

**MINUTES OF THE MEETING OF THE QUALITY AND CURRICULUM COMMITTEE HELD
ON MONDAY 29th NOVEMBER 2010 at 6.00 P.M.
IN THE SPORTS CENTRE CAFE**

Present: Derek Betts, Sandra Clinton, Peter Freeman (Chair), Leslie Ironside, James Moncrieff, Chris Thomson.

In Attendance: Peter Tarbet (elected Parent Governor), Lindi Galloway (co-optee), Kerry Doyle (External Governor), Sally Bromley, Anne Fielding Smith, Louise Pennington

The meeting was quorate.

It was agreed that Peter Freeman would chair the meeting.

Q&C10/32 Apologies and Welcomes

Apologies: Ellie Gillies, Nick Hewlett, Jamal Salman. Welcomes: Peter Tarbet, Lindi Galloway, Kerry Doyle

Q&C10/33 Minutes of the Meeting held on 15th June 2010

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

Q&C10/34 Matters Arising

- a) Q&C10/27 SU Constitution – confirmed approved by Corporation.

Q&C10/35 Declaration of Interests

None.

Q&C10/36 Termly Update on Current Quality and Curriculum Issues

Sally Bromley gave an oral report to the Committee noting the following current issues, but excluding certain key issues which will be reported within the next two agenda items:

a) Diplomas - College continues to offer the Society Health and Development Advanced Diploma. There is a retention issue in respect of the second year cohort of students (15 starters, 7 retained). The course is being kept under review with particular work being carried out on the expectations of students on this course. The College had expected to be able to offer the Advanced Diploma on Business Administration with Finance but the number of students interested reduced to a critical level and it was decided to offer the 4/5 students who confirmed interest in the course, the BTEC Business Studies (A level equivalent). However the Advanced Diploma on Business Administration with Finance remains in the prospectus for next year and a leaflet is being prepared which will give more detailed information for students. Sally Bromley reported that at a recent 14-19 Curriculum Group Meeting, which considers citywide curriculum issues, including diploma provision, Varndean College announced that it would no longer be offering the Creative and Media Diploma.

- b) Extended Project – commenced 2 years ago at BHASVIC and has proved successful with students, with increasing demand. Students find the course useful and some Universities favour it. To date results have been excellent with many A*, A and B grades.
- c) Peer Development and Review - Sandra Clinton (Head of Chemistry) will be leading on her department's EQR (External Quality Review) which commences tomorrow. Following this, she will be completing an EQR at another sixth form College. Also during this term EQRs have been completed in English and Psychology.
- d) LSIS Healthcheck was completed 2 weeks ago with a focus upon Equality and Diversity (E & D) – refer Annual Operating Priorities agenda item. The final report is awaited, which

should be available by the time of the next Corporation meeting (E & D Training will be given at the beginning of the meeting by SLB).

- e) City Curriculum 2015 – Meeting was held earlier this term with a further meeting scheduled for next term. Phase 4 has been reached, whereby value for money and quality have been considered. The Committee noted that following the recent Government White Paper, it was clear that there was an intention to provide funding on a level playing field (Sixth Form Colleges and School Sixth Forms), commencing September.

Q&C10/37 Self-Assessment Report (SAR) (including commentary for Governors on Quality of Provision and Q & C Summary Sheet)

Sally Bromley presented the Self-Assessment Report for 2009-2010 Discussion focussed on the summary on page 5 and assessment on page 9, and the following key points were recorded.

