



**BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE
MINUTES OF THE MEETING OF THE QUALITY AND CURRICULUM COMMITTEE
HELD ON TUESDAY 5th MARCH 2019 IN ROOM 413, COPPER BUILDING AT 6.00 P.M.**

Present: William Baldwin (Principal), Gillian Hampden-Thompson (Governor and Chair of Q & C Committee), Lynn O'Meara (Governor), Chris Piper (Governor), Jackie Punter (Co-opted Committee Member – Teaching Staff), Jo Redfern (Governor), Oli Shaw (Governor – Student), Christian Williams (Governor - Student).

In attendance: Alison Cousens (Assistant Principal – Student Services), James Moncrieff (Deputy Principal)

The meeting was quorate.

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

SECTION 1: ROUTINE AND STANDING ITEMS

1.1 Apologies and Welcomes

Apologies: Amanda Law (New Parent Governor), Neil Jones (Staff Governor (Teaching) and Louise Pennington

Welcomes: Oli Shaw (New Student Governor)

As it was the Student Governors' last Committee meeting, -thanks were recorded to Oli Shaw and Christian Williams for their valuable contributions over the last year.

The record of the meeting was taken via an audio recording and the minutes prepared from this.

1.2 Minutes of the Last Meeting held on 8th November 2018

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

The revised format of the minutes, highlighting Governors' questions and commentary was welcomed by the Committee Members.

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**

The following updates agreed:

- Annual Report (on the agenda) has been revised in line with action from the last meeting re colour combination.
- Retention analysis presentation – include explanatory narrative in SAR – done.
- CDP action – in progress

- EDIMS report – on agenda.

1.4 Declaration of Interests - None declared.

1.5 Termly Update – Student Governor Perspective

The Student Governors reported on activities undertaken since the last meeting, including various events for students and charitable funding raising, International Women’s Day and a Multi-cultural Day, together with the hustings for the next Student Union Executive. Regarding the latter, the Student Governors advised that the process had been revised, whereby the top 20 candidates with the most votes would participate in the interview process carried out by the SU Executive, after which recommendations would be made. At this point, William Baldwin reported on 2 students who had visited him to inform him that although they had wanted to be on the new SU Executive, they didn’t want to give a presentation in front of the student body. They were also concerned that some candidates made popular promises in their presentations as a means to achieve votes in their favour, and they were not keen to seek votes in this way which they thought would then work against them. William Baldwin wanted to ensure that the SU Executive was taking into account these issues, whilst also ensuring that a diverse skill set was achieved (some students are good at public speaking, whilst others who are not strong at this might have an excellent range of other skills to offer – such as research, organisation, events management). The Student Governors agreed that greater awareness of the options available should be made, including the fact that those who didn’t want to give a stand up presentation, would not be excluded from selection. It was also noted that the SU, with Alison Cousens’ assistance, should take into account the new EDI processes. **ACTION: Alison Cousens/Student Governors**

In response to a question from the Committee, the Student Governors advised that the new Capital Project and the IT problems experienced by Students and Staff, were the main issues relating to Q & C Committee matters, raised during the election process as the principle Student concerns.

William Baldwin reported on recent issues raised by the SU Executive with Management:

International/National Climate Strike – various suggestions have been discussed including closing the College to enable all Students to participate in the Climate strike, should they so wish; keep the College open and allow students to attend the strike if they have parental authorisation (authorised absence). SMT issued guidance to students on the last Climate Strike occasion, requiring students to seek authorised absence, with the College remaining open for teaching. William Baldwin explained that going forward SMT would be investigating options to assist students who wanted to participate in the strike, whilst also continuing to teach.

SECTION 2: CURRICULUM AND GUIDANCE ITEMS

2.1 College Development Plan 2018/2019

- Outcome for Learners including Quality Dashboard**
- Quality of Teacher, Learning and Assessment**
- Personal Development, Behaviour and Welfare**

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

The following questions from the Committee, including emailed questions from absent Governors were recorded:



*Amanda Law – Section 2 Emerging Future Issues – page 22 of papers “Governor training will be provided next term to highlight the new focus and criteria for inspection” – does this mean Governors may be consulted during an Ofsted inspection? In response **James Moncrieff confirmed that Ofsted Inspectors usually consulted with some Governors (Chair and one or two others) and also confirmed that Governors would be briefed on the new Education Inspection Framework (EIF) prior to Summer Corporation meeting. ACTION: James Moncrieff***

