



**BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE
MINUTES OF THE MEETING OF THE QUALITY AND CURRICULUM COMMITTEE
HELD ON WEDNESDAY 4TH MARCH 2020 IN ROOM 412, COPPER BUILDING AT 6.00 P.M.**

Present: William Baldwin (Principal), Ben Franklin (Governor – Student), Gillian Hampden-Thompson (Governor and Chair of Q & C Committee), Neil Jones (Governor – Teaching Staff), John Macleod (Governor – Student), Lynn O’Meara (Governor), Jo Redfern (Governor).

In attendance: Alison Cousens (Assistant Principal – Student Services), James Moncrieff (Deputy Principal), Louise Pennington (Governance Director/Clerk)

Students: shadow SU Members from A1 Year: Joe and Ana.

The meeting was quorate.

NOTE: FOR EASE OF REFERENCE QUESTIONS (AND RESPONSES) AND COMMENTS FROM GOVERNORS HAVE BEEN INCLUDED IN BOLD ITALICS

SECTION 1: ROUTINE AND STANDING ITEMS

1.1 Apologies and Welcomes

Apologies: Amanda Law, Chris Piper, Jacque Punter

Welcomes: Joe and Ana – refer above, following by introductions.

1.2 Minutes of the Last Meeting held on 18th November 2019

The Committee minutes were considered and approved by the Committee and the Chair authorised to sign them. **ACTION: Chair**

1.3 Matters Arising

The contents of the actions’ schedule were considered and it was agreed that the updates would be recorded in the next version, noting also that the actions which had been completed since the last meeting, would be removed from the schedule. **ACTION: Louise Pennington**

The following updates were given:

- Annual Report: actions incorporated into the latest Annual Report.
- Safeguarding training: it was noted that Sandra Prail and Lynn O’Meara (Safeguarding Lead) had both completed further training and had another safeguarding training session (Local Authority organised) scheduled for next week.

1.4 Declaration of Interests - None declared.

1.5 Termly Update – Student Governor Perspective

Ben Franklin and John MacLeod gave their report to the Meeting and the following points were made:

a) Several months into the role of Student Union Exec, what can you tell the committee about being a member of the Student Union?

Difficulties ensuring Students are aware of events has become apparent, in light of low attendance at the Student Union (SU) Forum held earlier today in the Main Hall.

At the SU Forum, various issues were discussed including the possibility that the next SU will revise some of the SU Executive roles – current Ben Franklin is the Student Governor whilst John Macleod is Student Governor and Staff Liaison Officer.

The Student Governors advised that being a member of the SU Executive had provided a great experience, particularly about understanding the formality of meetings. However, one of the issues which detracts from their main responsibilities at events, relates to having to deal with administration and catering matters.

b) Tell us about progress so far with the Student Union priorities and objectives for the year.

Preparations are underway for the SU election and the first year Students are being supported and assisted by the current SU. Consideration is being given to moving from paper to an electronic ballot process.

The short term nature of the post was emphasised, which limited any long term and more ambitious initiatives. The main focus this year has been on improving how the Forums work, to encourage more Students to participate. Various SU Executive members did participate in the S7 Students' meeting, after which some members continued to communicate with Students from other Colleges, including the SU President via a SU Presidents' on line Group chat.

c) What are prominent issues and developments emerging from the BHASVIC Forum? (Student Governors bring the minutes as prompts?)

Location of the Forum in the Main Hall proved to be an issue and fewer than expected Students attended as the location was deemed to be too formal. The venue has changed to the Sports Café and since the change, more Students have attended and participated, including the Forum held earlier today at lunch time. However, as it was a lunch time event, there was pressure on time. If the format and timing can be fully resolved, the Forum may return to the Main Hall.

The majority of Forum time is allocated to announcements, event details and Student charities.

d) How are the college's IT network, online learning environment and resources working for students?

On the whole the Student experience was thought to be very good, but noting challenges relating to IT in the previous year. Occasionally Students have reported that WiFi will cut out in some areas of the building, but there was a noticeable improvement across the site, including introducing WiFi access to the Student Learning Centre (February half term work).

e) What do you think the general 'feeling' of BHASVIC is so far this year?

Overall the Student Governors and Student Observers agreed that they were having a very positive experience overall and compared this favourably to the environment in Schools.



