



**BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE
MINUTES OF THE MEETING OF THE QUALITY AND CURRICULUM COMMITTEE
HELD ON MONDAY 15th NOVEMBER 2021 at 6.00 P.M. – Room 504, ELMS BUILDING**

Present: Gillian Hampden-Thompson (Governor and Chair of Q & C Committee), Jiayue Liang (Governor – Student), Kathryn MacVarish (Governor – Teaching Staff), Chris Piper (Governor), Jacquie Punter (co-opted Teaching Staff Member and Digital Director), Jo Redfern (Governor), Roxanna Toyne (Governor – Student), Andrew Wright (Governor)

In attendance: Sandra Prail (Chair of Governors), Alison Cousens (Assistant Principal – Student Services), James Moncrieff (Deputy Principal), Louise Pennington (Governance Director/Clerk),

Jo Redfern joined the meeting virtually via M. Teams.

The meeting commenced with a demonstration given by James Moncrieff of the College's bespoke Database Progress Central Programme including the quality dashboard and focusing upon the student progress and outcomes.

The meeting was quorate.

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

Governors had been invited to submit questions arising from the papers, prior to the meeting via M. Teams, so that all Committee members could view these.

SECTION 1: ROUTINE AND STANDING ITEMS

1.1 Apologies and Welcomes

Apologies: William Baldwin (Principal) who was at the AoC Conference and Louise Serpell (Governor – Parent).

1.2 Minutes of the Last Meeting held on 14th June 2021

The Committee 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, showing 2 points, were considered and it was noted that these had been completed. All actions completed.

1.4 Declaration of Interests - None declared.

1.5 Principal's Update

In the absence of William Baldwin (at the AoC Conference), James Moncrieff (Deputy Principal) gave the report to Governors, noting the following followed by questions:

Leadership and Management

- SARAP validations have been very positive
- Thanks to Governors for their participation and useful contributions and observations.
- 'Strategic conversation' with the ESFA last week
- Elms building opened just before half-term – thanks to those who came to this and to the Students for running the event so brilliantly.
- Open Events last week were a real success – although long, being 3p.m. to 8 p.m.! Fully booked and much better experience – Elms building was widely praised and overall there was very good feedback from parents.

Curriculum, Support, Guidance and Experience

- The number of funded students is 3,412 (target was 3,250, with indications in early May 2021 that numbers would be high. We have lost very few (c30) since enrolment. Most Students enrolled on their preferred courses, but with a few issues owing to limited laboratory space/waiting lists and adjustments had to be made to the curriculum and teaching allocation eg additional groups and adjusting tutorials and A2 portfolio courses.
- ***In light of the increase in Student numbers above that targeted and in response to a question from the Governors regarding the possibility of being awarded any in year funding, James Moncrieff reported that discussions were in progress with the ESFA regarding this.***
- Ofqual have confirmed Plan B details for any potential return of TAGs (Teacher assessment grades), should it be decided that examinations won't go ahead next Summer. The guidelines were issued last week to Colleges and there are various questions arising from the guidance to be taken forward by the College.
- The new Support, Guidance and Experience teams are getting used to their roles and responsibilities – the SARAP process and a strategy day with the team have given early opportunities for feedback and review. Noted some Governors' attended the SARAP meetings.
- Our new Safeguarding key worker already has a caseload of around 60 against a recommended case load of 35. Metrics continue to rise for mental health/counselling support which far outstrips demand.
- We have employed dedicated site security/community officers to help manage larger numbers on site, and to take into account the potential for more strangers being on site
- We've held successful meet the tutor evenings, Freshers Fair and BHASOWEEN. The Freshers Fair has grown significantly compared to previous years. The Student Forum has also generated lots of interests, probably as a result of Covid.
- End point assessments are being run internally as per last year which worked well. The Deputy Principal explained that if the original process set last year, regarding assessment of 3 unseen synchronous pieces, this would remove quite a significant amount of Teaching time for Students which the College would prefer not to see. Consequently, lobbying is underway, directed at Bill Watkins, SFCA, to persuade the DfE not to follow the original proposal set last year owing to the impact on learning.

Partnerships

- The Citizens' Assembly was a real success – the city MPs, Council Leader and Clinical Commission Group CCG agreed to work with us to look at better funding and provision for mental health



- The Strategic Development Fund has had all projects approved. BHASVIC is leading on a strand to roll out the Carbon Literacy qualification and to embed Carbon Literacy into existing courses – we held our first staff INSET on this last week and used it as an example to show other colleges how it might be done.
- Stakeholder engagement paper has been drafted and is on the Q & C Meeting agenda.

