



**BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE
MINUTES OF THE MEETING OF THE QUALITY AND CURRICULUM COMMITTEE
HELD ON MONDAY 13TH NOVEMBER 2023 AT 6.00 P.M. – Room 538, ELMS BUILDING**

Present: T.J Brackman (Governor – Student), Howard Brown (Co-opted Teaching Staff Member), Mia Harrison (Governor – Student), Katy Hiles (Governor – Parent), Alison Mansell (Governor), Daniel Osorio (Governor – Parent), Chris Piper (Governor and Co-Chair of Q & C Committee), Wilhelmenia Rantala (Governor), Andrew Wright (Governor and Co-Chair of Q & C Committee Meeting)

In attendance: Simon Porges (Governor and Co-Chair), Alison Cousens (Vice Principal – Student Services), James Moncrieff (Deputy Principal), Mark Monahan (Assistant Principal (Digital and Communications), Louise Pennington (Governance Director/Clerk)

Jo Usher (Head of Student Support) - for item 5.3 Annual Safeguarding Report

The meeting was quorate.

Of the Co-Chairs of the Quality and Curriculum Committee Chris Piper and Andrew Wright, Chris Piper chaired the meeting.

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: William Baldwin, Kathryn MacVarish, Jo Redfern-Evans

Welcomes: Wilhelmenia Rantala (Governor and EDI Link Governor), Howard Brown (co-opted Teaching Staff Member), Simon Porges (Governor and Co-Chair or Corporation), Mark Monahan (Assistant Principal (Digital and Communications)

1.2 Minutes of the Last Meeting held on 12th June 2023

The minutes were considered and approved by the Committee and the Chair authorised to sign them, subject to revising the paragraph in the Principal's report relating to the future of SFCs. **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.

1.4 Declaration of Interests - None declared.

At this point it was resolved to take item 5.3 Annual Safeguarding Report (Confidential) as Jo Usher was presenting the item, after which she would leave the meeting.

Item 5.3 Annual Safeguarding Report – transferred to confidential minute

1.5 Principal's Update

In the absence of William Baldwin, James Moncrieff reported the following key headline updates to Governors as provided via the Principal's summary recorded below:

Student Numbers

Enrolment targets overall were met, although they were slightly below target for A1s. Funded target (students here after 6 weeks) increased by 125 students on last year. We made an offer to all students who had applied by the priority deadline, but slightly fewer converted to enrolments than anticipated. Additional funding is being paid for exceeding a 100 student threshold (25 students approx., £120K in year). Work is underway ready for the next admissions deadline of 1st December 2023.

Funding

The additional 2.5% uplift announced at the end of the summer term was enough to allow the college to pay a 6.5% pay award (even though this wasn't fully funded). It also meant the college could withdraw the staffing efficiency and timetable consultation (at least for now) which looked at extending contracted teacher contact time as well as the length of the college day. The additional £125k for student over recruitment wasn't in the budget and can be added to the bottom line.

Class Sizes

The cap on class sizes was increased to 23 this year (and will rise again to 24 next year). This has increased our average class size, but is not something that has impacted equally across all courses. Teachers report that it isn't so much the additional student in the class that causes workload, it is the assessment and support for them which does. We're confident it won't impact noticeably on quality but ultimately it is asking people to do more. The variation between courses was commented on at some SARAP meetings in terms of more casework for teachers as well as increased staff workload to maintain the student experience. The work is ongoing in CQT and amongst HoDs to develop strategies to minimize and reduce teacher workload, especially around assessment.

National Politics

The party conference season saw a lot of mention of colleges. Rishi Sunak announced the 'Advanced British Standard' which (if they retain power) is ten years in the making. There is a lot to like about it – more breadth, more hours and increased equality of qualifications – and it is important to push these principles to all parties. The Conservatives are stuck fast to the defunding of BTECs, which will impact on our curriculum provision. Although Labour have said they will pause and review this, depending on the date of the next election, we may be too far down the road to un-do some of the changes. This is high on the risk register and will be re-visited at the Spring Term Q&C Committee, especially in respect of BTECs' removal and changes and impact on curriculum provision. **ACTION: James Moncrieff**

SARAPS

We have completed the majority of SARAP validation meetings now – many thanks to Governors who came to these. Outcomes from these will feed into the overall College Development Plan which will be seen at December's Corporation meeting.



