

**MINUTES OF THE MEETING OF THE QUALITY AND CURRICULUM COMMITTEE HELD
ON MONDAY 14th MARCH 2011 at 6.00 P.M.
IN THE SPORTS CENTRE CAFE**

Present: Derek Betts, Sandra Clinton, Kerry Doyle (Chair) Peter Freeman, Ellie Gillies, Lindi Galloway, Leslie Ironside, James Moncrieff, Peter Tarbet.

In Attendance: Sally Bromley, Anne Fielding Smith, Louise Pennington

The meeting was quorate.

As Ronnie George, Head of Mathematics, was delayed on her way to the meeting, it was resolved to commence other business on the Agenda until she arrived.

Q&C11/01 Apologies and Welcomes

Apologies: Chris Thomson, Nick Hewlett

Q&C11/02 Minutes of the Meeting held on 29th November 2010

The minutes were approved and signed by the Chair as a correct record, subject to the following amendments:

Page 2 – item 10/37 – delete c) and delete “a” from item e) first sentence, before “small tutorials”.

Q&C11/03 Matters Arising

10/37 – Sally Bromley confirmed that the amendments detailed had been included in the final SAR which had been presented and approved by Corporation in December 2010.

Referring to 10/37 item h) regarding looked after children, Lindi Galloway confirmed that the information transfer from secondary schools to Sixth Form Colleges, was very poor and that she would continue to persist in her efforts to persuade the LA to improve the procedures in this area.

Peter Freeman informed the Committee that a recent Sunday Times league table giving A* analysis nationally on a raw data basis (i.e. no adjustment to reflect student numbers), placed BHASVIC 21st.

The Committee were also advised that another league table (sixth form colleges) had been released giving contextualised value added analysis, which placed both BHASVIC and Varndean equal 7th.

Page 4 item 10/42 Parent Survey – Sally Bromley advised the Committee that currently the College did not have the capacity to seek all parent e mail addresses and that there were some issues with obtaining all student e mails. Regarding the survey, the Attendance Officer, Sally Ellingford, will be working upon the introduction of new questions, requesting parents to provide more qualitative comments.

At this point Ronnie George joined the meeting and gave a presentation to Governors on her experience with the EQR (External Quality Review) process which operates within the Southeast area.

Ronnie George left the meeting.

Q&C11/04 Declaration of Interests

None.

Q&C11.05 Termly Update on Current Quality and Curriculum Issues

Sally Bromley gave an update to the Committee and the following comments were recorded:

- a) With the Action Plan included in item 11/07 below, reference has been made to the current Curriculum 2015 plans and a significant data collection is underway, from which analysis will be done to ensure that the best provisions are made for the City going forward.
- b) College's lesson observations - following a request from some Department Heads, it has been agreed that 3 Departments will change the annual lesson observation this year to one of peer observations (action research pilot). In this regard, EQR trainers were brought in to assist in training needs for the peer lesson observations and to date these have gone well. Details of the peer observations will be reported within this year's SAR.
- c) Extended Projects – very popular choices for students and again working well. The College is planning to offer this curriculum option next year (2011/2012), but will review this in the light of the significant funding cut for the following academic year (2012/2013). The Extended Project Level 3 gives students equivalent points to an AS Level. Students will have completed this course by the end of Easter. Extended Project presentations per student will commence shortly and Governors are welcome to sit in on one or more of these (taking about 20 minutes per presentation). Sally Bromley agreed to pass details to Louise Pennington to pass on to interested Governors. **ACTION: Sally Bromley/Louise Pennington**
- d) YPLA funding cuts – SMT reviewed the College's curriculum in some detail during half term. The Committee were advised that it had been decided to discontinue the Diploma Society Health and Development with effect from the 2011/2012 academic year. In its place the College will aim to run the BTEC Health and Social Care, subject to sufficient interest from students. The Committee were advised that there were also other similar options for students interested in diplomas leading to nursing, provided by Varndean and City Colleges.

Q&C11/06 College Charter

The amendments given in italics were noted and agreed by the Committee and the following additional changes were also recommended to Corporation:

- a) Ensure all reference to parent/guardian were consistent.
- b) Add to the section "If you are an employer, BHASVIC will welcome from you", "your support for our students in respect of based learning/work experience".
- c) Add to "The Students' Union" – "The right to representation on the Corporation as Student Governors".

