

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

**MINUTES OF THE MEETING OF THE QUALITY AND CURRICULUM COMMITTEE HELD
ON THURSDAY 30TH NOVEMBER 2006 at 6.00 P.M.
IN THE SPORTS CENTRE CAFE**

Present: Andrew Barnett(Chair), Huw Du Boulay, Tim Oates, Chris Thomson.

In Attendance: Robert Rosenthal (Parent Governor, subject to appointment by Corporation on 12th December 2006), Maria Bailey, Anne Fielding Smith, Louise Pennington.

The meeting was quorate.

Action

1. Apologies and Welcomes

Robert Rosenthal was welcomed to his first meeting.

Apologies were received from Vanessa Brown, Martin Cookson and Georgina Thomason.

It was noted that Vanessa Brown was unable to attend the meeting owing to her Local Council meetings which are scheduled at the same time. PF agreed to liaise with her to find a resolution. **PF**

2. Minutes of the Meeting held on 19th June 2006

FILE

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

3. Matters Arising

AB reported that he had attended the Child Protection Training organised for the pre-HR Committee training session, given by Kay Dawes. AB has written to MPB about certain issues arising from this.

4. Terms of Reference

LEP

The current terms of reference were reviewed and it was agreed to recommend them to Corporation unchanged.

It was agreed that items 5 and 6 would be taken together. A paper entitled Self-Assessment Report 2005-06 Appendix, was tabled in respect of item 5.

5. Self-Assessment Report (SAR)

6. Commentary for Governors on Quality of Provision

AFS and MPB introduced the papers to the Committee and the following points were noted:

- a) The revised timetable for lodging the College's SAR with the LSC was noted, being six weeks earlier than previous years with the deadline being 15th December 2006.

- b) Some of the statistics within the appendix will be updated prior to the Corporation meeting.
- c) Two documents have been produced this year following an exchange of information between BHASVIC and Collyers Sixth Form College on the SAR. Feedback from Collyers suggested that there was too much detailed wording in the SAR submission to the LSC. As a result SMT had agreed to produce the LSC required SAR but with sufficient evaluative information together with a further report geared to Governors' needs. **AFS/MPB**
- d) Heading page identifying the report for Governors was missing – AFS/MPB agreed to add this before the final version is submitted to Corporation.
- e) College's aim is to move from "very good" to "outstanding" and in order to meet the requirements for an outstanding College, BHASVIC has to be very self-critical. For example, with regard to student attendance levels, although the College is some way above the attendance level benchmark, the College is aiming for significant improvement in this. **AFS**
- f) AFS to add reference to Annual Assessment Visit (AAV) on page 13 of the papers.
- g) Committee agreed that the format had improved compared to that produced last year, particularly the division into two reports.
- h) Pages 17 and 18 Key College Data – success rate = retention x achievement. Data in respect of 2003. **TO**
- i) Page 32 of the papers – the College's gender investigations were highlighted. Attendance and achievement levels are better for girls compared to boys. TO agreed to pass some gender statistics to MPB.
- j) Despite improvements in the accuracy and consistency of lesson observation grading awarded internally, compared to those given by Ofsted, it was noted that further improvements were needed. External Quality Review (EQR) training has been given to three HODs (Heads of Department) and the Division Manager responsible for lesson observations. The grading scale has also altered from 1-7 to 1-4 which is heightening the problem. Good practice methods are being shared.
- k) Within the SAR Appendix tabled, Quality Grading Grid 2005-06 per subject, it was noted that the first three items were graded centrally (MIS), with the rest of the criteria, being departmental self-judgements. The problem of inconsistency in self-assessment was noted. TO suggested a different approach whereby departments could assess benchmarks using only centrally derived

data to identify improvements and direction. AFS confirmed that detailed methodology would be added to this section to provide further explanation to the determination of each calculation.

