Understand the difference that BHASVIC is making through Value Added data. **MPB**

The Committee suggested LSDA or LSC would be interested in understanding the success BHASVIC was having with its apprentices.

A report on success rates targets and targets would be compiled for the forthcoming meeting on 15 December. **MPB and TO**

8. Equality and Diversity Implication Measures

Discussion focused on gender and achievement. Tim Oates offered to arrange for an expert in the field to visit the College. **MPB**

Disability will be included in the next review of EDIMs. The College would consider whether it could examine retention by postcode and whether it could obtain comparator data on male achievement. **MPB**

9. Human Resources Vital Statistics (including EDIMs) 2004 - 2005 **AFS**

The paper was noted. The Committee would welcome a report on posts that are difficult to fill and any other staffing issues relevant to the Committee.

10. Progress of Leavers 2004-2005

The paper was noted.

11. Update on Q & C Summary Sheet

The paper was noted. MPB confirmed that Heads of Teaching Departments had been asked to double check that course content is consistent with specifications.

12. Q & C Summary Sheet

The paper was noted.

13. Any Other Business

- Tim Oates provided a paper on "Digital Brain" which might be of interest to the Committee.
- Tim Oates reported that the advice and guidance work which had got underway with Tomlinson had been shelved. CT updated the Committee on the work currently being undertaken by the Brighton and Hove Learning Partnership's Strategy Group in regard to information, advice and guidance and of some implication of the White Paper.
- MJC suggested that the advice students receive about the AS to A2 transfer could be strengthened.

14. Date of Next Meeting

The date of the next meeting was confirmed:

Thursday 15th December 2005

15. Reserved Business

It was resolved that James Freeman should leave the meeting at this point.

Refer to separate minutes.

**Chris Thomson
Principal**

Date.....

Chair

Date.....