

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE QUALITY AND CURRICULUM COMMITTEE HELD ON TUESDAY 24th NOVEMBER 2009 at 6.00 P.M. IN THE SPORTS CENTRE CAFE

Present: Peter Freeman, Sandra Clinton, Yvonne Hillier (Chair), Leslie Ironside, Elizabeth Lamb, Jim Smithyes, Chris Thomson.

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

The meeting was quorate.

Q&C09/32 Apologies and Welcomes

Apologies: Vanessa Brown, Jamal Salman, Matt Ward and Sam Rowe.

Q&C09/33 Minutes of the Meeting held on 16th June 2009

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

Q&C09/34 Matters Arising

Q&C 08/42 Student Union Constitution – Anne Fielding Smith confirmed that although the Student Governors in conjunction with the rest of the Student Union Executive, had commenced the process of reviewing the SU Constitution, it was not yet ready for consideration by Governors.

ACTION: Anne Fielding Smith

Q&C 09/20 Lesson Observation Review 2009 – The Committee noted with regard to sub-item f) that the Head of Department, MFL (Modern Foreign Languages) and Acting Head of Department for ESOL had given a presentation to the HR Committee last meeting, regarding the pilot quality improvement tool. Regarding sub-item e) Sally Bromley confirmed that Lesson Observation benchmarking information was not yet available.

Q&C 09/27 Parents Survey Results 2008-2009 – Having discussed the issue further regarding the establishment of a focus group of parents to examine survey responses and action plan, it was noted that Sally Bromley would re-introduce the initiative at the next Parents' Evening.

ACTION: Sally Bromley

Q&C 09/25 Report on Retention Statistics 2008-2009 – Sally Bromley confirmed that further investigative work was underway regarding retention statistics, particularly in relation to students dropping 1 A level, from 4 to 3 in their second year. **ACTION: Sally Bromley**

Q&C09/35 Declaration of Interests

None.

Q&C09/36 Update on Current Quality and Curriculum Issues

Sally Bromley gave an oral report to the Committee noting the following current issues:

- a) The annual Self-Assessment Cycle has nearly reached completion with only one curriculum department still to hold its meeting (Faculty Head, Head of Department, CT and SLB).
- b) Extended Project – recruitment to this course has been good, being a fourth course option in the second year of A Level studies for appropriate students. The qualification is

equivalent to an AS course and is recognised by Universities too. Likewise the AQA Baccalaureate has proved popular with two full teaching groups achieved.

- c) New CIF (Common Inspection Framework) has been introduced by Ofsted.
- d) External Quality Review (EQR) – training continues to be given to interested teaching staff covering most curriculum areas in the College; the initiative is in the early stages, but it is hoped that EQRs will be extended to all areas of the curriculum. For those staff completing EQRs in other Colleges, this allows the College to experience other Colleges' provision and also provide reciprocity. EQRs taking place this term include Learning Support Department, Chemistry and Computing and ICT. It has been found that where EQRs have taken place within the College, improvements have been implemented and it has helped departments focus upon key areas such as retention and general areas of teaching and learning.

Q&C09/37 Self-Assessment Report (SAR) (including Q & C Summary Sheet)

Sally Bromley presented the Self-Assessment Report for 2008-2009 which was taken as read by the Committee and the following key points were recorded.

- a) SAR has been based on the new CIF.
- b) There are some gaps in the information to be included, which will be finalised before the Corporation meeting on 9th July.
- c) There are new areas relating to Safeguarding and Equality and Diversity.
- d) The College receives an AAV (Annual Assessment Visit) by an Ofsted Inspector every year apart from the year when a full Ofsted Inspection occurs. The AAV Reviewer will examine the College's SAR in some detail, particularly to determine whether the College has taken account of recommendations made in the last AAV.
- e) Range of courses provided by the College remains largely unchanged compared to previous years.
- f) Overall results are given on page 24 of the papers with AS results showing an improvement from 2008 to 2009 % A-B from 44.6% to 47.1%, with a slight worsening in overall % pass rate at AS from years 2008 to 2009 (92.7% to 92.6%). A2 results show a worsening between 2008 and 2009 from 98.9% to 97.8% for % pass rate and 59.7% to 58.7% for A-B grades. Value Added position has also worsened very slightly. However prior to this, there was a three year gradual improvement in results from 2006-2008. The overall GCSE results for 2009 have worsened from 79.4% (2008) for A – C to 67.2% (2009); this was largely due to disappointing GCSE maths results, but overall the results remain above the national benchmark. Sally Bromley agreed to change the order of result reporting within section 4.4 on page 24 of the papers, so that the years follow in sequence. **ACTION: Sally Bromley.**
- g) For 2009 the ALPS Value Added score places BHASVIC, in respect of both AS and A2, in the top 25% of Colleges nationwide, with a Grade 4 Very Good award. However the CVA score places the College in the top 5% of Schools and Colleges nationally – the CVA scoring system is calculated differently to ALPS and takes into account such factors as number of students per course, size of sixth form, UCAS points etc. In future the score will be adjusted to reflect social deprivation but at present it is difficult to identify accurate criteria for this purpose. The College is working on information to identify social deprivation within the College's demography including post code analysis, EMA data, looked after children data etc.
- h) Summary of Curriculum Self-Assessment Grades given within section 5.5 on page 38 of the papers. The overall grade judged by the College's own analysis via Lesson Observations etc, is "good". There are no unsatisfactory areas, one satisfactory area (performing arts), many good curriculum areas and 6 outstanding areas (ESOL, maths, chemistry, history, psychology and biology). The results in Performing Arts have not been as good as expected and there has been an acting head of department with other staffing changes too. The Head of Department has returned, following a year's sabbatical and it

