



## BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

### MINUTES OF THE MEETING OF THE QUALITY AND CURRICULUM COMMITTEE HELD ON MONDAY 11<sup>TH</sup> JUNE 2018 AT 6.00 P.M. IN ROOM 413/414, COPPER BUILDING

Present: William Baldwin (Principal), Peter Freeman (Chair of Governors), Gillian Hampden-Thompson (Governor), Neil Jones (Governor (Teaching Staff)), Lynn O'Meara (Governor), Jacquie Punter (Co-opted Committee Member – Teaching Staff), Jo Redfern (Governor), Bo-Min Ryu (Governor (Student)), Christian Williams (Governor (Student)).

In attendance: Alison Cousens (Assistant Principal – Student Services), James Moncrieff (Deputy Principal), Louise Pennington (Clerk)

The meeting was quorate.

#### SECTION 1: ROUTINE AND STANDING ITEMS

##### 1.1 Apologies and Welcomes

Apologies: Elena Gualtieri and Sarah Nield.

Welcomes: Student Governors

##### 1.2 Minutes of the Meeting held on 7<sup>th</sup> March 2018

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

#### 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, but otherwise actions already completed were highlighted.

##### 1.4 Declaration of Interest

None.

##### 1.5 Termly Update – Student Governor Perspective

The Student Governors gave their personal reflections as it was their first Governors' meeting and the following points were recorded:

- Owing to study leave which has only just finished, the new SU not met formally yet and been off study leave.
- Impression of the SU election process was that there were insufficient candidates and a low proportion of Students who voted. The SU would be keen to work on finding a way to improve this next year to encourage the Student Voice. It was reported that in fact there had been more candidates standing this year for the various SU posts but it was acknowledged that work should be done to encourage greater interest and involvement from more Students next year and that in this regard the Student Governors would liaise with Karl Gill (Student Union Coordinator).
- New building – main concerns raised in recent Student Council meetings relates to ensuring there are adequate catering facilities and study space. Student Governors would like to ensure that the Student view continues to have an input on decision making regarding the new building and suggested that the SU Premises Officer could become more involved with management in this. At this point, William Baldwin explained that the previous Student Union had been involved in the discussions regarding the new building plans, along with staff via the usual consultation process, but that the plans had now been largely finalised. He also confirmed that SMT would liaise with the Student Union once building works commence to ensure

that any potential disruption and noise is managed effectively and that Students are kept informed. William Baldwin offered to meet with the new Student Union to go through the plans if that would be of interest.

**ACTION: William Baldwin** Peter Freeman also explained the governance process and the Premises Group work to date. However it was agreed that the Students would continue to be involved in some aspects of the building progress such as Stage 4 aspects including determining the colour palette, toilet facilities etc

- Regarding the transition from A1 to A2, the Student Governors confirmed that the impression was one of comfortable continuation from one year to the next and that following the end of study leave, there was plenty of preparation time towards year 2, although this was to some extent ongoing as some of the second year induction process had not yet been completed. Mention was also made of the pressure some Students were under regarding progression exams combined with some final A level exams, notably in respect of those Students studying Double Maths.

## SECTION 2: CURRICULUM AND GUIDANCE ITEMS

### 2.1 Student Destinations' Report 2017

Nikki Fabry (Guidance Manager), who had prepared the Report for the College, joined the meeting to present the paper, answer any questions and to establish whether Governors are happy with the Report content or would require less information. The paper was taken as read and noted by the Committee, with the following points being recorded, following questions from Governors (including questions e mailed by Chris Piper, prior to the meeting):

