

## BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

### MINUTES OF THE MEETING OF THE QUALITY AND CURRICULUM COMMITTEE HELD ON THURSDAY 3RD NOVEMBER 2016 AT 6.00 P.M. IN ROOM 413, COPPER BUILDING

Present: Will Baldwin, Hannah Duffy, Peter Freeman, Lindi Galloway (Chair), Lynn O'Meara, Jacquie Punter

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

#### **QC16/01 Apologies and Welcomes**

Welcomes: Gill Hampden-Thompson, Jacquie Punter, Jo Redfern

Apologies: Lucy Aditi, Stephen Berry, Kerry Doyle, Dearbhaile Hunt and Elena Gualtieri

#### **QC16/02 Minutes of the Meeting held on 26<sup>th</sup> May 2016**

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

QC15/35 AOB bullet point 5, line 3 "resolve" should read "resolved"

**ACTION: Louise Pennington**

#### **QC16/03 Matters Arising**

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

In response to a question from the Committee regarding student performance benchmarking information in respect of students from deprived backgrounds, James Moncrieff confirmed that the College was now able to utilise Ofsted's comparative data, combined with pupil premium data recently issued by the Department for Education (DfE) the latter of which will in due course, be reflected in the College's SAR, along with other comparators including students Special Educational Needs and Disabilities (SEND), gender and ethnicity. Other comparators are also available to managers wherever they wish to investigate different groups of learners, including students in receipt of Free College meals, Bursary, Widening Participation, etc. but as the DfE is using the measure of those in receipt of Pupil Premium in year 11, and this measure will be used in the SAR for benchmarking.

#### **QC16/04 Declaration of Interest**

None.

#### **QC16/05 Termly Updates on Quality, Curriculum, Guidance and Other Issues**

##### **a) Assistant 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:

- **Student Numbers** – currently fairly stable with changes given as per report (page 10) and taking into account the number of enrolments, the number of students who have left is very low (30); the intervention process by the College's Guidance Management Team was also noted to ensure that the withdrawal of students was in their best interests. The Committee was informed that after half term and Christmas it was usual to expect a few more Students to leave.
- **Internal Examinations** (page 10) – in addition to the information included within his report, James Moncrieff added that student progression analysis will only be available to the College after the A2 examination results have been released. It was noted that it would be difficult to provide benchmarking analysis owing to the fact that there is wide-ranging practice around end

of first year assessments and no national reporting. BHASVIC is running end of first year formal exams which are internally standardised and moderated in order to ensure that passes and grade ranges are in line with expectations at the end of year 1. The College will be investigating students' progression examination results compared to their predicted grades which will in turn be compared to their final A2 results in Summer 2017. We are also able to use the ALPS (Advanced Level Performance System) system to assist this analysis. In summary the internal data sets will include year 1 to year 2 progression internal exam results and link to predicted grade, on-going assessments throughout each course per student and the final A2 outcome which will provide a useful guide to teachers and students. In future the College will focus upon developing shared comparators with other SFCs, including S7 to which BHASVIC belongs. It was also recorded that BHASVIC was the first College to have developed progression exams in the S7 partnership, since the introduction of linear A Levels. At this point Hannah Duffy explained the difficulties which students experienced with the new linear A Levels including lack of past examination papers and confirmed that overall students found the internal examinations a useful guide to understanding the expectations for the final A2 examinations. Following a question from Governors, James Moncrieff confirmed that the internal exams were useful in informing the predicted grades for inclusion in each student's UCAS application. At this point James Moncrieff reported that BHASVIC had a good record of reliable predicted grades' forecasting. The additional workload placed upon staff was acknowledged and the Committee recorded its thanks to staff for this.

- **External Quality Review (EQR) Whole College Assessment:** progress at BHASVIC in establishing a process to inspect assessment across College was discussed and referred to in the report (page 13), including the recent review carried out by Farnborough College into all aspects of curriculum processes and pastoral areas. The outcome of the Report will be issued in the next two weeks.

**Classroom Capacity:** The current efficiency in terms of numbers of students in classes is 89% based on a maximum class size of 22 students. 85% is considered efficient. Staffing costs are at 68%, below 70% target, which is good.

## b) Director of Student Services

The Committee thanked Alison Cousens for her report on Guidance matters. The following points were highlighted:

- UCAS applications - higher than previous years at 935 (2015 – 893)
- Art and Art Foundation – The College is intending to improve its reporting
- Widening Participation (initiative to increase the number of students from under-represented groups participating in higher education by raising aspiration, encouraging applications, with a focus upon progression, retention and success)– cohort increasing at BHASVIC and engagement with students has improved. Governors were advised that widening participation would be promoted at the forthcoming open evenings. It was also recorded that in order to encourage all applications, the College's entry requirements were consistent with other Colleges in the area. The Committee agreed that it would be helpful to have more information and analysis about this area including support aspects provided by staff. **ACTION: Alison Cousens**  
A cross-College strategy is in place to improve student welfare services, including counselling and to address the increasing number of mental health issues, with the aim of initiating earlier interventions and there has been a Student Union talk together with information provided about the Guidance Management services. Advantage may also be taken of shared services with other education providers such as the mental health initiative "Hold in Mind" whereby health workers in local schools provide support for students. This year the Student Union has selected Mind as one of its chosen charities.

## c) Student Governors

Hannah Duffy gave the Students' Report to Governors advising that the SU approach to Freshers had been revised this year with the introduction of a three day event including Societies Fayre, games, music performances and a BBQ which has proved to be very successful.

The SU also organised an introduction day for Year 1 Students; will be participating in the College's Open Evenings and preparing various Christmas events.