is hoped that next year's results will show an improvement accordingly. English has moved from outstanding to good based on a slight movement in achievement and standards (success rates, value added and attendance). Although computing has been awarded a 3 (satisfactory) rather than 2 (good) for key question 1 Achievement and Standards, other areas within the department, such as leadership and management, capacity to improve etc have resulted in the area being awarded a 2 overall. Classics/Philosophy has achieved a 1 (outstanding) grade in respect of key question 1, but overall achieved 2 (good), as a result of the other key question analyses. Further work remains to be completed regarding the final moderation of curriculum area grades, which will be completed next week – it may therefore result in some changes to the final assessments included within the SAR presented to Corporation.

- i) Lesson Observations Grade Profile – page 40 and 41 of the papers – Very few Grade 1s have been allocated to AS and A2 for the year, with the majority of grading falling within Grade 2. There are no Grade 4 allocations. Each Department will have been made aware of overall grading levels within their area and areas for improvement will also have been identified and discussed at Department level.
- j) Diplomas – although there are very few students taking diplomas, all students taking the Society, Health and Development diploma, passed their examinations. A new diploma course will operate from September 2010 in Business, Administration and Finance.
- k) There has been progress with the ILT strategy, particularly having taken account of the last Ofsted Inspection which noted that there was insufficient e learning within lessons. As a result the College has invested in additional hardware (white boards etc) for classrooms to improve e learning. The College has also introduced student e mentors to support staff/students.
- l) Safeguarding of learners – The College provided all staff with Safeguarding training last week.
- m) E & D – more information regarding E & D has been included in the SAR this year – section 4.7 and 6.15.
- n) Key weakness remains the poor state of accommodation and the reasons behind aborted Capital Project were noted by the Committee. It was noted that the Premises team was investigating property issues going forward, in the light of the aborted Capital Project.
- o) Page 48 section 5.27 Extent to which Employers' Needs are Met – Following a discussion, Sally Bromley agreed to extend this section with information regarding careers talks etc and it was also noted that the College intended to complete further analysis on this area regarding aspects such as employability skills etc. **ACTION: Sally Bromley.**
- p) Curriculum Area Self-Assessment Reports and Action Plans – the Committee noted the variation in quantity of information and detail included within reports between departments and it was agreed that further work needed to be done to improve consistency in reporting via further training, sharing of good practice etc.

Thanks were passed on to Sally Bromley and the College staff for all their hard work in producing the SAR document.

The SAR was recommended to Corporation for approval, noting that there would be a few amendments before the final version is presented to Corporation on 9th December. It was also resolved that only the Report itself would be presented to Corporation and that the Appendices would be made available on request to individual Governors **ACTION: Sally Bromley/LEP**

Q&C09/38 Annual Operating Priorities 2009/2010

The Annual Operating Priorities for the 2009/2010 year (and for comparison purposes those for 2008/2009) which were included within the SAR (pages 67 of the papers) were noted by the Committee. The Committee were advised that the priorities had been developed following the various College away days held earlier in the year, last year's SAR, AAV, various focus groups within the College and SMT.

On page 69 of the papers under "Status" column – delete "July 2009". **ACTION: Sally Bromley**

Regarding AOP 11 on page 70 "Ensure the College is satisfactorily positioned to meet the anticipated Government efficiency drive", it was noted that the College was undergoing a financial consultancy process with the staff with the aim of reducing the staff pay as % of income to the 6th form College benchmark, by 2011/2012 academic year.

Q&C09/39 2009/2010 Admissions Update

Anne Fielding Smith introduced the paper to the Committee which noted the latest admissions' analysis for the College.