- This year's report is based on a new format with the aim to provide information to all stakeholders and incorporates Students who meet the specific criteria, who completed their studies at BHASVIC in Summer 2017.
- Colleges are required by the Department for Education (DfE) to report annually on student destinations and in 2016 the accountability measures were revised to allow for national comparisons to be made. A synopsis of the destinations' data is also reported in the College's Strategic Plan.
- In response to a question from the Committee regarding the purpose of the Report, Nikki Fabry explained that it provided useful information for staff, for comparison analysis and for marketing purposes, some of which will be included in the College's prospectus etc. However it was recorded that UCAS was less interested in the detailed information, compared to previous year.
- A significant amount of work has been carried out by the College to prepare the new Report but now that the template format has been finalised, this will assist the process for future years.
- Unconditional offers – although there has been a significant increase in offers to BHASVIC students, this is lower than the national average. This increase over the last 2 years reflects the fact that there are insufficient applicants for the number of HE places available. Furthermore the fact that the figure is lower for BHASVIC students compared to the national figure, may reflect the fact that a significant proportion (51%) of BHASVIC students go to high tariff universities. However unconditional offers are expected to decrease though going forward, depending on the HE provider e.g. Chichester University has said that it will not make unconditional offers next year. Unconditional offers do serve a purpose though in some instances e.g. mitigating personal circumstances for some students. The College reinforces the general view via the tutorial system that Students focus should be upon achieving good grades at A Level rather than focusing upon unconditional offers.
- Page 18 of the papers (page 6 of the report) Key actions for 2018/2019, bullet point 6 "Development of our support for ex-students applying to HE": In response to a question from the Committee regarding those students who need to re-apply to HE, it was confirmed that support was offered to assist with the process. Regarding "development", Nikki Fabry explained that the College would be focusing on the development of more on-line resources, to ensure that the support is seen as user friendly for existing and ex-students.
- Page 16 of papers (page 4 of document) "HESA data shows our students are more likely to continue at university" - the Committee questioned whether HE providers were aware of BHASVIC's reputation and it was confirmed that the College's students were sought after and viewed favourably, based on the College's reputation. It was also noted that the College was recognised for providing realistic grade predictions, whilst at the same time, encouraging all students to be aspirational. BHASVIC also focuses upon independent learning which has also contributed to Students moving on to HE, well-prepared for future study.
- The Committee welcomed the detailed report and its clear presentation, particularly highlighting the information regarding progress of disadvantaged students.
- The most recent published DfE data nationally relates to students who left College in 2015 and following a query from the Committee, it was noted that a link was included on the front sheet of the report.
- Next year, SMT will revise the report to reflect any further changes regarding the national reporting of student progression information.

- The Committee discussed the information to be reported for future meetings and although not strictly necessary, it was resolved that the Committee would be interested to see the full report. **ACTION: Alison Cousens**
- Page 38 of papers (page 26 of report), Continuation rates after completion of first year of study: reference to “qualified” and Nikki Fabry explained that examples of this would be students who had completed a foundation year (1 year).
- Page 36 (page 24 of report) item 19 - In response to a question from the Committee, Nikki Fabry agreed to check the calculations into the percentage included in respect of the entry for 16-17 lower second degree classification. **ACTION: Alison Cousens**
- Page 45 of papers (page 33 or report) section 28 Destinations of Male A2 Students: collection of live data is made direction from the College’s CIS systems and the College staff also telephone Students/Parents for up to 2 years after a student has finished to gather this information, which allows for those who complete a gap year.
- Students will only appear in the destinations’ analysis if they have completed a year, as per the criteria detailed in the report/front sheet. Regarding early leavers (18%), reference was made to the section towards the end of the Report (item 40), page 57 of papers (page 45 as Report). Further work will be completed on the early leavers’ information as this information has not been included in the main analysis and requires further investigation.
- Page 32 of the papers (page 20 of the Report) (Oxbridge and Medics applications etc), section 15 – in response of a question regarding the headline figure for Oxbridge offers, being 39 (refer graph), Nikki Fabry advised that there were 57 offer this year and 39 for the year before. Furthermore the graph has been amended in the final version of the Report (not in papers), to improve the presentation of information.
- Page 42 of the papers (page 30 of the Report), section 25 Overall Student Destination Chart 2015-2017 – the Committee queried whether, in respect of NEETs (those young people who are not in education, employment or training), who restarted in the following year, were funded and that the figures quoted did not exclude funded students. In response it was recorded that the figures given related to leavers who were not restarting, but were not in education, employment or training ie a re-start Student, moving on to the next year of studying at College.
- Page 46 of the papers (34 of the Report) item 29 Destinations – in response to a question from the Committee regarding the change in presentation, it was agreed that for consistency, the X axis should reflect time rather than destinations. **ACTION: Alison Cousens**
- The Committee queried the development of the destinations work by the College and Nikki Fabry said that there would be a greater focus on providing more analysis in respect of disadvantaged students and inclusivity matters.  
The Report is not currently circulated to the Local Authority but SMT agreed to consider sharing this information with them. **ACTION: SMT**

The Committee agreed that the Report was for noting and did not require approval. Thanks were recorded to Nickki Fabry for her Student Destinations’ work and she then left the meeting.

