



**BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE
MINUTES OF THE MEETING OF THE QUALITY AND CURRICULUM COMMITTEE
HELD ON MONDAY 11th NOVEMBER 2024 AT 6.00 P.M. – Room 538, ELMS BUILDING**

Present: Katy Hiles (Governor – Parent), Chris Piper (Governor and Co-Chair of Q & C Committee), Wilhelmenia Rantala (Governor), Jo Redfern-Evans (Governor), Tom Trafford (Governor – Teaching Staff)

In attendance: Simon Porges (Governor and Co-Chair of Corporation), James Moncrieff (Deputy Principal), Alison Cousens (Vice-Principal – Student Services), Mark Monahan (Assistant Principal – Digital and Communications), Louise Pennington (Governance Director/Clerk)

It was noted that Chris Piper (Co-Chair) would chair the meeting.

The meeting was quorate.

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

Pre-Meeting Training on “Closing the Gap” and Cedar – James Moncrieff and input from Tom Trafford HOD and Teacher, - followed by Questions. ACTION: JAM to circulate the slides and Closing the Gap SARAP to Committee members via LEP.

SECTION 1: ROUTINE AND STANDING ITEMS

1.1 Apologies and Welcomes

Apologies: Andrew Wright (work commitment), Deya De Brun (work commitment), Dibran Miha Lopez (illness), William Baldwin (AoC Conference), Daniel Osorio and Jo Usher (attendee – Designated Deputy Safeguarding Lead Staff Member – for Safeguarding Report item)

Changes to Committee:

The Chair reported that subject to Corporation approval at its next meeting in December 2024, Neil Wells (Head Teacher of Bowden House School), who is well-qualified and experienced, plus locally based - would be appointed as the SEND Link Governor and member of Q & C Committee. The Committee noted that the SEND Link Governor role was a fairly new role, introduced for the last academic year and that it was recognised that a working knowledge and experience of SEND would be useful in this role, particularly as there is no Governor training available in this area at present.

He also reported that Alison Mansell had transferred from Q & C Committee and stepped down as SEND Link Governor and moved to Resources Committee with effect from this academic year. Thanks were recorded to Alison for her work on the Committee and in the Link Role.

At this point reference was made to the questions on the Committee papers received from Governors via Teams, prior to the meeting, and it was confirmed that SLT would report on this within the relevant agenda item.

1.2 Minutes of the Last Meeting held on 10th June 2024 (NON-CONFIDENTIAL BUSINESS) plus confidential appendix

The minutes were considered and approved by the Committee and the Chair authorised to sign them, subject to the amendments recorded under matters arising item 1.3. **ACTION: Chair**

1.3 Matters Arising

The contents of the actions' schedule were considered and updates were provided where necessary in respect of on-going and completed actions, together with references to other items which were on this meeting's agenda. It was noted that the schedule would be updated for the next meeting.

Outstanding action regarding the Student Governors' liaison with the Catering Manager and Alison Cousens confirmed that this had been taken by the Student Governors to the SU Forum. She agreed to follow this up with the Student Governors and report back to Q & C Committee. **ACTION: AMC**

1.4 Declaration of Interests - None declared.

1.5 Principal's Update (Resources and Audit Committees' related matters)

In the absence of William Baldwin, James Moncrieff submitted the following Report on behalf of the Principal:

- Apologies I am not with you tonight – I am at the AoC conference in Birmingham
- As you know, school teachers got a funded 5.5% pay rise but college staff did not.
- The budget allocated an additional £300m for FE which is available from April '25. It is not yet clear what this will cover. It is likely that a chunk of it will cover the increase in 16-19 year olds in the system. There may be some left to allocate a pay increase from April which even then will only be 5/12ths of what those in schools/16-19 academies will have had.
- The NEU ballot has met the threshold for strike action and it is likely that this will occur towards the end of November.
- Work on the Estate is progressing – the extension to the canteen starts next week and will last until March.

