

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE QUALITY AND CURRICULUM COMMITTEE HELD ON WEDNESDAY 10th MARCH 2010 at 6.00 P.M. IN THE SPORTS CENTRE CAFE

Present: Vanessa Brown, Peter Freeman, Sandra Clinton, Yvonne Hillier (chair), Leslie Ironside, Elizabeth Lamb, Jamal Salman, Chris Thomson, Matt Ward.

In Attendance: Sally Bromley, Anne Fielding Smith, Louise Pennington, Sam Rowe (Student Governor), James Moncrieff (Observer).

The meeting was quorate.

Jane Burgess, Head of Department Sociology and Society Health and Development gave a presentation on current issues within her curriculum area, followed by a question and answer session..

Q&C10/01 Apologies and Welcomes

Welcomes: James Moncrieff.

Q&C10/02 Minutes of the Meeting held on 24th November 2009

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

Q&C10/03 Matters Arising

Item Q&C 08/42 Student Union Constitution – it was noted that a revised constitution would be brought to the Summer Term Q & C Meeting, to allow for discussion on the wording with the new Student Governors (elections taking place currently). Louise Pennington advised that she had discussed the first draft of the revised constitution with Tom Lyons (teaching staff Cross-College Council representative) and that he would be completing further work on the draft before liaising again with students.

Item Q&C 09/27 Parents' Survey Results – Sally Bromley tabled a paper entitled "Parents' Focus Group conducted Thursday 10th December 2009 by Sally Bromley and Elizabeth Lamb". The Committee noted that parents were consulted during Parents' Evening and 25 responses were recorded, to the 8 questions given on the paper. Arising from this a number of actions to improve communications with parents, have been introduced to ensure that parents are kept up to date with College matters. It was noted that there was not a general consensus between parents and that some wanted more information than others. Further developments will involve investigation whether to offer additional information to parents regarding student attendance and exam results/coursework marks. Thanks were passed on to Sally Bromley and Elizabeth Lamb for their work.

Item Q & C 09/25 Report on Retention Statistics – Sally Bromley advised the Committee that further work was being carried out on retention statistics. Once the initial outcomes have been received, she will liaise with the various faculty heads and their teams to discuss the results and ways in which to address any retention issues. When this has been reviewed, a further report will be issued to Q & C Committee. **ACTION: Sally Bromley**

Item Q & C 09/40 The Future of Guidance at BHASVIC – Anne Fielding Smith updated the Committee on the progress with specialist tutors, advising that 15 members of staff had registered an interest and that subject to satisfactory interview, they would all be appointed as

specialist tutors from 2010/2011 academic year. It was noted that at least another 2 specialist tutors would be needed to cater for the number of tutor groups proposed for the next academic year. Each specialist tutor would be assigned 3 or 4 tutor groups. Those tutors currently responsible for A1 students, would continue as a tutor for the students' second year. The Committee were advised that only 2 male teachers had applied for the specialist tutor post.

Q&C10/04 Declaration of Interests

None declared.

Q&C10/05 Update on current Quality and Curriculum Issues

Sally Bromley gave an oral report to the Committee, noting the following 2 key points:

- a) ILT Strategy – Keith Murphy Faculty Head is leading this and over the last 12 months electronic smart boards have been introduced throughout the curriculum area. A student e mentoring system was also introduced whereby those students with particular e learning expertise assisted teaching staff and students to improve the e learning process. Ofsted 2007 highlighted the College's insufficiency with regard to the use of ILT in the curriculum, and following the changes detailed above, recent lesson observations have demonstrated an improvement in the use of ILT within the curriculum.
- b) Adult Education provision – this is being reviewed by SMT owing to the need to review costs across the College as a whole. SMT have been examining ways to make the provision more cost effective, whilst at the same time taking account of the needs of the local community. The Committee gave its support for the adult education provision, noting that this provision had been reduced significantly nationwide owing to the need for cost savings within the education sector.

Q&C10/06 College Charter

Louise Pennington introduced the paper, highlighting the changes proposed within the document.

It was resolved to recommend the revised document to the Corporation for approval subject to the following changes:

- a) If you are a parent or guardian of a day time student, BHASVIC will offer you:

Bullet point 6 – delete reference 3.

ACTION: Louise Pennington

Q&C11/07 Quality and Curriculum Annual Operating Priorities

Sally Bromley presented the paper to the Committee, the contents of which were noted and it was agreed to review those priorities with a status of "amber":

Priority 3 – Review the IEC (integrated education case) with our Accord Partners – BHASVIC works with the other 16-19 providers across the City in order to ensure communication between providers to enable inclusive provision for all of the City's students, with no barriers to progression regarding entry requirements. This also allows the avoidance of unnecessary duplication and the providers will reach agreement regarding the provision of certain courses. Currently Chris Thomson is Chair of this 16-19 Partnership Board and Sally Bromley was involved in the process of establishing the terms of reference for the Group based on the needs of the City Curriculum 2015 and taking into account demographic information for this period going forward until 2015. There is some uncertainty for the Board owing to the imminent general

election but account is taken of the current and potential future educational establishments – City College, Varndean College, BHASVIC, Hove School sixth forms, Falmer Academy and the likelihood of a second Academy in the west of the City. Peter Freeman reported on his meeting earlier today at Blatchington Mill School where for the first time Chairs, Principals and Head Teachers of Colleges and Schools, Di Smith (Director of Children's Services, CYPT), Jo Lyons (Assistant Director) and Gil Sweetenham (Assistant Director), were brought together. The meeting considered the LA proposal for Academy Status for Portslade Community College and discussed various issues arising such as existing 6th form provision and achieving a consistent approach towards improving 6th form curriculum changes and ensuring that all 6th form providers are fully engaged in the joint initiatives. Chris Thomson as Chair of Partnership Board was expected to lead on these developments. It was also noted that the Accord Colleges were also interested in becoming involved with the LA in sponsorship of the new Academy and that this offer of involvement had been re-issued at the meeting. To date the LA has only issued a statement of intent regarding the new Academy which if this progresses will then result in an expression of interest being issued.

