

**MINUTES OF THE MEETING OF THE QUALITY AND CURRICULUM COMMITTEE HELD
ON MONDAY 13th JUNE 2011 at 6.00 P.M.
IN THE SPORTS CENTRE CAFE**

Present: Derek Betts, Sandra Clinton, Alison Cousens, Kerry Doyle (Chair) Peter Freeman, Lindi Galloway, Leslie Ironside, James Moncrieff, Peter Tarbet, Chris Thomson, Alex White.

In Attendance: Sally Bromley, Tando Dwyer (Student Governor) Anne Fielding Smith, Ash Morris (co-opted teaching staff member), Louise Pennington

The meeting was quorate.

Q&C11/14 Apologies and Welcomes

Welcomes: Alison Cousens (teaching staff co-opted Committee member), Ash Morris (teaching staff co-opted Committee member), Tando Dwyer (Student Governor) and Alex White (Student Governor) were welcomed to the meeting.

Apologies: None.

Q&C11/15 Minutes of the Meeting held on 14th March 2011

The minutes were approved and signed by the Chair as a correct record.

Q&C11/16 Matters Arising

Item 11/04 paragraph 2 regarding looked after children, Lindi Galloway advised the Committee that the LA view was that information could not be passed over from Secondary Schools to Sixth forms owing to Data Protection Act issues, unless permission has been given.

Following a question from the Committee regarding the progress made by the Intern on various business initiatives, it was noted that currently Jutta Knapp was reviewing these to determine which of the initiatives are worth developing further.

Anne Fielding Smith gave the Committee an update on the voluntary redundancy scheme, reported via HR Committee.

Q&C11/17 Declaration of Interests

None.

Q&C11/18 Termly Update on Current Quality and Curriculum Issues

Sally Bromley gave her termly update to the Committee on various quality and curriculum matters within the College, noting the following:

- a) Currently in examination period which is running smoothly.
- b) Teaching Staff are working towards the production of departmental SAR (Self-Assessment Reports), including data analysis relating to lesson observations, retention, attendance etc
- c) Support staff are reviewing their service level agreements, which should be integrated within the SAR in the new format for this academic year.
- d) Progressional events are underway or due to start shortly for students.
- e) College is reviewing information and support needs for students not intending to go to University, as it is thought that with the costs involved from next year, that more students may seek to find alternative career options and refer f) below.
- f) Jacqui Punter (Head of Biology) is leading on the College's enrichment plans for students, including trips, in house events, work experience, career information etc

- g) Taster days for Year 10 prospective students is being timetabled
- h) Moving on days for Year 11 in July.
- i) Following consultation, a new timetable will be starting in September 2011
- j) Student attendance rates have been analysed and there has been an improvement for this academic year, being 93% overall. The College's tight monitoring of attendance has helped to continue the improvement over recent years.
- k) The College curriculum team has played host to 5 different visits from other Colleges who wished to experience BHASVIC's expertise. Details of this will be included within the SAR.

Q&C11/19 Annual Operating Priorities Update

Sally Bromley presented the paper on Annual Operating Priorities and it was noted that there was little change from that presented to the March Committee meeting.

City Action Plan remains at an amber status. Sally Bromley is the Chair of the 16-19 Partnership Group which is working on a joint teaching, learning, training etc plan. She advised the Committee that the Hove schools had established an agreement to market themselves as a sixth form unit going forward with a common timetable.

Anne Fielding Smith informed the Committee that the College was working with the LA on other non-curriculum matters e.g. City lead CPD (continuing professional development) e.g. physical restraint training, which the College has to fund.

Q&C11/20 Single Equality Scheme

Sally Bromley introduced the Scheme which covers all the protected equality characteristics (age, religion, belief, sexual orientation etc) and is based on its previously separate schemes for disability, race and gender. The Scheme is required by law (The Equality Act 2010), in addition to the associated policies of E & D, Disability etc which support this.

The draft document has been on the College's website since April inviting feedback from stakeholders. The Scheme has also been considered by the College's Inclusivity Group and JUMCoG.

