



**BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE
MINUTES OF THE MEETING OF THE QUALITY AND CURRICULUM COMMITTEE
HELD ON WEDNESDAY 28TH FEBRUARY 2024 AT 6.00 P.M. – Room 538, ELMS BUILDING**

Present: William Baldwin (Principal), Howard Brown (Co-opted Teaching Staff Member), Mia Harrison (Governor – Student), Katy Hiles (Governor – Parent), Kathryn MacVarish (Staff Governor – Teaching), Alison Mansell (Governor), Daniel Osorio (Governor – Parent), Chris Piper (Governor and Co-Chair of Q & C Committee), Wilhelmenia Rantala (Governor), Jo Redfern-Evans (Governor), Andrew Wright (Governor and Co-Chair of Q & C Committee Meeting)

In attendance: Simon Porges (Governor and Co-Chair of Corporation), James Moncrieff (Deputy Principal), Louise Pennington (Governance Director/Clerk)

The meeting was quorate.

GOVERNOR TRAINING SESSION ON COLLEGE FINANCE:

The Meeting commenced with a 30-minute training session given by Jutta Knapp (Vice-Principal – Resources), following by questions. A copy of the latest Management Accounts had been circulated to Committee members prior to the Meeting and Jutta Knapp agreed to circulate her power point presentation and notes to the Committee after the meeting. **ACTION: JHK/LEP**

Thanks were recorded to Jutta Knapp for the training session and Governors were invited to ask question at this point or email Jutta Knapp if they required further information.

The following questions and observations were recorded:

- The fact that 16-19 Further Education is the lowest funded phase in children's state education was acknowledged.
- Lagged funding and class sizes were discussed including the impact on the College's finances.

At this point Alison Mansell joined the meeting.

Jutta Knapp left the meeting and it was noted that Andrew Wright would be chairing the meeting as one of the two Co-Chairs of Q & C Committee.

NOTE: FOR EASE OF REFERENCE QUESTIONS (AND RESPONSES) AND COMMENTS FROM GOVERNORS HAVE BEEN INCLUDED IN BOLD ITALICS

SECTION 1: ROUTINE AND STANDING ITEMS

1.1 Apologies and Welcomes

Apologies: Alison Cousens (Vice-Principal – Student Services) owing to illness and TJ Brachman (Student Governor).

At this point reference was made to the questions on the Committee papers received from Governors prior to the meeting, and it was confirmed that SLT would report on this within the relevant agenda item.

1.2 Minutes of the Last Meeting held on 13th November 2023 (NON-CONFIDENTIAL BUSINESS)

The minutes were considered and approved by the Committee and the Chair authorised to sign them.

ACTION: Chair

1.3 Matters Arising

The contents of the actions' schedule were considered and updates were provided where necessary in respect of on-going and completed actions, together with references to other items which were on this meeting's agenda. It was noted that the schedule would be updated for the next meeting.

Questions referenced

1.4 Declaration of Interests - None declared.

1.5 Principal's Update

William Baldwin reported on the following key headline updates to Governors as summarised below and it was resolved that two of the items should be transferred to the confidential minutes – **refer confidential minutes**.

- **Funding** – latest position confirmed that a 1.89% inflationary uplift has been included which does not reflect the current inflation rate and will impact upon the College's future staff pay negotiations (yet to be made) and also impact overall budget decision making.
- **Other updates** – refer to CDP agenda item below
- **Success News:**
 - a) Two Student wellbeing ambassadors represented the College at the local Council, as part of the Citizens UK (Brighton and Hove) event highlighting the need to support and fund mental health in Colleges. The new Labour lead for Brighton and Hove Council supported the proposal with a budget of £200K being allocated for a pilot in the area (age group to be agreed and likely to be Year 10, which should have a knock-on benefit to local Colleges).
 - b) Oxbridge – 53 offers have been awarded to date and of the 6 applications for veterinary science, all 6 have been awarded places, which is an exceptional achievement (12% of Students applying nationally are awarded places).
 - c) Two Students are representing the FA England Colleges' Football Team playing in an international tournament in Italy at present.
 - d) College Fashion Show (last night) organised by the SU and the Visual Arts Department which was very successful and 3 Governors attending including Mia Harrison as Student Governor, plus Jo Redfern-Evans and Alison Mansell.