## 2.2 College Development Plan 2017/2018 – May Update

James Moncrieff presented the paper to the Committee which was taken as read and the following points were noted:

- Executive summary has been added to each of the 3 sections included in the Q & C Committee Report (section 4 is reported to Resources Committee), which highlights the pertinent aspects.
- A number of Key Performance Indicator updates in Section 1: Outcomes for Learners are incorporated into the Autumn Term version, following release of examination results etc.
- Student numbers’ forecast remains healthy and to date all aspects remain on target, with the exception of ESOL (English for Speakers of Other Languages) numbers.
- Page 62 of the papers Section 1 Outcomes for Learners, Emerging Future Issues “As a very large provider of A levels nationally, there is a continued risk that BHASVIC becomes more “average” as it continues to grow in size”. The Committee asked for more information about this view and James Moncrieff explained that the impact of increasing size could have an impact on the College’s value added outcomes, unless this was carefully monitored and managed by CQT through quality work. Following some discussion, James put forward the proposal to adopt John Boyle’s recommendation that Q&C Committee receive regular updates on in0year progress of students. Not everyone felt this was necessary and it was agreed to take this as an agenda item in the future for discussion. To provide some illustrate the importance of quality work in the context of individual courses and departments, Jacquie Punter explained the potential impact of future staff changes, including more part time staff and the effect of this upon departmental management, particularly

within larger departments such as maths. Conversely this may also impact smaller departments such as some subjects within Modern Foreign Languages (e.g. German) where some years are very successful when the Student intake is largely bilingual but other years, not so, causing a significant variation in outcomes between years. It was noted that SMT would continue to monitor this. William Baldwin pointed out that change in A level subject specification has also had an impact upon teaching and management to achieve good outcomes and makes it impossible to compare the results for the new specifications with previous years.

- Overall the College is classified as ALPS 2 (Advanced Level Performance System: an education sector-standard value-added measure for A levels) which is outstanding (scoring between 90<sup>th</sup> and 99<sup>th</sup> percentile within indicator) and the College would like to sustain this high achievement over time, despite the ranges of issues and changes noted above. James Moncrieff explained that with full linearity next year, there may be further impact upon the ALPs score and the College will be working with CQT to ensure that value added scores are maintained where possible.
- The Committee questioned what further work should be done to measure in year progression and James Moncrieff advised that there are a number of inter-related and significant development projects in the CDP which aim to improve the college's quality systems for all stakeholders, particularly in relation to data. . At this point the Matters Arising actions relating to this were discussed. James Moncrieff will include outcomes for Disadvantage students in all relevant KPIs in section 1 of the CDP in the Autumn Update. **ACTION: James Moncrieff**
- Section 1 page 66 item 9 Attendance: - a question regarding the number of students who received attendance charges (128 students, being those where attendance is below 90%) was discussed and it was confirmed that this level was not unexpected. James Moncrieff reported that in 2017/2018 there were 128 students who received attendance charges (out of 2,702, being 4.74%) noting that charges in respect of 14 students have since been waived, reducing the percentage to 4.22%. In contrast for 2016/2017 85 Students out of 2,604 had received attendance charges, being 3.62%, although this was not strictly comparable owing to the fact that the benchmark had been set 5% lower (ie 85%) owing to train strikes.
- Section 2 (Quality of Teaching Learning and Assessment) – in response to a question regarding assessment tracking and whether there was an intention to run a trial in 2018/2019, SMT confirmed that all developments just as this involve trialling and pilots. In this particular case a pilot is planned for January with three departments involved. An update and outcomes will be given to Governors via the CDP at Q & C Committee.
- Section 3 (Personal Development, Behaviour and Welfare) – the Careers and Employability Strategy – Futures Framework was launched in April and previously reported to Q & C Committee following the College's involvement nationally via the pilot scheme. The College also has an Enterprise Adviser at Amex and this arrangement is being developed. Alison Cousens will be leading on the work going forward with the College, focusing upon further careers and employability links with the aim of developing a benchmark map over the next 2 years.
- Page 82 of the papers item 31 Admissions – reference was made to the discussions held at previous meetings regarding the sibling link criteria within the College's Admissions Policy, noting that applicants submitted in respect of sibling links currently stood at 12% of the overall.

### 2.3 College Charter - Review

William Baldwin presented the paper to the Committee and reference was made to the decision made to review the future of the College Charter at the last meeting. The Committee discussed the report, noting the recommendation from SMT that the Charter be discontinued and recorded the following points:

- Although the Charter has been useful in the past, the information recorded in the Charter is included within various other College documents and SMT suggested that it was not necessary to have a central record of the information included therein and that there were other "search" options available on line now which assisted stakeholders in seeking information required.
- Noted Chris Piper's comment that it may be useful to have this information in one place, i.e. to retain the Charter.
- Tendency for Parents and Students to seek information to look elsewhere e.g. the relevant College Policy (e.g. Complaints Policy).

In conclusion it was resolved to recommend to Corporation that the College Charter be discontinued (placed in the Consent part of the Agenda). **ACTION: William Baldwin**

## 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 Admissions Policy

James Moncrieff presented the revised Policy to the Committee, highlighted the key change within this relating to the reduction in maximum normal age range of admission from 18 to 17 in respect of all Students (except ESOL Students). The Committee discussed the change, noting also that significant changes had been made to the policy last year.