Page 16, Equality Objectives and Actions item 13.1.2 – undertake more work with parents regarding the Equality objectives. The Committee discussed this and Chris Thomson explained that in some instances there were failure of expectations with regard to some parents' behaviour which was something the College wished to address and that it would be useful to devise more explicit standards. Likewise Governors were also advised that recently some students' use of inappropriate language had increased and this issue also needed some attention to maintain expectations.

Sally Bromley confirmed that there would be more staff training relating to parts of this Scheme at the end of this term.

Following a discussion regarding the Scheme and the E & D Policy, Sally Bromley agreed to review which aspects of this should go to Q & C Committee or HR Committee. **ACTION: Sally Bromley**

In response to a suggestion that more reference should be made to Governors, Sally Bromley agreed to add appropriate wording to clause 5.8 on page 13 of the papers e.g. "ensure that we, in selecting our Governors, take full account of Equality and Diversity issues". **ACTION: Sally Bromley**

Furthermore, it was resolved that within item 4 Values, bullet point 6, the following should be added: "and support" – after "encourage". i.e. "encourage and support students to take charge of their own learning....."**ACTION: Sally Bromley**

Referring to Section 5 Action Plan item 1) "We will actively promote and celebrate major spiritual,

cultural and religious events to the whole College Community”, it was confirmed that this did include non-religious events. Sally Bromley explained that the College would not be able to promote numerous events each year, but that it had been decided to select 3 specific events per year which the College would promote. She confirmed that staff had decided that for this year, the Christian Union should be approached to nominate a festival.

The Committee recommended for approval the Scheme, subject to the changes detailed above.
ACTION: Sally Bromley/Louise Pennington

Q&C11/21 ILT Action Plan

The contents of the revised ILT Action Plan (since the March 2011 meeting) was noted by the Committee. Following a query raised by the Committee regarding Governors’ ability to monitor specific actions, Sally Bromley agreed to review this point with the curriculum team to ensure that these are clarified and measurable. **ACTION: Sally Bromley**

Q&C11/22 Annual Review of Meeting Your Needs Booklet

Sally Bromley presented the Meeting Your Needs Booklet (Disability Statement) which is an annual requirement, advising the Committee that no significant changes had been made. The Committee were informed that the document was circulated during visits to schools, taster days, interview days etc in order to ensure that students are fully aware of support on offer if they come to BHASVIC.

Page 34 Assessment of Support Needs – it was noted that reference to Section 140 Statement, needed to be updated and that “Connexions Advisors” should be deleted from page 35. **ACTION: Sally Bromley**

Following a request from the Committee, Sally Bromley also agreed to replace one of the photographs which could send mixed messages. **ACTION: Sally Bromley**

Subject to the above changes, the document was recommended to Corporation for approval.
ACTION: Sally Bromley/Louise Pennington

Q&C11/23 Policies:

a) Annual Review of Child Protection Policy and Procedures

The Committee noted that there were no significant changes to the policy which is required to be reviewed annually by the Committee. The only changes made relate to a transfer of responsibility to an Assistant Principal (James Moncrieff), in the light of Anne Fielding Smith’s departure.

Regarding the Designated Corporation Committee section 2.3. of procedures, it was recorded that the Chair of HR Committee Pippa Smith, had been appointed as the designated Child Protection/Safeguarding Governor in March 2010.

b) Safeguarding Policy

The policy has been amended to reflect job titles as per a) above.

c) Annual Report to Governors’ on Child Protection and Safeguarding

Governors were advised that staff had completed the LSIS on line safeguarding training. Anne Fielding Smith advised the Committee that the College met regularly with the other Accord Colleges in the area of Safeguarding and various groups in the City with responsibility for dealing with child protection issues. In addition to the transfer of these responsibilities from Anne Fielding Smith to James Moncrieff in August, Nigel Fisher (Senior Tutor) had also taken on greater responsibility within this area.

