BHASVIC

BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE
MINUTES OF THE MEETING OF THE QUALITY AND CURRICULUM COMMITTEE
HELD ON MONDAY 18th NOVEMBER 2019 IN ROOM 413, COPPER BUILDING AT 6.00 P.M.

Present: Ben Franklin (Governor – Student), Gillian Hampden-Thompson (Governor and Chair of Q & C Committee), Neil Jones (Governor – Teaching Staff), Amanda Law (Governor – Parent), John Macleod (Governor – Student), Lynn O'Meara (Governor), Chris Piper (Governor), Jacquie Punter (Co-opted Committee Member – Teaching Staff), Jo Redfern (Governor).

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

Matt Bannister (Deputy Staff Safeguarding Lead) for item 5.3 Annual Safeguarding Report

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: William Baldwin (Principal)

Welcomes: None

1.2   Minutes of the Last Meeting held on 10th June 2019

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

Thanks were recorded to Lynn O'Meara for taking the Chair at the last meeting in the absence of Gillian Hampden-Thompson.

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:

- Item 2.2 College Development Plan (CDP) – it was agreed that this item should be removed from the actions' schedule, noting that the responsibility for keeping under review the targets in respect of the disadvantaged students would rest with SMT, details of which would be reported via the CDP.

- Item 2.2 BHASVIC Annual Report –information requested will be included in the next Annual Report as appropriate.
- Item 2.4 EDI SARAP – action will be taken into account in report to be presented to the next Committee.
- Item 2.2 CDP 2018/2019
- a) Outcome for learners regarding disadvantaged Students and Value added: The Deputy Principal updated the Committee advising that information would be included within this year's CDP. He also advised that the College is developing a social mobility strategy which will inform how the College will support disadvantaged Students including retention and value added outcomes. The Flourish project is an example of disadvantaged based work whereby applicable students have the option of receiving Study Skills mentoring. Currently the cohort comprises 28 Students with 6 mentors and it's intended that the project will be developed further, following our learning in the optimum ways of engaging and retaining Students.
- b) Quality of Teaching, Learning and Assessment – progress with CAPITA developments – refer Risk Assurance item below.
- Post June 2019 Meeting point (page 10) – Ofsted's IDSR Report – assurance to be reported to Summer Term Q & C Committee. **ACTION: James Moncrieff**
- Pre-Committee Training on new Ofsted Framework – James Moncrieff to check power point presentation was circulated to Governors and if not, pass a copy to Louise Pennington to upload to the VLE for Governors. **ACTION: James Moncrieff**

1.4   Declaration of Interests - None declared.

At this point it was decided to take the confidential item 5.3 Annual Safeguarding Report, presented by Matt Bannister (Deputy Staff Safeguarding Lead) – refer confidential item 5.3 below.

1.5   Termly Update – Student Governor Perspective

The new format was noted and it was agreed that this would be monitored and revised as necessary. Ben Franklin and John MacLeod gave their report to the Meeting and the points made were as follows:

a) **Student experience of enrolment (A1 and A2) and the Transition from School to College and from A1 to A2 years** –General view is that there is a smooth transition between A1 and A2, with no significant problems arising other than the forecast greater workload in the second year, particularly for those applying to University with UCAS submissions/personal statements, along with coursework deadlines etc. It was acknowledged that tutors worked hard to assist Students with the transition period and requirements for UCAS, deadlines etc including encouraging and guiding Students to prepare their personal statements at the end of the A1 year, to ease the burden on A2 year.

b) **The handover from the previous SU and the new SU priorities and objectives for the coming year:** The Committee noted that the SU were investigating whether to make a change to their rules to bring the election process earlier in the year rather than April/May which would work better taking into account the external examination schedule etc

c) **BHASVIC Forum** – key issues and matters discussed or raised (Student Governors bring the agenda/minutes as prompts): The Forum has replaced the Student Council and is held in the Main Hall on Wednesday Lunchtime. Student Union members attend along with SMT and other

Managers – Finance, Catering etc. The intention is to encourage greater engagement and involvement from Students, with a process which improves on the previous Student Council format. Consideration is being given to further revisions in order to improve the communication process. The following topics were on the agenda for the most recent meeting – mental health awareness week, enrichment fayre feedback, Citizens UK speaker. Regarding Citizens UK, Ben Franklin advised that he had attended their national conference recently and explained that the charity focuses upon networking with action teams for various institutions such as Sussex University, Places of Worship (churches and Mosques), SFCs etc. Campaigns are initiated in local areas with a focus on the national and local area needs. Currently they are working with BHASVIC SU on Student voice. A past SU president is leading on this initiative with Citizens UK. Any other business matters from the last Forum included complaints about the lack of toilet facilities, limited study space and catering issues.