Regarding the Mental health awareness week which was held in January, the Student Governors thought the mental health awareness amongst the Student community, was good and also noted the work of the SU EDI Officer.

f) What is BHASVIC doing really well and what is most challenging for students here?

The Student Governors agreed that the mock examinations' week was useful, especially regarding its timing – before half term. Additionally, it was noted that finishing subject work as early as possible, allowing more revision time, helped Students plan their revision timetable better.

g) How is the new building affecting you if at all e.g. noise

There have been no complaints from Students, including classrooms closer to the building works and overall it was thought that the contractors had been very considerate, with little disruptive noise.

h) Any other matters

- Students' feedback about the quality and cost of food on site, remains poor and it was suggested that the SU should discuss this with Management, along with their concerns about environmental issues including plastic packaging etc. It was recorded that the Catering Manager had been invited to discuss the catering provision at a past Forum, but there continues to be issues.
- Communications to Students are good e.g. Strike news and Coronavirus updates – which are via e mail, posters and during lessons/tutorials. However, Governors were advised that as numerous catering messages were sent via e mail through CIS, some Students were now blocking CIS messaging which meant that they would not be receive other important mail such as examination information – SMT agreed to investigate the matter. **ACTION: James Moncrieff**

SECTION 2: CURRICULUM AND GUIDANCE ITEMS

2.1 College Development Plan (CDP) 2019-2020 January Update

- a) Outcome for Learners, including Quality Dashboard**
- b) Quality of Teaching, Learning and Assessment**
- c) Personal Development, Behaviour and Welfare**
- d) Leadership and Management**

The contents of the document and front sheet as presented by James Moncrieff were noted and the following discussion recorded, including questions from Chris Piper who had submitted various questions via e mail:

- New process whereby Q & C Committee is presented with all 4 sections of the CDP reflecting the change in the new Ofsted Inspection Framework whereby some items relating to the Committee's responsibilities (eg Safeguarding) have been incorporated into section d) Leadership and Management, the latter previously presented to the Resources Committee.

- ***Governors confirmed that they found the January update column very useful which clearly records any changes.***
- In addition to the front sheet details, The Deputy Principal directed Governors to pertinent issues within each of the four sections.
- ***Question from Chris Piper – page 15 – update on T levels and potential opportunities for the College and SMT gave the following update to Governors:*** Brighton and Hove Local Authority is investigating whether the fact that no provider will be offering T – Levels within the city is an area of concern for them. SMT has considered and rejected offering T levels, as they do not fit with the College’s current strategy. T levels are likely to be difficult to deliver, due to work placement requirements, and the nature of the curriculum which may only be both desirable and accessible to low numbers of students. Furthermore no T level specifications have yet been issued to Colleges, despite the September 2020 commencement date. SMT will be monitoring T level progress nationally. BHASVIC has also discussed T levels generally at the Accord (BHASVIC, Varndean and MET). If the College changed its strategy to include a T level offer, it would probably need a 2 -3 year lead in time. Consideration would also have to be given to the impact on the College’s existing predominantly A Level provision, should T levels be offered. It was also noted that Colleges could only offer T levels if they have been classified as outstanding by Ofsted (“good” in the next T level wave). Chichester College Group *may* be approached by Brighton & Hove City Council regarding T Level delivery within the city. The uncertain future of other existing vocational qualifications was also noted.
- ***Page 15 question from Governors regarding inspection preparation and the impact upon SMT:*** The Deputy Principal reported that the College had had an exemption from inspection owing to its outstanding status (since 2012), but that SMT was supportive of removing the exemption and to be included in an Ofsted visit (awaiting outcome of consultation). Following consultation, if the exemption was removed, the College will have been inspected by the end of the academic year 2021/2022, giving sufficient time to be fully prepared. The College has a well-established and thorough quality improvement process, which means that a significant level of good practice is already in place should Inspectors visit the College. In terms of governance, SMT intends to provide the level of assurance required in order to enable Governors (usually around 4 to 5 governors, including Chair of Governors, Chair of Q & C Committee and Governor Safeguarding Lead) who will be meeting Inspectors, to have sufficient information and confidence to be able to answer any questions. SMT will be preparing an inspection training event for Staff during the Summer Inset week. The Deputy Principal reported that as 2 other outstanding Sixth Form Colleges, Godalming and Peter Symonds, had recently had an inspection under the new regime and both had retained their outstanding status, useful feedback has been obtained; however, it was noted that Inspectors’ focus may change as Ofsted complete more inspections.



