



**BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE
MINUTES OF THE MEETING OF THE QUALITY AND CURRICULUM COMMITTEE
HELD ON MONDAY 10th JUNE 2019 IN ROOM 413, COPPER BUILDING AT 6.00 P.M.**

Present: William Baldwin (Principal), Ben Franklin (Governor – Student), Neil Jones (Governor – Teaching Staff), Amanda Law (Governor – Parent), John Macleod (Governor – Student), Lynn O’Meara (Governor), Chris Piper (Governor), Jacque Punter (Co-opted Committee Member – Teaching Staff), Jo Redfern (Governor).

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

Nikki Fabry (Guidance Manager) was present for item 2.1.

The meeting was quorate.

In the absence of Gillian Hampden-Thompson, it was agreed that Lynn O’Meara would take the chair.

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

The meeting commenced with a Training Session from James Moncrieff on the new Ofsted Framework – Education Inspection Framework (EIF) (20 minutes), followed by questions. James Moncrieff agreed to circulate a copy of his power point presentation to all Governors, together with some additional notes.

ACTION: James Moncrieff

SECTION 1: ROUTINE AND STANDING ITEMS

1.1 Apologies and Welcomes

Apologies: Gillian Hampden-Thompson (Governor and Chair of Q & C Committee)

Welcomes: Amanda Law (Parent Governor) and Student Governors – Ben Franklin and John Macleod

Nikki Fabry was also welcomed to the meeting, noting that she would be present until the end of item 2.1

1.2 Minutes of the Last Meeting held on 5th March 2019

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

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. **ACTION: Louise Pennington**

1.4 Declaration of Interests - None declared.

1.5 Termly Update – Student Governor Perspective

The new Student Governors, Ben Franklin and John Macleod introduced themselves and advised that their first SU meeting was scheduled for Wednesday this week. They reported on feedback from Students regarding the progression exams and associated study leave, indicating that Students had thought the study leave of 3 weeks plus (including half term) seemed to be excessive. William Baldwin explained the College operations throughout this period, including the time given to departments to standardise, mark and moderate A1 student Progression Exams and Teaching Staff Inset training, which enables A1 students' second year of study to be really well planned and successful. Student Governors acknowledged that this made sense and seemed the right thing and that this would be discussed in a Student Council meeting.

Both Student Governors also advised that they had not experienced any significant problems, regarding the College's recent ICT issues and praised the College's VLE.

SECTION 2: CURRICULUM AND GUIDANCE ITEMS

2.1 Student Destinations' Report – Nikki Fabry (Guidance Manager)

Nikki Fabry introduced the Report and the following points and questions/answers were recorded:

- *Governors welcomed the Report and the detail provided and commended the College for its impressive performance.*
- Next year the College intends to produce the Report in 3 parts reflecting the fact that the UCAS national destinations data is due earlier (in October), with internal analysis produced by the College in January whereby the information for the whole cohort is available, including widening participation, bursary students etc, the latter of which information is not included in the UCAS analysis. Later in the year further more detailed analysis is also available regarding HE degree choices, Students who have pursued HE whose parents did not etc.
- Importance of destinations' information required in the new Ofsted framework.
- Higher Education (HE) information posters will be ready for open evening and employability options will be added to this.
- *Page 17 College's view on unconditional offers? In response it was reported that College Students were less affected by this than Secondary Schools as generally SFC Students opt for higher tariff HE options which don't generally offer unconditionally (approximately 50% of BHASVIC students go to higher tariff Universities). Furthermore Universities are now less inclined to offer unconditional places, with the focus being more about financial/academic incentives. There are some exceptions where Universities offer Students who have had medical or other issues preventing them from sitting exams, where unconditional offers are made.*
- Nationally Student HE applications have reduced this year.
- *Page 27 – Governors commended the point made that the statement of excellence is not always high tariff HE option, eg for specialist courses. Nikki Fabry explained that a significant amount of time is given to providing information and guidance for Students' HE advice to ensure the HE institution and course is the most appropriate for individual Students. This message is also issued at open evenings to Students and Parents.*
- *Page 51 Continuation rates after completion of first year of study: In response to a question from Governors, Nikki Fabry explained that this information reflected Students moving from year 1 to year 2.*