Once we have secured planning for the student services replacement building (imminent) we will submit an application for the artificial pitches. Temp building on netball courts – so reducing very small space for sport – so want to create all weather pitches/courts – behind student services, planning permission sought. JRE had raised a question on the space available for students. Questions were invited from the Committee:

- Strategy Planning – SLT will be meeting in January for a Strategy Day to review various issues including managing student numbers and demographics, together with marketing developments. Governors will be updated on the outcomes from the Strategy day at the Spring Term meetings.
- The College was unable to offer places to all category 3 Students who applied this year, which is a common occurrence (oversubscription) – admissions strategy will also be reviewed in January at the SLT Strategy day.
- A new strategic plan is due to be drafted for 2025.
- Regarding enrolment it was reported by KH that within HE there was an increase in Students making decisions regarding their HE applications, later than usual, with some moving to post-



qualification decision making. However, it was thought that within the FE sector this may not be the case - instead competition from other local Colleges having a greater impact on recruitment.

- For 2024/2025 the College has met its enrolment targets of 3,800 Students, with a funded target of 3,750 – this equates to an additional 200 Students and maximum capacity.
- From 2028 the city demographics are predicted to reduce.

Thanks were recorded to William Baldwin for his report, given by James Moncrieff.

1.6 Termly Update - Student Governor Perspectives

As the Student Governors had submitted their apologies, the report would be deferred until the next meeting. In the meantime, the Student Governors provided the following written report after the meeting – and is recorded below and actions noted by the Chair in the absence of discussion within the meeting:

- Transport- there are mainly concerns about the price and change of railcard. 16-17 savers offer a 1/2 price discount however once we turn 18 in our second year, the discount applicable is 1/3. We know it's probably difficult for you to do something about this but the main concerns are behind these prices.
- Wi-Fi issues- does not function properly in certain areas and works slowly altogether **ACTION: MM**
- Other concerns- revision space during exam season is a worry. A2s would prefer designated space for just ourselves to avoid the A1s taking up room - maybe signup sheets or time slots to manage this? **ACTION: JAM**
- Queue concerns - at canteen, staff in kitchen probably need more people to manage the queue during lunch? **ACTION: Link this to the action under matters arising above AMC**
- Start of college- most found enrolment confusing as well as CEDAR and Teams. They may prefer more directions and help on how to use these. Advice from beginning on how to time manage or deal with homework overloads? **ACTION: JAM**
- Pacing- some complaints about the pacing for A2; heavy workloads for some and the levels of work may be unclear? (Personally, not an issue, but I know of people who are concerned on this)

SECTION 2: CURRICULUM AND GUIDANCE ITEMS

2.1 Qualifications – outcomes headlines, including areas requiring improvement

Papers: 2.1a Front Sheet, 2.1b Report

James Moncrieff presented the Report and the following points were recorded including responses to various pre-meeting questions submitted by Committee Members:

- *In response to a question relating to changes in behaviours etc, it was noted that there still remained a significant number of high grades achieved by Students, with no concerns from SLT.*
- Pass rates remain very strong.
- Regarding retention, there may be a correlation between an increase in retention and a consequential slight impact upon pass rates. Value added has reduced slightly but this is not seen as a problem but will be continued to be monitored closely; value added continues to be seen as excellent at BHASVIC, although 1 or 2 Colleges in the sector have overtaken BHASVIC; BHASVIC

remains in the top 5% - 10% in terms of value added, compared to previously being in the top 1% - this is based on 1 year's data only so will be kept under review. Reference was made to page 25 of papers – 94 SFCs ranked in 2023 and BHASVIC was listed as second from top. The sector has changed owing to other Colleges joining the SFCA, increasing its membership, including the London Film School and Brockenhurst College (Tertiary College).

- ***Page 15 – discussion regarding exam grades and changes post Covid, also noting that many subjects have improved in respect of the latest year's results.***
- ***Page 18 – Closing the Gap discussion, noting that the College culture was focused upon aiming for all Students to achieve to the best of their ability, and with the required support in place; each department reviews its own area regarding Students' support needs.***
- ***In response to a request from the Committee, it was agreed that in future the absolute Student numbers per curriculum area should be included (reference pages 18 and 19) to aid Governors' interpretation of the results and sense of value, and where there may be areas for concern.***
ACTION: JAM

2.2 College Development Plan (CDP) – 2023/2024 Final Update – for discussion and assurance

James Moncrieff introduced the document, the contents of which were taken as read and questions were invited from the Committee.