- a) The Appendices to the SAR are available to Governors on request and will also be available on the website once the Report has been finalised.
- b) The SAR includes an overview of each area and department (both curriculum and support), together with a summary table, staff details and assessments, strengths, improvements and action plans for 2010/2011, data related to achievement, retention, success, grades, attendance, learner voice and value added.
- c)
- d) Front page of the Appendix – (photograph of Students' Union) – Leslie Ironside suggested that the photo (10 girls, 6 boys and girls at front of photo on steps) may give the impression that the College is girls-biased.
- e) 4 Areas for Improvement – i) Unsatisfactory value-added in a small tutorials in Year 2 – (value added being calculated as an average of the GCSE score for each student starting at BHASVIC, and after application of the ALIS reference system to provide a benchmark for comparison purposes.) It was noted that it would be difficult to add value to those students achieving A/A* at GCSE.
- f) Key Strengths – i) broad range of enrichment activities and a high participation rate – Governors asked about the enrichment feedback score from students, identified via the students' survey which did not appear to support this as a highlighted strength. . It was also noted that the College provided both weekly and end of year enrichment activities – Sally Bromley agreed to investigate this further before the final SAR is presented to Corporation: **ACTION: Sally Bromley**
- g) Page 33 AS ALPS scores by subject in top and bottom bands – College monitor three year rolling trends – final version of SAR will be colour coded with red subjects indicating a less than satisfactory score (archaeology, English literature, music technology, PE, travel and tourism). At A2, ALPS scores generated less than satisfactory scores for music technology, business studies, general studies and ICT. Governors noted that SMT and staff would be working to identify how the College could work more effectively to improve students' performance in these areas. With regard to Music Technology the College has already changed the A level to a BTEC course in music technology (A level equivalent). Although General Studies at AS is performing well, the A2 scores have been disappointing. The College has made some changes – new examination board, identifying students who are likely to perform less well and provide additional support as necessary. Business Studies score worsened for 2010, compared to 2009 falling within the less than satisfactory level. Overall A2 ALPS score is 0.92 (0.95 in 2009) which is equivalent to an excellent (Grade 3) result. At AS the ALPS score is 0.85 which equates to a Grade 4, being classified as very good (0.87 for 2009). Both AS and A2 ALPS scores overall have worsened since 2007. At A2 the ALPS score for English Language and English Literature were in the top bands in 2010, whilst although English Language was in the top band for AS, English Literature fell within the bottom band. It was noted that the College was reviewing this and may review its examination board (AQA) as there were unexpected lower grades within the AS English Literature examinations.
- h) Following a query from Governors regarding the inclusion of data about socially deprived students, Sally Bromley confirmed that in the final SAR two additional charts would be included identifying separately results in respect of students receiving EMA (Educational Maintenance Allowance) and taking account of the social uplift factor (postcode ID)–

(currently working with CIS (College Information Systems) Department on this.), particularly with regard to value added. The Corporation were advised that current data does not demonstrate that students receiving EMA achieve better attendance rates and better results. It was noted that information passed on from Secondary Schools remained poor e.g. no information about looked after children.

- i) Pages 18 and 19 of SAR – Examinations Results 2009 – 2010 – A2 remains very good with an improvement in both overall pass rate (98%) and % A-B grades (59.5%). AS results are marginally lower in 2010 92.4% pass rate (92.6% in 2009). With regard to the A2 results, the national average A* result is 8% and BHASVIC achieved 9.9% at A*. It was agreed that this should be added to the SAR. **ACTION: SLB** GCSE results also dipped in 2010 to 89% pass rate (2009 – 95%). In particular GCSE maths result was very disappointing slipping from 60% A*-C pass in 2009 to mid-30% for 2010. BTEC results also worsened in 2010 compared to 2009, apart from BTEC/OCR L2 which marginally improved with regard to overall pass rate.
- j) Page 68 of SAR – sections regarding Governance self-assessment (Leadership and Management questions/responses) were noted and it was recorded that the Chairs' Committee which had met earlier in the term, reviewed the Governance SAR in more detail.
- k) Area for Improvement – Cramped accommodation: some not fit for purpose – it was noted that JHK/CT had been working on a revised Property Strategy for the College, following the failed capital bid – details of which would be passed to Governing Body. The College has via its property maintenance programme (over the summer vacation), improved the some of the College's facilities – toilets, alternative space sought (St. Luke's Church Hall) for significant events (exams/concerts etc) – thereby retained the College's Hall at all times for student social space.
- l) The SAR document is used within College in a number of ways - to monitor the action plans which arise from each curriculum and support area, work upon general areas identified for improvement, establish annual operating priorities for the College as a result of SAR work. The final document once approved by Corporation will also be updated by the Gateway to the Local Authority (LA) provider (previously LSC), together with a hard copy being sent to Michael Nix and Hazel Hayward at the LA. It is also viewed remotely by the Ofsted reviewer.

The Self-Assessment Report was recommended to Corporation for approval, subject to the changes noted above. **ACTION: SLB/LEP**

Q&C10/38 Update on Q & C Annual Operating Priorities

Sally Bromley presented the paper to the Committee which noted the AOPs relating to quality and curriculum areas.

No. 2 Update the Learner Voice Strategy: introduce curriculum representative initiative – currently heads of department are working with their curriculum teams to appoint student representatives. Discussions have been held with Students' Union and the Cross College Council.

