

+BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

**MINUTES OF THE MEETING OF THE QUALITY AND CURRICULUM COMMITTEE HELD ON
MONDAY 5TH JUNE 2017 AT 6.00 P.M.
IN ROOM 413/414, COPPER BUILDING**

Present: Will Baldwin, Peter Freeman, Lindi Galloway (Chair), Elena Gualtieri, Sarah Nield, Lynn O'Meara, Jacque Punter

In attendance: John Boyle (NLG) Alison Cousens, James Moncrieff, Louise Pennington

The meeting was quorate.

QC16/23 Apologies and Welcomes

Welcomes: John Boyle

Apologies: Lucy Aditi, Gillian Hampden-Thompson, Jo Redfern and Abby Stock-Duerdoth

QC16/24 Minutes of the Meeting held on 3rd March 2017 – 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. **ACTION: Louise Pennington**

QC16/25 Matters Arising

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

- Q&C16/16 CDP and SAR – work in progress continues with report due to be made in the Autumn Term 2017. **ACTION: Will Baldwin**
- Q&C16/19 Risk Assurance – assurance to Audit Committee re Q & C Risks – James Moncrieff confirmed that this had been actioned (Spring Term 2017).
- Q&C16/06 Report on Complaints 2015/2016 (CONFIDENTIAL BUSINESS) – in response to a query from the Committee and following further discussion regarding the supporting explanations to be included in the next complaints' report, it was resolved that the report should provide information/evidence that complaints had been handled by management in the timeframe required, but that it would not be necessary for details of individual complaints to be included. **ACTION: Will Baldwin**
- Q&C16/18 Joint Consultative Study with Varndean College (CONFIDENTIAL BUSINESS) – It was noted that this had been actioned at the March 2017 Corporation Meeting.

QC16/16 Declaration of Interest

None.

QC16/17 Termly Updates on Quality, Curriculum, Guidance and Other Issues (NB: College Development Plan included for information as an appendix to the meeting papers.)

Following a question from a Committee Member, the Committee discussed the format and content of the termly update reports prepared by James Moncrieff and Alison Cousens and their respective team members. In response to a question, it was confirmed that the Committee received reports on all aspects of quality, curriculum and guidance, including student welfare/mental health issues. There were mixed views on the length and content of the information provided and several Members thought the information was very useful but also thought that the meeting pack overall was too large. It was agreed that the Reports should continue to be written but that they should become more succinct. SMT also thought that the written reports were useful for SMT and for the staff who contributed towards the Reports. **ACTION: James Moncrieff/Alison Cousens.**

a) Deputy Principal

The Committee thanked James Moncrieff for his extensive report on Curriculum, Quality and Admissions, the details of which were noted and this was followed by questions from the Committee. The following points were recorded:

- Progression Exams – **TRANSFERRED TO CONFIDENTIAL MINUTES:**
- English and Maths GCSE (page 12 of papers) – the link between funding and GCSE Maths/English grades was discussed, noting that some uncertainty remained regarding University entry requirements and that BHASVIC would be monitoring the outcomes closely in order to ensure that support was in place for students to assist them in achieving the grade necessary to gain access to their preferred university.
- Admissions – Funding and retention under two year linear A levels (page 16 of papers) – the potential impact on funding in respect of the change in the application of the retention factor in the funding methodology, where students discontinue into the second year was highlighted, noting that the SFCAs were taking forward the matter with the ESFA on behalf of all SFCs to seek equitable treatment. Historically the College's retention levels have been high and staff are well aware of the importance of ensuring that students are enrolled on the right course, in order to avoid any drop outs at any time.

