



**BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE
MINUTES OF THE MEETING OF THE QUALITY AND CURRICULUM COMMITTEE
HELD ON MONDAY 3rd MARCH 2025 AT 6.00 P.M. – Room 538, ELMS BUILDING**

Present: William Baldwin (Principal), Eve Liu (Parent Governor), Chris Piper (Governor and Co-Chair of Q & C Committee), Wilhelmenia Rantala (Governor), Nachiappan Subramanian (Parent Governor) Tom Trafford (Governor – Teaching Staff), Andrew Wright (Governor and Co-Chair of Q & C Committee)

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

It was noted that Andrew Wright (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

SECTION 1: ROUTINE AND STANDING ITEMS

1.1 Apologies and Welcomes

Apologies: Jo Redfern-Evans (Governor), Neil Wells and Student Governors Dibran (College football match) and Deya

Welcomes: Eve Liu and Nachiappan Subramanian (Parent Governors)

1.2 Minutes of the Last Meeting held on 11th November 2024 (NON-CONFIDENTIAL BUSINESS)

The minutes were considered and approved by the Committee and the Chair authorised to sign. **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. Regarding the various suggestions and points submitted before the meeting from Chris Piper and Simon Porges, James Moncrieff confirmed that he would work on their suggestions for the SAR data tables.

1.4 Declaration of Interests - None declared.

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

William Baldwin gave the following Report:

- Vice-Principal (Student Services) (Senior Postholder (SPH) Recruitment: Following resignation of Alison Cousens from her role as Vice-Principal, wef the end of this academic year, the Principal provided an update on the process to recruit a successor, confirming the establishment of the

Corporation's Selection Panel (William Baldwin, Simon Porges, Jo Redfern-Evans and Andrew Wright) and the 2 day recruitment process. It was noted that the process had been seen as robust and fair and subject to approval of Corporation at its next meeting on 31st March 2025, the Panel recommended that Jess Jung (internal candidate and Head of Faculty). Should the appointment recommendation be approved at Corporation, SLT will also be seeking a successor Head of Faculty to replace Jess Jung.

- Teachers' Industrial Action: this has now ended since agreement was reached, with a new pay deal comprising 3.5% pay rise from September 2024 – to end March 2025 rising to 5.5% n pay from April, with £50M provided by the DfE to cover SFC's costs here. The ongoing affordability of this will be discussed at Corporation in March. There have been 8 days' teaching lost owing to strike action; however, adjustments have been made to provide 5 additional teaching days back for Students via re-assigning staff development days; the impact upon students is still to be fully assessed.
- Budget for 2025/2026: funding for next year was due to have been announced on 14th February, but this has been delayed, creating uncertainty within the sector particularly in light of the rebate estimates to cover the increased national insurance costs; regarding the latter, it's now been predicted that 100% of the increase in NI costs will not be covered and that this is likely to be around 85% instead. Funding in respect of next year's Staff pay rise is also not yet known; it was reported that the School Teachers' Pay Review Board (STRB) have recommended 2.8% but the Unions have announced that this is insufficient and it is likely this may lead to industrial action from the Schools' sector.
- The main budgetary issue affecting the College this year will be generated by the DfE's announcement that the current arrangement for the College's unfunded students, being 225 at present, will change so that funding for the additional students subject to a deminimis is likely to equate to half the funding allocation currently received which will consequently impact the College's bottom line. The details, once confirmed, will be reviewed by the Resources Committee.
- Estates – The Principal is due to present to the Council Planning committee tomorrow (4/3/25) on the planning submission for the new Student Services Building to replace the current modular buildings, noting that the original planning application was submitted in November 2023. The Café extension is due to be completed in the next 2 weeks and is on budget and on time.
- Digital – all the new CCTV hardware has been installed around the site, but the intelligent facial recognition software is due to be switched on once the new privacy policies have been updated.

Thanks were recorded to William Baldwin for his report.