Thanks were recorded to William Baldwin for his report.

1.6 Termly Update - Student Governor Perspectives

Mia Harrison, Student Governor gave the following update to Governors based on feedback gained from Students which included references to the following subjects:



- a) *SU/Ambassador Activity*
- b) *Student Wellbeing*
- c) *SU Elections and Forums – critical reflection*
- d) *A2 Mock Exams Week and confidence/perception on course completion/summer exams*
- BHASMUS Events – which took place in December before the end of term and included films, quizzes and prizes which was well-received by Students.
- University Offers – noting the Oxbridge offers already recorded above, Students have been notified of other offers whilst some have not yet been announced. The SU is investigating ways to support Students dealing with stress in connection with this, together with offering advice/solutions where applications have been rejected. The new SU will have a Wellbeing Officer to lead on this going forward – details to be finalised in due course. Following a question from SLT, it was agreed that the survey response should be shared with the Safeguarding Team and Mia Harrison confirmed that no Student names had been recorded, with all forms being submitted in hard copy rather than an online survey. **ACTION: James Moncrieff**
- February events included Candygrams for Valentine's Day.
- Fashion Show – as reported earlier this was a very popular and successful event which generated £400 for charity and also covered the associated costs.
- Plans for Culture Week are underway and the SU is working with ESOL (English for Speakers of Other Languages) to enable their involvement and collaboration as their lessons don't necessarily follow the standard College timetable. The aim will be to encourage and develop integration and develop friendships between all Students at College. Other aspects of Culture Week will include poetry, films, fashion shows and quizzes. Culture week is due to take place in the 3rd Week of March.
- Charity Work and Citizens UK – a survey has been carried out inviting input from Students regarding experiences of local employment including any concerns which could be highlighted and improvements sought. The Transport campaign, reported at previous Committee meetings, has also been progressed with meetings being held with local transport providers.
- Other initiatives with local charity underway – SU working with Rocking Horse and local Children's Hospital in early stages of discussions regarding initiatives a) Collaboration with Medics Society to investigate work experience options with Rocking Horse etc with the aim of gaining work experience for medical students; b) looking into reading or tutoring as appropriate to Children who are in hospital; c) investigating whether there would be interest from the Children's Hospital for Art Students to paint murals etc.
- STUDENT WELLBEING – exam stress is naturally on the rise at moment. Citizens UK listening project found that a number of students are being exploited by employers, so the college has arranged for workers' rights to be a talk at the next Personal Development workshop day.
- Procrastination Workshop – aiming to offer sessions during Skills Week to interested Students.
- SU Elections/Forum – 25 applications have been received by the deadline for the SU Executive – election process is underway and interviews will also take place for each of the SU Executive posts, with the new SU Executive Team being in post from next term.
- Other events – Leavers' event is in the early stages of planning.

Thanks were recorded to Mia Harrison for her Report.

SECTION 2: CURRICULUM AND GUIDANCE ITEMS

2.1 College Development Plan (CDP) 2023/2024 – Spring Update including Engagement Strategy

The contents of the paper were taken as read and questions were invited from the Committee.

- a) **Quality of Education**
- b) **Behaviour and Attitude**
- c) **Personal Development**
- d) **Leadership and Management**

Notes:

- CDP is based on the structure used in the Ofsted Framework
- Executive Summary content was noted.
- Actions completed demonstrated via the green and amber highlighted sections in the column on the far right of the table.
- Headlines – focus on quality transparency, including identifying which areas not working well and that challenge from Governors was welcomed.