Estates

We have applied for planning permission for a new Student Services building to replace the moduls – as referred to above – north west of the estate. As part of this we have also sought permission to include a new modular block on the outdoor multi-use sports pitch to help accommodate the increasing demographic growth. The current Condition Improvement Bids maximum available per College is £4M which is less than the College would need for its proposed project and owing to the ONS reclassification FE Colleges may no longer borrow from the private market. However, as noted above, the College still intends to submit planning for the project.

Digital

The Cybersecurity Audit now has three outstanding red areas (compared to the 18 initially flagged) so good progress is being made. Mark Monahan has been a fantastic appointment and is bringing additional insight and expertise into this area.

Oxbridge Admissions Tests

There have been stories in the press that these were a complete shambles – the issues did affect BHASVIC students. The University's digital platform was not sufficiently robust and led to multiple problems and poor communications on what to do next. As a result, the majority of subject entrance tests will not be used as part of the selection process this year. Oxford has apologised for this.

LSIF

The Local Skills Improvement Fund bid from FE Sussex has been successful (announced last week) to be used across the wider Sussex and Brighton and Hove FE Providers. As colleges we will share £4.6m over two years. BHASVIC will benefit from capital investment in digital technology to aid teaching and learning. The national funding totals £165M. This will be manifested in new technologies for virtual/augmented/mixed reality and virtual conferencing. A second project will also involve providing development opportunities for local managers and leaders in small and medium businesses in the hospitality and visitor sectors, which Alison Cousens is leading on.

Royal Visit

Prince Edward visited the college in October to look at our inclusive Duke of Edinburgh Awards' provision. It was a fun event. HRH was great with our students and really interested in talking to them. Thanks were recorded to Lesley Clarke who had taken on the responsibility for leading on the D of E award and created national level interest with work on inclusivity.

Open Evenings

Last week we held our annual Open Events which yet again proved extremely popular with a particularly large crowd of visitors on the first day (Wednesday). Thursday was more quiet owing to other Brighton and Hove events, including football. Overall, this bodes well for application numbers and we will be able to update Corporation on numbers of these vs target after the December 1st Deadline.

Following a question from the Committee regarding post-16 education reforms, Governors queried when the cut off dates would be applied in respect of the various proposals/decisions. James Moncrieff reported that this would all be detailed within the schedule and plan to manage the reforms, but that broadly the College's curriculum offer wouldn't change significantly. In summary, he explained that regarding provision for 2025/2026, various scenarios were being considered based on the current proposals and also taking into account political outcomes, covering subjects where there is de-funding, taking into account subjects not being replaced, etc.

An update will be provided to Governors in the Spring Term.

Thanks were recorded to James Moncrieff and William Baldwin for this report.

1.6 Termly Update - Student Governor Perspectives

The Student Governors gave the following update to Governors based on feedback gained from Students which included references to the following subjects:

- a. *Student experience of enrolment (A1 and A2)*
- b. *The transition from school to college and the transition from the A1 year to the A2 year.*
- c. *The handover from the previous Student Union and the new Student Union priorities and objectives for the coming year.*
- d. *BHASVIC Forum - key issues and matters discussed or raised (Student Governors bring the minutes as prompts)*
- e. *Feedback from A2 students about Skills Week, Personal Development Workshops*
- f. *Feedback on the student experience of the college's IT network, online learning environment and resources*
- g. *The 'feeling' of BHASVIC – reputation, support and wider opportunities – SU perspective.*

