

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE QUALITY AND CURRICULUM COMMITTEE HELD ON WEDNESDAY 1st MARCH 2017 AT 6.00 P.M. IN ROOM 413, COPPER BUILDING

Present: Will Baldwin, Hannah Duffy, Peter Freeman, Lindi Galloway (Chair), Elena Gualtieri, Gillian Hampden-Thomson, Sarah Nield, Lynn O'Meara, Jacquie Punter, Jo Redfern

In attendance: Alison Cousens, James Moncrieff, Louise Pennington

The Meeting commenced with a training session on Self-Assessment and Accountability Measures (being a matters arising item from the last meeting), given by James Moncrieff, following by questions from the Committee Member.

QC16/11 Apologies and Welcomes

Welcomes: Elena Gualtieri and Sarah Nield

Apologies: Lucy Aditi, Dearbhaile Hunt

QC16/22 Minutes of the Meeting held on 3rd November 2016 – main and confidential business

The minutes (main and confidential) were approved by the Committee and signed by the Chair as a correct record of the meeting, subject to the following typographical corrections:

Confidential minutes – add “d” to “encourage” in last line of first bullet point of item 16/05 Safeguarding.

ACTION: Louise Pennington

QC16/13 Matters Arising

The Committee noted the items which had been completed or were already on this meeting's Agenda.

QC16/14 Declaration of Interest

None.

QC16/15 Termly Updates on Quality, Curriculum, Guidance and Other Issues

a) Deputy Principal

The Committee thanked James Moncrieff for his extensive report on quality and curriculum aspects, the details of which were noted, followed by questions from the Committee. The following points were recorded:

Online Applications – This item has been transferred to the confidential minutes.

Curriculum Offer – James Moncrieff agreed that the reference in the third line to “Medical Science” was incorrect and should be deleted. **ACTION: James Moncrieff.** In response to a query from the Committee regarding the problems associated with the disappointing A Level Accounting qualification, James Moncrieff explained that this was a national problem and that an alternative, industry standard qualification was being investigated, in conjunction with advice from accountancy firms.

b) Director of Student Services (incl. EDIMs)

The Committee thanked Alison Cousens for her report on Guidance matters and the following comments and questions were recorded:

- There have been a significant number of staff who have taken on new roles since the start of the academic year including at management level with half of managers having recently completed their probation period. As a result of numerous staff and role changes, SMT has had to establish new protocols on working together as a new team. Furthermore various staff inset days have been held to assist staff.
- SARAP process – new system and quality assurance process has been introduced successfully.
- Tutorial observations – fully trained guidance team.
- Emotional Health and Wellbeing Working Party – work is underway to progress this and there will be an inset day in June for staff. The Committee members welcomed this initiative and looked forward to receiving updates on progress with this in the Summer Term.
- Widening Participation (see matters arising reference) – Alison Cousens and James Moncrieff updated Governors with progress in this area and on-going developments, particularly with regard to the 3 day WEX enrichment offer for students during the Summer Term and the College's aims to expand the employer network.
- Predicted Grades and References – the Committee discussed the comments made on page 20 of the papers regarding the proposed changes in line with the introduction of linear A Levels, to enable the predicted grades to be entered in the first instance post the internal progression exams at the end of year 1. Alison Cousens and James Moncrieff also explained the issues arising in accurately predicting grades, since the demise of the AS Levels and a reduction in A Level subjects from 4 to 3. The College intends to monitor the accuracy of its predicted grades via a change to the College's technical system to allow staff to input discrete predicted grades, which will also enable specific reports to be generated in future. Overall the aim is to celebrate the accuracy of predicting grades at BHASVIC in the header of the reference, so that Universities are better informed about their offers to our students.
- Study Abroad – only a few students currently participate in this option, although many indicate interest at the initial stages in the HE review process.

SMT and the Committee members thanked those members of staff who contributed to the Report contents for both the Deputy Principal and Director of Student Services' Reports.

c) Student Governors

Hannah Duffy gave the Students' Report to Governors advising on the Student Union's activities since the last meeting and current initiatives:

- Various Christmas events including a show, quiz, card making, FIFA (X Box) competition;
- Advice and support for Students for their University applications and revision timetables;
- SU Election process will commence tomorrow, culminating in elections on 20th March;
- SU Charities' funding raising developments for Mind and Rocking Horse;
- Debating Society events;
- A2 Leavers' event is being organised at the Amex Stadium

QC16/16

a) College Development Plan 2016/2017

b) Self-Assessment Report Template for 2016/17

Together, Will Baldwin and James Moncrieff introduced the documents to the Committee, noting that the documents had also been considered at the recent Governor Strategy Day and the following points were recorded:

COLLEGE DEVELOPMENT PLAN

- The Annual Priorities document which details the actions from the SAR, has been replaced by the College Development Plan (CDP), an operational plan which will form a more comprehensive

action plan in respect of all departments. Progress with the CDP will be reviewed by the College Management Team, Senior Management Team and committees at three points in the year.