ACTION: Louise Pennington

Q&C11/07 Q & C Annual Operating Priorities

Sally Bromley introduced the Paper to the Committee and explained the Annual Operating Priorities relating to Quality and Curriculum:

- a) Update the Learner Voice Strategy – introduce curriculum representation initiative – this objective has been achieved, with approximately 300 student representatives having been appointed.
- b) Devise a City Action Plan to accommodate teaching, learning, training and associated resource and CPD needs for CC15 – Amber status – existing provision audit has occurred, with a quality assurance plan having been devised. It is likely that BHASVIC will retain its focus upon Level 3 and some Level 2 courses.
- c) Implement an E & D Action Plan to include interventions regarding the experience and success of different groups of learners – Green status – but thought it might be more appropriate to classify as Amber as although Plan in place, certain areas within it still need to be implemented.

- d) Continue to offer assistance to initiatives that match our Mission and strengths and seek Beacon funding to support our important role within further education locally – Green Status - It was agreed to amend the status wording to read “The College has contributed to a successful LSIS bid for City, Hove Park, Portslade CC and Blatchington Mill to”
ACTION: Sally Bromley.

Q&C11/08 Managing the Cuts in YPLA Funding

Peter Freeman gave a summary of the background behind the paper, advising the Committee that following the YPLA indicative funding cut announcement on 20th December 2010, he and Chris Thomson held initial discussions regarding the information to be provided to Governors in order to determine whether the College's strategic plan remains achievable. The paper issued by SMT has been circulated to all Corporation Committees for discussion and will be reported upon at the next Corporation meeting on 4th April 2011.

In the absence of Chris Thomson, Anne Fielding Smith presented the paper to the Committee and the following points were highlighted:

- a) Scale of the YPLA 16-18 funding cuts – 12% cuts over three years, with 3% transitional protection in 2011/2012, creating approximately a £447,000 reduction in funding for 2011/2012 compared to funding granted for 2010/2011, equating to a 5% difference. The percentage difference is slightly higher than expected owing to “lagged funding” i.e. in 2010/2011 the College has received funding for more students than are enrolled, thereby resulting in a reduction in funding for 2011/2012, when the funding adjustment is made regarding the additional funding given in 2010/2011.
- b) Currently staff pay equates to in excess of 70% of income and bearing in mind that significant cost savings must be made over the next 3 years, three phases of reductions have been proposed by SMT - Phase 1 – 2010/2011 make savings on expenditure without compulsory change to staff's terms and conditions of employment/increase income; Phase 2 – 2011/2012 compulsory changes to staff terms and conditions will be implemented with effect from the beginning of 2012/2013 and may include loss of employment and loss of earnings consequent upon re-structuring but will not include reduction caused by departure from SCFC rates of pay; Phase 3 – 2012/2013, should insufficient savings be made under Phase 2, reductions in pay rates will be planned for 2013/2014. There is very little room for manoeuvre in seeking any further reduction in non-staff costs (eg IT, Staff Development budgets).
- c) Page 22 Strategic Overview Actions i) 1 – create 8 block timetable (currently 7 block) to enable student growth, without increasing the current College day (8.30 – 4.30). The timetable would be such that sufficient space both for the curriculum and social space, would be available for an increased student population of up to 1,800. In effect the new timetable would reduce the contact time. ii) 2 - Devise a non-YPLA income generation plan. An Intern from Brighton University has devised a business plan for the College based on an increase in lettings. It was reported that Brighton and Hove High School had recently hired a Management company to manage its lettings, but it was thought that this was unlikely to be an option for BHASVIC at the moment, owing to the desire to retain control and avoid unnecessary costs. Following a suggestion from Lindi Galloway regarding letting the College's facilities during holidays to the Open University (based in East Grinstead), Anne Fielding Smith agreed to liaise with Jutta Knapp to investigate this further. **ACTION: Anne Fielding Smith** iii) Adjust size of students' programmes of study (excluding tutorial and enrichment – see 6) – SMT will be working on ways to achieve this with the intention of producing a plan in the Summer Term 2011. It was agreed that the Wolfe Report's recommendation that a move to funding per students rather than per course, would assist all Colleges and it was noted that a new funding methodology was under review for 2012 by the relevant Government Department. iv) Scrutinise the IT replacement budget, freeze investment other than in network/Student purchase/lease laptops – this is being investigated particularly in the light of some inadequacies such as insufficient electrical sockets/need to improve WiFi reception. v) Appoint internally to the new Assistant Principal (Director of Student Services) post – James Moncrieff (Senior Tutor) has been appointed with effect from 17/8/11. Other parts of Anne Fielding Smith's current role are being transferred to Sally Bromley and Jutta Knapp. vi) Reduce staff