*Sandra Prail – Section 1 (page 16 of the papers) – would be interested to know more about the outcomes for the disadvantaged Students’ cohort, whether the outcomes from the project to improve this would be shared with Governors and also whether Governor input would be helpful? In response, James Moncrieff explained that the primary aim was to examine the attainment of disadvantaged Students in terms of value added with the aim of ensuring that there was, as a minimum, no difference to the main Student cohort, thereby aiming to close the current gap between both cohorts. **The College is developing an optional support programme for the most financially disadvantaged Students who are academically vulnerable (those receiving free College meals with low GCSE grades, etc); the programme will provide a mentoring and study skills service, with the aim of retaining these students and raising the value added of the cohort.** The outcome from this would be monitored from the final exam results. The College has some of the strongest outcomes for disadvantaged students, at 0.37 - but there remains a 0.05% gap compared to the BHASVIC cohort as a whole. Arguably, this difference is statistically irrelevant but the disadvantage cohort should have a value-added score higher than the college’s main cohort, which would genuinely indicate closing of the attainment gap. **Chris Piper questioned whether there would be any impact implementing and monitoring the proposals in light of the IT/Capita issues and James Moncrieff advised that any issues would not prevent the College with progress the offer to disadvantaged Students.***

Referring to section 2, Jo Redfern questioned whether there was any detrimental impact to student learning, in-year, following the autumn IT crisis. James Moncrieff explained that it was too early to determine any impact owing to the many variables and difficulty in comparing student progress year-to-year due to transition to linear A levels. He reported that the Curriculum and Quality Team were working closely with teaching departments to identify unexpected Student assessments/mock exam results. So far, there have been no reports of endemic underperformance of students in any subject area as a result of IT issues. One Department, which depends upon high level bespoke IT requirements, had reported difficulties due to some delays in meeting their needs. At this point the Committee discussed the assessment of risk in this area, noting that SMT had been made aware of the IT issues very quickly by Staff and Students.

Referring to Section 3 and the Student Union item, Alison Cousens explained that a staff re-structuring option was being considered in light of the fact that the current SU Officer (Teaching staff member) had been the third appointment in the last 3 years and also to ensure improved Student Council representation and attendance was achieved.

The Committee queried the 2019 CSR (Comprehensive Spending Review) and the impact on Government funding for FE Colleges. William Baldwin reported that the indications from the AoC (Association of Colleges), was that this was likely to be deferred and that budgets would still have to be set by Colleges next term, for the 2020 academic year. The College has modelled its budget on this scenario meaning no change in funding again, with £4K per Student. The significant Teachers’ pension increase was noted, which would have to be taken into account when setting the budget, although some funding is expected to be made to cover this, but only in part.

2.2 BHASVIC Annual Report 2017/2018

The Committee noted the contents of the annual Report and that this was the main document used for marketing purposes. A hard copy for each Governor, was tabled.

In response to a question from Chris Piper regarding differences between some of the “unknown” destination category dashboard figures and the equivalent information in the College Development Plan (CDP), William Baldwin confirmed that he would investigate this further, but thought that notwithstanding the data presentation being different (pie charts in Annual Report and 4 line grid in CDP), this may be a timing issue, with some destination data having arrived after the Annual Report was sent to the printers. ACTION: William Baldwin

William Baldwin also provided further explanation regarding the recording of Students’ gap years.

The Committee queried the purpose of the Annual Report and it was confirmed that it was the formal reporting of KPIs to Corporation as well as a marketing document which includes broad information for the College’s stakeholders and prospective Students/Parents to ensure accessibility. Following a suggestion by Chris Piper, SMT agreed to review whether more explanatory notes should be included. ACTION: SMT

2.3 Parent Satisfaction Data Analysis (from Matters Arising, Last Meeting)

James Moncrieff introduced the paper reminding Governors that this had been prepared following a request for further analysis (regarding the reduction in parent satisfaction in certain areas) made at the last Corporation meeting and the Report was welcomed by the Committee.

The following points and comments were recorded:

- The most significant challenge for the College was encouraging parents to participate in the survey in order to gain a sufficient response rate, to make the analysis meaningful. The trend is for fewer parents and carers to complete the survey.
- It was noted that Parents often write to College with positive feedback, but this does not get included in the Parent Satisfaction Survey.
- Ideally in order to achieve some consistency in interpretation, the survey questions should remain unchanged, be issued at the same time of year, with the same or similar number of respondents. The overall percentages do provide SMT with a steer in key quality improvement work but the commentary section frequently yields more specific and useful information for SMT to take forward regarding suggestions/improvements/issues requiring attention, etc.
- ***In response to questions provided by Jo Redfern prior to the meeting, James Moncrieff advised that quality improvement work from the surveys is focused on what needs to be improved in the college from the survey consultation rather than the need to meet certain targets or percentages. SMT will not be setting targets yet, but will continue to focus on identifying trends and make improvements based on the commentaries provided. In particular, the qualitative comments from parents which form a list of complaints within the report have been useful for SMT to consider and address.***
- The limited number of respondents inevitably includes a significant proportion of parents who are motivated to respond as they have concerns or complaints.