1. Citizens UK – Mia Harrison co-chaired a meeting at Sussex University.

- a) **Employment campaign:** The current campaign regarding employment is at the listening phase and have been looking at the role of workers, awareness of workers' rights with the aim of encouraging changes in local business, particularly with regard to ensuring equivalent terms (notably pay) are provided to those employees who are under 18, and doing the same work. The meeting was interesting with time for testimonies from young people being shared covering various issues and experiences including such issues as unpaid trial shifts, awareness of breaks. A Labour MP was present at the meeting for support purposes together with representatives of two Unions, the latter of whom agreed to share resources about the Unions which young employees could join.
- b) **Transport campaign** – there is not much to report at this stage, but investigations are underway into looking at costs of bus journeys. A representative from Whitehawk Food Bank is working with Students with the aim of encouraging free bus or reduced travel to be offered to College and also to residents of Whitehawk (to get to the local food bank).

2. Personal Development workshops – Student voice feedback indicates that these have proved to be very positive so far, with good attendance.

3. Ambassadors – In September the SU organised the Freshers Fayre which created a good opportunity for first year Students to take advantage of numerous enrichment opportunities and



also resulted in recruitment of several new Student Ambassadors, who will be engaged in assisting the SU in future with events, Citizens UK involvement amongst other activities. Following this the first Forum of the year was held which was organised by TJ Brackman and Ambassadors, which resulted in an excellent turnout and covered various issues and information relating to FE, which may prove useful to new Students. The SU is expecting, as in previous years, for a reduction in Student attendance at future Forums and as a consequent, the aim will be to formulate a marketing strategy to enhance attendance for all Students. It was noted that the attendance had been good at the first Forum, despite this clashing with the Duke of Edinburgh visit to BHASVIC.

4. SU Events

- a) **BHASWEEN** – well attended event, with various activities including costume competitions, cookie decorations etc. Thanks were recorded to the events' team for organising this and also decorating the Hall.
- b) **BHASMUS** – preparations are underway for the Christmas celebrations, including a quiz.
- c) **Fashion Show** – This involved the Textiles Department and Students showcased their work, with professional photographs being taken, with the aim of demonstrating the creative skills and options courses at BHASVIC via various media, in contrast to its traditional (perceived) focus upon STEM.
- d) **Workshops on Student Support** – planning is underway to offer workshops on subjects such as motivation and anti-procrastination/managing stress and revision workload etc.

It was noted that several SU events aim to include a charity funding raising element.

5. **Culture Week** – Although at an early stage, preliminary discussions are underway to plan for various events in March 2024, including a food festival.

6. Transitions

- a) **A2** – less overwhelming for A2 Students who have generally settled into the FE system, although it was recognised that the workload had increased significantly with pressure from forthcoming mock exams. The SU is hoping to work with Student wellbeing ambassadors and Staff on mental health support.
 - b) **A1** – on the whole the transition period has gone well especially following the Freshers' Fayre and enrichment activities. At this point the Student Governors highlighted the fact that the site map on the website, did not include the Sports Centre, which generated lots of questions from new Students. SLT agreed to investigate this. **ACTION: SLT**
7. **SU Handover** – handover worked fairly well, with some time needed to settle in and a few issues arising relating to productively and miscommunications (eg Forum Agenda). Based on the current SU's experience of the handover, it has been decided to ensure that all the handover packs from each SU Executive role, were consistent with sufficient detail to assist the successor. At this point, James Moncrieff offered to help should this be needed.
 8. **Skills Week** - the last Skills week was very successful, with students having gained valuable experience. It's hoped that improvements will be made over time for future Skills weeks, with networking taking into account the various new business contacts gained over the last year. The issue with some Students struggling to find placements relevant to their future career choices (particularly in respect of healthcare options where DBS/Occupational health regulations apply) was highlighted and it was hoped that this would be improved too by the increase in business contacts acquired. The intention will also be to promote to Students, greater awareness of identifying transferable skills from their work placement for various careers and how this can then be referenced in job applications. Mia Harrison reported on a lecture she had attended whilst on a Cambridge trip earlier in the year, in which the lecturers stated that they did not expect or want to see work experience relevant to academic degree applications, unless it was in respect of

medicine, dentistry and vet. Degrees. It was suggested that instead of work placements, it may be more appropriate to consider some online course options which may be more valuable for academic degree applicants, particularly where the courses result in certificates being awarded.