1.6 Termly Update - Student Governor Perspectives

The Student Governors gave the following Report:

- SU/Ambassador Activity
- Impact of Strikes
- Student Wellbeing
- SU Elections and Forums – critical reflection



In the absence of the Student Governors, James Moncrieff reported on notes received from Dibran Miha Lopez following their recent pre-Q & C Committee meeting, noting the following:

- Culture Day: planning is underway with the event scheduled for the end of March 2025. ESOL Students will be involved in this event, and all Students wishing to participate are encouraged to get involved.
- Strikes impact – general impression is that as these were not too close to the examinations, no significant issues have been voiced by the Students to date.
- Students' wellbeing: the same concerns have been raised relating to the various transition points ie from School to Colleges and A1 to A2. Some Students find it confusing regarding the understanding of specific subject choices. Stress from examinations and SLT are investigating the current revision and study sessions. The A2 mock exams week has been identified as useful and providing confidence to Students.
- SU elections – currently underway – deadline was extended for applicants which has generated greater interest. Interview process will commence shortly to ensure that the most appropriate candidates are appointed to the various SU roles.

SECTION 2: CURRICULUM AND GUIDANCE ITEMS

2.0 Post-16 Qualification Review Update

Papers: 2.1a Front Sheet, 2.1b Report

James Moncrieff presented the Report, the contents of which were noted and the following points were recorded:

- The document shared with Governors is a briefing provided to Curriculum Managers and includes qualification course details including applied generals and possible new course options.
- Further information is awaited from the DfE regarding the outcome of the Curriculum and Assessment Review (CAR), which will include details of courses being discontinued, etc.
- Pearson are continuing to call their new AAQs (Alternative Academic Qualifications) “ BTECs” because they want to retain their branding of an established A Level alternative, but the qualification is fundamentally different to the previous Applied General ‘BTEC’.
- The College has considered whether to add any new subjects, previously not offered or not available. The paper notes some criteria used to ensure that any new course is likely to be a success.

2.1 College SAR and Curriculum Data

Reference was made to the delegation by Corporation at its December 2024 Meeting to the Co-Chairs of Governors and the Co-Chairs of Q & C Committee to approve the SAR, once finalised. As an update, reference was also made to the email sent by James Moncrieff to the Co-Chairs about the SAR, dated 28th February 2025, which outlined a process of reviewing the structure, content and data systems within the SAR and time needed to do this. It also noted that there is no longer a requirement to send the SAR to Ofsted by end of January, or at all, just to ensure this takes place in the year that an inspection is due.

The contents of the latest version of the College SAR and accompanying curriculum data, was presented by James Moncrieff, who highlighted the following key aspects:

- Noting the complete re-write and presentation of the SAR as reported at the last meeting and Corporation Meeting, the continuing work on the draft document was considered, noting that there were areas still to be completed and data content to be reviewed and revised where needed. Currently the data tables are about 3/5 completed, with the overall template agreed with SLT, but some of the content and figures still be finished, which James Moncrieff is progressing. The data systems are being specified and once completed and agreed, James Moncrieff will work with Mark Monahan to automate these systems, so that they arrive in a timely and accurate way for quality cycle work at the start of the academic year. James Moncrieff is incorporating benchmarking data from the DfE which has returned to being produced for the first time since the pandemic.
- Fundamentally the SAR is a key document for Curriculum Managers to use, but the focus to date of producing the document late in the Autumn Term means it doesn't serve its fundamental purpose because it is not arriving early enough. The proposed earlier timing for completing the SAR should improve the reporting to Governors of both the SAR and CDP going forward.
- Points raised via email from Simon Porges and Chris Piper which were highlighted:
 - i) Maths GCSE results page 43, changes in outcomes in recent years
 - ii) Retention page 46 level 3 Students increasing slightly, noting 2022/2023 retention level drop.
- James Moncrieff acknowledged other checks and observation by Chris and Simon and will be using these to finalise the data tables.
- Destinations – Students' gap years – noted and if no response from Student, recorded in analysis as "unknown". Destinations report will be presented to the committee in the Summer Term.
- New Ofsted framework and report cards system – SLT will be taking this forward at its next strategy day.
- **ACTION: James Moncrieff agreed to work on the other questions and suggestions emailed before the meeting by Simon Porges and Chris Piper and would update as necessary.**