- ***Governors asked for more information about the College's Food Bank initiative?*** Alison Cousens reported that this initiative was in a pilot phase this year and to date Staff had been surprised at how much Students had accessed the facility. Student Services is tracking usage. Fare Share, who provide guidance on food banks would like to use the College's initiative as an example of best practice for others.
- ***Governors sought more information regarding Section 2 Behaviour: Emerging Issue - Some concerns around recent incidents of poor student behaviour off-site, including alleged gang-fights and reports of knife-crime in the vicinity. Police community officers are due to visit to discuss and advise further.*** In response SMT reported that there had been some instances of knife carrying by Students on and off College premises which was a new development and also an incident involving a knife attack in Dyke Road park which was not related to BHASVIC Students, but this had raised awareness of potential issues. There has also been an organised gang fight subsequent to this with individuals being threatened with knives. The Police have been involved and their community liaison officers will be providing further advice to local schools and colleges on how to maintain a safe site. Governors were also informed about a number of safeguarding issues relating to some Students which has raised the issue of general site security, notwithstanding a recent review by an external expert (Tony Pike – ex Police Officer) on site security arising as a result of terrorism concerns. Regarding risk assessment Governors queried whether there was a need for additional onsite security and SMT gave assurance that the risk would continue to be kept under review and that the risk was already included in the risk register. It was agreed that SMT would update Governors as necessary. **ACTION: SMT**
- ***Governors queried the pressure on Staffing capacity in respect of Student anxiety and wellbeing and Alison Cousens reported that they were continuing to see an increase in the number of cases and that this was recorded and monitored via CPOMS (Safeguarding Reporting Software System – the Child Protection Online Monitoring System);*** SMT tracked monthly trends and advised that in the past there was a not unexpected higher level of anxiety in September owing to transition from School to College and A1 to A2, which subsequently reduced through the Autumn Term. However, this year the number of cases has not decreased and there have been 72 incidents warranting a Child Protection/Safeguarding log to be recorded to date. This increasing trend has not yet subsided, which has put additional pressure on Staff, particularly the Guidance Team. A number of Students have presented with suicidal thoughts which takes more time to assess and to refer on to the appropriate agencies, together with many lower level mental health anxiety type issues. The College held a strategy day in November with Managers to discuss and investigate short and longer term resolutions. It was identified that additional administrative support should be provided for the Student Services/Guidance Teams and Welfare Officer to take over the non-acute cases, enabling the Managers to focus on the acute cases. Furthermore, it was recommended

that a Director of Safeguarding should be recruited to assist the Assistant Principal – Student Services. However as funding in the staffing budget was not available, as an interim measure the College has appointed 2 welfare assistants, who started work last week. In the near future, Management will look at a longer term strategy with triage services. At this point the Committee discussed whether further discussion should be held by Governors and it was agreed that a further discussion could be held at the Strategy Event in April. **ACTION: William Baldwin**

The Principal explained that since the approval of the IFMC by Corporation last week and in order to achieve a good financial health for next year, the College has less money in the budget to focus on urgent Staffing needs. The mental health issues within the College and wider sector, is being discussed nationally both by the SFCA and AoC but also in Parliament and the Chair reported that she had led on a mental health discussion at the January SFCA Governance Professionals' Conference in order to raise awareness and share good practice. Governors were made aware of the support provided by Staff which were far in excess of the normal duties of Teachers. The Principal advised that the Accord had met and agreed to devise a collective statement on the mental health offer from the FE Institutions in the City to improve clarity on responsibility and expectations etc. Impact on Staff wellbeing was also recognised by Governors.

- ***Question from Chris Piper regarding an update on the likely impact of the new Haywards Heath Sixth Form facility:*** At this point SMT advised that regarding BHASVIC's applications, it was not unduly concerned about the impact of the new campus, which was likely to open with a small scale A Level offer, but that this will continue to be monitored closely by SMT.

2.2 Annual Report

William Baldwin introduced the document, the contents of which were noted by the Committee and he reminded Governors that this focused on KPI reporting and also recognising and celebrating the past year.