At this point, following a suggestion from Howard Brown, it may be useful to move the Careers enrichment day, to avoid clashing with the work experience week and the Student Governors responded that this would be useful and possibly best to be the week before. **ACTION: AMC**

- 9. IT Network** – Cedar has received very positive feedback from Students, compared to its predecessor Advantage, being more straightforward to use and learn quickly. However, some Students had been unable to find their predicted A2 grades on Cedar, owing to the information being transferred between the digital platforms and it was suggested that Staff should ensure that this is communicated to Students in future. From last year, it was noted that there was an outstanding issue relating to the academic use of VLE and Teams, and Students having to spend time navigating both platforms, depending upon their course choices. It was suggested if this situation persists, it would be useful for Students to be issued with details of where each subject details can be found, especially at the start of A1. It was noted that SLT were already dealing with this and a second digital induction relating to Cedar and Teams/VLE was planned. **ACTION: SLT**
At this point it was also recorded that Mark Monahan was already engaging with Staff and Students to identify areas requiring improvement/of concern/other issues to take forward.

Thanks were recorded to the Student Governors for their Report.

SECTION 2: CURRICULUM AND GUIDANCE ITEMS

2.1 Qualifications – outcomes headlines, including areas requiring improvement

Papers: a) Front Sheet, b) Report

James Moncrieff presented the paper to the Committee drawing attention to the headlines detailed in the Executive Summary, followed by inviting questions from Governors:

- Governors were reminded that more data, analysis and evaluation would be presented to Governors at the December 2023 Corporation meeting via the draft SAR.
- The document has been revised slightly following the Ofsted visit and will be a new and permanent feature for this Committee in future years.
- Differences in outcomes, especially where there are any gaps for different groups of students, have been highlighted in the report. Page 23 provides comparisons over time for Additional Learning Support student numbers and staffing levels. It was noted that more work was due to be progressed in this area, to further improve SEND provision.
- Feedback from the Committee – reference was also made to the Summer 2023 Exam Results on the College website; the middle section of the report was found useful and gave a good understanding of the impact of the pandemic and the effect it has on current value added data.
- Overall results were recognised as being very good and congratulations were passed on to Staff and Students.

2.2 College Development Plan (CDP) – 2022/2023 Final Update

The contents of the paper were taken as read and questions were invited from the Committee, noting that no questions had been submitted to the Chair via the Q & C Team, prior to the meeting.



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

- This is the final version of this document for 2022/2023 and will be noted at Corporation via the Q & C documents.
- 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.

2.3 SARAPs – Feedback from Governors' Validation Visits

NOTE: Written feedback paper to be drafted once visits have been completed and presented to Spring 2024 Q & C Committee

Chris Piper, Co-Chair of Q & C, gave a verbal update of the visits made by Governors to date, noting that the SARAP schedule of meetings had not yet finished. The following points were noted:

- 15 Curriculum and 9 Support SARAP visits have been attended by a Governor, with 6 Governors involved, 3 of whom were new to the SARAP process.
- Interesting feedback received to date and overall the visits received very positive feedback from Governors
- Lots of good practice was witnessed, noting in particular one case in a curriculum area, where the sharing of information relating to a high needs Student with an education and healthcare plan.
- Noted that the IT issues identified as a common theme in last year's SARAPs, had been resolved this year.
- Staff provided overall positive feedback regarding Cedar platform, but with some aspects to be resolved.
- General points noted from SARAPs – need to further develop IT strategies going forward and devise more digital techniques to help workload and taking into account increasing class sizes, where there were some associated concerns.
- Concern noted re ESOL Students re changes to vocational curriculum and positive integration of Students, taking into account current resources, future funding and impact on delivery.
- Positive enrichment offer.
- Paper work was well-received by Governors, noting reports required to finalise whole College SAR.
- Some SARAPs used the Intent, Implementation and Impact categories and this was welcomed.
- At SARAP meetings Governors felt that the SLT presences provide a good level of support and tone both in terms of challenge and recognition of aspects performing well.
- Progress Central video prepared by James Moncrieff was very well received by Governors.