Thanks were recorded to James Moncrieff for the work carried out to date. The Committee endorsed the latest version of the SAR document, noting that it was work in progress. **ACTION: JAM/Chair**

2.2 Governor SARAP Visits Validation Feedback – final Report

Chris Piper referenced the report given at the last meeting, and James Moncrieff presented the final report to the Committee, which includes SLT responses to governor suggestions. It was noted that the Sport SARAP was not included in the scope of the report as this was delayed owing to a Staff long term absence. Thanks was recorded to Governors for their involvement in the SARAP process.

2.3 College Development Plan (CDP)

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



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

- Change in format was noted which has made it easier to read, with the previous version mapping the current Ofsted framework.
- Headlines based upon responsibilities of Senior leaders and CDP has been streamlined being focused upon SLT's responsibilities and project/strategic work.
- Digital/communications aspects have also been updated per section and from this Mark Monahan (VP – Digital and Comms) prepares his digital update for Governors reported via the Resources Committee. The digital section has not yet been RAG rated, but this will be updated in due course.
- Sections 2 and 3 are most relevant to the Q & C Committee.
- ***The Committee questioned the planning application in respect of the proposed new building development and it was noted that objections had been raised from local neighbours in response to the proposed new building. If/when planning has been approved, the College intends to submit a further planning application for the sports pitches, facilities much needed for the students.***
- ***Page 95 ESOL – focus will remain on 16-19 age group noting that a BHASVIC offer with 14-16 age range is not feasible due to accommodation needs.***
- ***New Immersive space – links are being made with various stakeholders and local partners to ensure that this new facility promotes innovation in education.***

2.4 Termly Link Governor Updates:

1. EDI Link Governor (Wilhelmenia Rantala)

- Thanks were recorded to Alison Cousens and the EDI staff for their meetings/discussion with Wil Rantala, noting that a framework had been put in place for the Link Governor work with the EDI team and regular meetings will be held, together with opportunities to have other discussions/phone calls as necessary.
- Link Governor will be meeting with the new SU representatives, once elected
- Last EDI meeting was held in February 2025.
- Also currently working with Owen Clemence, one of the Guidance Managers at present, whose specialist area is EDI on an EDI initiative with a focus upon Students EDI related matters and representation.
- Reference was made to the use of EDI terminology noting that the term “BAME” is no longer used, but noting that all areas of ethnic diversity should be included. The Guidance Manager will be inviting groups of Students to meet in focus groups for an open discussion, to ensure everyone feels included and that any issues may be raised. The outcome from this is intended to ensure that an EDI framework is in place, with training provided as necessary too – aiming for new academic year target implementation of any changes.
- Other EDI matters: Culture week as reported in the Student Governors’ report; A1 Student conference on neurodiversity – was cancelled owing to Teachers’ strike but is under review to be rearranged.

- Next year's EDI SARAP, which Willhelmenia Rantala aims to attend, will report on the various initiatives underway.

2. Designated Safeguarding Lead Governor (Andrew Wright) - termly

Andrew Wright presented the following report to the Committee:

- Meeting with Jo Usher (Guidance Manager – Staff Safeguarding Lead) on 14th February.
- Internal Auditors conducted a Safeguarding audit which involved Jo Usher, Alison Cousens, 2 other Guidance Managers and some Teaching Staff. The audit took place during the week before half term and the auditors carried out their work on site and also reviewed the College's Policies and Procedures, together with completing various interviews with the individuals listed above and various other staff including the HR Manager. The internal audit report has been issued with a "clean audit" being identified – the details of this will be presented to Governors via the Audit Committee and any minor recommendations taken forward as necessary.
- The College has a very qualified and experienced Safeguarding Team, although the capacity and complexity of the work compared to resources available was noted.
- Currently vulnerable characteristics are being mapped together with other safeguarding content collected across the curriculum and tutorials, which is work in progress.
- CPOMs (Child Protection Online Monitoring System) – Safeguarding software system – used to record any safeguarding concerns identified. There has been an opportunity with the CPOMs software provider to re-design some of the key headings to better organise the way in which data is collected and collated. This is also work in progress.
- The Team is also exploring additional capacity regarding counselling.
- In the Summer Term there will be a deep dive on online safety.