- l) The College will introduce bite-size training session in due course relating to self-assessment.
- m) Page 21 of the main document papers, Student Satisfaction. It was noted that the toilets had been improved, although there were insufficient facilities to meet students' expected needs. The flush system has been resolved, regular cleaning has been introduced during the day and all facilities have been re-decorated.
- n) Page 22 of the main document papers, student counselling provisions. The facility is advised to students via the tutor system, in the student handbook and posters. Student Union is considering the introduction of a peer mediation system.
- o) RR suggested a promotional campaign to encourage all students to utilise their "free" sessions during the College day, effectively via the OLC. It was noted that registers are maintained by teachers in respect of each lesson and if a student's attendance level falls below 85%, a letter is sent to the student's parents in December warning that they will be expected to pay examination fees if attendance does not improve.
- p) With regard to tutorial times (three per week per student) it was agreed to review the issue in consultation with Martin Cookson and taking into account students' views in order to make tutorials more worthwhile. HduB suggested that one of the three tutorial periods should be flexible, subject to needs.
- q) Page 34 of the SAR, AFS agreed to add reference to the Childrens and Young Peoples Trust.
- r) SAR Appendix tabled, the poor attendance levels and results within the biology department were noted and it was recorded that the issues were under review. With regard to philosophy and classic civilisation improvements are required and it was agreed that systems need to be in place to support the academically weaker students. Problems within ICT and computing were also discussed. PF suggested that student motivation per subject could be investigated further in order to assess the specific issues which may affect a student's study. At this point CT joined the meeting.
- s) Page 44 of the SAR document papers – course switching. It was noted that it had been agreed

AFS

MPB

**AFS/MPB/
LEP**

that students would not be allowed to change courses for the first three weeks, to enable students to better assess their needs – many students who changed courses last year early in the first term, then changed back again later on.

The SAR and appendix were recommended to Corporation for approval, subject to the points noted above. The second paper entitled Commentary on Quality of Provision was only for Governors' information and would not be widely distributed.

7. Equality and Diversity Implementation Measures (EDIMS)

MPB presented the paper to the Committee the contents of which were noted.

In particular the Committee noted Table 9 Student Achievement 2005-06 by Gender and in particular the data on page 71, item d) Success Rates Long Qualification Success Rates 2005-2006 by Gender which highlighted the discrepancy between male and female with there being a much higher success rate in respect of females. This has become more marked in the 2005-06 year compared to previous years. Again it was noted that the College was investigating the gender issue as reported in items 5 and 6 above.

Other points noted:

- a) Expectations of student behaviour will need to be re-defined.
- b) Boys' attendance levels within the law/business and economics subjects have been poor.
- c) 34 students failing all their examinations. However the results for the other students sitting the same three examination combination, have been good.
- d) Conclusions on page 62 of the paper highlighted the male underachievement, particularly at AS level.
- e) A report on EDIMS is given to the LSC.

8. Admissions Report/Update

AFS reported that at the closing date of 1st December 2006, 975 applications had been received by the College and that a further 400-500 applications were awaiting from the local schools.

9. Update on Q & C Annual Operating Priorities

MPB presented the paper and it was noted that all the actions required were in progress. This will cause the Annual Operating Plan to be updated to reflect the on-going nature of the work.

10. Draft Capital Bid Education Case

MPB introduced the paper to the Committee. The following points were made:

- a) The document will be updated prior to Corporation owing to the on-going discussion with the College's Accord partners in determining realistic student numbers for the future. The education case has to be integrated with the three Accord partners to achieve approval by the LSC. **MPB**
- b) The deadline for finalising the figures is 8th December 2006 and for the case itself to be submitted to the LSC, is end January 2007.
- c) The sooner the College finalises the educational case, the sooner the capital application may be finalised and submitted to the LSC.
- d) The table included at the top of page 86 is prescribed by the LSC and projected figures are based on the latest research.
- e) It was agreed that it was important to emphasise the "green" issue within the document, particularly with regard to public transport facilities etc.

It was agreed to recommend the draft document to Corporation for approval with a new cover sheet (executive summary) to be prepared by MPB, subject to the fact that the paper may be updated prior to submission to Corporation.

11. Q & C Summary Sheet

The contents of the report were noted.

12. Any Other Business

AB passed on the Committee's thanks to Tim Oates for his many years of service to the Quality and Curriculum Committee, noting that it was his last meeting.

13. Date of Next Meeting

TUESDAY 6th MARCH 2007

Louise Pennington
Clerk to the Corporation

CHAIRMAN..... DATE.....