- Governors felt that teams presenting SARAPs also welcomed time access to the Principal as well as other members of SLT
- A few issues were identified by Governors to take forward, including some concerns relating to class sizes and some facilities, communications, and exam resourcing issues as well as some suggested changes to paperwork. It was noted that this would be shared with SLT via the final written report once all SARAP visits have been completed. The Governance final written SARAP report will be presented to Governors via the Q & C Committee in the Spring Term 2024. **ACTION: Chris Piper/Simon Porges**
- Governors also thought that Heads of Department and department assistants could have had more time to provide input at SARAP meetings and issues had also been noted re the lack of a H and S Officer.

2.4 Link Governor Reports – Termly Update

a) Skills Link Governor

In the absence of Jo Redfern-Evans the following written update had been provided by Jo and circulated to all Committee Members:

Meeting 26/09 - Careers & Enterprise Group - Termly catch up with regional Skills Governors and school/college Career leads. Presentations from Gaydar & Watch this Space - promoting opportunities for students. Round up of events and support available.

Meeting 3/10 - FE Sussex CEO Janet Clarke. JRE & Skills Link Governors from Collyers, Varndean and one other. Presentation from Janet on what FE Sussex is wanting to push & promote. They want to introduce cross college teaching via some tech that they have purchased following funding award. Not sure that aspect would have relevance/benefit to BHASVIC. Shared this with the Principal. However, BHASVIC has secured some of the tech for our own use. FE Sussex request for JRE to lead a session in January around the prep for an Ofsted from a Skills Link Gov perspective, this will be actioned.

Sussex Chamber of Commerce - been involved (light touch!) in the next stages of development of the LSIP. They are plotting some detail following a Conversation & Intelligence mapping exercise.

In College. Nothing bespoke this term so far apart from attending SARAPS (two so far, six or so to go). Comforted to see that skills have been referenced at both and there were discussions on how improvements could be made around careers information within Sociology. These are underway.

Thanks were recorded to Jo Redfern-Evans for her report.

b) SEND Link Governor

Alison Mansell (SEND Link Governor), met with James Moncrieff, Neil Jones (Head of Faculty and line manager of Additional Learning Support (ALS) and the Linda Lab (SENDCo) on 10th October 2023, including a tour of the ALS Department, meeting Students and Staff and seeing the provision in action, which provided a very useful experience and an understanding of this outstanding department. Alison Mansell also attended the associated SARAP.



The following points and observations were highlighted by Alison Mansell:

- Good operational systems were in place.
- A good and evolving level of support was apparent.
- Ofsted outstanding grade at the recent inspection.
- Increasing numbers of cases is putting significant pressure on the current resources which caused a bottle neck in February, but with action taken to resolve the problem.
- Positive feedback received regarding the use of Cedar in respect of SEND matters.
- Information on the SEND Learner Journey, has not been particularly user-friendly (mainly owing to use of acronyms) and managers are in the process of resolving this with a leaflet being made available to assist Students/Parents/Carers, particularly through the admissions process, with acronyms having been removed. This will be drafted in Spring 2024 to assist new applicants.
- Alison Mansell has registered with the AoC network in respect of a proposal to set up a new Governor SEND network, for regular meetings and sharing of information etc.
- Alison Mansell will be attending a Meeting for Chairs on 20th November (Secondary, Special and Continuing Education for Chairs of Governors) which Simon Porges and Kirstin Baker are not able to attend, but as there is a section on SEND and Alternative Provision (following the LA's Ofsted Inspection), Alison will join in their place, for this item only.
- Observed that Students have a broad variety of needs and not all higher needs are expressed via an Education Health and Care Plan (EHCP), so EHCPs alone do not give a full picture of the level or complexity of student needs.
- At this point James Moncrieff explained when additional funding is allocated ie in respect of High Needs Students (where funding is provided once costs exceed £6K). Bearing in mind the College's main curriculum provision, it was noted that compared to most other local Colleges, BHASVIC had fewer High Needs Students or those with an EHCP.
- In response to a question from the Committee, Alison Mansell confirmed that notwithstanding that this was her first onsite visit and that she had only recently taken on the new SEND Link Governor role, she gained assurance as a Governor, by her visit to the ALS area and meeting Staff and Students.
- Owing to the significant increase in volume of Students identified with additional needs, James Moncrieff explained the impact it had had, in respect of a "bottleneck" issue which occurred in February 2023, as referred to above. He explained that some referral assessments had had to be postponed, where Students had enrolled at College without previously being assessed/identified as having a particular need and hence referrals were made by BHASVIC Teachers who had identified that certain Students may have a particular need. Each referral at BHASVIC has to be assessed by a qualified assessor, to determine what exam access arrangements need to be in place to mitigate any disadvantage identified, and that owing to the volume of referrals, there had been a delay in some instances in Students being assessed. The issues were resolved, partly owing to the fact that the exam season was later in the year, for some Students (but those taking BTECs were assessed as a priority owing to external exams being earlier in the academic year) so the College had still met its obligations under the SEND requirements by managing its resources and prioritising applicable Students. Going forward, SLT are investigating ways to improve the timing and action being taken. It was noted that

those Students with significant need have usually been pre-assessed at the Secondary School level.

Thanks were recorded to Alison Mansell for her report.

c) EDI Link Governor

Wilhelmenia Rantala introduced herself, noting that during her employment at BHASVIC, in addition to her teaching and guidance role, she had also been the EDI co-ordinator and noting that she had left BHASVIC earlier this year and was now employed by the Nursing and Midwifery Council in London in an EDI role.

Wilhelmenia Rantala presented her report to the Committee, highlighting the following:

- EDI Meeting with Alison Cousens held in October 2023 to discuss the EDI Link Governor role.
- Whilst employed at BHASVIC as the EDI co-ordinator, Wilhelmenia Rantala had led on the Insights Programme, and looked at ethnic minority Students and their experiences from their original College application to the end of their 2 years at College. As part of the Programme, further developments were initiated to extend to social mobility.
- One of the issues often highlighted by ethnic minority Students, was a lack of representation and as a consequence the EDI Team worked with the Brighton and Hove Council Anti-Racist Strategy Team and organised focus groups with Students in order to obtain more qualitative information regarding experiences together with developing ideas regarding future thinking on ways to implement an anti-racist strategy at College, with various events being organised.
- Since being appointed a Governor and the EDI Link Governor, Wilhelmenia Rantala was brought up to date by Alison Cousens on developments in the above areas and gained assurance that progression was continuing to be made, noting that this needed to be sustainable and was subject to the existing workload of Staff.
- Other EDI developments at College: Welcome event for Staff/EDI day where workshops about social mobility, anti-racist Strategy had been arranged at the start of term. The College's EDI working party continues to oversee EDI developments, along with new initiatives such as the neuro-diversity working party and disability working party.
- It was agreed that the EDI Link Governor would liaise 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 too. At this point the Student Governors referred to their Culture Week which is being organised for the Spring Term, as reported earlier under their Student Governor Report and it was agreed that input from Wilhelmenia Rantala, would be useful. **ACTION: EDI Link Governor/Student Governors**
- At this point reference was also made to the ongoing Gaza/Israel conflict and how this was impacting some Students at College, and noting that the College, including the SU, were investigating how they could best help and support Students affected, particularly in light of Anti-Semitism. Alison Cousens informed the Committee that any racist incidents would be classified within the Safeguarding reporting and that all staff and students should be aware of this and also that there were ongoing discussions with the local Jewish and Islamic Societies (and the Safer Communities at the LA – seeking guidance) to see what can be done to support Students.



Wilhelmenia Rantala was thanked for her report.