IT

- Transfer to SharePoint and centrally managed TEAMS has been largely smooth, from a technical position and this will provide a more secure and collaborative. However, the impact that having to work in fundamentally different ways, has caused frustration for Staff.

Covid

- Rates in the City remain very stable for the 16-19 age group, at around 130 per 100,000 and we have seen a steady rate of around 10 students with Covid at any one time; 1 staff member.
- Three members of staff have long Covid
- Last week, we received 31 CO2 monitors from DfE.

1.6 Termly Update - Student Governor Perspective

Jiayue Liang and Roxanna Toyne gave the following update to Governors based on feedback gained from Students regarding the following topics:

- a) Student experience of enrolment (A1 and A2)
- b) The transition from school to college and the transition from the A1 to A1 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) Common Matters arising at the Student Union Help Desk
- 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
- h) Any other matters.

Roxy Toyne:

- Student Forum – very good attendance with enthusiastic and motivated Students which it's hoped will continue through the year. Discussions are underway regarding the best way to communicate with Students, taking into account tutor groups and social media. Main issue raised at the Forum was the lack of space, notwithstanding the new Elms Building which has alleviated some of the pressure. Students also feedback how much they enjoyed the various Student events including the Freshers Fair, Welcome Day and Bhasoween. The various Student Societies have also proved very popular with many more Students than previous years, signing up. There also appears to be an improvement in unity and interaction between A1 and A2, possibly also owing to returning on site following a change in Covid guidance.

Jaiyue Liang:

- The impression from A1 Students is that they've managed the transition from School to College well and that they've appreciated the levels of support provided by the College, especially regarding workload and independent learning.
- Transition between A1 to A2 – most Students have found this manageable although the increase in workload has been highlighted, particularly owing to the various deadlines – coursework etc.
- As mentioned by Roxy above, the site did seem rather congested at times at the beginning of term, but this has eased as the term has progressed. Good feedback has been received regarding Oxbridge and Medicine/Dentistry deadlines, with offers coming in.
- BHASVIC's academic reputation has been noted by Students and University offers have been coming in, including contextual offers from Universities including Exeter and Bristol.
- Debating Society – BHASVIC is working towards the S7 inter-debating competition and the Debating Society is proving very popular with Students.

Thanks were recorded to the Student Governors for their report and for all Students efforts in organising the Elms building opening ceremony.

SECTION 2: CURRICULUM AND GUIDANCE ITEMS

2.1 College Development Plan 2020/2021 – Final Update – the contents of the paper were taken as read.

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

Any questions submitted by Governors, received prior to the meeting via Teams were available to all and would be picked up at the relevant time during the meeting.

James Moncrieff highlighted the following points:

- a) **Quality of Education**
 - Many of the outcomes included in section 1, occur at the end of the academic year but some KPIs aren't due to be issued by the ESFA until January 2021.
 - Date for the T levels Citywide discussion which was scheduled for July 2021 but cancelled – awaiting revised date/update.
 - ***Request for more information regarding who “owns” the social mobility plan?*** In response, it was noted that James Moncrieff was leading on the plan but was also working closely with Alison Cousens on the detail based on the fact that the over-arching Plan comprises both academic and Student experience/support elements, noting also the range of small projects which contribute towards the Plan eg Flourish initiative. The Plan will continue to be discussed at SMT via the on-going strategic discussions.
 - With the data in respect of achievement, destination/progression, this will assist in providing the appropriate levels of support and other development of other initiatives to meet the College's social mobility strategy and will also enable this to be measured and monitored (with data reporting using Progress Central).