James Moncrieff introduced the document and the following points were recorded:

- Question arising from the Actions' schedule arising from the last meeting, relating to Cedar training for Governors and James Moncrieff clarified the action to confirm that Governors would be given the same ice-breaker video that will be circulated to Parents/Carers. **ACTION: JAM**
- Question received from a Committee member prior to the Meeting regarding AI and the estimated timing in terms of developing a strategy. In response it was recorded that James Moncrieff was in the process of discussing various planning initiatives with Mark Monahan (Assistant Principal, Digital and Communications). The Committee was also informed that the College was participating in 6 working groups/consortia to investigate AI in education, with the aim of working collectively and avoiding duplication. Staff Professional Development will be delivered during the Summer Term. Student induction will be delivered in September. Staff training will include the use of AI tools, ChatGPT acceptable use and malpractice (in connection with assessment and how to guide Students on acceptable AI use per task) and also guidance for Staff on ways to use the AI tools safely and creatively within Teaching and Learning practice/scheme of work application. Other AI investigations relate to the College's business and support departments. At this point the difficulties of identifying malpractice by students in formal assessments was discussed which was not always straightforward to identify. It was also noted that as cheating using AI is proving difficult to identify some universities are returning to more exam-based testing.
- Reference in the CDP regarding the full migration from Moodle to SharePoint by the year end was drawn to Governors' attention and it was noted that the timing may vary depending upon the subject department as some courses have significant resources on the VLE and may need a longer timescale prior to completely closing down Moodle. James Moncrieff confirmed that schedules for individual departments/courses would be discussed through the line management chain, with flexibility where needed. **ACTION: JAM**
- Pre-Meeting question from Governors regarding DfE post-16 reforms and deletion of Applied General Qualifications (such as BTECs) and their replacement with new qualifications (AAQs (Alternative Academic Qualifications)). There remains uncertainty regarding the implementation of the change and bearing in mind that a General Election is due to take place this year, there may be no changes until 2027 or at all. In the interim process, the College is developing plans and contingencies prior to final details being issued by the DfE (first wave of changes due in July 2024).

2.2 SARAPs – Feedback from Governors' Validation Visits – FINAL REPORT

Chris Piper, Co-Chair of Q & C Committee, presented the written report to the Committee, the contents of which were noted and the following observations and comments were recorded:



- In summary, at the end of the Autumn Term 2023 SARAP process involving Governors, Chris Piper contacted all Governors who had participated in the SARAP meetings to obtain feedback, the response details have been summarised within the Report. The Report has been circulated to SLT.
- ESOL SARAP – the Committee was pleased to see the initiative taken by the SU to improve engagement and interaction with ESOL Students re the Culture Week, referred to above in the Student Governors' Report. William Baldwin referred to the strategy work underway in the area of ESOL and Additional Learning Support (ALS) in terms of management structure, with an inhouse review due on 14th March.
- The following feedback from William Baldwin and James Moncrieff was received:
 - Sharing of good practice was highlighted and in particular the progress made in English and Modern Foreign Languages (MFL) which reflects the Staff culture and focus upon quality being embedded throughout.
 - Catering actions will be taken forward in relation to staff skills development.
 - Class sizes and pressure on study and social space – there will be a new Studio for Visual Arts Department next year; Sport Department - work regarding the gym and outdoor facilities being progressed, noting the need for additional classroom space for next year.
 - Exams – assurance was gained by Governors in respect of preparatory work for the forthcoming exams season, noting the pressure on space and that the HoDs meeting tomorrow referred to above would also discuss this matter, with the aim of rationalising the rooms available to provide the exams office with more space and time to resolve issues without compromising standards of delivery. Furthermore, it was noted that in respect of BTECs adjustments had been implemented this year relating to sequencing and scheduling, to ensure a consistent student experience (no loss of work) that was logistically manageable to deliver.
 - James Moncrieff reminded the Committee of the SARAP process and quality systems with reference to SMART targets and action plans and future developments, including working practices within and between departments. He explained that rather than focusing upon setting high level SMART targets, the focus was more on deeper/longer-term projects that were also live and agile. At this point James Moncrieff also referenced Progress Central (data management and reporting) which had proven to be a useful tool for Staff and Management (and Governors). However, it was noted that this required further development and that currently this was being reviewed with Mark Monahan with a view to seeking the best way forward for the college's curriculum data dashboard.
 - Although not included in the SARAPs that governors receive, to help them remain manageable to read, each SARAP is also required to complete a Gatsby audit (framework to assess the development of Students in employability skills) and SLT is looking at ways to improve the consistency of returns.

