

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

**MINUTES OF THE MEETING OF THE QUALITY AND CURRICULUM COMMITTEE HELD
ON THURSDAY 13TH OCTOBER 2011 AT 6.00 P.M.**

IN THE SPORTS CENTRE CAFÉ

Present: Derek Betts, Sandra Clinton, Alison Cousens, Kerry Doyle, Lindi Galloway, Leslie Ironside, Ash Morris, Peter Tarbet, Chris Thomson, Alex White.

In attendance: Sally Bromley, Tando Dwyer (Student Governor), James Moncrieff, Louise Pennington

QC11/29 Apologies and Welcomes

Apologies: Peter Freeman

QC11/30 Minutes of the Meeting held on 13th June 2011

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

QC11/31 Matters Arising

There were no matters arising.

QC11/32 Declaration of Interest

None.

QC11/33 Update on YPLA Cuts Strategy

The Chair advised the Committee that this item would be considered under the Reserved business of the meeting.

QC11/34 Termly Update on current Quality and Curriculum Issues

Sally Bromley gave an update on current issues to the Committee:

- a) The College's piloted Society Health and Development Diploma had had varied success and owing to limited recruitment interest onto the course last year, it had been decided to return to the BTEC in Health and Social Care for 2011/2012. The BTEC has recruited 16 students and to date appears to be progressing well.
- b) Following the difficulty for some students achieving success on the AS Law course, it was decided for 2011/2012 to offer BTEC in law as an alternative for some students. This has proved a successful option and for this year there is one year 1 class studying BTEC Law rather than AS Law.

QC11/35 Admissions Update

Sally Bromley presented the paper to the Committee and the following points were noted:

- a) Table 3 Page 7 of the paper – The College is aiming for growth in student numbers for 2011/2012 to compensate for the YPLA funding cuts with a minimal additional staffing expenditure. 1,756 students were on the roll as at mid-October 2010 and following the College's decision to change to an 8 block timetable, making it possible to recruit additional students, the College has achieved 1,895 aged 16-18 as at

September 2011 (of which 1,048 are A1 students). The target for September 2011 had been 1,800 and the final number enrolled is likely to drop slightly before the October deadline for calculating funding for 2011/2012. The Committee were reminded that owing to lagged funding, the College would only receive funding for the additional students recruited over the existing overall number, the year after they were recruited i.e. in 2011/2012 the College will only receive funding for 1,756 students.

- b) Table 1 Page 7 of the paper – A1 to A2 transfers shows 13% of students are not transferring to A2 (compared to 18%, 17% and 16% for 2008, 2009 and 2010 years respectively). The College conducts exit interviews where possible with the outgoing students and Sally Bromley confirmed that James Moncrieff would be including this analysis with the Destinations' Report later in the year.
- c) The Committee thanked Sally Bromley and the Admissions Manager for the extensive work carried out this year to ensure that students and courses were matched where possible. Sally Bromley confirmed that there some students were waiting for opportunities to change courses this term and for the timebeing had been put on a waiting list.
- d) To date staff are working effectively with the new 8 block timetable and in many cases maximum class sizes and the Committee also recorded its congratulations to staff for this. However the Committee was advised that owing to the reduction in lunchtime there were fewer opportunities for staff to organise enrichment activities.
- e) There are more rooms available this year for students needing IT facilities, but the limited space with the OLC remains an issue. The College is hoping before much longer to introduce facilities to enable students to bring their own lap tops into College.
- f) Following a query from Peter Tarbet, the Committee noted that there would be a large A2 year in 2012/2013 and Chris Thomson explained that the College may seek to increase numbers enrolling on A1 in 2012/2013 in order to balance the years, subject to the maximum capacity of the College not being exceeded.

QC11/36 Examination Results

Sally Bromley tabled the examination results' schedule which had been e mailed to Governors after the papers had been despatched and the following points were noted:

- A full analysis of the examination results and action plans per curriculum area will be presented to Governors at the next Committee via the College's Self-Assessment Report (SAR).
- Compared to the other local Colleges, BHASVIC has performed very well with regard to A-B% grades in both AS and A levels.
- The overall % pass rate (A-E) at both AS and A levels have reduced slightly this year compared to that achieved last year being A level: 97.6% (98%) and AS Level: 91.7% (92.4%).
- The ALPS (value added) statistics for the College were also noted, which scores students achievement based on their GCSE entry score. The overall value added score has dipped slightly compared to last year's results. More details will also be included in the College's SAR. In response to a question from Governors regarding the use of statistical analysis to assist staff in pre-empting potential problems, it was noted that whilst the ALPS analysis gives some useful information, teaching staff find it more useful to review AS scores as a more accurate indication of A2 performance.
- The College has internally assessed its curriculum areas with regard to achievements and standards and this has resulted in 6-7 out of 22 curriculum areas achieving an outstanding grade 1 with the majority of the balance achieving grade 2. A few curriculum areas have been disappointing and more information regarding this

will become apparent when the SAR has been finalised and presented at the next Committee meeting.