- Going forward SMT will be looking at ways to encourage a greater proportion of parents to respond, including requesting Parents to complete the survey at Parents' evenings.
- William Baldwin advised that in the future, satisfaction surveys would not form a one-off snapshot of two years' progress but would represent multiple temperature tests across the duration of time here covering many facets of the college. Currently we do not have the technology in place to do this yet but it remains a longer term goal.
- Issues arising from all College surveys are incorporated into the following year's CDP.

2.4 EDI SARAP (including EDIMS) – Students

The Committee thanked Alison Cousens and Aoife Tobin (outgoing EDI Officer) for producing the report, noting that the College was required to publish annual EDIMS (Equality Diversity Implementation Measures) for both Staff and Students. Governors were reminded that the Staff EDIMS were presented to the Resources Committee in the Autumn Term.

Alison Cousens explained that the newly formatted report was subject to further development and that this would be progressed by the newly appointed EDI Officer, including cross College EDI work with both Students and Staff.

In response to a question from Lynn O'Meara regarding the use of the term "success rate", Alison Cousens agreed to include explanatory notes in the next version. Alison noted that success rates are included in each curriculum department's SARAP process, together with curriculum information in respect of value added, SEND and disadvantaged Students. ACTION: Alison Cousens

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 Student Charges Schedule – recommended to Corporation for approval.

3.2 Risk Assurance – The Committee confirmed that adequate assurances regarding risk had been gained from SMT and recommended for the paper approval which would normally go through Audit Committee, but noting that this term's Audit Committee had been cancelled.

Chris Piper had emailed James Moncrieff separately in light of the fact that this was a Consent Agenda item, querying the risk category associated with "oversubscription" and James Moncrieff explained that the risk this year was one of oversubscription – in managing this it could lead to under-enrolment of students, due to the need to avoid offering to too many students than can be accommodated (such an event would be damaging to those students affected; to the college's reputation and to the buoyancy of future application numbers). This risk is frequently raised at this point in the year.

Amanda Law's email also questioned the "Capita" risk and its role at BHASVIC and whether they'd now shared their 3-year plan. In response Jacqui Punter explained that Capita have continued to not provide certainty about the creation of a markbook. The college has a contingency in place which is being run in parallel to the Capita project. From September 2020 we will have a product in place. James Moncrieff explained to the committee that the main purpose of this project is to enable centralised systems and quality data – currently departments have their own, bespoke and very effective

assessment tools (often Excel Spreadsheets) and students are receiving very good in-year assessments. However, the centralised system would enable teams, managers and leaders to more easily carry out quality work and staff development.

SECTION 4: OTHER ITEMS

4.1 Any Other Business

In response to another question emailed from Amanda Law, James Moncrieff confirmed that there was a Learner Voice Strategy which was on the website and he agreed to include a link in the minutes: <https://www.bhasvic.ac.uk/media/pdf/learner-voice-strategy-2463.pdf>

Amanda Law had also asked about the new format Student Achievement Celebration event and James Moncrieff confirmed that the event was scheduled for Thursday 25th April, 4.30-7.30 and he would be issuing invitations to all Governors. ACTION: James Moncrieff

In response to a point raised by Lynn O'Meara regarding the timing of the Year 13 Parents' Evening, Alison Cousens advised that the timing for next year was due to be reconsidered following changes to the assessment year.

4.2 Date of Next Meeting – Monday 10th June 2019

SECTION 5: CONFIDENTIAL BUSINESS

5.1 Confidential Minutes from the Last Meeting

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

5.2 Matters Arising

Regarding Safeguarding training for Governors, Alison Cousens confirmed that external training for the Chair and lead Safeguarding Governor was required every 3 years and every 2 years for the Principal and Designated Safeguarding Lead and Deputy. **ACTION: Alison Cousens**

William Baldwin queried whether internal training provided by an external agency would be sufficient and cited Operation Argus and Griffin delivered by Counter-terrorist police in Summer 2018. Alison said that this would count as external training and is thus compliant.

There were no matters arising.

5.3 Any Other Business (Confidential Business)

None

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