



BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE QUALITY AND CURRICULUM COMMITTEE HELD ON THURSDAY 8th NOVEMBER 2018 AT 6.00 P.M. IN ROOM 413/414, COPPER BUILDING

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

In attendance: Alison Cousens (Assistant Principal – Student Services), James Moncrieff (Deputy Principal), Louise Pennington (Clerk), Sandra Prail (Chair of Governors), Chris Piper (Governor and new member of Q & C Committee subject to Corporation approval at the December 2018 meeting).

Matt Bannister Guidance Manager and Deputy Designated Safeguarding Staff Lead – attending to present the Safeguarding Report and Keeping Children Safe in Education (KCSiE) update.

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: Neil Jones (Governor – Teaching Staff).

At this point the Committee was informed that Bo-Min Ryu (Governor – Student) had decided to leave BHASVIC for personal reasons. A new Student Governor would be recommended by the SU Executive in due course, for formal approval at the next Corporation meeting in December. The Committee recorded its thanks to Bo-Min Ryu for his work to date as a Student Governor and sent him their best wishes.

Welcomes: Matt Bannister, Sandra Prail and Chris Piper.

The Committee was reminded that the meeting papers had been made available to all Governors and that they were all invited to attend, subject to informing the Chair and Clerk prior to the meeting.

1.2 Minutes of the Meeting held on 11th June 2018

The minutes were approved by the Committee and signed by the Chair as a correct record of the meeting.

ACTION: Louise Pennington

The Chair recorded thanks to Jo Redfern for advanced input arising from the papers, prior to the meeting and she invited Jo Redfern to report her comments now before the start of the rest of the meeting:

- Jo Redfern explained her observations relating to the minute: her impression was that they were quite detailed and that Governors' comments and challenges recorded were not easy to locate quickly. At this point Lynn O'Meara added that she thought that some papers were often "acronym heavy", although it was noted that following a recent request, a key had been included with the key College documents and also that the minutes included a definition reference for each acronym included. Regarding the level of content minuted, it was noted that bearing in mind the nature of the Committee and the expectations from Ofsted, the minutes of this Committee should be transparent and include sufficient detail to gain a full understanding of the discussions held. Some also recorded that the detail provided a useful reminder of discussions held at the meeting. Regarding the flagging of Governors' challenges, the Committee was reminded that following the John Boyle governance review, the suggestion to put the word "challenge" in the margin of minutes in order to highlight this aspect, had been rejected by Governors. However it was resolved that in future, to assist Governors, any challenge/comment or question from Governors, should be emboldened. It was also agreed that the style and

level of content should remain unchanged. It was also agreed that the draft minutes which were sent in the first instance to the Committee Chair for approval, should also be sent to Jo Redfern for her input. **ACTION: Louise Pennington**

1.3 Matters Arising

The Committee noted the items which had been completed or were on this meeting's Agenda. Updates from SMT members were invited and the following points recorded:

- Consent Agenda – this was reviewed since its introduction a year ago and resolved that it should be retained going forward. **ACTION: Louise Pennington**
- Confidential Business – Complaints Report – refer confidential section, but it was noted that the items listed had been incorporated into the revised Annual Report, except for the management time calculation per complaint as this had been impossible to assess.
- BHASVIC Annual Report – the actions listed here will be taken into account by SMT when the next Report is due to be issued to Governors for the Spring Term Committee meeting. **ACTION: William Baldwin**
- CDP (College Development Plan) – SMT to keep under review targets in respect of disadvantaged Students: SMT confirmed that this would be incorporated into the CDP for this year.
- EDIMS (Equality and Diversity Implementation Measures) – in future, overall College EDIMS report will be superceded by the EDI SARAP which will include all College EDIMS (Students, HR, etc). Alison Cousens reported that she had e mailed Gillian Hampden-Thompson prior to this meeting, about the actions going forward and confirmed that the EDIMS information would be incorporated into the EDI SARAP and will be taken to the Spring Term Q & C Committee meeting. **ACTION: Alison Cousens**
- Student Governor Termly Update: liaison with SMT re Capital Project works – William Baldwin reported that he had met with the SU Executive yesterday, to follow up on earlier meetings, to talk about the new building. He advised that there was Student involvement with the Environment Group looking at various green elements of the project. There will be on-going liaison to ensure that Students are kept informed of building developments, particularly in respect of the specialist accommodation space and Student social space.
- Student Destinations Report – outstanding aspect re liaison with Nikki Fabry to check calculations regarding the percentage included in respect of the entry for 16-17 lower second degree classifications. Alison Cousens will progress this as soon as possible. **ACTION: Alison Cousens**
- Risk Assurance – The new risk 6.7 Failure of Capita etc – this has been reviewed by SMT and included within the Q & C Committee's risk responsibilities. However the Committee noted that although the development aspect of the risk rested with Q & C Committee, the financial risk (i.e. failure of Capita) would in fact fall to the Resources Committee.

