



## BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

### MINUTES OF THE MEETING OF THE QUALITY AND CURRICULUM COMMITTEE HELD ON WEDNESDAY 7<sup>th</sup> MARCH 2018 AT 6.00 P.M. IN ROOM 413/414, COPPER BUILDING

Present: Peter Freeman (Chair of Governors), Gillian Hampden-Thompson (Governor), Keir Hobby (Governor – Student), Lynn O’Meara (Governor), Sarah Nield (Governor – Parent), Jacquie Punter (Co-opted Committee Member – Teaching Staff), Abby Stock-Duerdoth (Governor – Student), Neil Jones (Governor – Teaching Staff).

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

The meeting was quorate.

#### SECTION 1: ROUTINE AND STANDING ITEMS

##### 1.1 Apologies and Welcomes

Note meeting revised from 27<sup>th</sup> February 2018

Welcomes: Neil Jones (Governor – Teaching Staff)

Apologies: William Baldwin (Principal), Elena Gualtieri (Co-opted Committee Member), Jo Redfern (Governor), Chris Piper (prospective Governor)

##### 1.2 Minutes of the Meeting held on 9<sup>th</sup> November 2017

The minutes (main) were approved by the Committee and signed by the Chair as a correct record of the meeting, with the following amendment to the Confidential Minutes:

Refer item 5.1

#### **ACTION: Louise Pennington**

##### 1.3 Matters Arising

The Committee noted the items which had been completed or were on this meeting’s Agenda and made the following additional comments:

- a) Acronyms: The updated list of common FE acronyms and other words in a schedule included with the Governors’ Induction file – accessible to all Governors on the Governors’ section of the website (user name/password required). Louise Pennington agreed to inform Governors that the document had been updated together with a reminder of access instructions. **ACTION: Louise Pennington**
- b) SAR - The final EDIMS report (Students) is on today’s Agenda.
- c) SAR - James Moncrieff confirmed that the full version had been e mailed to all Governors (January 2018) and sent to Ofsted, with a shortened version uploaded to the website. It was resolved that the full version should also be added to the Governors’ section of the website within the Q & C Committee section and that Louise Pennington would also update Governors. **ACTION: Louise Pennington**

##### 1.4 Declaration of Interest

None.

##### 1.5 Termly Update – Student Governor Perspective

The Student Governors gave their report and the following points were recorded:

- a) Lanyards – Students were increasingly aware of the need to wear their Student ID lanyards on College site and despite reluctance to do this by some Students, more lanyards were being worn.
- b) From SU perspective, Student attendance seems good and there appears to be very little disruption/disciplinary matters.
- c) The SU has worked to improve integration with all Students including ESOL (English of Speakers of Other Languages). However further work will be necessary to progress this and the executive are considering a dedicated ESOL role so as to ensure representation from this cohort of students.
- d) SU is also focusing upon improving Student communication issues and the Student Council meetings are assisting this process.
- e) The SU is investigating whether to merge the Student Council Chair/SU Executive Student Liaison role with one of the Student Governor roles with the aim of introducing it this year if possible. The advertisements for the new SU Executive include only one Student Governor role, but in fact there will be two Student Governor places. The SU Executive Members are also being encouraged to prepare written guidelines of each role to pass on to their successors; this idea was initiated by Kier Hobby who has started his hand-over guide for his successor.
- f) SU has worked more quickly this year to ensure focus on needs of Student Body, other than social events and become more organised. Consequently there is another charity event in the near future, during the hustings.
- g) Keir Hobby's personal experience of mock exam week was that it was very well organised with appropriate levels of support.
- h) Abby Stock-Duerdoth reported that the way in which mental health and learning support had been integrated provided an improved system for Students, but suggested that this should be advertised to Students further as some Students are unaware of the services which are available in this area. In response to this Alison Cousens advised that the support available was regularly advertised but that moving the location of tutor time within Student Services covering all aspects of Student welfare, should improve this and also reduce any potential stigma associated with seeking assistance arising from a mental health issue. Alison Cousens also reminded the Students that the tutorial on the subject of 5 ways to wellbeing had been given to all tutor groups earlier in the year. Additionally it was noted that Staff have asked for support and training regarding some mental health issues raised by Students e.g. lower level anxiety and training for this is being arranged for staff.

The Student Governors were thanked for their report noting that this was their last Q & C Committee meeting, but that they would be at the Corporation meeting on 19<sup>th</sup> March.

## **SECTION 2: CURRICULUM AND GUIDANCE ITEMS**

### **2.1 BHASVIC Annual Report 2016-2017**

Thanks were recorded to SMT for their helpful executive summaries and cover sheets.

The content of the Report was considered by the Committee noting that it formed one of three key College documents (Principal's Annual Report, College Development Plan (CDP) – the action plan arising from the SAR, and the Self-Assessment Report (SAR) itself).