- a) Quality of Education**
- b) Behaviour and Attitude**
- c. Personal Development**
- d. Leadership and Management**

Notes:

- *CDP is based on the structure used in the Ofsted Framework*
- *Executive Summary content was noted.*
- *Actions completed demonstrated via the green and amber highlighted sections in the column on the far right of the table.*
- *Headlines – focus on quality transparency, including identifying which areas not working well and that challenge from Governors was welcomed.*

James Moncrieff introduced the document and the following points were recorded:

Questions from the Committee Members:

- ***Question from page 30 regarding the post 16 review, querying whether there were any emerging themes: James Moncrieff reported that the previous Government had proposed that all Applied General Qualifications (including BTECs) should be discontinued with only A Levels and T Levels being offered. Associations and Colleges had challenged this with the Government adjusting its proposals to a reduced scope, with the intention of retaining some Applied Generals but avoiding any overlap with A Level qualifications. Since the election of a new Government, Labour had originally stated that there would be a pause to review this but since coming into power, they have decided to continue with the previous Government's proposals and intend to carry out a quick***



review in the Autumn Term – the outcome of this is awaited. It's thought within the sector that both types of qualifications may continue for the time-being, but possibly with AAQs (Alternative Academic Qualification) commencing too – to provide 2 types of qualifications. In terms of the BTECs in scope for deletion. BHASVIC may offer AAQs in Computing from September 2025 but would likely continue to offer Health and Social Care and Information Technology as the existing BTECs if we can. BHASVIC will therefore continue to offer its current BTECs including Health and Social Care.

- Question arising from page 31 – contextual admissions offer – it was confirmed that this was a pilot exercise in respect of the September 2025 intake and the Committee welcomed this in line with “Closing the Gap” initiative. The Committee discussed the BHASVIC offers made to Students and noted the limited movement on offers owing to the level of competition and also a requirement to ensure the grades required for entrance at BHASVIC reflects the level required for a successful completion of each course. Question arising from page 43 – reference was made to the discussion already held regarding Student guidance and estates’ capacity.*
- Question arising from page 44 on attendance: SLT confirmed that attendance relating to the main curriculum areas was down post Covid by approximately 3%, but that also tutorials had not recovered to pre-Covid levels. There was a greater impact on attendance levels arising from A1 compared to A2. The Guidance Team at the start of the term have encouraged Students not attending portfolio courses (tutorial), to improve their attendance or alternatively attend (offered) guided learning sessions. The figures from the latter will be available in next year’s analysis. It was also noted that attendance nationally was a problem, as recognised by Ofsted.*
- Page 48 pilot A1 Tutorial – an update will be provided at the next Q & C Committee Meeting – Spring Term 2025, noting that a Cross College Working Party had been established investigating A1 tutorial models (6 tutors are piloting an alternative approach to A1 tutorial curriculum led by Community Action and student choice of projects): ACTION: AMC. There are some statutory requirements for tutorial provision within the personal development programme, including safeguarding, Skills Agenda etc, but there are other subjects covered which are of interest to Students who do have some input in the content. More work is underway to gain greater feedback from the Student voice. ACTION: AMC*
- Question arising from Page 56 relating to the staff satisfaction survey outcomes. SLT explained that the College kept under review Staff workload including impact on Teachers from an increase in class sizes. Various strategies have also been put in place to better manage workload such as peer marking, digital assembly and changes to parent evenings. Meet the tutor evenings have been discontinued to free up time for Staff to deal with other aspects of their work and making the workload more manageable, BHASVIC webinars, progress reviews where some parents are invited as observers, development days for Staff where the timetable has been cleared for Staff to manage other commitments. At this point it was also noted that Heads of Department would send reminders of what new practices and initiatives are underway to assist Staff in managing their workload, including development days (non-teaching days) and removal of some INSET days etc.*
- Page 72 – the Committee discussed marketing initiatives in particular connected to social media and how the College could best achieve its objectives. At this point the Digital Director reported that work was underway with the Deputy Principal and the Marketing Team to obtain analytics*

(measure success and impact), determine outcomes and ensure that the best marketing initiatives which were engaging prospective Students/Parents, were being utilised.

- **Page 73 – Staff recruitment difficulties were discussed and noted these were both in curriculum and support areas.**

2.3 SARAPs – Initial Feedback from Governors’ validation visits

Note: written feedback paper to be drafted once visits have been completed and presented to Spring 2025 Q & C Committee). ACTION: Chris Piper

Chris Piper provided the following summary of the recent SARAP visits by Governors, noting that approximately 95% of all SARAPs (both curriculum and support areas) had been attended by a Governor. Thanks were recorded to Governors for their support.