ACTION: Louise Pennington agreed to update the Actions' Schedule.

1.4 Declaration of Interest

None.

1.5 Termly Update – Student Governor Perspective

Christian Williams gave his report to the Committee, noting the following:

- The SU Executive is in the process of seeking a replacement Student Governor.
- Winter Ball is being planned.
- There are Student concerns regarding College's current IT issues which has caused general unrest – refer below.
- A2 year and significant increase in workload for Students, particularly in some subjects, has concerned Students.
- Freshers Fayre – this will be reviewed in order to encourage more students to take advantage of the options available.
- Prior to leaving the College, Bo-Min Ryu joined William Baldwin and the SU President, for a meeting at the House of Commons with the Hove MP, Peter Kyle, to discuss the impact of the current funding constraints on the College as a whole, including the impact on the College's IT.

College IT Issues - Owing to the sensitive nature of the discussions, this section has been transferred to the Confidential Minutes.

SECTION 2: CURRICULUM AND GUIDANCE ITEMS

2.1 College Development Plan 2017/2018 (CDP) – Final Update on Quality, Curriculum and Guidance Issues

The Committee agreed that the Report comprising the final version of the CDP for the last academic year, was for noting and did not require approval. William Baldwin gave a brief overview to the Committee, after which questions were invited:

- 4 sections of CDP tie in with the Ofsted current criteria – first three sections are brought to this Committee and the fourth section is presented to the Resources Committee.
- Targets are set during the Autumn Term and progress is tracked by SMT at 3 points during the year.
- New CDP for 2018/2019 academic year will be shared with Governors at the December 2018 Corporation Meeting.
- A performance dashboard has been included for the first time, having previously been in the Principal's Report and College Self-Assessment Report (SAR).
- Outcomes for 2017/2018 were excellent including value added, which is likely to place BHASVIC towards the top of the DfE league tables for comparable Colleges. BTEC and GCSE retakes have also been very good. At this point the Committee congratulated Staff and Students on the excellent results and also recognised the pastoral care provided to support Students. Governors were warned that there was no guarantee that the results next year would be replicated in light of the significant changes in examination specifications/move to linearity. James Moncrieff noted that unresolved IT issues also risk having a negative impact on student outcomes next summer.
- Student numbers – have exceeded target for 2018/2019 recruitment, with 50 additional Students above target, although it has been a difficult task managing the curriculum timetable, but the majority of Students have enrolled on their preferred courses.

Performance Dashboard (page 15)

Governors made the following comments:

- ***Governors queried the decline in parent satisfaction, the reasons for this and whether it mattered.*** Alison Cousens reported that the College had made some in-roads into improving communications with parents this year, following issues raised and had also established Parent Focus groups to improve communication which no other S7 College appears to offer. Furthermore the College has introduced Parent/Carer news to ensure more regular information is provided. Feedback received from the Focus Groups has identified that the way in which information was provided to Parents was not always satisfactory but that the intention to improve future communications, was welcomed. Alison Cousens said that she wasn't sure why this had declined but the College intended to do more to investigate the matter and ensure that there was a communication strategy for parents which worked. It was noted that further work would be done this year to improve communications, with the aim of seeing a higher satisfaction in the next survey. ***Governors asked what the Parent Survey response rate was*** and James Moncrieff explained that it was lower than previous years, but advised that the window of response time for the survey was shorter and later this year, possibly leading to a higher percentage of parents who were not content with the College and their child's progress, to complete the survey as a method of complaint. SMT advised that the College would be completing further investigation into certain issues including mental health, particularly anxiety and stress and progression to Higher Education and whether this has become more significant since the move to linearity; SMT would be sure to keep Parents informed.
- ***Referring to the Student Numbers' graph on the Dashboard, Governors queried whether there were increasing class sizes, curriculum planning issues, potential impact upon quality/Student experience and also queried any particular challenges around specialist accommodation.*** In response James Moncrieff summarised the College's priorities in terms of achieving Student numbers and then aiming to ensure that all Students achieve their preferred choices where possible. He explained some of the difficulties experienced by the curriculum team in meeting overall student number targets whilst also aiming to give students the courses they wished to study. He also reported on class sizes explaining that the college runs extremely efficiently, meaning that there is less flexibility to allow students to change onto courses they wish. There are a number of highly complex and interrelated factors around student choice, staffing and class efficiency, overall student number targets, specialist accommodation capacity, predictability of student conversion rates by subject and staff recruitment. Information regarding conversion rates per subject is now in development,

