

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE QUALITY AND CURRICULUM COMMITTEE HELD ON MONDAY 19th JUNE 2006 at 6.00 P.M. IN THE SPORTS CENTRE ROOM CAFE.

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

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

The meeting was quorate.

Action

1. Apologies and Welcomes

Apologies were received from Vanessa Brown, Huw Du Boulay (new student governor), Martin Cookson and Tim Oates.

Non-Attendance (no apologies received): Georgina Thomason

2. Q & C Training – Post 16 Issues/Developments

It was agreed to take this item after the Admissions Policy and Procedures Paper.

File

3. Minutes of the Meeting held on 20th March 2006

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

4. Matters Arising

- a) item 4a) LEP advised that she had had no responses in respect of her request included on the Clerks' Mailbase regarding Q & C training.

5. Admissions Policy and Procedures

AFS presented the paper to the Committee and the following points were made:

- a) Add note within the Policy Statement that BHASVIC (and not the LEA) is solely responsible for admissions and that the Admissions Policy is set by the Corporation.
- b) Add note at end of Appendix 1: Offers of Places – “The College reserves the right to alter the criteria in exceptional circumstances”.
- c) Two post code maps of Brighton and Hove and Redhill (RH) postcodes were tabled to assist in the understanding of the criteria for the allocation of places at BHASVIC. Local Brighton and Hove students have first priority.
- d) AFS confirmed that further work was required on

- the postcodes (perhaps using the fourth digit) in order to allow for further segregation within criteria 5. and 6.
- e) AFS to complete word search to change requirements to guidelines throughout document. Furthermore it was resolved that SMT/SPT should review the terminology within the policy in respect of next year's process.
 - f) Item 3.10 on page 8 – ensure Corporation is aware that the abolition of fees in respect of students who are 19 plus will come into effect next year.
 - g) Item 4.3 on page 9 – change “respond” to “acknowledge” in the first line.
 - h) Footnote on page 9 – AFS to add missing EEA countries.
 - i) AFS to complete word search to ensure that EEA is used throughout (sometimes stated as EAA).
 - j) Page 7 3.5 – cross-reference this section to 6.2, page 11.
 - k) Page 10, 4.9 – cross-reference this section to 3.4.
 - l) Page 10, 5.3 – change “are requested” to “must” in lines one and three. After “at more than one College” add /Sixth Form” in the third line of the paragraph.
 - m) Delete colons at the end of some of the main point headings.
 - n) Page 11, 7.1 – reference to 3.4 not 3.5.
 - o) It was noted that the College has an appeal system only in respect of point 4 on page 13 of the Appendix, although a complaints policy is in place and this policy and procedures will be brought to the next HR Committee Meeting on 4th July 2006. The majority of appeals relates to those applicants who missed the deadline for submission.

AFS/LEP

The policy was recommended to Corporation for approval subject to the changes detailed above.

ITEM 2 Q & C Training Post 16 Issues/Developments

MPB gave a presentation to the Committee and following a question and answer session, tabled a training handout to the Members.

6. Review of the Child Protection Policy and Procedures

MPB presented the paper to the Committee and the following points were made:

- a) The Policy has been revised following a meeting with JUMCoG (Joint Union Management Group) and Section D onwards (on page 22) will be included within the Complaints Policy and Procedures due to be brought to the HR

- Committee for consideration on 4th July.
- b) The Child Protection Policy was introduced last year for the first time at BHASVIC, but since then the Association of Colleges (AOC) has introduced a model policy wording, which BHASVIC will adopt subject to Corporation approval.
 - c) With regard to the recommended training for the Chair of Corporation and Chair of Q & C Committee, as detailed in point 6. on page 20, LEP agreed to liaise with Kay Dawes.
 - d) Page 19, item B 1.2 – change “he/she has received training” to “he/she will receive training”.
 - e) Policy wording should be consistent with regard to references to “student” and “child”.
 - f) With regard to section B 2.6, it was agreed that the College would not be able to guarantee that all arrangements are in place, unless the secondary schools provide the information in the first instance. It was agreed that a note should be added to section 2.6 to this effect and also requiring the College to ask schools to release all relevant information regarding the students coming to BHASVIC.
 - g) Add note within the General Policy Statement that the College has decided to adopt the AOC model policy wording.
 - h) Delete item A 7 which duplicates item B 3. Also add a note in section A.7 that MPB will liaise with the designated member of staff to determine whether it is recommended that the policy/procedures need to be amended, at the same time as the annual report is issued.
 - i) Cross-reference 5.1 with B 3 to ensure that this is completed at the same time as the Annual Report is produced by the Student Services Manager.
 - j) Item B 4.2.6 add “will” at the beginning of the sentence.