b) Director of Student Services

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

- Work Experience (page 24 of papers) – In response to a question from the Committee, Alison Cousens explained that the limited take up by Students for the July 2017 enrichment activities, may reflect the fact that many Students have already participated in the Careers Enrichment events held earlier this year. As a consequence, SMT will be reviewing the timing and format of future events.
- Widening Participation (page 24 of papers) – Following a question from the Committee, Alison Cousens explained that the College was working with the Sussex Learning Network in order to establish a means of identifying more fully, which BHASVIC Students are eligible. The College has encouraged relevant Students to register via their Tutor Groups etc and as a result the numbers recorded have improved since January 2017 from 120 to the current figure of 338; however it's predicted that approximately 700 BHASVIC Students may be eligible. The College may bid for some funding through the National Collaborative Outreach Project (NCOP)

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

In the absence of the Student Governor, Alison Cousens reported that the planned end of year event to be held at the Amex had been cancelled by the SU.

QC16/28 Leaders in Diversity Survey Findings

Alison Cousens presented the report to Governors which was for the Committee's information, noting that it had already been discussed at the HR Committee, regarding staff outcomes. She gave a summary of the issues raised by the Committee including a request to seek benchmarking data in order to enable more meaningful interpretation and analysis.

QC16/29 Curriculum Efficiencies

James Moncrieff introduced the paper and reminded the Committee that the paper had been prepared by SMT in light of further investigation requested by the Committee regarding an assessment of curriculum inefficiencies, together with SMT's rationale applied to justify the continuation of specific "inefficient" courses.

In addition to the comments made within the paper, it was also noted that since the change to linear A Levels, there was likely to be less uncertainty regarding Student numbers per subject in year 2, where previously some Students dropped a fourth subject option in Year 2, making some subject class sizes less efficient. It was also acknowledged that it was difficult to quantify whether by discontinuing certain subjects, some Students would enrol at an alternative provider. BHASVIC has a reputation for being particularly academic and offers 41 A Levels and many Students select a broad mix of subjects e.g. 2 Science and 1 Art or Humanities Subjects, rather than a more conventional combination; there are various initiatives underway to encourage increased enrolment and an improvement in results, in less popular curriculum areas such as the introduction of the Music BTEC for 2017/2018.

The Committee considered the various explanations given by SMT for continuing with certain courses, endorsed the reasons given for the broad curriculum provision and noted that this would be kept under review on an annual basis.

QC16/30 Student Destinations Report (Summary)

The Committee considered the contents of the Report presented by Alison Cousens and the following points were made:

- The graphical presentation of the information was welcomed by the Committee.
- Page 50 item 12 Early Leavers' Destinations: The Committee was surprised at the number of early leavers as at January 2017, being 89 Students (being 3% of Students enrolled at the first census point at 31st October), but noted the various reasons given. To avoid any confusion regarding the early leavers' analysis, it was resolved that clarification should be included in the final published Report and additionally that this should include the number of Students who leave at the end of Year 12. **ACTION: Alison Cousens** Referring back to item 16/27 a) and the comments made on retention, the Committee was reminded of the new funding methodology and the impact of retention on this. Although BHASVIC's retention levels remain consistent year on year and compare well with the sector average being in excess of 90%, it was agreed that it would be useful to see further benchmarking information which would enable the impact brought about by the new linear A Levels, to be assessed.
- Page 48 Destinations of Students in receipt of Free College Meals (15/16): the significant increase in "Unknown" between 2015 and 2016 was noted and also the reasonably high level of Students opting for a gap year.

QC16/31 Policies:

a) Admissions Policy

The key changes to the Policy as summarised on pages 53 and 54 of the meeting papers were noted by the Committee, particularly the simplification of the oversubscription applicant categories.