Regarding Chris Piper's question about the relatively low level of Staff survey responses, the Principal advised that this was not a compulsory survey, but Staff were encouraged to participate.

At this point Governors were advised that there had been a good response to the Digital experience survey circulated by Jacquie Punter.

2.3 EDI SARAP

Alison Cousens presented the report which had been prepared by Jacquie Davies (EDI and Welfare Officer) and highlighted the points below, followed by questions from Governors:

- Governors agreed that in their discussions they would focus on the action plan rather than the supporting data, the latter of which required further development.



- The EDI Officer has worked with HR in order to raise the profile of EDI across the College; the report reflects both Staff and Students' EDI matters, being the first time the College has brought together all the relevant data. It was noted that the report required further work but will provide an initial template for progressing the EDI work next year. Additional work is underway by SMT to progress the centralisation of data which will improve coordination and avoid the production of separate reports.
- ***In response to a question from Governors regarding key successes and improvement and whether the key success rates and improvement aspects were ranked***, Alison Cousens explained that this was based on the SARAP format, whereby 3 headline quality outcomes were usually identified, whilst also taking into account other matters such as areas for improvement.
- ***Page 74 Vulnerability Index*** – Alison Cousens explained that this was an initiative introduced by one of the College's new Guidance Managers, based on work done with the Local Authority. The Index uses a calculation which is based upon different elements of a Student's identity. This means that the College can identify Students with specific vulnerabilities and determine potential interventions which may be introduced to assist a particular Student. She also explained that the College was in the process of reviewing whether to use the Index by flagging a Student's records, owing to potential GDPR issues. The Committee acknowledged that this was in the development stage and that updates on progression would be brought back to Committee, together with a more detailed explanation and if possible providing additional information via the Governors' VLE, as requested by Governors.

2.4 Ofsted Updates

James Moncrieff introduced the Ofsted Inspection Data Summary Report (IDSR) and also presented his powerpoint on the new Inspection framework, which was provided as training for Q&C committee meeting members, adding to previous training at the June 2019 Quality and Curriculum Meeting. It was recorded that the powerpoint presentation would be uploaded to the Governors' VLE, Inspection Folder, after the meeting. **ACTION: James Moncrieff/Louise Pennington**

The following additional points were recorded:

- If the exemption from Inspections for Colleges classified as outstanding is removed, the College was not likely to be inspected until the academic year 2021/2022.
- Over the next year, Governors will be provided with relevant information to ensure they have the information and assurance they need prior to the inspection, to ensure that they are fully prepared, particularly for those who are likely to be involving in meeting Inspectors (Chair, Chair of Q & C and Safeguarding Lead).
- Governors will be discussing the new Inspection framework at the forthcoming Strategy event.
- Full inspection timetable: - notification from Ofsted on a Friday; College would circulate surveys to Students, Parents and Staff; Inspectors on site from Tuesday until Friday of the week following Friday's notification; focus on curriculum intent and Principal would provide initial presentation to Inspectors; Inspectors to visit various curriculum and additional support areas of College and carry out deep dives on Tuesday and Wednesday; Thursday and Friday – Inspectors will review their schedule and either complete deeper dives if necessary or investigate other curriculum areas; as mentioned above, Inspectors would meet some Governors for about 45 minutes; Friday – inspection feedback.

- Recent Inspection visits – Godalming Grade 1 overall (grade 2 for personal development; quality of education must be graded 1 to retain overall outstanding grade) – retaining their outstanding status; Peter Symonds – retained grade 1 outstanding.
- Deep dive – no longer have formal lesson observations as Inspectors are looking at the whole Student experience within each subject area. Inspectors will focus scrutiny on Students’ work and shadow students as case studies, to determine individual experiences.
- Inspectors will question Heads of Departments to establish delivery and will assess certain curriculum areas, asking Teachers various questions including why do Students do this course, how the course works for Students, destination and progression issues to establish whether Staff understand their Students’ requirements.
- Inspectors will also question Students with similar questions (to those they ask teachers), regarding their subject choices etc, but will extend this to questions about how safe Students feel on site and also questions about Prevent. SMT will be monitoring how this type of questioning will develop over the next year via other Colleges’ inspections. Students will receive briefings via tutorials to ensure they understand the type of questions they may be asked by Inspectors and to understand the language which may be used, so that they can interpret this to their own and actual experiences at BHASVIC.
- It was suggested at Ofsted conferences and in Nominee training that it would be useful to have Governors on a governance panel who are able to articulate educational language. Governors will also be questioned on the curriculum intent e.g. “why is BHASVIC’s curriculum offer made in this way?” etc
- James Moncrieff stated that in the case of an inspection, governors for the inspection panel meeting would be invited in before meeting inspectors and would be supported by SMT prior to the meeting.