Thanks were recorded to Governors for attending the various SARAPs together with their feedback and also to Staff and Management for their time and support.

2.3 Link Governor Reports – Termly Update

a) Skills Link Governor

Jo Redfern-Evans provided the following update:

Since the last update, Jo Redfern-Evans has attended a Career's Hub session on 16th January 2024 which was chaired by Alison Cousens and has also had a 1 to 1 with Alison Cousens to go through various matters including Gatsby scores, progress with employment engagement strategy and also discussed the accountability agreement (refer agenda item below). Jo Redfern-Evans has also met with Diana Heffelfinger (VP Operational Excellence at American Express) who is also the Enterprise Adviser, with the aim of helping strategy and leadership rather than the specific area of Student skills. A further Gatsby Benchmark has been met by the college, which is cause for celebration. At this point the Principal also referred to part of the LSIF's work in this area was to assist Managers of small/medium enterprises to learn "softer" skills from the College's Managers on managing people with empathy, also noting that Howard Brown was one of the College mentors.

b) EDI Link Governor

Wilhelmenia Rantala presented her report to the Committee, updating Governors on activities since her last Report in the Autumn Term 2023:

- Attended the EDI SARAP last term.
- The College Team are working with Race Matters to develop an anti-racism programme and a workshop is also being organised via Citizens UK/the SU.
- Attention was drawn to the College's work with Allsorts last year, which included a workshop for Staff.
- Attended meeting on site on 29th January with the Team planning the personal development day for A1 Students in March.
- Regarding the action from the last meeting for the EDI Link Governor to meet with the Student Governors in respect of the Student Insights Programme to identify what input the Student Union could have, including supporting Students and perhaps ensuring that there continues to be diversity within the SU Executive, reference was made to the Culture Week activities and it was agreed that the Student Governors were welcome to seek further assistance if required (via Louise Pennington).
- Regarding the forthcoming SU Executive appointments, Wilhelmenia Rantala confirmed that she'd be happy to have a conversation with the new SU regarding EDI.
- Wilhelmenia Rantala informed the Committee that the current Staff EDI coordinator was in the process of working on preparing a report based on some negative discrimination experiences identified by some minority groups.
- Reference was also made to the curriculum-embedding EDI project "Dimensions of Diversity".
- There is good collaboration regarding the curriculum and student voice.
- Wilhelmenia Rantala is due to be involved in an EDI workshop in March regarding Generation Z and Young Adults in hospitality.

c) SEND Link Governor

Alison Mansell (SEND Link Governor), recently met with James Moncrieff, Neil Jones and Linda Lab (SENDCo) for an update and discussions about SEND within the College.



An increase in numbers of ALS referrals was noted, which is putting significant pressure on the current resources. This caused a bottle neck in February 2023, but action was taken to resolve the problem and speed up the processing of student referrals. The resolution was very successful for February 2024. However, we are aware that there are increasing and more diverse SEND students with different needs enrolling at BHASVIC. The anticipated requirements for SEND students and meeting their specific needs is high, which is consistent within the BHASVIC culture of inclusivity, and equitable outcome. The challenge for a college of this size is at all levels, working in an environment of increasing awareness reacting and responding to needs, it is evident that the strategic capacity for ALS and ESOL needs to be addressed and an increase in upper management level reporting into SLT to further continue this level of work would be essential.

At this point William Baldwin reported that this matter and future resourcing will be discussed at the SLT Strategy day in 2 weeks, taking into account the existing management structures.

Secondly Alison Mansell informed the Committee that she had also had a meeting this term with Mark Monahan (Assistant Principal/Digital Director) to discuss the various platforms provided by the College and how best to improve elements of these to assist the neurodiverse community and to ensure accessibility and consistency between platforms. It's intended that Staff training will be provided in this area in June and Student training in August/September. SEND students are supported during their induction into all the college systems via their study support sessions with their ALS teachers. Mark is doing an outstanding job and reassured that he is working to establish consistency across college, emphasising that the process will proceed gradually due to the significant amount of information needing migration.