In response to a question from the Committee, James Moncrieff reminded Governors that the Annual Report's main purpose was as a celebratory/marketing/information document for its stakeholders and was uploaded to the website and circulated to existing and prospective parents, feeder secondary schools, staff, etc. The Committee agreed that the document was very accessible and visually helpful, with clear and concise summary key information about the College.

Once the final version has been agreed and included within the Corporation meeting papers (March 2018), this will replace the current version already on the website.

The Committee suggested that at some point SMT may wish to review the colours used in the document to ensure its accessible to all, bearing in mind that red on white may be difficult to read for some. **ACTION: SMT**

The issue regarding the presentation of retention analysis was re-visited (previously discussed when reviewing the SAR last term), noting that SMT would be providing explanatory narrative in the SAR and could extend this to the CDP if deemed necessary, to assist Governors in monitoring this aspect. **ACTION: SMT**

James Moncrieff confirmed that the retention of 97% in the Annual Report reflected retention per student, based on the Department for Education definition and given on their website and it was agreed that this was sufficient information for the Annual Report within the heading DfE performance. (NB actual definition is “The retention measure shows the percentage of students who are retained to the end of the ‘core aim’ (or main learning aim) of their study programme at a provider.”)

## 2.2 College Development Plan (CDP) 2017/2018 – Q & C January Update

James Moncrieff presented the paper to the Committee and the following points were noted:

- The Committee was reminded that at last term’s meeting the Committee reviewed the CDP in respect of 2016/2017.
- The CDP for 2017/2018 includes 4 sections (based on Ofsted Common Inspection Framework (CIF)) of which sections 1 – 3 rest with the Q & C Committee and section 4 is presented to the Resources Committee.
- The document takes forward key targets and associated actions from the SAR.
- Page 26 Section 1 Outcomes for Learners, Emerging future Issues, bullet point 3 (value added), following a question from the Committee James Moncrieff explained the value added measurement, including the social mobility impact and noted that Universities do not take into account value added, preferring to base their decision making on final results. SMT will be monitoring value added closely to determine any impact following the change to linear A Levels.
- As above, bullet point 4 (disadvantaged Students) – the Committee considered whether the College should be even more aspirational and aim to close the gap in terms of progress in respect of disadvantaged Students. It was noted that this would be exceptionally difficult at present without significantly more funding/resources within the SFC sector and also additional data regarding performance at the end of KS2. It was agreed that, at this point, aiming to ensure that disadvantaged students progressed as well as all students at BHASVIC, from their GCSE starting points, was the right first step to take. Alison Cousens noted that Destinations information has been improving which also assists the College in monitoring disadvantaged Students’ outcomes and that their destinations was a significant and important outcome for disadvantaged students – arguably more important than overall value-added data. Overall the College’s disadvantaged Students amount to approximately 10%, as defined by the DfE, being students who were recorded as ‘pupil premium when in year 11 at school. It was recommended that SMT keep this issue under review so that should it be possible to set a more challenging aspiration in respect of disadvantaged Students’ value added target, this could be introduced at a later date. **ACTION: SMT**
- Page 26 Section 1 Outcomes for Learners, Issues Pertinent This Term, bullet points 2 (Student growth) and 3 (accommodation additional Students) – James Moncrieff explained what the “yo-yo effect” meant with each year group and the need to focus upon carefully managing the balance of student intake from one year to the next. Page 37 Section 3 Personal Development, Behaviour and Welfare, Issues Pertinent This Term – Alison Cousens reported that the Key Government consultations on Safeguarding etc. had closed on Friday and advised that the intention would be to update the KCSiE Guidelines (Keeping Children Safe in Education) with effect from September 2018. Referring to the revised Safeguarding and Child Protection Policy update included later in the Agenda, she advised that account had been taken of these proposed changes in advance of September 2018 in order to avoid having to revisit the policy later in the year.
- Destinations data – regarding data tracking, Alison Cousens reported that the whole assessment process was being reviewed with the aim of improving the “unknowns” element, currently standing at 14.9%. In this regard the College has had two cross College EQRs (External Quality Reviews) on assessment and reporting, and employability, with recommendations received which should assist the College in tracking Students’ destinations more effectively. The Committee was also advised that less tracking information has been forthcoming from the Local Authority (LA) which had previously been in place on to their educational resources being restricted.
- Page 41 Section 3 (details as above), item 34 widening participation – the need to improve this aspect was highlighted and some of the issues relating to this were noted, including IT issues which were been worked on to ensure that there is no repeat of problems on Welcome Day. The College held a Higher Education (HE) information evening last night with a repeat of this event tomorrow and at this, there is an opportunity to generate late registration for Widening Participation programmes for relevant Students.