In response to a suggestion by the Committee which broadly did not support the proposed new Sibling Link category (Special Consideration criteria "Applicants whose sibling is studying at the College or has studied previously at the College"), SMT agreed to review this, taking into account the fact that this was not in line with the local Schools' Admissions Policy and that it would also prevent other candidates from gaining a place at BHASVIC) and advised that the Sibling Link clause should include a time period for which it is active.. **ACTION: James Moncrieff**

Subject to the comment made above, the revised Policy was recommended to Corporation for approval. **ACTION: James Moncrieff**

b) Child Protection Policy

The updated wording which reflected the latest statutory guidance (KCSiE 2016) and other housekeeping matters, was recommended to Corporation for approval. **ACTION: Alison Cousens**

QC16/32 Student Charges Schedule

In line with the advice from the College's Internal Auditors, the Student Fees and Charges' Schedule was presented to the Committee for agreement. The Committee recommended the schedule to Corporation for approval. **ACTION: James Moncrieff**

QC16/33 BHASVIC Annual Report

Will Baldwin confirmed that the glossy hard copy versions of the Report had been despatched to Governors and that it was the intention to prepare the document annually in the Spring Term which would be also be used as a marketing document and sent to prospective parents and placed on the College's website etc.

Will Baldwin invited comments and suggestions from the Committee and referring to page 79 of the meeting papers: Student Success: Exam Results 2016 – it was agreed that the DfE graphic recording Headline Performance Measures was not clear and that this should be improved with clear graphics, together with a greater focus upon BHASVIC's position nationally. It was noted that a new design firm had been recruited and this could be included in the brief. **ACTION: Will Baldwin**

QC16/34 Committee Annual Self-Assessment and Terms of Reference

The Committee reviewed both the various self-assessment questions and also the current Committee Terms of Reference and the following points were made:

- Broadly the Committee constituents were thought to be comprehensive with regard to the skills and experience required and to ensure that sufficient challenge was made to SMT. Following recent appointments to the Committee, it was agreed that this would be continued when the current Chair Lindi Galloway retires in July 2017.
- Regarding Training needs, the Committee was reminded that Lynn O'Meara was the Designated Lead Governor for Safeguarding/Child Protection and that she had completed various training courses in respect of this and also met regularly with the Lead Manager for Safeguarding – Alison Cousens. Various other training options were discussed including those advised by external providers including the AoC/SFCA etc. Curriculum and other updates/information were also included in AoC bulletins, to which Governors may subscribe (reminder sent to Governors annually at the start of each academic year). Other general information was available from Pearson and Ofqual and it was agreed that this should also be offered to members of the Committee. **ACTION: Louise Pennington**
- Referring to questions 4 and 7, the timing of meeting papers was also discussed (noting that the timing of half term had affected the meeting date which had been revised on this occasion), together with the amount of paper. It was noted that this would be reviewed along with the other aspects arising from the governance review exercise. **ACTION: Louise Pennington**
- Question 6 (number of Committee meetings) – it was agreed that consideration should be given to re-introducing an additional meeting early in the Autumn Term to discuss the examination results. **ACTION: Louise Pennington**
- Terms of Reference – it was agreed that the TOR would be reviewed in more detail once the governance review by John Boyle had been completed. In the meantime, various housekeeping amendments were agreed including replacing "Chairman" with "Chair" and revising "Vice-Principal" to read "Deputy Principal". **ACTION: Louise Pennington**

QC16/35 Risk Assurance

The Committee was informed that there were no longer any high level risks, scoring 6 or 9 where the responsibility rested with the Q & C Committee (previously one risk, KR1 Failure to achieve planned student numbers resulting in uncertain financial uncertainty, had been graded as high risk, but since the recent planning permission approval for the additional modular laboratories had been granted, the risk level had been reduced by SMT.

The Committee confirmed that they received adequate assurance from SMT regarding Q & C related risks and accordingly it was agreed that this should be reported to the Audit Committee. **ACTION: James Moncrieff**

QC16/36 Any Other Business

The Committee recorded its thanks to Legal and General for the latest annual grant of £500 towards supporting maths at the College and it was noted that an official letter of thanks had been sent to L & G from Will Baldwin. It was noted that the grant was allocated to BHASVIC owing to the fact that one of L & G employees, Neil Perry was a Governor.

QC16/37 Date of Next Meeting

To be advised

QC16/38 Confidential Business

None.

CHAIR.....

Date.....