costs by reducing subject extensions, tutorial time, remission and scrutinising support staff services and functions – with regard to subject extensions, the decision has yet to be made whether this will continue into 2012/2013 academic year and if funds are sufficient, the College is keen to maintain the programme. vii) Transfer remunerated teacher work to support staff – support staff salaries are lower than teaching staff salaries. A review of all areas currently falling within the teaching staff responsibilities will be considered, including tutorial work. viii) Devise less expensive curriculum and support staff management structure. ix) Cut courses taking into account demand, cost and quality – e.g. diploma for Society Health and Development, as reported in 11/05 d) above. Other courses which will be discontinued from 2012 – Travel and Tourism and Music Technology – staff involved have been informed. The timing of this is such that it gives both staff and prospective students sufficient notice. x) Scrutinise all non-pay budgets. xi) Consider, but do not lead on sharing support staff functions with other Colleges e.g. MIS, HR etc. – SMT's view is that little would be saved as a result of sharing services of this nature. xii) Reduce capitation by charging students for resources and do so in line with other Sussex SFCs if possible – Chris Thomson is investigating this issue at the moment. xiii) If points 1-13 are insufficient, freeze or reduce staff salaries – this is the final point of action, once all other avenues have been exhausted. Actions 14-19 were noted (SWELL budget is £1,000 pa). Item 17 offer voluntary redundancies – the policy for 2011/2012 has been recommended to Corporation for approval.

Q&C11/09 Policies

a) Bullying and Harassment (Students) Policy

Anne Fielding Smith introduced the revised policy informing the Committee that the College's Inclusivity Team had approved the changes, given in italics.

The Committee was advised that there were few cases of bullying at the College – to date there have been 3 cases recorded during this academic year.

The Committee considered the Policy and recommended that it be approved by Corporation subject to a review by Anne Fielding Smith regarding the consistent use of wording with regard to student references – they/he/she etc. **ACTION: Anne Fielding Smith**

b) Student Charging and Financial Support Policy

Anne Fielding Smith presented the updated policy to Committee, noting that this was last approved in June 2010. Since the approval was given, a number of sources of financial support for students have been either removed or changed (e.g. EMA) – refer section 5. Furthermore the College's auditors have also recommended that section 3.6 be amended regarding the refundable College deposit.

The Committee also noted that advice had been sought from the YPLA concerning the legality of section 3.9.3 "Some departments will make a charge for non-returnable resource packs. Students will be advised of these charges before they start the course". A response from the YPLA has now been received and as a result of the advice given, this clause will be removed from the final version going to Corporation. **ACTION: Anne Fielding Smith**

Appendix 2 gives the YPLA guidelines for information.

The Policy was recommended to Corporation approval, subject to the amendment given above. **ACTION: Anne Fielding Smith**

Q&C11/10 ILT Action Plan

The ILT Action Plan was presented to the Committee by Sally Bromley noting that it formed a part of the overall College ITCT Group chaired by Jutta Knapp, which looks at the strategic overview of the College's IT needs. The main focus of the Plan is upon the College's Annual Operating Priorities, namely "make all relevant data available to staff, students, parents and governors by

allowing remote access to the College systems” and the actions within the Plan highlighted progress made to date.

Q&C11/11 Any Other Business

Following a query from Ellie Gillies regarding information available to students who may be interested in higher education abroad, Anne Fielding Smith confirmed that this information was made available for those students progressing from year 1 to year 2.

Q&C11/12 Date of Next Meeting

Monday 13th June 2011

Q&C11/13 Reserved Business

Refer to separate minutes. The Committee resolved that at this point, Ellie Gillies, Student Governor should leave the meeting.

Louise Pennington
Clerk to the Corporation

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