Hannah Duffy advised that she would be attending the AoSEC Student Governor event in London on 8<sup>th</sup> November.

## QC16/06

### a) Draft SAR and Action Plan and b) Proposal for College Development Plan

Together, Will Baldwin and James Moncrieff introduced the front sheet and documents to the Committee and the following points were recorded.

- SAR format has been re-written with a focus upon evidence, accountability and quality improvement and which aims to focus upon key performance indicators and analysis with four key sections taken from the Common Inspection Framework (CIF) and using approximately 15 data sets.
- The Annual Priorities document which details the actions from the SAR, has been replaced by the College Development Plan (CDP), which will form a more comprehensive action plan. Progress with the CDP will be reviewed by the College Management Team, Senior Management Team and committees three points in the year.
- Plans are also in place to introduce an annual report providing a narrative comprising a review of the last academic year. This document would be used for the whole College community, celebration and for marketing purposes. This is planned to be in place next year, as energy is currently focused on the SAR and CDP.
- Owing to time constraints, only a draft outline SAR structure and content has been included in the papers at this stage and it is intended that if this proposal is endorsed by the Committee, the document will be presented to Corporation for approval in December 2016, and will include the most important data sets. Development of comprehensive data sets will take some time, this academic year, to establish, but it is envisaged that a complete SAR data set will be in place by the spring. The detailed analysis will then be acquired and included within the final SAR later in the year; the College's work arising from the action research audit will also be incorporated once completed.
- Regarding Equality and Diversity and information and analysis to be included in the SAR, reference was also made at this point to Alison Cousens' update on developments within E & D including a new E & D Officer, on page 21 of the papers, noting that E & D had been one area identified at the last Ofsted as requiring some improvements. It was also confirmed that E & D reports would be included on the next Committee Agenda for the Spring Term meeting. Furthermore it was agreed that more information regarding E & D aspects would be included within Sections 3 and 4 of the SAR and CDP. **ACTION: Alison Cousens (Spring Term meeting)/Will Baldwin (CDP), James Moncrieff (SAR)**
- In response to a question from the Committee, James Moncrieff confirmed that the SAR including analysis arising from various surveys including students, staff and parents. Furthermore regarding the suggestion that consideration be given to introducing Parent Focus groups, it was noted that this was under review by SMT.
- Regarding section 4 of the SAR (Leadership and Management) Will Baldwin confirmed that one of the future targets would be to develop qualitative analysis.
- It is the intention to review the CDP regularly at future Committee and Corporation meetings with the relevant sections only being presented at the relevant Committees e.g. Q & C Committee will receive - sections 1 Outcomes for Learners, Section 2. The Quality of Teaching, Learning and Assessment and Section 3 Personal Development, Behaviour and Welfare.
- There is also the intention that Governors will be invited to become involved in part of the SAR process with staff/SMT and further information on this will be advised by Will Baldwin at a later date.
- It was suggested that this would be a useful document in its updated state, to form part of the discussions at the Governors' Strategic Planning Event in February 2017.
- The Committee agreed that a Governor training session at a future meeting (possibly the Governors' Strategic Planning Event in February), in the area of self-assessment and Accountability Measures, would also be useful, particularly in the light of the fact that there were several new Committee Members. **ACTION: James Moncrieff**

The Committee considered the various proposals, noting the on-going issues the Committee had had in the past in respect of seeking sufficient information and analysis, particularly in respect of benchmarking, and welcomed the future focus upon key analysis and KPIs which will assist Staff and Governors in gaining a better understanding and assessment of the College's outcomes. In conclusion, the Committee recommended the revised documents to Corporation for approval and the aspect of work in progress and also noted that the deadline for submission to Ofsted of both the SAR and CDP is January 2017 (incorporating key headline information). **ACTION: James Moncrieff/Will Baldwin**

**QC16/07 Risk Assurance**

James Moncrieff presented the paper to Committee and reminded the Committee Members about the new risk assurance process and in particular the requirements for each Corporation Committee to review annually relevant risks scoring 6 or above. There is now only one risk scoring 6 – risk 3.2 Failure to achieve planned student numbers, leading to loss of EFA funding (being the most significant financial income to the College). The Committee noted that all risks assigned to Q & C Committee had been included on the schedule on page 51 for ease of reference. James Moncrieff referred to page 51 of the papers and explained the background arising from the 2016 admissions process, where planned student numbers were 2735 and the College recruited 2700. The Committee considered the various oversubscription issues experienced by the College and the factors and uncertainties affecting the admissions process and the handling of the category 7 applicants. In the light of issues experienced last year, particularly regarding conversion rates for category 7 applicants, the College has revised the process and timing in order to improve enrolments where there are spaces available.

At this point the Committee discussed the overcrowding issue at the College including the pressure on wifi for students, noting that the average square meterage per student was 4 sqm which compared to the national college average of 7 sqm.

It was noted that the Risk Register had been revised by Will Baldwin in consultation with Jutta Knapp and Tom Wolfenden (Chair of Audit Committee) and that this would be presented to the Audit Committee at its next meeting for formal endorsement.

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**

**QC16/08 Any Other Business**

In response to a request from the Chair, Peter Freeman updated the Committee on progress with the Sussex Area Review and the academisation matter, reminding Governors that there was a Special Corporation Meeting convened for 9<sup>th</sup> November 2016 at which the latter would be discussed.

**QC16/09 Date of Next Meeting**

**Wednesday 1<sup>st</sup> March 2017**

**QC16/10 Reserved Business**

Refer Reserved Business Agenda.

CHAIR.....

Date.....