LEP

Subject to the above changes, the Committee recommended the Policy to the Corporation for approval.

MPB/LEP

7. Annual Report on Child Protection

MPB advised that all staff had recently received a one hour training course relating to Child Protection from the Student Services Manager. She also reported that John Rook, Connexions PA has provided support to 16 vulnerable students at BHASVIC, although this did not relate to any incidences of abuse.

8. Disclosure Policy and Procedures

MPB presented the paper to the Committee. The Policy was drafted initially two years ago, in conjunction with Christine Rose, an external consultant, who gave the College advice with regard to Equality and Diversity (E & D) and Disability Discrimination Act (DDA). The Policy

specifically deals with Disclosure issues relating to Disability Discrimination.

It was agreed that the reference should be made in the background section to the E & D Policy.

Furthermore item 4. Disclosure of a Disability, it was agreed that the heading should be changed to Disclosure and Confidentiality.

MPB/LEP

The Committee resolved to recommend the Policy to Corporation for approval.

9. Disability Statement

The Committee noted that the Disability Statement, leaflet entitled "Meeting your Needs" remained the same for as that produced last year. It was suggested that when the leaflet is next updated, photographs should include a variety of students.

10. Report on Lesson Observations

MPB presented the paper to the Committee, the contents of which were noted. Lessons and tutorials have been included within the exercise. Lesson Observation Action Plan has not yet been completed and it was agreed that this should be included in the final report.

MPB advised the Committee that BHASVIC was part of an external quality review, a Group of Colleges from Hants, Surrey and Sussex, which provides a service amongst the Group. Heads of Department from one College will visit another Group College to complete a day of observations, feeding back the outcome to the Department and to SMT. This provides a valuable training exercise to members of each College.

11. Report on Retention

MPB presented the paper to the Committee, the contents of which were noted and in particular the significant improvement in the overall retention figures.

MPB agreed to liaise with CT to identify the three departments with the best retention levels with the intention of organising a bite-size training session for other departments.

CT/MPB

12. Report on ILT in the Curriculum

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

- a) The College has made great progress in meeting the targets included within the O4/06 Action Plan.
- b) Further improvement is needed both in areas of hardware and software application. With regard to the latter, the College aims to recruit an IT expert who is able liaise effectively with the curriculum, in order to improve software

- application within the College.
- c) The Committee asked MPB to pass on its thanks to Keith Murphy for the report.

13. Update on Q & C Annual Operating Priorities

The Committee noted that all targets had been achieved.

14. Annual Report on Complaints received via Harassment/Bullying Policy

The Committee noted that there were no reported incidences in 2005/06. However it was noted that one potential incident involving Health and Social Care students had been averted owing to the quick action of staff members.

Two incidents of threatening behaviour have been reported during the year, but these occurred outside the College. Although one of these did result in a student being expelled. Both incidents were alcohol related and it has resulted in the College re-thinking its procedures during external College-related events.

15. Any Other Business

Thanks were passed to Pippa Smith for all her hard work and commitment, as this was her last Committee meeting as a Parent Governor. Pippa agreed to feedback her views on her governorship to Peter Freeman.

PS/PF

16. Date of Next Meeting

Thursday 30th November 2006 at 6.00 p.m.

17. Reserved Business

Refer to separate minutes.

Louise Pennington
Clerk to the Corporation

Date.....

Chairman

