

## BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

### MINUTES OF THE MEETING OF THE QUALITY AND CURRICULUM COMMITTEE HELD ON THURSDAY 3<sup>rd</sup> MARCH 2016 AT 6.00 P.M. IN ROOM 426, COPPER BUILDING

Present: Stephen Berry, Lucy Aditi, Alison Cousens, Kerry Doyle, Gabby Fitzsimons, Peter Freeman, Lindi Galloway (Chair), Elliot Gulliver-Needham, Chris Thomson

In attendance: Shirley Brookes-Mills, James Moncrieff, Louise Pennington

#### QC15/16 Apologies and Welcomes

Apologies: Pippa Smith

#### QC15/17 Minutes of the Meeting held on 12<sup>th</sup> November 2015

The minutes were approved by the Committee and signed by the Chair as a correct record of the meeting. **ACTION: Louise Pennington**

#### QC15/18 Matters Arising

The Committee noted the items which had been completed and made the following additional comments:

- QC14/27 SMT to progress work on provision on adequate data/information to Governors – action completed (via dashboard and Strategic Plan).
- QC15/10 – improve integration of ESOL Students with main Student body – the Student Governors confirmed that ESOL Students were now members of the Student Council and that further work would be done to ensure that there is ESOL Student representation on the next Student Union Executive.

At this point Alison Cousens joined the meeting.

#### QC15/19 Declaration of Interest

None.

#### QC15/20 Termly Updates on Quality/Curriculum and Guidance Issues

##### a) Vice-Principal

The Committee noted the activities within the Quality and Curriculum areas reported within Shirley Brookes-Mills' report. She highlighted some key areas within her report.

- Oxbridge places have increased, particularly in respect of Oxford. There are approximately 200 students involved in the Oxbridge enrichment programme, compared to 140 for previous Year 1. Owing to this increase Neil Commin, the Oxbridge co-ordinator, will be spending all his time on Oxbridge matters from September 2016.
- Heads of Departments (HODs) and Curriculum staff are participating in Action Learning Sets, part of the annual SAR cycle.
- Talk from Professor Ladislaus – Elliot Gulliver-Needham informed the Committee that this had generated significant interest from students and encourage SMT to arrange more similar events. Shirley Brookes-Mills advised that this could be taken forward once the College has appointed a new E & D co-ordinator.
- In response to a question from the Committee regarding the tracking of student progress in year since the introduction of linear A levels, Shirley Brookes-Mills confirmed that tracking would continue with predicted grades (MEGs) and outcomes from internal examinations etc. She also confirmed that the outcomes would be advised to Governors in order to allow progress to be monitored. **ACTION: Shirley Brookes-Mills**

##### b) Assistant Principal

The Committee thanked James Moncrieff for his report on Guidance matters which was tabled. The following additional comments were recorded:

- Predicted grades – BHASVIC working on assisting Students' university applications by making universities aware of how accurate BHASVIC predictions are compared to predicted grades nationally (53% of grade predictions are inaccurate by two grades or more – BHASVIC predicted grades are likely to be very significantly more accurate than this and it would therefore support a student's application to publish this fact as part of the reference.
- Alumni and Parent Networks – reference was also made to the use of LinkedIn which appears to be the most commonly used on-line facility with regard to professional links with alumni.
- CQT (Curriculum and Quality Team) are working on recovery programmes for those students who drop a subject, in order to ensure that students are placed on alternative course options which suit their overall programme.
- Employability Strategy and Work Placements – it was suggested that the College find ways of encouraging more collaboration between different providers in the city in sourcing Work Experience Placements. James Moncrieff will take the suggestion forward with the local IAG (Information Advice and Guidance) group for the Local Authority to perhaps consider.

### **QC15/21 Student Governors' Report**

Gabby Fitzsimons and Elliot Gulliver-Needham gave their report to the Committee, noting the following:

- Christmas Events went very well including various performances, quiz and Christmas Card event.
- Healthy Eating promotion with various new menu options e.g. homemade soup, bread and fruit and also a sugar awareness film.
- SU Elections' process has commenced.
- Democracy Week – following the success of the Socialist v Capitalist Debate, further events will be organised such as the EU Debate in May.
- Environmental Issues – the current SU Environmental Officer has led on a number of key developments and achievements including the Green Flag award.

### **QC15/22 Policies**

#### **a) College Charter**

The Committee noted the minor changes to the Charter document and recommended the revised document to Corporation for approval subject to the following changes:

- Add "Safeguarding" on page 15 section on "If you are an employer, BHASVIC will welcome from you", within the section on E & D and H & S.
- Recommend that the document be reviewed every 2 years.
- Investigate whether the College Charter remains a legal requirement.