- Following a query from the Committee regarding some disappointing English results last year, Sally Bromley advised that remark submissions had been made in certain cases with some success. A2 English Literature has achieved 100% pass rate although there were fewer A/A* grades compared to the previous year. AS English literature results had returned to the College's usual expectations.
- The Committee also questioned whether there were other curriculum area examination results which had raised specific concerns. Sally Bromley confirmed that there had been a long running dispute with the examination board in respect of Sociology and recently the Head of Faculty had written to the exam board, following which some of the marked papers had been amended favourably.
- Following a request from the Committee Sally Bromley agreed to include information for the next meeting relating to the numbers of examination results' appeals submitted this year. **ACTION: Sally Bromley** At this point Tando Dwyer joined the meeting.
- The Committee noted the good BTEC results achieved this year and also the excellent mathematics A and AS level results, although it was noted that with regard to GCSE maths, attention would be focused this year upon improving these results.

QC11/37 Report on Retention Statistics

The Committee noted the report presented by Sally Bromley and in particular that the College's retention levels on the majority of its courses were significantly higher than the national benchmark for sixth form colleges. Compared to previous years' figures, the retention levels compare favourably being 94.93% overall for 2011 (95.2%, 88%, 87% and 85% for 2010, 2009, 2008 and 2007 respectively).

Table on page 13, headings for columns 7 and 8 – the Committee noted that the dates given were inaccurate and should be 2010/2011 and 2009/2010 respectively.

Referring to the small percentage of students who leave the College, it was noted that records were kept when possible via exit interviews and reasons for leaving included students returning to school sixth forms, some re-starting on other courses but others became part of NEET (not in education, employment or training).

QC11/38 Review of Parent Survey 2010/2011

The on-line facility Survey Monkey was used by the College for the second time and was made available for parents' response over a 5 week period between February and April 2011. Parents were advised that the facility was available via Edutext messaging. In total there was limited response from parents but better than in previous years - 204 responses overall (139 first year parents/63 second year parents) (compared to 80 in 2010/2011). Although still a low level of responses, there was a downward trend with less positive results than previous year, but owing to the limited number of responses this may reflect the fact that the majority of parents won't have taken part in the survey as they are satisfied with the College's provision.

Disappointingly approval ratings regarding over communication with parents was apparent for those parents who had responded, as in previous years parents had indicated that there was a need for more correspondence from the College to parents.

Two particular issues for concern were highlighted by parents – late scheduling of the A1 Parents Evening and difficulties in accessing information about the start of term in September via the students' log in system.

The College has issued an addendum to the College Charter regarding the Expectation from Parents.

The Action plan arising from the survey analysis was noted – page 17 of the papers.

QC11/39 Report on Lesson Observation and Grading 2010-2011

Sally Bromley introduced the paper to the Committee explaining that the process enabled the sharing of good practice combined with the development of strategies to continually improve the students' learning experience. The Committee noted the contents of the paper and following points were recorded:

- Lesson observation process is completed annually, the results of which are included within the College's SAR. Post lesson observations the relevant head of faculty, head of department and lesson observation leader provide a feedback session after which written summaries are prepared which identify good practice and action with an emphasis upon quality improvement. The grade is not awarded at the time of the feedback session but may be collected after this. Prior warning is given to staff that a lesson observation will be taking place.
- During the previous 2 years the College has offered the opportunity for opting out of the College's peer observation scheme with the option to utilise the observers from other Colleges which subscribe to the EQR (External Quality Review) scheme instead. Sandra Clinton reported that Chemistry had used the EQR scheme last academic year which in effect was similar to a mini-inspection and the department had found this extremely useful.
- Tutorial observations – this year the new specialist tutors were observed and results of these will be available later this term and included within the SAR. Following a review of the current procedures new grading guidelines will be introduced for next year based upon both quality assurance and quality improvement mechanisms more suited to tutorial observations.
- Page 20 and 21 College's grades for 2008/2009, 2009/2010 and 2010/2011 were noted which reflects a slight improvement in A2 Grade 1s from 2009/2010 to 2010/2011 (23% compared to 21%) but with a reduction in AS Grade 1s for the same period of comparison of 11% for 2009/2010 and 19% for 2010/2011. The grading system follows that established by Ofsted with 1 being outstanding, 2 being good, 3 being satisfactory and 4 being unsatisfactory. If a grade 4 is awarded, then urgent action is taken and a lesson will be re-observed. Should the second lesson also be classified as grade 4, the College's capability scheme will come into operation.
- Part of the lesson observation process involves obtaining input from students.
- For the first time in 2010/2011 equality and diversity issues were included within the lesson observation exercise via the identification of examples of best practice. It is intended to use the information acquired this year in next year's process.

QC11/40 Any Other Business

Chris Thomson informed the Committee that two Professors from South Florida had approached the College with a review of providing information to students who may be interested in going to University abroad and at their meeting with him, they advised that they were in discussions with UCAS regarded associated membership to assist students in the application process.

There was no other business.

QC11/41 Date of Next Meeting

Monday 21st November 2011

QC11/42 Reserved Business

Owing to the sensitive nature of the business to be discussed the Committee agreed that Staff and Student Governors should leave the meeting at this point.

Louise Pennington

Clerk to the Corporation

Chair.....

Date.....