- The aim over time will be to reduce the number of actions, noting that there are replications in some instances in the current CDP.
- Section 4 has been included (Leadership and Management) but is not directly relevant to this Committee's terms of reference.
- Section 1 (Outcomes for Students) –primarily reports on summer exam results and will be updated once the latest results have been announced in August.
- In response to a question from the Committee regarding how the College assesses first year progression now that AS Level examinations have been discontinued. James Moncrieff explained that the College's internal progression examination outcomes would be utilised for this purpose. The progression examinations act as entrance exams to year 2, and there is one re-sit opportunity for students.
- Section 2 Teaching, Learning and Assessment – in response to a question from the Committee regarding lesson observations and career progression, Will Baldwin explained the new national performance management framework which had been introduced and which linked to the standards requirement on the Teachers' pay scale. This means that going forward Teachers' "performance management" has a focus upon staff development. If capability procedures have been initiated in respect of a teacher, then lesson observations would take place for this purpose. The Committee was also informed that within the general lesson observation process per department, there was a post-observations' meeting to identify any core themes.
- Section 3 (Personal Development, Behaviour and Wellbeing of Students) it was noted that this item had been reported within Alison Cousens' earlier report. Regarding item 44 on page 45 (See a reduction in students presenting with acute problems relating to stress and anxiety) Hannah Duffy emphasised the importance of providing an adequate service for students.

SELF ASSESSMENT REPORT

- Reference was made to the item discussed at the Governor Strategy Day and the Committee was reminded that the SAR format has been re-written with a focus upon evidence, accountability and quality improvement aiming to focus upon key performance indicators and analysis with four key sections taken from the Common Inspection Framework (CIF) and using upwards of 15 data sets. James Moncrieff informed Governors that the SAR template (being referred to as a 'databook') was still being developed by himself and Tarquin Grossman, after which further work will be done with other senior staff management including the CIS Manager, in order to define the data to be utilised.
- The document has been presented to Governors to inform them of the revised template and progress to date.
- At this point it was also mentioned that SMT had plans to introduce an annual report providing a narrative comprising a review of the last academic year. It is intended to introduce this new document for the next academic year to be used for the whole College community and for marketing purposes.

CDP and SAR – work in progress **ACTION: James Moncrieff/Will Baldwin**

QC16/17 EDIMS Report

Alison Cousens presented the Report to the Committee and also referred to the relevant item in her termly Director of Student Services' Report discussed earlier in the meeting. She confirmed that the College had a duty to report annually on outcomes and implementation measures in respect of equality and diversity. However she informed Governors that the document required improvement in terms of collection of information for reporting and further analysis which at the moment was work in progress – including analysis from The Leaders in Diversity initiative and analysis from the cross College analysis of value added ethnicity data. At this point the Committee was reminded that it initially had been hoped that Governors could take part in the Leaders in Diversity survey, but following a review of the survey questionnaire by Peter Freeman, it was assessed that Governors would not be able to answer the key questions prepared by the third party survey organisation.

Alison Cousens explained that the Leaders in Diversity initiative which is used to test the adequacy of the College's E & D policy and procedures, had been instigated by the College in order to achieve the associated quality mark. Following the completion of the various surveys (staff, students etc),

analysis will be carried out and a report and action plan issued to the College detailing the requirements necessary to achieve the quality mark; the report is due to be issued on 15th March.

Referring to the meeting paper, Alison Cousens explained that in some areas there were gender and ethnicity imbalances but nothing significant or out of line with the national picture; the final report will also include HR information. The conclusions identify that the College reaches a wide range of applicants which is broadly in line with the ethnic profile of the local area, although on conversion to enrolments this is marginally worse. The gender gap on enrolments has narrowed, but there remains a greater enrolment of female applicants; the gender gap in terms of outcomes (results) shows a continuing trend showing males' slightly lower achievement, which reflects the national picture. At this point and following various questions from the Committee Members, consideration was given to the various options available to the College to correct any gender imbalance and Alison Cousens explained the methods used by the College to intervene and assist affected students in terms of various additional support measures. The cross College analysis of value added data, mentioned earlier, requires further work to improve overall monitoring and this aspect will be considered as part of the Leaders in Diversity action plan.

In conclusion the Committee noted that the document was work in progress by SMT and that once the various analyses has been completed above, a review of the document content and format together with various actions for the College to take forward, would be prepared. The revised report would then be merged with the College's E & D SAR (Self-Assessment Report) into one document and would be reissued to Governors in the Autumn Term 2017. **ACTION: Alison Cousens**

QC16/18 Joint Consultative Study with Varndean College – CONFIDENTIAL

It was resolved to transfer this item to confidential minutes.

QC16/19 Risk Assurance

James Moncrieff gave a summary of the risk assurance process as a reminder particularly to the new members of the Committee and in particular the requirements for each Corporation Committee to review annually relevant risks scoring 6 or above. In the case of the Q & C Committee, there is only one risk scoring 6 or above and the paper reports on controls implemented to mitigate the risk (failure to achieve planned student numbers.....), together with a record of other risks which have been assigned to this Committee, including details of those overarching and interlinked risks which have an impact on all Committees (refer page 134 of meeting papers). He also explained the various mitigation strategies being employed by the College. Additionally Will Baldwin explained the revised format of the risk register and confirmed that the SMT reviewed the whole risk register on a termly basis.

The Committee confirmed that the assurance provided in respect of risks relating to Q & C matters was adequate and it was resolved that this should be reported to Audit Committee accordingly. **ACTION: James Moncrieff**

QC16/20 Any Other Business

Louise Pennington informed the Committee that details of an AOSSEC Governor training event on Governors' role in assuring the quality of teaching learning and assessment, to be held on 16th March 2017 at City College, had been received and would be circulated to the Committee members; anyone wishing to attend should let her know. **ACTION: Committee Members**

QC16/21 Date of Next Meeting

Wednesday 3rd May 2017

QC16/22 Confidential Business

None.

CHAIR.....

Date.....