- It was agreed that the Social Mobility Strategy should be brought to the Spring 2022 Quality and Curriculum Committee. **ACTION: James Moncrieff**
- b) Section 2 Behaviour and Attitude:
- Many of the issues recorded here have been covered via the Freshers Fair helpdesk.
 - Alison Cousens referred to the earlier discussions on the issues arising this year as a result of the over-recruitment of Students which had the impact of drawing tutors into the curriculum and portfolio areas, together with an additional impact on management capacity. Some of the issues arising from this are on-going.
 - ***At this point Chris Piper endorsed the traffic light system used in section a) and suggested extending this to the other 3 sections. In response, it was confirmed that the traffic light system would normally run throughout the overall CDP.***
- c) Section 3 Personal Development:
- Despite the College being overwhelmed with the number of issues and cases generated from Students within the Student Support and Guidance areas, SMT were very pleased with the new staffing structure which had been introduced this year to help cater for the increase in demand for support from Students.
 - There are on-going discussions with the Team dealing with support and guidance to see how better to manage and agree safe caseloads and deal with capacity issues, which are still to be resolved.
 - ***Jo Redfern confirmed that she had sat in on one of the guidance SARAPs, and had met two of the new in post appointments, who were very impressive and engaging.***
 - Alison Cousens confirmed that weekly meetings were held with the 3 lead managers and the central operations' Team and that despite the enormous increase in demand and associated workload, it was working well.
- d) Section 4 Leadership and Management:
- Partnership – It was noted that the first annual strategic conversation with ESFA had been held last week including William Baldwin and Sandra Prail and the ESFA were pleased to see the awareness on this subject by the College and the aim to focus upon development partnership arrangements

It was noted that the CDP did not require Corporation approval and that for the December 2021 Corporation meeting, only the new CDP in respect of 2021/2022 would be presented to Corporation.
ACTION: James Moncrieff

2.2 Organisational Influence and Stakeholder Engagement Map

The document written by the Principal, was taken as read and the Committee discussed the content of the document, noting that a final version would be presented to Q & C Committee in the Spring Term 2022, once SMT had worked on the current version.

Review and discuss and make suggestions for amendment and feed into final cc approved by Q & C in spring term.

- SMT's intention is to map strategic areas in respect of partnerships rather than incorporate a detailed list of all partnerships in one place, which quickly become out of date.
- Alison Cousens explained that the document will be very useful for management and the importance of this with regards to operational and strategic aspects, was noted.
- ***The Committee questioned the proposal for further evening provision and it was noted that a paper was going to Resources Committee to consider this, which linked to the local strategic improvement plan success. SMT is awaiting the outcomes identified from the area skills needs assessment before making further plans.***
- ***In response to a suggestion from Governors, it was agreed that the document should also incorporate all relevant Governors' connections and also determine Governors' ambassadorial roles in connection with this. Sandra Prail offered to lead on this with Governors, acting as a liaison point of contact between Governors and Managers. ACTION: William Baldwin.***
- The Committee was reminded that the Corporation has adopted the new AoC Code of Good Governance and that stakeholder engagement was part of the Code's compliance, which would need to be monitored and actioned accordingly, to ensure that all the mandatory requirements have been met. James Moncrieff agreed to pass on the various suggestions to SMT including whether to invite relevant Governors along to particular meetings and liaise and delegate some aspects to Governors to take forward and get involved.

Subject to the comments made above, the document was recommended to Corporation for approval, noting that further progress would be made, ensuring the Strategic Plan priorities are being reflect, before the final document is ready. It was agreed that subject to their only being further minor changes to the wording, the document would not need to be re-presented to Q & C Committee next Spring. **ACTION: William Baldwin**

2.3 SARAPs

Thanks were recorded to those Governors who had attended one or more SARAP meetings and for the feedback provided to SMT.

- A summary of the College's SARAP process was provided to the Committee as a reminder, noting the quality review and improvement aspects for all areas of the College provision, including both Teaching and Support areas.
- Governors who attended the SARAP meetings have provided feedback to SMT which will be shared with the relevant departments as necessary. At the Spring Term Q & C Committee an update regarding actions from the SAR and action plan, will be provided, included reference to Governors' involvement in the process. **ACTION: James Moncrieff**
- However, at this point reference was made to the IT curriculum issues raised by Governors and which had been taken forward by SMT.
- The final SARAPs contribute to the College SAR which will be presented to Corporation later this year.
- The Committee acknowledged the benefits of Governors being included in the SARAP meetings and being able to seek assurance from witnessing the SARAP process and recognised that this represented a positive culture of trust within the College. SLT agreed that it was useful to have input and challenge from Governors which was welcomed by Staff.
- ***In response to a question from the Committee, Alison Cousens confirmed that the SARAP feedback from Governors would be incorporated in to the new CDP and in order to ensure***



that Governors' feedback was collated into one document ready for this, the Chair agreed to prepare the final version of Governors' feedback in readiness for this to be included in the CDP due to be presented at Corporation in December 2021: ACTION: Sandra Prail/Alison Cousens.