The Committee was reminded that that an issue remained regarding the automatic passing of information from Las to Colleges, although there has been some improvement in communication. It was also noted that students were invited to disclose information (looked after status) three times – pre-enrolment, enrolment and tutorial, but in some instances students do not wish to disclose this information. It was suggested that the College might wish to take a different approach to seeking this information from students and the new bursary system was proposed as a possible solution, as these will be available to students in alternative care.

The child protection incidents reported to the Principal during 2010-2011 were also recorded. Again the information flow from LAs has not helped and further work is being done to improve this.

The Safeguarding Action Plan 2010-2011 was also presented to Governors.

d) Admissions Policy

Anne Fielding Smith presented the revised policy to the Committee, advising that only minor changes had been made relating to job titles.

Item 3.1 – Anne Fielding Smith agreed to replace the reference to “Local Authority” to “YPLA or successor body”. It was also noted that footnote 1 on page 62 should also be deleted. **ACTION: Anne Fielding Smith**

The Committee were advised that next year’s annual review of the Admissions Policy will require more substantial changes, taking into account the College’s review of its Strategic Plan.

e) Equality and Diversity Policy

f) Race Equality Policy

Sally Bromley presented both policies to the Committee and advised that only minor changes, relating to job titles had been made.

The Policies and Report detailed above were approved by Committee and recommended to Corporation for approval. ACTION: Anne Fielding Smith/Sally Bromley/Louise Pennington

Q&C11/24 Equality and Diversity Impact Assessment

An impact Assessment pro-forma was tabled which provided the Committee members with an example of the internal review process used for policies with regard to E & D. Nicky Deakin, Marketing Manager, is also the College’s E & D Officer. Sally Bromley gave a summary of the internal procedures in place to manage E & D within the College, making reference to the LSIS organisational healthcheck and the Inclusivity Group. It was noted that Dr. Christine Rose, an E & D Educational expert, had visited the College on more than one occasion to train and assist the College in its E & D policy implementation. More recently Sally Bromley has been working with Paula Keenan (Learning Support) to ensure that all aspect of E & D have been addressed within this area. Furthermore, Nicky Deakin, Paula Keenan and various others with E & D involvement at BHASVIC, will be involved with the classroom learning assistants to ensure that the appropriate levels of support are provided to meet student learner needs in the classroom, combined with other training and impairment work. Feedback from students will also be sought with regard to an E & D review of the website and VLE.

Q&C11/25 Any Other Business

Following a query from the Committee regarding examination issues this term, it was noted that there had been one or two fairly minor problems regarding regarding question paper errors (e.g. biology). However it was noted that the Examination Officer had not received any complaints to date. Anne Fielding Smith agreed to liaise with Melissa Gibbon to ask her to e mail HODs asking her to let her know if there are any examination issues – this information will be collated

for Governors. **Anne Fielding Smith**

Q&C11/26 Annual Committee Self-Assessment

The Committee reviewed the questions as part of its annual self-assessment, together with its terms of reference and the following comments were made:

- a) The number of members was thought appropriate and with a good balance of skills and expertise.
- b) Group training needs – the termly Q & C update given by Sally Bromley at each meeting was found to be very useful. However it was suggested that an additional Q & C pre-committee meeting training session would be helpful regarding teaching and learning aspects from some of the College’s practitioners at the Spring Term meeting 2012.
ACTION: Sally Bromley
- c) Question 4 and 5 were agreed.
- d) Question 6 – sufficiency of number of meetings – it was agreed that an additional Autumn Term meeting should be scheduled for 2011/2012 to accommodate the many reports required. **ACTION: Sally Bromley/Louise Pennington**
- e) Terms of reference – Attendance: job titles to be updated in the light of Anne Fielding Smith’s departure. **ACTION: Louise Pennington**

Q&C11/27 Date of Next Meeting

To be advised.

Q&C11/28 Reserved Business

Refer to separate minutes. The Committee resolved that at this point the Student Governors should leave the meeting.

Louise Pennington
Clerk to the Corporation

CHAIR..... DATE.....