- *Page 60 Destinations of 2018 Students by feeder schools and noting that a significant number of A2 Students embark on an Arts Foundation course as a route to Visual Arts HE which is included in the FE figures. Clarification was sought regarding the Foundation course, noting that this was not a foundation degree (HE) but an extended diploma (FE). Evidence shows that Students option for a Foundation course, then go on and achieve greater success than those who go directly to HE for Visual Arts subjects.*
- James Moncrieff brought Governors' attention to the greater focus by Ofsted upon Colleges demonstrating Student wellbeing, combined with destinations and as a selling point for Institutions.
- *In response to a question regarding the impact on destinations in future years regarding the demographic surge predicted from 2021, SMT agreed that it was difficult to predict how this would impact destinations, but the demographic increase will benefit the College in terms of increasing Student numbers.*
- Retention and recruitment at HE (staying beyond 1 year) – *Following questions from the Committee, Nikki Fabry explained the importance at BHASVIC of focusing upon ensuring that Students applied for the right course and University; the focus upon independent learning at BHASVIC helps Students prepare for HE courses. It was also noted that if Students leave BHASVIC without a clear route either via HE or employment, the College continues to offer assistance to those Students to help them submit applications in the following year after departure.*
- *Governors queried the support given to disadvantaged Students and it was noted that all Students were encouraged to be inspired in their choices and not to think they are incapable of achieving at high level regardless of their background etc. Post progression exams, those Students who have achieved highly are encouraged to apply for Oxbridge etc owing to their ability, even if they haven't considered this option to date.*
- The Chair informed the Committee that Gillian Hampden-Thompson who was unable to attend this meeting, had confirmed that she welcomed the detailed report and agreed that there was benefit in the full report rather than a summary paper being presented to the Committee.
- *In response to a question from Neil Jones regarding the A2 destinations date included on page 53, Nikki Fabry explained the change in the bar chart in following years reflecting that a significant number of Students completed a gap year prior to HE study and that the analysis for 2018 next year would be similar to the analysis for 2017 in the table.*
- Page 63 Early Leavers – noted that retention of early leavers has improved.

At this point Nikki Fabry was thanked for her presentation and report and she left the meeting.

2.2 College Development Plan 2018/2019

William Baldwin introduced the document, the contents of which were noted by the Committee.

a) Outcome for Learners including Quality Dashboard

- Page 68 Outcomes for disadvantaged Students: James Moncrieff gave an update to the Committee reporting that Staff were working on the social mobility element in order to improve attainment and retention. Strategies to be introduced from the next academic year to assist this

include a mentoring programme to enable a focus upon study skills and aspiration. Students are identified for this assistance via various measures including economic disadvantage as well as academic and other vulnerabilities (e.g. low GCSE point scores on entry, pupil premium and free college meals). As reported at previous meetings, the object of the initiative is to close the gap in respect of Value Added (VA) between disadvantaged BHASVIC Students and the average BHASVIC VA score. Partnership arrangements have also been established to assist with this project including Elevate (global education provider – for study skills input), the Student Room and University Students who will be invited to provide mentoring to these students in their second year. Over time aspects of the programme will be incorporated into the College's tutorial programme and also to general teaching and learning practices and eventually the programme will be embedded and of benefit to all BHASVIC Students. Live outcomes will be tracked, especially retention and in two years' time, the College will measure outcomes from this initiative and report back to Governors on progress. **ACTION: James Moncrieff** The initial numbers of Students in the programme are likely to be in the region of 40 and once next year's year 1 cohort is assessed, Students will be identified to benefit from the programme. The College will also develop a social mobility strategy and work with a wide range of departments and College teams, including the admissions and schools liaison team.