**ACTION: James Moncrieff**

#### **b) Student College Contract**

The Committee recommended for approval to Corporation the minor changes to the document, including statements regarding littering and the environment. The revised contract was approved subject to the following change:

- Page 18 Last sentence within "To Achieve This" – to read "Doing so will mean you produce work with which you are pleased and proud". **ACTION: James Moncrieff**

#### **c) Child Protection Policy**

The revisions to the Policy as detailed on page 19, were approved and recommended to Corporation for approval. James Moncrieff agreed to check the changes with the Designated Governor for Child Protection and Safeguarding, Pippa Smith, prior to Corporation. **ACTION: James Moncrieff**

#### **d) Student Attendance Policy**

The Committee noted that the Policy would not normally be brought to the Committee/Corporation as the responsibility for this had been delegated to the Principal and SMT. James Moncrieff advised that SMT had recommended that the Committee review the Policy owing to the substantial change incorporated within the new section 4.4 Reasonable Adjustment for high levels of absence. James Moncrieff provided the following explanations for the revisions:

- Threshold absence levels have not been included as, from experience, the impact of absence on the viability of continued study varies enormously on a case by case basis. The Student Governors supported this approach.
- The Committee queried item 4.3.3., charge of £50 for assessments if overall absence is above 10% by the first half of the summer term. Chris Thomson confirmed that the College was able to charge student in this instance and that the ability to charge had been tested in the College's favour, some years before. James Moncrieff agreed to add "to the student" in 4.3.3. after "may be charged". **ACTION: James Moncrieff**
- It was also resolved to improve the clarification of the wording on page 31 in section 4.4.8 by adding "owing to absence" after "When a student is deemed unlikely to succeed in their studies". **ACTION:**
- **James Moncrieff**
- Page 31 item 6.2 – delete "son/daughter" and replace with "child". **ACTION: James Moncrieff**
- Page 31 item 4.45 – revise "Education Interests" to read "Educational Interests". **ACTION: James Moncrieff**

Subject to the changes noted above, the document was recommended to Corporation for approval. **ACTION: James Moncrieff**

#### **QC15/23 Risk Assurance**

Shirley Brookes-Mills and James Moncrieff presented the risk assurance paper to the Committee, highlighting the following points:

- a) The new annual paper has been produced to enable each Corporation Committee to provide assurance to the Audit Committee in respect of those risks for which each Committee has responsibility. In this regard, a list of high risks (scoring 6 – 9) has been included at the beginning of the report together with details of controls in place which provide assurance to the Committee. It was noted that SMT have all but one aspect of the sources per high risks as Green level of assurance; the red allocation relates to risk 29 management of operations. SMT review all risks at the start of each term and bring the updated risk register (relevant sections) via each Committee and then to Audit Committee for consideration. For completeness the report also includes all the other lower Q & C Committee related risks.
- b) 3 high risks: i) Risk 21 Failure to achieve planned student numbers – it was noted that this related to the fact that during the admissions process there are many category 7 prospective students who are placed on a waiting list until places become available/other students in category 1 – 6 confirm their offers, which means that there is a risk that the College may under achieve on final enrolments. ii) Risk 26 Failure to maintain/improve curriculum resources for student learning needs – includes issues such as insufficient quiet learning space/IT facilities etc iii) Risk 29 Failure to manage expectation of entitlement under legislation and SEND Code – as noted above and referring to the "red" graded level of assurance given by SMT to Management Operations, Chris Thomson explained that SMT had graded this red owing to the fact that as the Staff member responsible for managing this section is on long term sick leave.
- c) It was noted that risk 24 was a duplicate of risk 26 – delete risk 24 from schedule. **ACTION: Shirley Brookes-Mills (Risk Register).**
- d) Risk 20 Failure to provide courses which embed Government (this includes implementation of A Level reforms) – delete reference to 14-19 Partnership Board from Desired Controls' column and also check the rest of the document for any similar errors. **ACTION: Chris Thomson**
- e) Risk 26 Failure to meet national benchmark minimum student achievement rates –check numbering. **ACTION: Shirley Brookes-Mills**

- f) Following a query from the Committee regarding potential similarities between Risk 21 Failure to achieve planned student numbers and Risk 27 Fluctuation in year-group size, SMT confirmed that the two risks were related and they agreed to review the desired controls' section in respect of Risk 27. **ACTION: Shirley Brookes-Mills**

Subject to the above comments and changes, the risks for which Q & C Committee are responsible, would be confirmed to the Audit Committee. **ACTION: SMT**

**QC15/24 Any Other Business**

Thanks were recorded to the Student Governors and Pippa Smith, recording that it would be their last Committee meeting.

James Moncrieff informed the Committee about proposals for a national on-line application process for post 16 education, called UCAS Progress and the Local Authority would like all post 16 providers in the City to use this facility for all Year 11 Students this year. The potential issues relating to this were discussed including the provision of details to BHASVIC, noting that students would submit applications on line through their existing schools. BHASVIC's response to the Local Authority has been that it would not support the new system at the moment, unless Students were allowed to submit applications directly to the College.

There was no other business.

**QC15/25 Date of Next Meeting**

**Thursday 26<sup>th</sup> May 2016**

**QC15/26 Reserved Business**

Refer to separate minutes.

CHAIR.....

DATE.....