- In the current year the College has 1,465 projected 16 year olds, 15 projected 17 year olds and no 18 year olds. There remain criteria in place within the policy to enable some 18 year olds to be enrolled if they have special circumstances and considerations to which Staff could refer (clauses 4.6 and 4.11). Reference was made to policy in place for other local Colleges.
- Consideration was given to whether it was of benefit to include specific wording in the policy to relate to this for clarification purposes, when compared to the fact that very few prospective students would be affected. Furthermore it was agreed to add a third category within clause 2.3 to specifically cater for 18 plus students who if they have special considerations to contact the College. **ACTION: James Moncrieff**
- Should applications be received from 18/19 year olds, meetings would usually be arranged to discuss the reasons for application to BHASVIC as there were more likely to be more appropriate, alternative study pathways for those within this age group.

Following various queries from the Committee, on balance it was resolved to defer to SMT's guidance and consequently it was resolved to recommend the change in policy to Corporation, subject to the change agreed above.

**ACTION: James Moncrieff**

#### 3.2 Student Behaviour Policy

Alison Cousens introduced the paper and referred to the summary proposed changes and recommendations as detailed in the front sheet.

The Committee agreed to recommend the proposals to Corporation (extending the existing 3 policies for 1 year and endorsing the consultation with staff on a revised approach), noting that the action would allow the College time to consult on the proposed changes, after which a new policy would be brought to the Committee for consideration.

**ACTION: Alison Cousens**

#### 3.3 Risk Assurance

The Committee noted that there were no significant risks scoring either 6 or 9, but that all risks had been brought to the Committee for information. In response to a request from the Committee, it was agreed that in future a key should be included as per the risk register. **ACTION: James Moncrieff**

William Baldwin advised that next academic year a heat map would be included.

#### 3.4 Committee Annual Self-Assessment and Review of Committee Terms of Reference

The Committee reviewed the questions included on the self-assessment sheet together with the existing Committee terms of reference and made the following comments/recommendations:

- Corporation Consent Agenda and Q & C Committee Consent Agenda – the agenda format was reviewed noting that as Sandra Prail had lead the external governance review, feedback should be passed to her (and reported via the Search and Governance Committee – Autumn Term). On the whole the Agenda format was welcomed, although it was noted that some adjustment was needed in respect of Q & C Committee business to ensure that each paper was included in the right section of the Agenda and that the text with section 3 Consent agenda, could be revised should discussion of a particular item/s be required. With regard to

policies, only those with minor housekeeping changes, should be included within the Consent section and any discussion items should be included within section 2 in future. **ACTION: Chair/James/Clerk**

- Following the recent Governance review, it was agreed that the reporting to the Committee had been improved (both in content and reduction in amount of paper) with an improvement also in challenge from the Committee members, further assisted by the fact that all Governors now received the Q & C Committee papers and were then able to contribute. It was recorded that this remained work in progress and that further development would be initiated over the next few years by SMT.
- The Committee also discussed the positive picture of the college that the reports presented to the Committee give and although acknowledging that concerns were reported via the Self-Assessment process annually in the Autumn term cycle of meetings (and via the recording of emerging issues in the CDP), it was agreed that the members would also welcome clear areas of concern being flagged to governors throughout the year in future. The fact that Governors were now invited to participate in the College's annual SARAP meetings was welcomed. **ACTION: SMT** It was resolved that this discussion could be re-visited in the Autumn Term Q & C Committee when further work by SMT to refine the process had been carried out. **ACTION: SMT**

#### **SECTION 4: OTHER MATTERS**

##### **4.1 ANY OTHER BUSINESS**

James Moncrieff informed Governors that he had been elected as Chair of the Local Authority 16-19 Curriculum and Standards Group.

Congratulations were recorded to Sandra Clinton who had been made a Fellow of the Chartered College of Teaching and it was noted that she would be working with William Baldwin on the development of the College's teaching excellence course with S7 College, to enable a wider range of expertise to be shared.

As this was Peter Freeman's last meeting, thanks were recorded to Peter Freeman for his contribution to the Committee.

##### **4.2 DATE OF NEXT MEETING**

**Thursday 8<sup>th</sup> November 2018**

#### **SECTION 5: CONFIDENTIAL BUSINESS**

##### **5.1 Confidential Minutes from the last Meeting**

None.

##### **5.2 Matters Arising**

Not applicable

##### **5.3 Any Other Business (Confidential Business)**

None.

CHAIR.....

Date.....