2.4 Risk Assurance

James Moncrieff presented the document to the Committee and the following points were recorded:

In response to a question from the Committee relating to the last point relating to IT under academics 3.7, and whether SLT was confident that the issue had not worsened, the Principal and Digital Director reported that the improvements in IT infrastructure, but highlighted concerns regarding cyber security risk and reported on the works being undertaken to manage and mitigate this risk.

The Committee agreed that taking into account the contents of the paper and the assurance provided by SMT at the meeting that they were able to recommend to the Audit Committee that assurances were in place in respect of the risks allocated to Q & C Committee and that there was adequate mitigated in place. **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 – approved and recommended for approval - and refer to confidential section below.

3.2 Notes from Task and Finish Group Meeting – Admissions Policy Review – noted

3.3 Complaints Policy and Guidelines – recommended to Corporation for approval.

At this point Alison Cousens advised that as indicated at the Summer Term Meeting, in future, the Safeguarding and Child Protection Policy would be brought annually to the Autumn Term Meeting.

ACTION: Alison Cousens

SECTION 4: OTHER ITEMS

4.1 Any Other Business - None

4.2 Date of Next Meeting – Wednesday 2nd March 2022

SECTION 5: CONFIDENTIAL BUSINESS REFER TO CONFIDENTIAL PINK MINUTES – SEPARATE RECORD

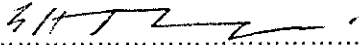
5.1 Confidential Minutes from the Last Meeting – NONE.

5.2 Matters Arising – None

5.3 Annual Safeguarding Report

5.4 Annual Complaints Report - noted

5.5 Any Other Business (Confidential Business) – None.

Chair..........Date.....2/3/2022.....



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CONFIDENTIAL MINUTES OF THE MEETING OF THE QUALITY AND CURRICULUM COMMITTEE
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Jo Redfern joined the meeting virtually via M. Teams.

The meeting commenced with a demonstration given by James Moncrieff of the College's bespoke Database Progress Central Programme including the quality dashboard and focusing upon the student progress and outcomes.

The meeting was quorate.

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Governors had been invited to submit questions arising from the papers, prior to the meeting via M. Teams, so that all Committee members could view these.

**SECTION 5: CONFIDENTIAL BUSINESS TRANSFER TO CONFIDENTIAL PINK MINUTE ONCE
DRAFT AGREED WITH CHAIR**

5.1 Confidential Minutes from the Last Meeting – NONE.

5.2 Matters Arising – None

5.3 Annual Safeguarding Report

- a) Termly Update from Lead Safeguarding Governor – Andrew Wright – overview of the year's visits to Staff DSL and HR**

Alison Cousens highlighted the key priorities as set out on the paper front sheet.

Andrew Wright then gave the following

Term 1 Report 2021 Safeguarding Governor Termly Strategic Monitoring Report
Delivered as verbal report Monday 15 November at Q&C Meeting

<i>Notes on evidence-gathering process for Term 1</i>
Governor Visit to safeguarding team and HR colleagues on 5 th October
3 x telephone calls with Designated Safeguarding Lead in SLT
SARAP meetings with Safeguarding and Student Support 5 th November
Governor support material, paperwork, and dashboards
Preparatory Ofsted meetings with James, Sandra, and Gill with follow-up for 30 November
<i>Section 1: Current Trends, Emerging Issues & Thematic Elements for this year's visits</i>

Headlines:

A very challenge context, ongoing serious mental health and safeguarding issues at a very high level, suicidal ideation, anxiety.

Counselling referrals incredibly high and resources stretched within the college and with outside agencies as well.

Historical sexual and relationship complexities clear and live issues in college, with historic cases requiring ongoing support for victim and alleged perpetrator.

New structure bedding in well, an excellent set of appointments and colleagues developing great relationships and systems

Staff confidence in safeguarding team very high and new procedures and information sharing protocols developing very well.

SCR now on personnel software system, very thorough process of moving information from paper files and a spreadsheet in a database, ongoing but 90% completed.

Key Strategic issues:

The level of need is very, very high, the new structure has enhanced student-facing capacity but that is still currently being overwhelmed.

Agencies are overwhelmed and waiting lists are extensive.