- Welcomed the changes to the paperwork especially the college strategic aims and cross college strategies section.
- Use of the three I’s in some SARAPs was good.
- Some plans had smart / semi smart targets in them
- Standard of the whole process was high
- Will Baldwin / SLT put new managers at ease in the meetings – constructive tone and recognising achievements – open dialogue – staff able to raise issues as needed – they should be encouraged to use this opportunity
- Meetings were more open – more opportunity for staff to talk – structure of looking back and then forward works well
- Student voice input to the process came across in many of the meetings
- Sharing of good practice
- Impact of CEDAR across the college
- Impact of Closing the Gap
- Lots of skills references / projects / outcomes

Issues

- Space / student numbers / increasing workload / wear and tear on the building
- Possible changes to BTEC courses / structures – but where this did affect departments – planning in place and flexible approaches identified

Looking ahead

- How do we keep the process fresh for departments where very little changes from year to year – library for example
- There were a number of SARAPS where AI ought to be investigated more – should we expect to see updates in next year’s SARAPs?
- Could Governors be made aware in advance of any departmental changes within departments (this is already being actioned), as well as any high-level issues, again before reading / attending the SARAP



Sum up

- Across the board Governors got the right level of assurance in the process and outcomes
- Strong alignment with BHASVIC's strategy

2.4 Link Governor Updates – refer confidential section for Safeguarding Designated Lead/Link Governor Update Report

2.5 Risk Register

Papers 2.5a Front Sheet and 2.5b Risk Register

Question from page 85 from the Chair regarding a Quality and Curriculum Risk “S5” which is missing from the Risk Register – and it was agreed that this should be added to the final draft Risk Register going to Audit Committee for review/recommendation later in November 2024. **ACTION: WJB**

The Committee approved the Risk Register paper in respect of the Q & C related risks, noting the updates which had been made this term by SLT. **ACTION: WJB**

SECTION 3: CONSENT AGENDA

The papers as listed below were taken as read.

3.1 Policies and other Documents

3.1a) Safeguarding and Child Protection Policy - recommended to Corporation for approval.

The Committee queried a reference to whistleblowing relating to NSPCC reference and SLT confirmed that there was a separate Whistleblowing Policy and also noting that the Safeguarding/Child Protection Policy was based on the Local Authority model template policy.

3.1b) Online Safety Policy

The following questions were raised by the Committee:

Page 93 – It was confirmed that the Safeguarding Lead Governor was aware of this section of the Policy and secondly it was resolved that the wording should be revised as it wasn't a requirement for the Lead Governor to attend the online safety or SLT Business meeting referenced. ACTION: AMC

List of Policies referenced at the end of the Online Safety Policy – Alison Cousens confirmed the list was accurate and complete and hyperlinks had been included for those wishing to access the list.

Page 98 section 9 – agreed to add Governors within the sentence regarding training rather than only referencing “staff”. ACTION: AMC

Page 101 – diagram – formatting error identified which should be amended. ACTION: AMC

Page 103 – reference to school to be revised to read “College”. ACTION: AMC

Page 104 – reference to mobile technologies – update sentence to include “Governors”. ACTION: AMC

***Page 107 – section 22, bullet point 1 – reference to “staff and students” – to add in “Governors”.
ACTION; AMC.***

The Policies listed above were recommended for approval to Corporation. **ACTION: SLT/Chairs**

SECTION 4: OTHER ITEMS

4.1 Any Other Business

- a) Front Sheet papers to accompany documents going to Corporation for approval/information (Agree details/rec/linked papers etc)**

Where papers are going to be included in the Corporation meeting pack (mainly those requiring approval) it was noted that the front sheets should be revised by SLT accordingly to reflect the recommendation agreed/discussion held at Committee. **ACTION: SLT**

4.2 Date of Next Meeting – Monday 3rd March 2025 at 6.00 p.m. in room 538 Top Floor Elms Building

SECTION 5: CONFIDENTIAL BUSINESS - Refer separate confidential minutes

- 5.1 Confidential Minutes from the Last Meeting June 2024 – appendix to Main Minutes - approved and the Chair authorised to sign them. ACTION: Chair/LEP**

5.2 Matters Arising – None

5.3 Termly/Annual Safeguarding Report (including reflection on Safeguarding SARAP)

5.4 Annual Complaints' Report – noted.

5.5 Any Other Business (Confidential Matters) – None

Chair.....

Date.....