On page 295 of the papers, Anne Fielding Smith agreed to amend "1721" to "721" – first paragraph within 16-18 year olds section. **ACTION: Anne Fielding Smith**

Regarding the following acronyms, Anne Fielding Smith confirmed the following - E 2 E – Entry to Employment and EIT – English and IT.

Q&C09/40 The Future of Guidance at BHASVIC

The paper was introduced by Anne Fielding Smith and the Committee were updated on current discussions about the future of Guidance at BHASVIC.

a) A consultation has been issued to staff and the College is now proposing to move towards the Specialist Tutor model used at a number of other leading Colleges.

b) A further paper was been e mailed to staff detailing questions raised from the first consultation document, with corresponding responses and another paper will be distributed tomorrow with further questions and answers regarding the new system and inviting expressions of interest for the Specialist Tutor positions.

c) Other issues to be resolved include "what should happen to the lunch hour?" and whether a hybrid tutor role should be implemented for the current A1 tutor groups to ensure continuity, with specialist tutors for the new intake of students in 2010. An example timetable will also be circulated in order that teachers may make comparisons with existing schedules.

d) Senior Tutor role may encompass responsibility for some of the work relating to two new Government initiatives – Safeguarding and Preventing Violent Extremism.

e) In the first year of implementation, specialist tutors will receive weekly support and training as appropriate. Tutor periods will change to 1 lesson of 65 minutes per week, with the possibility of a second period (65 minutes) per week for other tutor work (1:1, peer mentoring etc).

Anne Fielding Smith agreed to update the Committee on progress with the Specialist Tutor initiative at the next meeting. **ACTION: Anne Fielding Smith**

Q&C09/41 Examination and Assessment Policy & Internal Appeals Policy

Sally Bromley presented the new Policies to the Committee which noted that these would replace the existing Examination Policy, the Student Assessment Policy and the Coursework Deadlines Policy. The new separate Internal Appeals Policy is integral to Examination and Assessment and is required to be produced by the College, following new legislation.

Page 309 – Section 4 Qualifications Offered – item 4.1 – amend "Quality and Curriculum Team"

to “Curriculum and Quality Team” and delete “taken” and replace with “adhered to”. **ACTION: Sally Bromley.**

Page 310 Section 6 Examination Entries, Entry Details, Late Entries and Retakes – item 6.1.4 – add at the end of the clause “other than in the hiring of our facilities”. **ACTION: Sally Bromley.**

Following a request from Peter Freeman, Sally Bromley agreed to produce an annual assessment report for the Committee on internal appeals received and processed. **ACTION: Sally Bromley**

The Policies were recommended to Corporation for approval. **ACTION: Sally Bromley/LEP**

Q&C09/42 Marketing Policy

The Policy was presented by Sally Bromley and the Committee noted in addition to the updated wording included within this version of the policy, that there were a few changes which would be made prior to final submission to Corporation for approval:

Section 4.3 on page 320 – delete section entitled “Key Performance Indicators”.

The Policy has been reviewed by the Marketing Department, the Inclusivity Team and SMT.

Following a suggestion from Peter Freeman, Sally Bromley agreed to make reference to the CYP Plan (Children and Young People’s Plan) within section 4.4. Likewise Peter Freeman and Chris Thomson agreed to liaise regarding reference to be included within the College’s Strategic Plan, regarding Partnership working. **ACTION: Sally Bromley/Chris Thomson**

Subject to the changes given above, the Policy was recommended to Corporation for approval. **ACTION: Sally Bromley/LEP**

Q&C09/43 Smoking Survey Results

The Committee discussed the smoking survey results and gave its support to promotion of non-smoking initiatives within the College. It was noted that CMT was meeting tomorrow to investigate taking forward actions arising from the survey results.

Q&C09/44 Any Other Business

a) International Students - following an update from Anne Fielding Smith, the Committee noted that there had been discussions regarding the future recruitment of International Students in the light of new and onerous legislation, including that relating to Safeguarding and that in the light of this, it was likely that the College would not continue to recruit International Students with effect from 2010/2011 academic year and in the medium term.

b) Anne Fielding Smith reported on an issue arising from certain students wishing to reduce from 4 A2 courses to 3 A2 courses, with a number of parents expressing concerns regarding BHASVIC’s policy. BHASVIC believes that students should participate in a broad curriculum which includes a fourth A Level. The College’s view is also supported by the Government and also has funding implications for the College. The Department for Children, Schools and Families (DCSF) also supports this recommendation in that analysis has shown that students taking four A levels outperform those students taking 3 A levels.

Q&C09/45 Date of Next Meeting

Wednesday 10th March 2010

Q&C09/46 Reserved Business

There was no reserved business.

Louise Pennington
Clerk to the Corporation

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