Historical sexual and relationship complexities absorbing a lot of time because all parties need support live in college

Casework management structures being built within the safeguarding team and development of agreed and strong dataset to measure issues, progress, impact and to help triage cases

Proactive support for students and families to enable them to help themselves in terms of well-being, mind management and learning developing as part of a strategic interface between tutorial, student support and the curriculum and fitness to study policy and infrastructure around this

Preparation for Ofsted continues with core team of governors working closely with SMT

Safeguarding Themes for Future Monitoring Visits:

For discussion, A theme around Everybody's Invited report and student experience around social attitudes to consent and sexual relationships and inclusiveness

A theme around – Building proactivity and self-help support for mental health for students

Reviewing data analysis and triaging processes within safeguarding team and resourcing – Progress Central data for student development

Site security and online safety and security, cyber security

Men's mental health – girl's more vocal than the girls

Section 2: Resources: Human & Physical (including Single Central Record)

New student support structure in the storming and forming stage of development, working through strategic analysis of core data sets and information organisation so that different teams across the college can work in a more co-ordinated fashion. For example, development of categories of need and on the safeguarding logging database to make sure key colleagues have access to information at the right level and can easily report issues and needs

SCR (Single Central Record) is now electronic and safer recruitment protocols are extremely robust and well-managed and database enables all colleagues to be kept apprised of their statutory responsibilities in terms of DBS checks, reading KCSIE updates and declaration of interests

Strategic structure is developing datasets to enable assessment of impact and in the exploration of problem-space of managing safeguarding within the new environment and system is working to devise new and simple triaging processes that will enable us to measure need, impact and strategic develop support in future

Section 3: Training Schedule Staff / Governors

Every governor has read the key safeguarding documentation

Staff have had statutory and extensive safeguarding training by the new safeguarding team



Strand 4: Strengths and Area for Development	
A dynamic, engaged, curious and robust new safeguarding and student support structure is systemising information capture, analysis and triage and developing extensive communicative networks to service the safeguarding support for students. The SARAP process has thrown up some extremely interesting and useful areas of commonality and the opportunity to develop safeguarding and student support data that will iteratively inform the further development of the services in future.	
Section 5: Audits, Reviews and Compliance	
Safeguarding audit carried out – Audit included as an attachment	
<p>Governing body/nominated governor receives information on CiC/PiC exclusions</p> <p>Governing body/nominated governor receives information on CiC/PiC attendance</p> <p>Governing body/nominated governor receives information on CiC/PiC progress</p> <p>There are strategies, systems, and initiatives in place to ensure that participation and user engagement from children, young people and their families and carers is informing school/college policy and procedures linked to safeguarding.</p> <p>The school/college has policy and procedures in place for identifying possible mental health problems, making referrals, and providing support. Develop cross-college Mental Health Strategy to include fitness to study / suicidal ideation policy and procedures</p> <p>The school/college physical intervention policy is not a 'no contact' policy. Staff may have to physically intervene to fulfil their duty of care towards a child.</p> <p>The physical intervention policy details requirements for staff training <u>and these requirements are met.</u></p> <p>The physical intervention policy details requirements for incident <u>recording</u> and reporting, including <u>reporting to parents/carers, and these requirements are met.</u></p> <p>The physical intervention policy details requirements for individual risk assessment and risk reduction plans and these requirements are met.</p> <p>Physical intervention reports and risk assessments are monitored and reviewed to enable the school/college to minimise the use of physical intervention.</p> <p><u>See full audit included with these papers</u></p>	

Andrew Wright also reported on a safeguarding audit which he would also be sharing with the Committee Chair (and to other Committee Members/ Governors – on request). **ACTION: Andrew Wright**

Thanks were recorded to Andrew Wright for his valuable support for the College in this area;

The Committee recognised that the subject of "Prevent" had not yet been discussed at this meeting but Alison Cousens confirmed that a staff training event on this subject had been held last week.

Following a suggestion from Andrew Wright, it was agreed with the Student Governors that a meeting with Andrew Wright should be arranged to obtain feedback from the Students regarding Safeguarding issues and the various proposals in the report above (copying in Alison Cousens for information). **ACTION: Andrew Wright/Student Governors**

In conclusion, Andrew Wright's various recommendations were endorsed by the Group and recommended to Corporation. **ACTION: Chair/AMC**

- b) Front sheet
- c) SARAP 2020/2021 and Action Plan 2022
- d) Established Operational Safeguarding Actions – 2020/2021

Noted reports above.

5.4 Annual Complaints Report - noted

5.5 Any Other Business (Confidential Business) – None.

Chair.......... Date..... 2/3/2022