2.5 Risk Assurance

Chris Piper 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:

- Q & C Committee is the first Governing body Committee to see the new Risk Register, but it will also be going to the other committees and at the Audit Committee subject to their review, it will be recommended to Corporation for approval.
- Risks relating to Q & C Committee oversight and responsibilities – comprise risks 4,5,7 and 12.
- New document is on a 5 x 5 risk grid based on likelihood and impact of 1-25.
- 6 categories from very low to extreme were noted.
- 2 types of termly risks – strategic and operational, together with annual inherent risks.
- Mitigating action was highlighted per key strategic risk, together with the impact on score.
- Looking at risk 4 with the residual impact being a score of 4, but with a target to reduce the impact to 2, this was queried by Simon Porges who agreed to follow this up with the Principal.
ACTION: Simon Porges / Will Baldwin
- The risk of the highest concern at present is risk 5, removal of BTECs.

The Committee endorsed the contents of the Report, including the revised Risk Register and Policy, and agreed that the necessary assurance regarding Q & C Committee risks, should be passed to the Audit Committee. **ACTION: James Moncrieff**

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

3.1 Safeguarding and Child Protection Policy

The Vice-Principal introduced the revised policy referring Governors to the executive summary and explained the changes.

Reference was also made to the annual Keeping Children Safe in Education (KCSiE) template which is issued by the Local Authority annually in September. This year the College will be focusing upon improving online safety and the new Prevent duty.

Following a request from the Committee it was agreed to revise the Chair details following Sandra Prail's retirement and the election of Kirstin Baker and Simon Porges, together with replacing Andrew Wright's home e mail address, with his BHASVIC e mail address. **ACTION: Alison Cousens**

The amendments to the above Policy were recommended to Corporation for approval. **ACTION: SLT**

SECTION 4: OTHER ITEMS

4.1 Any Other Business

d) Annual Self-Assessment – list of questions

The Committee was reminded that the above annual review was deferred from the Summer Term meeting to take account of there being a number of new Committee Members. The Committee reviewed the questions and focused upon question 3, Group Training Needs. The following was noted:

- SEND training for Alison Mansell – noting the network meetings due to be established and also the event she’s due to attend in November, it was also agreed to look out for any other appropriate FE SEND training and James Moncrieff confirmed that there may be opportunities arising within the FE Sector (SFCA, AoC or FE Sussex) in due course.
- Group training suggestions:
 - Curriculum data and value-added
 - safeguarding updates (all Governors)
 - changes to UCAS application process
 - overview of range of Student Services provision
 - Cedar.

In response, James Moncrieff suggested that, rather than training, an agenda item on the subject of UCAS applications reforms could be considered for the Spring term meeting. **ACTION: Alison Cousens**

- Short “bite size” training on the other topics identified could be provided at relevant points in future.
- James Moncrieff agreed to circulate his Cedar video to the Committee members. **ACTION: James Moncrieff**

e) Health and Safety Update

The Committee was informed that following the recent resignation of the H and S Officer, it was reported that this post had remained vacant and the decision had been made to discontinue seeking a replacement. As an alternative, the Estates Team will take on the responsibility of H and S relating to Buildings; risk assessment will be overseen by Jutta Knapp; Staff Development H and S will be dealt with by HR Department; First Aid will be overseen by the Reception Manager; High Needs risk assessment and emergency evaluation will be managed by the ALS Department. Regarding consultancy and audit – external expertise will be sought eg asbestos surveyor – as needed.

4.2 Date of Next Meeting – Wednesday 28th February 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.



BHASVIC

- 5.1 **Confidential Minutes from the Last Meeting 12th June 2023 – agreed.**
- 5.2 **Matters Arising – None**
- 5.3a **Annual Safeguarding Report**
- 5.3b **Termly/Annual Safeguarding Report – including reflection on Safeguarding SARAP**
- 5.4 **Annual Complaints Report**
- 5.5 **Any Other Business (Confidential Matters) – None**

Chair.....

Date.....