No. 3 Devise a City Action Plan to accommodate the teaching, learning, training and associated resource and CPD needs for CC15 (City Curriculum 2015). Create a BHASVIC curriculum model based on these. Work on this should be concluded in Summer 2011.

No. 4 Implement an Equality and Diversity Action Plan to include interventions regarding the experience and success of different groups of learners. – The College already has an E & D Policy and procedures in place. The College is keen to ensure that all groups of learners have opportunities to maximise their learning at College. Sally Bromley made reference to the recent LSIS Healthcheck which focused upon E & D within the College and suggested various improvements which the College will aim to implement. The final report is awaited from LSIS and Sally Bromley will be providing E & D training to Governors immediately prior to Corporation on 13th December 2010.

Q&C10/39 2010/2011 Admissions Update

Anne Fielding Smith gave a report to the Committee as follows:

- a) Student number (09/10) (16 – 18) have increased gradually over the last three years from 1,732 (07/08) to 1,749 . For this year the College has been offered funding by the YPLA for 1,800 students and although accommodation is a significant issue, the College thought it would be able to manage this number of students. In fact the College had 1,762 (38 short), on roll in mid October, although it met its target of 902 students for Year new A1 students.
- b) This year the College did not recruit onto the L1 Sports Course owing to little interest and slightly under recruited on the IP course (Intermediate Progression). There are also fewer than expected 16-18 ELT (Asylum Seekers and Refugees) and 14 fewer 2nd year students were retained than predicted. It will mean that the College's funding will be reduced to 1,762 students for 2011/2012.
- c) Anne Fielding Smith, assisted by one of the Senior Tutors, has completed a number of school visits in respect of student enrolment for 2011/2012. Once the priority closing date of 3 December has been reached, the College will be able to estimate how many students it can take from outside the City for 2011/12.

Q&C10/40 Annual Report on incidents arising from Harassment and Bullying Policy

Anne Fielding Smith explained that the College was required to report to Governors annually regarding any incidents arising as a result of harassment and bullying within the College. Governors noted that the College was aiming to do more to raise the awareness of the policy's existence to students to ensure that all relevant issues as specified within the policy, are formally reported. In 2009/2010 there were only 3 formal incidents reported at BHASVIC – both related to issues other than teaching and learning (cultural differences and relationship problems). The majority of issues are resolved by tutors and do not materialise into significant issues.

In the near future, Anne Fielding Smith will be talking to the Students' Union/Cross College Council about alternative mechanisms for report incidents and to ensure that Students are content with the systems in place.

The remainder of the Report was recorded in a confidential minute.

Q&C10/41 Educational Visits and out of College Activities Policy & Procedures/Guidelines

Sally Bromley presented the Policy to the Committee in the absence of Jutta Knapp, explaining that the lengthy procedures/guidelines had not been included intentionally within the paper. The Committee noted that the policy wording was largely unchanged, although the layout of the policy had been revised to reflect the standard template usually adopted.

The Policy was approved and recommended to Corporation, subject to add the Work Experience Policy to the list of related documents. **ACTION: SLB/JHK/LEP**

Q&C10/42 Parent Survey

The Committee noted the contents of the paper as introduced by Sally Bromley. The Committee as concerned that only 80 responses were received this year from all parents compared to 120 in 2009 from the 300 parents who were sent a questionnaire. –

A number of concerns were raised, although there was a general satisfaction rate of 89%.

It was agreed that the system of using Edutext messages to alert parents to the survey had been unsuccessful and that alternative methods of communication would be considered next year. E mail was suggested by the Committee, but Sally Bromley explained that the College did not currently hold parental email addresses.. **ACTION: SLB**

Q&C10/43 Any Other Business

Chris Thomson advised that the College had re-circulated the College's Snow Policy to staff and students via the website.

It was also noted that there had been a nationwide student demonstration regarding the Government's policy to abolish EMA grants and that a further demonstration planned for Wednesday of this week. Chris Thomson advised that he had written to the local MP regarding Government Policy on EMA and likewise Peter Freeman advised that the Sussex Chairs' group had also written (copy letter available on request).

Q&C10/44 Date of Next Meeting

Monday 14th March 2011

Q&C10/45 Reserved Business

There was no reserved business – apart from the confidential part of item Q & C10/40.

Louise Pennington
Clerk to the Corporation

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