Priority 4 - Commission a review of equality and diversity in the curriculum from EQR – although there is no specific E & D EQR, the College aims to embed E & D within the whole curriculum. In particular the College will identify methods to improve impact measures in respect of students needing additional learning support and students with mental health issues. This will be linked with the action for inclusion project via an E & D Action Plan.

Priority 5 – Plan to embed tutorial provision into the curriculum blocking scheme and move towards a specialist tutor system – Introduction of the Specialist tutor system combined with a revised Guidance Programme. Consultation with students will take place to ensure that the improvements meet the needs of students.

Priority 6 – Implement the Safeguarding Action Plan – currently the status is between Amber and Green owing to this being an on-going action plan. A Safeguarding Team has been established which includes staff and student members. Terms of reference have been agreed and it is the intention that the College's Safeguarding Action Plan will be widely advertised to ensure that both staff and students are fully aware of Safeguarding issues and requirements. All staff have received safeguarding training, along with certain Governors – Peter Freeman and Pippa Smith. There will also be a Safeguarding Training session for Governors at the next Corporation meeting. Peter Freeman reported that following the training session, he had written to Jo Lyons as the College had identified gaps in the system with regard to relevant safeguarding information in respect of students moving from secondary school to sixth form. He confirmed that the LA would be looking into this omission.

Priority 8 – Establish an upward appraisal timetable for all managers, following feedback from the 2009 pilot – currently the HR Department is in the process of requesting feedback to the pilot involving 5 staff members last year. Going forward the College will be looking for 20 volunteers for involvement in a 360 appraisal this year.

Priority 9 – Apply for Beacon funding to support two initiatives: i) curriculum modelling and the introduction of the Extended Project and ii) training staff in data analysis, evaluation and action planning – Funding application has been made. The criteria in respect of the ii) initiative has been altered by the LSIS, although the College has progressed this item regardless of funding. Action i) CQT (curriculum and quality team) has progressed this initiative in respect of data analysis within the curriculum team, and Tarquin Grossman, Faculty Head, has been following this through with new staff members. The next step will be to investigate in further depth, the value added data.

Q&C10/08 Update on EDIMS (Equality and Diversity Implementation Measures)

Sally Bromley presented the paper to the Committee which noted its contents and a number of issues were highlighted:

- Two years ago the College was concerned about an imbalance between male and female students arising from applications and enrolments (F = 55%: M = 45%) which the College decided to monitor going forward. The information collated for the last academic year shows that the imbalance has improved to F = 52.3%: M = 47.7%.
- Female students at AS and A2 outperformed male students in terms of pass rates and grades achieved. This is a national problem and not one experienced solely by BHASVIC. The Quality team is looking at different groups of students and comparing their performance against an average cohort. 1 group in particular seen to be underachieving is white males which the College will continue to monitor. Although the Committee thought that it might be useful to have the gender data for Brighton and Hove, it was noted that 40% of the College's population is generated from outside the City.
- In conclusion, the E & D implementation measures data from 2008-2009 indicates that the College is reaching out to a wide range of applications from students, broadly in line with the ethnic profile of the local population. There is no evidence to indicate that any positive action is required in student recruitment.
- Going forward, the College aims to work in greater details within departments examining the E & D data to assist departments in interpreting the detail to make better use of the results.
- Following a suggestion from James Moncrieff regarding the option of making the EDIMS available to parents, Sally Bromley agreed to include this matter on the next CQT Agenda.
ACTION: Sally Bromley
- Following a query regarding implications for international students, the Committee were advised that currently the College would not be continuing to recruit Overseas students owing to an increased burden arising from the UK Border Agency regulations. Currently the College only has 5 international students.

Q&C10/09 Admissions 2010 Update

Anne Fielding Smith gave an oral report to the Committee, advising that over 1,900 applications had been received to date in respect of 1,000 places for September 2010. Owing to this, the College was completing the process of matching students within the College's admissions criteria to the courses requested. This was an extremely time-consuming process. All Students within categories 1 – 5 of the admissions criteria will be offered a place, but in some instances students will not be able to enrol on all of the courses specified and alternative suggestions are being made to some students.

Q&C10/10 Any Other Business

- a) Smoking Shelter – The Committee were advised by Sally Bromley about the progress with the Smoking Shelter and that this would be erected in the staff car park at the rear of the College. It was noted that surveys on this subject, had been completed by staff and students. Owing to health and safety implications the shelter will be a fenced area with a roof providing shelter and the Estates Manager will be investigating fencing which will best suit the College's needs.
- b) Student Exclusions – Anne Fielding Smith reported to the Committee that 7 students had been excluded temporarily over the last three weeks, arising from issues including smoking/possession of cannabis and fighting.
- c) The Committee recorded that it was Yvonne Hillier's last Committee meeting and thanks were passed on to her for chairing the Q & C Committee meetings so effectively.

Q&C10/13 Date of Next Meeting

Tuesday 15th June 2010

Q&C09/14 Reserved Business

There was no reserved business.

Louise Pennington
Clerk to the Corporation

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