The following additional points were recorded:

- Learner journey leaflet has been created, with work to develop this as a visual and accessible guide for Students, parents and carers through the next Admissions period. The draft of the SEND learner journey has been finalized by Neil Jones and Linda Lab. Neil will be meeting with James Barton (Communications Manager) to work on the visual and digital development. This will be in place for next Autumn's admissions round.
- Increasing applications received for Students needing support and this continues to be monitored in terms of ALS provision needs.
- FE Sussex is working with the three Local Authorities in Sussex to improve systems and funding decisions for students with an EHCP. This includes improving understanding of the post-16 sector and improving timeliness of EHCP consultations. Led by James Moncrieff working together with three local authorities, chaired by Janet Clark online - Chichester Group Colleges, East Sussex Colleges, the four Sixth Form College. As part of this work, Norfolk colleges has been advising – a SEND area of excellence. This involves collaborating and exchanging critical information on how different organisations operate SEND best practice, and put into place consistency to consolidate one unified process for all covering: Educational health care plans, Evidence, Budgets, Timings.
- CEDAR: The team have updated student details on CEDAR and loaded SEND details for parents, carers and students to access on their private portals. This gives visibility on diagnosis, support and exam arrangements in place. A huge thank you to the team for undertaking this piece of work within their busy schedule.
- ACCESSIBILITY: The SENDCo and Senior Leadership Team are currently working on an important piece of work regarding accessibility for neurodiverse members of the community. The three strands to this are: 1. The accessibility of course resources for students (the VLE in SharePoint),

2. Content within the website/ mobile/ documents/ presentations., 3. End user adjustments (such as font changes and document backgrounds). This is a substantial piece of work which will be ongoing for many years to come. However, each strand will be worked on and there should be some immediate and tangible developments each academic year
- Reference was made to the demise of VLE and the information which will have to be migrated to other platforms– refer CDP minutes above.
 - Support provided by the College during induction for SEND students from the Learning Support Tutor.

d) Designated Safeguarding Lead Governor

Andrew Wright presented his update to the Committee and recorded the following:

- Termly meeting held with the Staff safeguarding leads, Alison Cousens and Jo Usher to discuss changes in current legislation which was issued in December 2023, the details of which were summarised by Jo Usher at the meeting. Andrew Wright explained some of the complexities connected with the various revisions to legislation and guidance which will require additional work to be carried out by the College and also noting some areas which are less clear eg areas defined as “low level of concern” and terminology such as “staff inconsistent behaviour as per the Code of Conduct but where instances within the KCSiE requirements where “harm is not sufficiently serious for referral.....” such as thoughtless behaviour which in reality require greater definition and explanation as otherwise this is open to individual Colleges or Staff interpretation. Safeguarding Teams are therefore investigating the new requirements and updates to ensure the changes provide sufficient clarity for interpretation and action etc and how best to record each issue arising in these new areas. Sub-Contractors on site and lettings – the College is required to carry out safeguarding checks which has created additional work, including in respect of weekends despite there being no Students on site.
- Prevent requirements have also been updated too, which the College is reviewing and noting also that some of the new wording is vague and requires greater clarity and definition. The Safeguarding Team will be reviewing this further this academic year.
- Transgender guidance – issued by the DfE for consultation in December 2023 which has a deadline for responses of 12th March 2024. It was noted that Brighton and Hove City Council already had a reliable toolkit for this matter which Colleges in the local area were using, including BHASVIC. The current issue which has been widely reported in the media relates to the requirement in the draft wording to notify Parents which is in fact legally incorrect for 16 plus Students and if this isn't revised, it's likely to be tested legally at some point. Andrew Wright agreed to circulate the consultancy document to the Committee members via Louise Pennington and Governors would be welcome to submit feedback too. **ACTION: ADW/LEP**
- The Safeguarding Team is managing extremely well considering the increasing workload and new complexities to resolve, but it was also noted that there was additional pressure placed upon Staff owing to some long term absences within the Team.
- Further assurances regarding this area will be provided by the Safeguarding Lead Governor when, later this term, he reviews the SCR and also some CPOMS sampling etc.