3. SEND Link – welcome (Neil Wells) – Deferred until next meeting owing to Neil Wells' apologies.

It was noted that the annual SEND Link Governor report would be presented to the Autumn Term Q & C Committee meeting. **ACTION: Neil Wells**

At this point, it was also recorded that the Skills Link Governor Report would be made at the Summer Term Q & C Committee, at the same time as the annual Destinations' Report is on the agenda. **ACTION: Jo Redfern-Evans/LEP**

2.5 Accountability Agreement and Local Needs Duty

Alison Cousens presented the Report and the following points were noted, followed by questions:

- Noted that in line with the Skills Act, this is a new requirement forming part of the College's funding agreement. Colleges are required to publish a skills overview based on the ESFA's template.



- *Following a point raised by the Committee, SLT confirmed that the final wording would be reviewed and checked with the CDP/SAR to ensure consistency, with the final version going to Corporation.*
- Page 126, section 4 contributions – the key headlines were highlighted including the various projects underway which feeds into the Local Skills Improvement Plan and which are also recorded in the CDP and SAR. *In response to a suggestion from the Committee, Alison Cousens confirmed that SLT will review and consider including the historical achievements within this section.*
- The ESFA submission deadline is 30th June which means the document has to be approved by Corporation during the spring term as the Summer Term Corporation meeting is in July.
- The document also forms part of the annual ESFA Strategic Conversation – due to take place in the Summer Term.
- The Committee was reminded that the College was used in a pilot exercise for the DfE when the accountability agreement was first introduced.
- Page 128 – new section on FE Sussex report on actions including BHASVIC's contribution and collaborative work.

Subject to any additional changes as mentioned above, the document was recommended to Corporation for approval. **ACTION: Alison Cousens**

2.6 Risk Register

Papers 2.6a Front Sheet and 2.6b Risk Register

Reference was made to agenda item 2.0 (Qualifications Review) and discussions held regarding the future of BTEC qualifications.

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) Student Charges Policy for 2026/2027

3.1b) Complaints Policy i) Staff and ii) Website

3.1c) Parent/Carer Emergency Contact Policy – new policy.

It was noted that as 3.1c) was a new Policy it had been brought to Q & C. However, going forward the Policy will be classified as a "Principal/SLT approval" rather than "Corporation approval", so won't be re-presented for consideration once the final first version has been approved.

Alison Cousens explained the reasons behind the need for the Policy, namely that guidance was needed for the pastoral team in light of data protection and safeguarding issues. Having reviewed the subject

matter, SLT resolved that a separate policy, rather than an appendix to the existing Safeguarding Policy, would be best suited to provide the guidance needed for Staff.

In response to a question from the Committee, Alison Cousens explained the differences in regulation relating to educational institutions – Schools v Colleges and the impact of data protection, when Parents request information about their child, post 16.

It was also noted that should there be an issued regarding an estranged parent requesting information about their child, and also whether the Student states that there are no parental contact details so that the College has to then make a risk assessment on whether a Student should remain at College, as contact details for example in an emergency are necessary.

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

SECTION 4: OTHER ITEMS

4.1 Any Other Business

- a) **Chair to invite input from Committee Members regarding pack size and front sheets/paper content** – nothing to add, although it was noted that the pack was significant for this term, owing to the new SAR, which would normally be presented to the Autumn Term committee.
- b) *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

Input from Committee members on content of front sheets, plus papers, links, information etc – nothing further to add.

4.2 Date of Next Meeting – Monday 9th June 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 in November 2024 – 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)

Refer above Link/Lead Governor reports

5.5 Any Other Business (Confidential Matters) – None



BHASVIC

Chair.....

Date.....