## 2.3 Final EDIMS (Equality and Diversity Implementation Measures) Report - Students

Alison Cousens presented the paper to the Committee based on the matter arising from the last meeting. She advised that next year the annual report would be in a new format and that it would be integrated with the other College EDIMs (staff) and the EDI (Equality Diversity and Inclusivity) SARAP information and reported to the Committee in the Autumn Term. **ACTION: Alison Cousens**

The Committee was reminded that the College is required to publish its EDIMs on its website. Aspects from the EDIMs report will then be taken forward in the respective section of the CDP.

Alison Cousens explained that the report provided assurances to College management and that there were no major issues arising from the analysis.

Referring to page 45 and the section on Student Retention, in response to a request from the Committee, James Moncrieff confirmed that the retention definitions' work to which he referred to above, would be taken into account here too. **ACTION: James Moncrieff**

Thanks were recorded to Aoife Tobin, the College's EDI Officer who had produced the report.

Alison Cousens agreed to circulate via Louise Pennington, the new EDI leaflet and that this should be placed on the Governors' section of the website and advised to Governors. **ACTION: Alison Cousens/Louise Pennington**

### **SECTION 3: CONSENT AGENDA**

At this point, the Chair reminded Governors of the new agenda format and advised that although the consent agenda items should be taken as one item, it was resolved that questions from Governors would be invited.

### **POLICIES AND OTHER DOCUMENTS**

#### **3.1 Quality Assurance and Improvement Policy**

This policy has been re-written, with one further minor change in the final proposed version to that included in the papers, namely that the overall process from SAR to CDP has been set out to improve clarity. The policy was recommended to Corporation for approval, subject to the amendment to the roles and responsibilities section as detailed in 3.2 below. **ACTION: James Moncrieff**

#### **3.2 Child Protection and Safeguarding Policy**

It was noted that this was a rationalisation process with a merger of two separate policies, which as referred to earlier, has also taken into account likely future changes in light of the anticipated revision to the KCSiE from September 2018. As the Child Protection element is required to be reviewed annually, the new policy will be brought to Committee every year. Alison Cousens confirmed that Lynn O'Meara, the Designated Lead Safeguarding Governor, had participated in the review process.

Following a suggestion from the Committee regarding the section on roles and responsibilities, it was resolved that the equivalent section in the Quality Assurance and Improvement Policy should also be revised to reflect correctly the Governing Body role in the process. **ACTION: James Moncrieff**

The Policy was recommended to Corporation for approval. **ACTION: Alison Cousens**

#### **3.3 Student Charges' Policy and Student Charges' Schedule**

Alison Cousens summarised the changes (staffing structure in Student Services; revision to wording re charging policy if a Student fails to submit compulsory coursework by the required deadline; include reference to flexible payment plans) to the Policy which the Committee endorsed and agreed to recommend the changes to Corporation. Minor changes re changes in staffing structure in student services re roles.

The revised policy was recommended to Corporation for approval. **ACTION: Alison Cousens**

The Student Charges Schedule was also recommended to Corporation for approval. **ACTION: James Moncrieff**

#### **3.4 Student Financial Support Policy**

The minor changes regarding updating roles and responsibilities, revised web links and reference to the instalment plan, were noted and the policy was recommended to Corporation for approval. **ACTION: Alison Cousens**

**3.5 Risk Assurance**

The contents of the risk assurance paper was considered by the Committee noting that there were no high risks scoring 6 or 9 falling within the Committee’s remit.

**SECTION 4: OTHER MATTERS**

**4.1 ANY OTHER BUSINESS**

- a) College Charter – in the absence of William Baldwin, James Moncrieff explained that SMT wanted to recommend that the document be discontinued, noting that there was no longer a requirement to produce a Charter. It was also noted that most of the information within the Charter is included elsewhere e.g. in the Student College Contract, Staff terms and conditions or within various College policies, procedures and information portals. The Committee requested that before making a final decision, it would be useful to review the Charter at the Summer Term Q & C Committee to gain assurance that the decision to discontinue would be appropriate. **ACTION: William Baldwin**

**4.2 DATE OF NEXT MEETING**

**MONDAY 11<sup>TH</sup> JUNE 2018**

**SECTION 5: CONFIDENTIAL BUSINESS**

**5.1 Confidential Minutes from Meeting held on 9<sup>th</sup> November 2017**

The minutes were approved and the Chair authorised to sign them subject to a minor change requested by Lynn O’Meara:

Add “it may only suggest this,” – after “may not be sound;” in the second sentence of the fourth bullet point on item 5.3 Annual Report on Safeguarding. **ACTION: Louise Pennington**

**5.2 Matters Arising**

None

**5.3 Any Other Business (Confidential Business)**

Thanks were recorded to the Student Governors for their involvement on the Committee over the last year.

CHAIR.....

Date.....