- *Page 68 - Accommodation capacity for increase in Student numbers? In response to Governors' concerns, the Principal confirmed that next year would be difficult in terms of adequacy of space, also in light of the fact that building works will commence. The critical time is likely to be between October and March and the Student Governors confirmed that it was not always easy to find study space in the library and there was also overcrowding issues in the social spaces, with particular problems during wet weather. Specialist areas are also particularly under pressure and the College is intending to convert the current Staff Room into an art studio, with the Staff Room moving to the Refectory, until the new building has been completed (most of works due to be finished by June 2020).*
- *The Committee queried emerging future issues particularly applied general qualifications and James Moncrieff explained that following feedback received from the FE sector, it appeared that the Department for Education is beginning to recognise the importance of continuing with BTECs which Colleges believe are a more suitable and flexible option for young people who don't wish to study A Levels. However the final decision regarding this following the consultation is awaited.*

b) Quality of Teacher, Learning and Assessment

- *Page 75 - Governors' requested more information regarding the College's plans for teaching and learning developments and emerging future issues. In response, James Moncrieff reported that regarding the reform of A levels, significant amounts of reorganisation within the curriculum teams and across the whole College, including revised systems, events and procedures, had been a primary focus for several years. The College is now beginning to enter a new phase, where much of the adaptation to new programmes of study and reformed A levels has been resolved. The next phase emerging will afford more focus, time and resource deployed on the development of Teaching and Learning practice, including the opportunity to become a centre of educational research.*



- *Page 77 – Governors’ queried progress with the Capita provision developments and Jacquie Punter explained that the MIS Manager was working on a dual approach in case the Capital proposals fail to materialise. If Capita fail to deliver in the longer term, the College will look for an off the shelf product to meet the College’s requirements. As suggested by Governors, it was agreed that formal targets should be included in the document. ACTION: William Baldwin.*

c) Personal Development, Behaviour and Welfare

- Governors involved in the BHASVIC/Parents workshops praised the work done to date which had been well received.
- Last week’s Inset training to Staff was well received.

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 SEND Policy

The policy was approved and recommended to Corporation for approval. The committee will recommend to Corporation that the policy is delegated to the Principal for routine approve for the future. **ACTION: James Moncrieff**

3.2 Admissions Policy – The policy was approved and recommended to Corporation. **ACTION: James Moncrieff**

3.3 Student Behaviour Management Policy – The Policy was approved and recommended to Corporation. Furthermore it was also recommended that future versions/updates should be delegated to the Principal for review/approval. **ACTION: Alison Cousens**

3.4 Child Protection and Safeguarding Policy – The policy was approved and recommended to Corporation. **ACTION: Alison Cousens**

3.5 Risk Assurance – noted and agreed necessary assurance should be given to the Audit Committee. **ACTION: James Moncrieff**

It was also agreed that the risk details regarding Capita should be updated as discussed earlier in the meeting. **ACTION: James Moncrieff/William Baldwin**

SECTION 4: OTHER ITEMS

4.1 Any Other Business - CONFIDENTIAL

BHASVIC Network – Migration to NextGen platform - Summary and Outcomes from Task and Finish Group – 06/06/19

At this point it was resolved to transfer this item to confidential business – refer separate confidential minute.

4.2 Committee Self-Assessment and Review Terms of Reference

The Committee considered the various questions included in the schedule and agreed that there were no issues arising.

The terms of reference were reviewed and approved as unchanged by the Committee and recommended to Corporation for approval. **ACTION: Louise Pennington**

4.3 Date of Next Meeting – Monday 18th November 2019 at 6.00 p.m.

Governors were reminded that the examination results would be sent out to all Governors towards the end of August/beginning of September.

SECTION 5: CONFIDENTIAL BUSINESS

5.1 Confidential Minutes from the Last Meeting - None

5.2 Matters Arising

There were no matters arising.

5.3 Any Other Business (Confidential Business)

None

James Moncrieff tabled a letter for Governors’ information detailing all the networking work the College had completed this year.

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