

**BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE**

**MINUTES OF THE MEETING OF THE QUALITY AND CURRICULUM COMMITTEE HELD  
ON WEDNESDAY 14<sup>th</sup> MARCH 2007 at 6.00 P.M.  
IN THE SPORTS CENTRE CAFE**

Present: Andrew Barnett(Chair), Vanessa Brown, Martin Cookson, Huw Du Boulay, Peter Freeman, Georgina Thomason, Chris Thomson.

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

The meeting was quorate.

**1. Apologies and Welcomes**

Apologies were received from Robert Rosenthal.

**2. Minutes of the Meeting held on 30<sup>th</sup> November 2006**

It was noted that PF had been present at the last meeting.

Subject to the change recorded above, the Minutes were approved unanimously and signed by the Chairman as a correct record of the meeting.

**3. Matters Arising**

MPB advised that a number of policies were to have been brought to this Committee meeting for review and approval, but that now they would be brought to the Summer Committee meeting instead (owing to pressure of work arising mainly from new Assistant Principal appointment and the Accord's education case).

Item 10 Draft Capital Bid Education Case – MPB updated the Committee on developments since the last report. She advised upon the difficulty in reaching agreement between the three Colleges comprising the Accord in resolving demand/supply figures over the next 10 years in Area D. Further work is being done on this currently and it is hoped that this will be resolved and proposals for the Accord, be agreed by Michael Nix, LSC shortly.

**Action**

**FILE**

#### 4. College Charter

CT presented the revised Charter to the Committee and it was noted that the detailed staff contact list had been deleted from the end of the Charter which reduced the need for repeated updating and also brought it into line with the format used by other Colleges.

It was resolved to recommend the Charter to Corporation subject to the following additional changes:

- a) delete "The Students' Union" has charitable status under the law" from page 11.
  - b) Clarify section regarding BHASVIC's Targets, on page 10 with reference to students and/or staff.
- LEP/CT/  
AFS**

#### 5. Annual Operating Priorities

MPB presented the paper to the Committee and the contents were noted and the following comments recorded:

- a) No. 1 Embed Education for Life (E4L) – graded "Amber". An action plan has been prepared which assigns tasks to specific individuals within the College. The College is aiming to have detailed action plans in place early next term in order that this matter will be progressed for Autumn Term 2007.
- b) No. 2 More Work on Student Behaviour – graded "Amber". An action plan is expected shortly following the work of the Expectations Working Party with formal implementation at the beginning of the Autumn Term.
- c) No. 3 and No. 16 Review Conduct and Structure of Meetings (also relates to no. 16 too (Clarify the roles of and relationship between HODs and DMs) – graded "Red" – it was noted that the grading should alter to "Green" owing to action taken to date, namely training for relevant staff and changing the order of meetings, together with a review of agendas to avoid replication.
- d) No. 4 Review of SAR process at departmental level and implementation – graded "Amber" – A new process had been devised for the DRAP (Departmental Review and Action Plan) and GRAP (Guidance Review and Action Plan) and a meeting between SMT and SPT at City College is due to take place on 22<sup>nd</sup> April to evaluate this. At this point, Martin Cookson joined the meeting.
- e) No. 6 and No. 9 Improve MEG (minimum expected grade) attainment by 2% to 76% and Address areas of weak (over time) value-added performance – graded "Amber" – The results of the January 2007 examinations (only one module) were discussed and it was noted that

although broadly the results indicated significant improvement, one subject had sadly failed to show any improvement. It was agreed that an analysis of these results should be presented to the next meeting.

**MPB**

- f) No. 10 Clarify to Students and Staff how subject review targets are derived and what they mean – graded “Green” – it was noted that the College was working on improving clarity for both staff and students in this area. Following a comment from HDB, it was noted that where members of staff choose to use the “comment generator” that this should not comprise the only source of comment iro the student review.
- g) No. 11 Implement consistently a College-wide approach to punctuality – graded “Amber” – this year one focus is in lesson observations.
- h) No. 12 Ensure that join practice development is effective throughout the curriculum – graded “Green” – bite size training continues to be a useful tool in progressing staff development.
- i) No. 13 Ensure PDR takes account of departmental lesson observation outcomes – graded “Red” – it was noted that the grade would now move to “Amber” following action taken to improve this. An action plan is in the process of being drafted as a result of meetings with HODs (Heads of Department) and DMs (Divisional Managers).
- j) No. 15 Ensure the College knows exactly what to expect from Inspection and is prepared for this – graded “Red”. It was noted that the grading would change to “Amber” following training courses on this subject attended by AFS. AFS confirmed that she would be reporting shortly to SPT on the courses attended. It was likely that the College would receive a “light touch” inspection either next term or Autumn Term 2007, with only 3 weeks notice given.

## **6. Internal Assessment Appeals Policy and Procedures**

**MPB/LEP**

MPB presented the paper to the Committee, the contents of which were noted and it was recommended to Corporation for approval.

## **7. Any Other Business**

- a) Morning Away Day for Staff Monday 12<sup>th</sup> March 2007 – CT reported that this event had proved very successful and that he would be presenting an update at the next Corporation Meeting.
- b) Annual Assessment Visit (AAV) Peter Green Ofsted Inspector. CT reported upon today’s visit and the following points were noted:

- no change to comments made last year re quality terms of the risk assessment.
- Subject reviews are generally good although some are weak and need to improve.
- There is a shared sense of purpose by staff.
- Directed study is good.
- Vigorous measures in place iro punctuality.
- Thorough reviews via DRAPs
- Good learning support.
- Lesson observations – improved.
- Bitesize good.
- Students are challenged well and good on learning styles.
- Reputation (from talking to students) excellent.
- Would benefit from overall teaching and learning strategy.
- Impact measures are underdeveloped in learning support.
- Informal opportunities to visit other lessons for staff would be useful.
- Subject area coaches – build on practice
- Develop further the VLE
- Student Voice and feedback from surveys is underdeveloped.
- The effectiveness of the tutorial programme is dependent upon the tutor.
- NVQ assessment – language used proves difficult to understand by some students.

c) Thanks were passed on to Huw Du Boulay for his very useful contributions over the last year as this was his last meeting.

### **8. Date of Next Meeting**

AB requested the meeting scheduled for Monday 18<sup>th</sup> June 2007 to be changed owing to another commitment and LEP agreed to contact the Committee to find a suitable alternative.

### **9. Reserved Business**

Refer to separate minutes.

At this point it was resolved that Huw Du Boulay should leave the meeting.

Louise Pennington  
Clerk to the Corporation

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

DRAFT