- During the Summer Term the area of ESOL and Looked After Children provisions will be reviewed and an updated will be included at the next Q & C Committee via the Safeguarding Lead Governor's Report.

The Committee thanked all the Link Governors for their Reports.

2.4 Skills Accountability Agreement and Local Needs Duty 2024-2025 (due to be filed with the DfE by the end of June 2024, being a requirement of the new funding agreement)

In the absence of Alison Cousens, William Baldwin provided a summary of the meeting paper as follows:

- An earlier version was presented to the Committee at an earlier meeting.
- Annual requirement as part of the new funding agreement.
- This year the document has been merged into a standalone document (accountability agreement (including funding agreement) and the local needs duty).
- The College's submission is forming part of the DfE pilot exercise and to date has had a good review from the FE Commissioner and the DfE Team leading on this.
- Since the document was included in the Q & C Committee meeting papers, the appendix has been revised to meet with BHASVIC's formatting and accessibility wording etc.
- Via the pilot scheme, the document will be used within the sector as an exemplar at various sector webinars during March and will also be available to access on the DfE website.

The Committee resolved to recommend the document to Corporation for approval, noting the updated appendix will be in the Corporation's version. **ACTION: WJB/AMC**

Regarding questions received from Simon Porges on this subject, it was noted that these had now been covered via the Co-Chair of Governors 1 to 1 with the Principal.

2.5 Risk Register

Andrew Wright referred to the new Risk Register and gave the following summary to the Committee, having discussed the new document format earlier today with James Moncrieff and also noted that the Committee had seen an earlier version of the document at the last meeting:

- Action from last meeting has been completed (Simon Porges and William Baldwin - looking at risk 4 with the residual impact being a score of 4, but with a target to reduce the impact to 2 and this was resolved at their 1 to 1 meeting).
- Attention was drawn to the risk assurance map too and the process undertaken through the Governing Body Committees, with assurances provided to the Audit Committee.
- Reference was made to page 83 and William Baldwin agreed to update the figures due within some of the table. **ACTION: William Baldwin.**
- Referring to page 87 and the figures therein, William Baldwin also agreed to ensure that this section of the document was complete. **ACTION: William Baldwin**

- In response to a query from the Committee regarding the BTEC risk, William Baldwin confirmed that the level of risk would be reviewed in the next version of the document to reflect any reduction in the assessed risk. **ACTION: William Baldwin**

In conclusion and subject to the actions recorded above, the Committee confirmed its assurance with regard to risks for which the Committee had responsibility, to the Audit Committee. **ACTION: WJB/JAM**

SECTION 3: CONSENT AGENDA

The following items were taken as read and endorsed where necessary, subject to the questions included in the items and recorded below.

Policies and other Documents

Student Charges Schedule 2025/2026:

The Committee noted the contents of the paper, the details of which were endorsed and recommended to Corporation for approval. **ACTION: Alison Cousens**

SECTION 4: OTHER ITEMS

4.1 Any Other Business

It was noted that this was the last meeting for the two Student Governors and thanks were recorded to TJ Brachman and Mia Harrison for their work over the last year.

It was also recorded that this would be Kathryn MacVarish's last meeting as the Teaching Staff Governor and she was also thanked for her work over the last 3 years.

Regarding successors, it was noted that the SU Elections were due to take place in April and the new Student Governors, once elected, would be formally appointed next term at Corporation, via S & G Committee.

Likewise, expressions of interest have been invited from Teaching Staff and details will follow in due course.

4.2 Date of Next Meeting – Monday 10th June 2024 at 6.00 p.m. in room 538 Top Floor Elms Building

SECTION 5: CONFIDENTIAL BUSINESS

TRANSFERRED TO CONFIDENTIAL (PINK) MINUTE – refer separate confidential record.

5.1 Confidential Minutes from the Last Meeting 13th November 2023 – approved and the Chair authorised to sign them. **ACTION: Andrew Wright/LEP**

5.2 Matters Arising – None

5.3 Any Other Business (Confidential Matters) – None



BHASVIC

Chair.....

Date.....