as this year's admissions round presented the first opportunity in many years to create conversion rates (having offered places to all priority applicants). This will greatly assist in planning for future years. Furthermore James Moncrieff chairs the Local Authority Partnership Board meetings which looks at the Citywide curriculum issues and provides useful feedback on trends at GCSE level, as well as those of other post-16 providers. At this point and regarding conversion rates for Psychology A Level, the Student Governor reported on the general lack of Student understanding of the subject on enrolment, bearing in mind that this is a new area for Students who won't have studied the subject at Secondary School. He suggested that more could be done at Taster Days etc to get across key aspects of the specification to enable a better understanding of what the course involves and to ensure that Students are on the right courses.

- Governors congratulated the College on its high attendance levels and the largely positive feedback received from Students.

Section 1 Outcome for Learners

In addition to the comments already recorded above the following additional points were made:

- Report on outcomes now includes details in respect of disadvantaged Students as per the action recorded in the Actions' Schedule from the last meeting, noting that the College was working on various initiatives with the aim of closing the gap in performance.
- **In response to a comment from the Student Governor regarding social mobility and widening participation, James Moncrieff confirmed that further work was being done within Student Services to assist better understanding of the definitions and criteria for both Students and Parents.**

SECTION 2 Quality of Teaching, Learning and Assessment

- ***Governors referenced the factors and targets listed, particularly in respect of items, 17 (Assessment Tracking), 18 (Monitoring In Year Performance), 19 (Curriculum Quality Data) and 20 (Predicted Grades) regarding the reliance on the adequacy of the College's IT systems and software, bearing in mind the College IT issues' discussion held in item 1.5 above.*** In response William Baldwin informed Governors of progress with Capita, noting that a second tranche of meetings had been held today. However he explained that the College had not received all the assurances requested regarding the on-going commitment and progress required from Capita in order to meet the requests made by the College over the last few years. It was noted that the College is satisfied with Capita's work regarding the ILR (Individualised Learner Record) returns and examination returns, whilst the user interface with Advantage has still some way to go to meet the College's requirements (e.g. no centralised mark book which was promised by Capital 4 years ago; concerns also with poor standard of Students' and Parents' Advantage facilities (Advantage provides information such as newsletters to Parents and Students)). Advantage was also meant to provide an on line booking system for the College's lettings, but as this failed to materialise, the College has sought alternative providers. As a result of the College's complaints, they have agreed to reduce their charges until the requirements have been addressed. SMT confirmed that students' progress was still tracked but the systems did not adequately support the expectations of the guidance team, and certain bolt on programmes have had to be purchased from other software providers. The latest forecast is that a centralised mark book should be in place for the next academic year. ***In response to a question from Governors,*** SMT explained that the CIS Manager recommended retaining Capita, but with a focus on resolving the problems as soon as possible. The College will be evaluating alternative products to allow a comparison to be made with Capita's option; however any new system would generate other issues such as staff training on the new product, lack of compatibility with existing College systems, timing needed to test new alternative product and to identify any unforeseen problems etc. ***Governors queried the reasons for Capita's delay in taking forward work projects promised*** and SMT confirmed that the education sector including FE was their core business and that they had confirmed to the College their intention to continue to focus on education and in fact were continuing to seek new clients. Capita has agreed to share their 3 year plan with BHASVIC in the near future and also confirmed that they are investing £500M to progress the work promised within the sector. SMT also advised that in the interim, the College had completed various bespoke work on the core system and they would also have to ensure that this is not lost, when the eventual upgrade from Capita is issued. ***Question from the Committee regarding the use of Student Voice within the various College Departments, noting that following the attendance by one Governor at a recent SARAP for Media and Performing Arts, it was apparent that the use of Learner Voice survey, had demonstrated a good use of this information within that Department.*** In response to this, Alison Cousens confirmed that CQT (Curriculum and Quality Team) intended to focus on ensuring that the survey outcomes were effectively taken forward within each curriculum area. Furthermore James Moncrieff reported that the Learner Voice Strategy had been re-written to help ensure that the Learner Voice is used optimally in all Departments. This action has been taken forward by