IDSR (Inspection Data Summary Report):

- Inspectors will expect Governors to have some understanding of the IDSR.
- Data within the College’s ILR and SAR is in much more detail than the IDSR and Inspectors will be directed to the SAR to support the College’s curriculum intent.
- ***Following a question from Governors***, it was noted that most of the IDSR data was accurate and James Moncrieff explained that that data would differ slightly in some instances when comparing the IDSR to the College’s own reports, reflecting differences in methodology. However, in the round, the IDSR data is accurate, and is drawn from the college’s ILR return (ie ESFA/DfE data returns). It was also reported that Inspectors were aware that some of the methodologies used to produce the IDSR, required revision (applied general qualifications, retention and destinations data). James Moncrieff confirmed that he’d follow up any other technical questions from Chris Piper, outside the meeting. **ACTION: James Moncrieff**
- ***Governors suggested that it would be useful to have guidance from SMT prior to inspection on the likely “deep dive” areas as anticipated from the latest IDSR.*** Ofsted Inspectors will make use of other key documents (the college’s SAR primarily) to help inform them during an Inspection, noting that the figures used in the IDSR can be very late to arrive (March for the previous summer’s results). James Moncrieff explained some of the subject areas which Inspectors were likely to be interested in at BHASVIC.



- Reassurance was provided to Governors regarding the Inspectors' reliance upon the IDSR, noting that in recent Colleges' inspections, Ofsted Inspectors had made use of Colleges' other key documents fairly quickly, namely the SAR but also the data provided by the lead inspector on notification of inspection.
- James Moncrieff highlighted some aspects within the IDSR including the performance data summaries (page 4); retention data (page 7) and attainment; destinations data (page 8) and again noted that at the start of an Inspection visit, Inspectors would be given more extensive data..

STRATEGY DAY PREPARATION FOR GOVERNORS – SMT will revisit information to be provided to Governors for the Strategy event, when further updates become available and governance self-assessment will also be considered at the Strategy day, particularly reviewing action needed to move governance from “good” to “outstanding”. **ACTION: Sandra Prail/William Baldwin**

SECTION 3: CONSENT AGENDA

The following items were taken as read and endorsed where necessary, subject to the questions included in the items and recorded below.

Policies and other Documents

3.1 Policies

a) Student Charges' Schedule

James Moncrieff advised that there were no changes since last year and the schedule was recommended to Corporation for approval. **ACTION: James Moncrieff**

3.2 Risk Assurance

James Moncrieff presented the paper to the Committee which noted the key risks, along with the supporting document incorporating the lower risks where responsibility rests with the Q & C Committee.

Referring to page 113 and a question submitted by Chris Piper regarding the College's IT issues and the impact upon some of the College's subject areas which are more reliant on IT such as BTEC and SMT explained that in some instances the College had to outsource to Ideal Networks in order to provide the necessary VM ware for completing coursework; this had added additional cost to the College but ensured delivery at the appropriate level. The College has an action plan in place to deal with the IT issues in the longer term which is being closely monitored – weekly meetings with the Digital Director, relevant Teachers, IT and Network team.

The Committee recommended to Audit Committee that adequate assurance had been provided to the Committee in respect of all the risks assigned to the Q & C Committee. **ACTION: James Moncrieff**

SECTION 4: OTHER ITEMS

4.1 Any Other Business

None.

4.2 Date of Next Meeting – MONDAY 15TH JUNE 2020 at 6.00 p.m.

SECTION 5: CONFIDENTIAL BUSINESS – refer to confidential minutes

5.1 Confidential Minutes from the Last Meeting

The draft minutes were approved and the Chair authorised to sign them.

5.2 Matters Arising

There were no matters arising.

5.5 Any Other Business (Confidential Business)

None

Chair.....Date.....