

## **BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE**

### **MINUTES OF THE MEETING OF THE QUALITY AND CURRICULUM COMMITTEE HELD ON TUESDAY 15 JUNE 2010 at 6.00 P.M. IN THE SPORTS CENTRE CAFE**

Present: Derek Betts, Peter Freeman, Sandra Clinton, Elizabeth Lamb (chair), Leslie Ironside, Chris Thomson, Nick Hewlett

In Attendance: Sally Bromley, Anne Fielding Smith, Debbie Murray, Ellie Gillies (Student Governor), James Moncrieff (Observer).

The meeting was quorate.

#### **Q&C10/15 Apologies and Welcomes**

It was resolved that Elisabeth Lamb would Chair the meeting.

Welcomes: The Chair welcomed Ellie Gillies, Nick Hewlett & Derek Betts to their first meeting.

Apologies: Apologies were received from Louise Pennington & Jamal Salman

#### **Q&C10/16 Minutes of the Meeting held on 10 March 2010**

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

#### **Q&C10/17 Matters Arising**

None

#### **Q&C 10/18 Declaration of Interests**

None declared.

#### **Q&C 10/27 Student Union Constitution**

AFS introduced Tom Lyons who is the teaching staff member who supports the Student Union. The Student Union Constitution has been an outstanding policy document. Tom talked through the policy and explained how it is the responsibility of the College Governors to approve the final document. Some amendments were suggested to Tom and AFS, these will be made and the final version will be presented to the Corporation. Tom was thanked for his time in attending this section of the meeting to talk about the policy. **ACTION AFS/TML.**

#### **Q&C10/19 Update on current Quality and Curriculum Issues**

Sally Bromley gave an oral report to the Committee. Sally talked about a cross city group she chairs which has been planning for a curriculum in the city from 2015. This will take account of RPA which rises to 18 in September 2015. Planning has been completed and the group is in a position now to look at value for money and quality and how the decisions will be made regarding the opening of new courses and closing of some courses if demand has decreased. The College will introduce the second new Diploma in the curriculum from September 2010 - Business Administration & Finance from Sept 2010. The new coalition government has announced funding will be cut for the introduction of new diplomas in Science, Humanities and Languages. BHASVIC had been working with schools and colleges in preparation for the new Languages Diploma. The spin off from Diploma activity has been greater collaboration

between providers. Ofsted has introduced a new Common Inspection Framework and curriculum departments will use the common framework for their 2009 – 2010 Self Assessment Reports. Training will be provided internally led by SLB.

#### **Q&C10/20 Lesson Observations Reviews 2010**

SLB talked through how this is carried out. SLB explained the tables that incorporated the grades. Gaynor Green carried out some training in the last Summer term that resulted in the group carrying out paired observations. The % of grade 1 lessons awarded this academic year has increased at AS / A2 level, which is in line with the EQR grades. It is felt that grading is more accurate at College this year with the full spread of grades being used. It was raised by the SU Governors that there could be another way of obtaining feedback from the students, SLB asked them to email her with any suggestions.

**ACTION: SLB**

#### **Q&C11/21 Quality and Curriculum Annual Operating Priorities**

Each member of SMT leads on various AOPs

Beacon funding was applied for by SLB and was successful for one project but unsuccessful for another so will remain amber

Upward appraisal will remain red due to lack of time and other HR pressures this academic year

CMT are carrying out a review of Equality & Diversity across College

All other AoPs are expected to be green by July

New AOPs for 2010 - 2011 will be introduced at the Corporation meeting in July.

**ACTION: SMT**

#### **Q&C10/22 Annual Review 'Meeting your Needs'**

It is part of the procedure to review this on an annual basis, the colour was changed to reflect the prospectus and all the photos were retaken by Marketing.

**ACTION: CORPORATION TO APPROVE**

**ACTION: NONE**

#### **Q&C10/23 Child Protection Policy, procedures & annual report**

The policy has been altered to follow the new format. Procedures do not have to come to the committee but have been included for completeness. There was one minor amendment that reflects that the Vice Principal does not need to discuss individual cases with the Principal.

The policy was approved with one amendment

**ACTION: to be approved at Corporation**

#### **Q&C10/24 Report on Retention statistics 2009/2010**

SLB talked through the positive results from the retention figures that impacts on our funding for the College. The staff have been working very hard with students from all levels and this has resulted in the successful retention.

**ACTION: SLB with investigate the report fully re some data which looked as though it could have skewed the final % and report back to Corporation**

#### **Q&C10/25 Student Charges Policy & Financial support**

This is in the new policy in the new format and will be reviewed at a 3 year intervals. Amendments to be made and presented to the Corporation for approval.

**ACTION: AFS TO MAKE THE AMENDMENTS**

**ACTION: CORPORATION TO APPROVE**

**Q&C10/26 Admissions Policy & Procedures for entry in 2001**

This is an annual policy review. The College is heavily oversubscribed for 2010/2011. There could be an option here in the future to perhaps discuss as a Committee or Corporation if we change our out of area applications criteria.

The Committee approved the policy with a few amendments, final document to come to Corporation.

**ACTION: AFS TO MAKE AMENDMENTS**

**ACTION: CORPORATION TO APPROVE**

**Q&C 10/28 Committee Self-Assessment & Review of Terms of Reference**

PF talked through the changes that have happened in the group, informing them of Vanessa Brown’s resignation due to a conflict of interest now that funding comes from the Council. PF & CT will be interviewing two new possible Governors as potential new members. The Committee reviewed its terms of reference and considered the Committee self-assessment questions and it was agreed that the Committee was fulfilling the terms of reference successfully.

**ACTION – SLB will meet with LEP re the changes to be made**

**Q&C10/29 Any Other Business**

Smoking Shelter – on summer works and in the budget

PF thanked Elizabeth Lamb for all her hard work and contribution to the committee.

**Q&C10/30 Date of Next Meeting**

**To be advised**

**Q&C09/31Reserved Business**

There was no reserved business.

CT informed that committee that the industrial action that was planned for Thursday has been called off. SMT will continue to consult with staff and the unions to ensure the smooth working of the College.

Debbie Murray (in the absence of Louise Pennington)

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