d) **Common Matters arising at the SU Help Desk** – this is a new initiative to provide a Help desk in the Student Services building managed by SU representatives and all Students have been advised of the new service via e mail earlier this term. To date limited use has been made by Students of the Help Desk and as a result the Help Desk is currently only available on 2 days per week. The Student Governors thought that more interest might be generated if the service was available from the beginning of the year, but also noted that many Students prefer to take their queries to Staff rather than other Students.

e) **Feedback on the student experience of the College's IT network, online learning environment and resources**: The Student Governors' own experience of IT/wifi access at the College has generally been good, but they had experienced difficulty accessing the wifi in a few locations in the College and it was noted that this would be remedied for the whole site by Spring half term 2020. Jacquie Punter explained the on-going digital consultancy process with Staff and Students and advised that the digital experience survey would be launched shortly.

f) **The "feeling" of BHASVIC – reputation, support and wider opportunities – SU perspective:** Student Governors advised that the College's reputation amongst their friends at other Colleges, was that BHASVIC was seen as a workhouse and where "fun goes to die"! There was also a general viewpoint that mental health services were not as good as other providers (but that this was not the Student Governors' experience of that of their close friends, but that overall academic reputation was very good.

g) **Any Other Matters:** Questions were invited from Governors: ***Student feedback on the new building works – no issues have been raised to date and the building work/noise is not particularly intrusive.***

SECTION 2: CURRICULUM AND GUIDANCE ITEMS

2.1 College Development Plan (CDP) 2018-2019 Final Update on Quality, Curriculum and Guidance Issues

James Moncrieff introduced the report reminding Governors that this reports on the learning outcomes from the last academic year, post Summer 2019 Q & C Committee. ***Governors agreed that the Executive summary per section was very useful.***

a) **Outcome for Learners, including Quality Dashboard**

- *A few questions had been submitted by Jo Redfern in advance of the meeting to the Committee Chair and passed to the Principal/Deputy Principal for responses, concerning the dashboard on page 14. Her question regarding retention had already been answered following earlier discussions within Matters Arising, but she had observed that regarding the Parents' Satisfaction Survey, as it had started earlier, this had given Parents more time to become involved.*
- *In response to a question on the increase in the employment category within the destinations data, SMT advised that an increasing number of Students take a gap year, although there has also been a greater interest from Students in the enterprise and employability pathway, including apprenticeships.*
- *The Committee congratulated Students and Staff for the outstanding examination results, noting a further improvement in overall outcomes compared to the previous year.*
- *Page 15 – the Committee questioned the accuracy of the UCAS predicted grade exercise and the Deputy Principal confirmed that the College placed significant emphasis upon the accuracy of its predictions, which was recognised by HE providers, notwithstanding the fact that some HE providers place no reliance on such predictions, preferring to base their offers on statistical conversion rate analysis instead. The College intends to carry out further analysis to compare predicted grades with final outcomes using the UCAS records and the College's own database.*
- It was noted that several Governors had attended the various curriculum and support SARAPs this year and those Governors involved confirmed that they were a very useful learning opportunity.
- *Page 15 In response to a question regarding retention and the national benchmarking comparisons with the College, the Deputy Principal explained that various figures for the College's overall retention and also in respect of the academic programme, and noting that currently this was difficult to compare owing to the recent various curriculum reforms (AS and A2, 3 or 4 A Levels etc). However nationally it was noted that the L3 Student academic retention was low at present (around 70%), although BHASVIC's retention was higher at around 85%. In response to a suggestion from Governors, the Deputy Principal confirmed that further retention information would be included in the SAR. ACTION: James Moncrieff*

b) **Quality of Teaching, Learning and Assessment**

- *In response to a question regarding section 2, item 16 regarding assessment/reporting etc, Governors highlighted an issue regarding CIS and data which was reported during the SARAP process and asked for an update. In response the Deputy Principal explained that the assessment work was only effective with sufficient data being available and facilitated via the College's CIS Team, noting recent Staffing issues which are in the process of being resolved with a new IT Developer having been appointed last week.*
- *Governors also queried the practical issues and purposes of utilising live data and the Digital Director explained the benefits for the future in terms of improving assessment options, accuracy and timeliness which it was hoped would lead to more accurate learning assessments and grade predictions etc*

c) **Personal Development, Behaviour and Welfare**

Questions from Governors:

- *Safeguarding point raised earlier in Annual Safeguarding Report item.*
- *Student Services currently has one vacancy following the departure of the apprentice/work experience member and the Student Services Manager is also on sick leave until Christmas, which has placed more pressure on Staff workload.*
- *Page 35 Item 29 Student Services Profile – noted 78% of A1 and 83% of A2 feel well supported by their Personal Tutors which SMT confirmed was satisfactory and also explained that the lower figure associated with A1 was thought to reflect the fact that Students moving from secondary school GCSE teaching took a while to feel comfortable with the focus on independent learning in the Sixth Form environment. In the A2 year, Students recognise the benefit from Tutors with UCAS submissions/personal statements etc*
- *SMT and Neil Jones also explained the various study programmes including BTECS and other progression options apart from Higher Education, such as employer pathway and work placement programmes.*

2.2   Student and Parent Survey Report

James Moncrieff introduced the document, the contents of which were noted by the Committee and he explained that the information received was utilised by the College for quality improvement and to provide an opportunity for Students and Parents to provide input and challenge to the College.   The following points were recorded:

- Comparisons with this year's data and previous reports should be taken with a pinch of salt due to three years of changing surveying methodology. The new format will remain in place for the next few years so that in future comparisons may be made and potential trends identified.
- Response rate from Parents has improved slightly.
- Increase in Student responses.

QUESTIONS AND OBSERVATIONS FROM GOVERNORS:

- *Request for SMT to standardise the Y axis to aid interpretation.* **ACTION: James Moncrieff**
- *Welcomed focus on continuing to improve format and encouraging increase in responses.*
- *Noted number of Students identifying continuing wifi problems and action for improvements discussed including timescale for essential wifi works being February half term 2020.*
- *Positive feedback on the building project with no concerns regarding disruption/noise etc.*
- *Positive feedback on guidance services including advice given on transition to HE/other.*
- *Teaching and learning developments were also discussed including flip learning/independent learning and research/internet use and associated issues. Further information will be included in the College Development Plan* **ACTION: James Moncrieff**
- *Noted - Good feedback received from the new Care Information Newsletter.*

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

It was noted that there were no policies due to be considered by Committee at this point.

3.2 Risk Assurance

James Moncrieff presented the paper and highlighted the following key points:

a) Digital Strategy and Action plan will be presented to Resources Committee next week prior to submitting to Corporation, noting that the Task and Finish Group members had submitted input to SMT. The Resources Committee meeting papers are available for all Governors to view via the VLE.

b) The two higher risks were discussed – 3.5 (CAPITA fail to invest and develop Advantage/UNITe leading to inadequate MIS system and failure to manage quality) and 3.6 (Failure of IT systems leads to inability to deliver curriculum impacting adversely on teaching, learning and assessment outcomes). The Deputy Principal and the Digital Director updated Governors on the progress with improvements to data including remediation work (log in/webi filter/wifi points etc) together with diagnostics analysis, with several projects underway and planed as detailed in the Digital Action Plan (refer Digital Strategy and Action Plan paper with Resources Committee).

c) The reduction in KR1 (Student Admissions Numbers (and therefore funding), from 6 to 3 was noted.

d) *Regarding risk 3.5 – and following questions from Governors, the Digital Director gave an update on CAPITA and reported that the College's existing contract was in place for the next 5 years. Although the College has investigated other providers, as the College needs bespoke product development, Advantage is the only FE database option which best meets the criteria. Hence the College is looking to enhance its requirements with the use of an internal developer to work with its existing product and add elements to it. It was noted that there was still significant progress to be made before the College reaches its desired product. Over the next 5 years, the College can review its future options.   The risk remains high as there remains future product uncertainty if CAPITA decides not to develop it going forward.*

e) Thanks were recorded to those involved in preparing the Digital Strategy and in instigating remedial action to resolve the more immediate critical IT system issues.

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

The Committee reviewed the papers which would be going to Corporation for approval or information and it was agreed that the Parent/Student Survey would not be included in the papers (available with the Q & C Meeting papers to all Governors via the VLE).

4.2   Date of Next Meeting – Wednesday 4th March 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.

5.3   **Annual Report on safeguarding (confidential business)**

5.4   Annual Complaints' Report

5.5   Any Other Business (Confidential Business)

None

Chair …………………………………………………… Date ………………………………