Heads of Faculty working with Heads of Department as a specific project which will include the sharing of good practice.

Section 3 Personal Development, Behaviour and Welfare

- Widening participation – refer above commentary.
- **Question from the Committee regarding external profile in relation to wellbeing; how important it is and how it is measured:** the information included in the CDP is anecdotal but based on the College's experience, it appears to be consistent within the BHASVIC community. The feedback from some which suggests that the College is focused upon results and does not sufficiently attend to Student wellbeing, is very disappointing for staff, who believe that this perception is incorrect. More work is being done by Student Services to improve the communication to stakeholders regarding College's wellbeing and welfare provision. The perception does not appear to have any impact upon applications or on retention levels. The College has two new Guidance Managers with significant widening participation experience, who have been given extended responsibilities within this area as the College particularly wants to assist Students who may be unsure about applying to BHASVIC. The College aims to do more to get the message across via the Student Voice. Although the Marketing Department is also involved in getting the widening participation message across to Students and Parents. Getting across the message regarding the importance to BHASVIC of supporting vulnerable learners and inclusivity is likely to take time to change.
- **Taking into account the points made above, the Committee queried whether the perception of BHASVIC not being seen to be as inclusive as other Colleges, was made worse by the fact that a small proportion of Students (10 approx) who had chosen the "wrong subject" on enrolment, were not allowed to re-start other subject areas** and SMT acknowledged that this may have an impact, although it did only involve a minority of Students.
- **How will EQR help BHASVIC to improve?** – An employability EQR recently carried out, has validated the College's work in this area and SMT aims to use this to promote its on-going work in this area.

In conclusion it was agreed that the CDP discussions had been very useful for Governors and SMT and *in response to a query from the Committee, SMT confirmed that the questions raised were helpful.*

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 normally be taken as one item, it was resolved that questions from Governors would be invited in this instance and time had been allocated in the agenda for this.

POLICIES AND OTHER DOCUMENTS

3.1 Complaints Policy

It was noted that as there were only housekeeping recommendations within the document, SMT had only provided a front sheet summarising the key changes. It was also recorded that the policy had been reviewed in line with the College's 3 year cycle of review. For interested Governors, the full policy is available on the College's website.

The revised Policy was approved and recommended to Corporation. **ACTION: William Baldwin**

3.2 Risk Assurance

James Moncrieff introduced the paper and highlighted the key aspects to Governors.

Governors queried whether the impact of the ICT issues on the Q & C Committee's responsibilities should be included here bearing in mind the general impact on the curriculum. Following a discussion, it was resolved that the Capita Risk should be reviewed by SMT further (and the Resources Committee where the ICT Risk rests), to include additional wording to reflect the risk on learner outcomes/general impact on curriculum etc together with a review of the overall risk score (currently a 6) and whether this should in fact be higher – maximum 9 or alternatively. **Governors questioned** whether a new risk should be added due to the current impact on learning of IT systems failures. It was agreed that there should be an additional risk added to the risk register, which should be taken by Q&C and that this

should identify the risk of failure of IT systems' impact on teaching, learning and student outcomes. It was also agreed that this new risk should score 9 **ACTION: James Moncrieff** .

The document as revised, was endorsed by the Committee, noting that it would be sent to the Audit Committee, once SMT had reviewed the points made above together with discussions at Resources Committee. **ACTION: James Moncrieff**

SECTION 4: OTHER MATTERS

4.1 ANY OTHER BUSINESS

- a) **Review Consent Agenda Format: done – refer above.**

4.2 DATE OF NEXT MEETING

Wednesday 13th February 2019

SECTION 5: CONFIDENTIAL BUSINESS

Refer to Confidential Minutes

CHAIR.....

Date.....