



BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE QUALITY AND CURRICULUM COMMITTEE HELD ON THURSDAY 9th NOVEMBER 2017 AT 6.00 P.M. IN ROOM 413/414, COPPER BUILDING

Present: Lucy Aditi (Governor – Teaching Staff), William Baldwin (Principal), Peter Freeman (Chair of Governors), Gillian Hampden-Thompson (Governor), Keir Hobby (Governor – Student, Lynn O’Meara (Governor), Jacquie Punter (Co-opted Committee Member – Teaching Staff), Jo Redfern (Governor), Abby Stock-Duerdoth (Governor – Student)

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

The meeting was quorate.

SECTION 1: ROUTINE AND STANDING ITEMS

1.1 Apologies and Welcomes

Welcomes: Keir Hobby (Governor – Student).

Apologies: Elena Gualtieri (Co-opted Committee Member) and Sarah Nield (Governor-Parent).

1.2 Minutes of the Meeting held on 3rd March 2017

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

ACTION: Louise Pennington

1.3 Matters Arising

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

- a) Acronyms: To assist Governors, SMT should include definition with first use of any acronym in reports for Governors. There is also a list of common FE acronyms in a schedule included with the Governors’ Induction file – accessible to all Governors on the Governors’ section of the website (user name/password required).
ACTION: SMT/LEP
- b) SAR – this was scheduled to be brought to this Committee, but following a meeting with the Committee Chair and Principal, the first draft will now be presented directly to the December 2017 Corporation Meeting, after which any final changes will be made in January before the ESFA submission deadline on 31st January 2018.
ACTION: JAM
- c) EDIMS (Equality and Diversity Implementation Measures) – Student EDIMS in progress (HR EDIMS completed) and EDI (Equality, Diversity and Inclusivity) SAR (Self-Assessment Report) completed. The final EDIMS report (Students) will be presented to the Spring Term 2018 Q & C Committee Meeting. **ACTION: AMC**
- d) Confidential business (Complaints Report) – to be dealt with under Confidential Business.
- e) Termly Updates – the action in the papers has been superceded by the decision agreed between the Committee Chair and SMT. Accordingly there will no longer be separate termly updates from the Deputy Principal and Assistant Principal, with Q & C information being reported via the CDP (College Development Plan) or other paper.
- f) Student Destinations Report – Alison Cousens explained that the report was already in the process of being published so the action will be carried forward to the publication of the next Destinations Report in the Summer Term 2018. **ACTION: AMC**
- g) Policies (Admissions and Child Protection) and Student Charges’ Schedule – approved at July 2017 Corporation.
- h) BHASVIC Annual Report – calendared to discuss at Q & C Committee Spring Term Meeting. **ACTION: WJB**
- i) Committee Annual Self-Assessment and Terms of Reference (TOR) – following completion of the Governance Review and the recent Governors’ Strategy Event, a paper will be prepared for Corporation in December 2017 which it is intended will include any revisions to Committee TORs. The amount of papers for meetings has been reviewed by SMT/LEP and GHT and revised accordingly; the Committee Chair and Principal also

discussed the exam results and agreed that an additional Q & C Committee meeting was unnecessary in September. **ACTION: LEP**

- j) Risk Assurance – confirmed assurance adequate to Audit Committee June 2017.

1.4 Declaration of Interest

None.

1.5 Termly Update – Student Governors

The Student Governors had prepared the following feedback based on the suggested focus by the Chair and Principal in order to ensure that their termly report relates to the remit of the Q & C Committee's terms of reference and the College's strategy. The following issues were raised, reflecting experiences of the Student Governors since their appointment:

- Progression to Year 2: There seems to be a lack of consistency between the level of information provided regarding the content and requirements for the second year per subject and the Student Governors advised that some Students would benefit from more information being made available at the outset of the A2 course in year 1 which would assist transition between A1 and A2. Some Students had also been confused regarding the initial dates for attendance/lesson commencement.
- Start of Year: The Students' experience was mixed regarding the various processes involved at the beginning of term and thought that additional information which reinforced requirements would be useful. This matter has been discussed at the recent Student Council Meeting. The Committee was informed that there had been some issues regarding the launch of the new Website with effect from 1st September, which may have generated some confusion for Students.

The Committee discussed the content of the Student Governors' report going forward and it was agreed to revise the termly update and call it the "Student Governor Perspective". **ACTION: LEP**

It was also recognised that on appointment, new Student Governors would need more guidance during their induction, regarding the information which the Committee would like to be included in their termly reports. Accordingly it was agreed that the Committee would like Student Governors to focus on key "strategic related" issues occupying the Student body relating to the overall student experience including issues arising from admissions, teaching and learning, progress, student support and guidance matters which have been identified at the Student Council, but also including the Student Governors' own views and at the same time avoiding anecdotal evidence. At this point it was noted that Keir Hobby was the SU Student Liaison Officer and chaired the Student Council in this capacity which would assist the revised requirements. The Committee also suggested that it would be useful to have successful aspects reported alongside areas of concern. **ACTION: Student Governors**

SECTION 2: CURRICULUM AND GUIDANCE ITEMS

2.1 College Development Plan (CDP) 2016-2017 – Final Update on Quality, Curriculum and Guidance Issues

The Committee endorsed the format and content of the College Development Plan and it was agreed that the executive summary provided clear guidance to Governors in one document and avoided the tendency to duplicate information provided to Governors in the past.

The Committee was reminded that for this academic year, the Corporation would be required to approve both the CDP and the SAR; the first three sections of the CDP would be revisited termly at Q & C Committee, whilst section 4 of the CDP (Leadership and Management) would be considered at the Finance and General Purposes Committee.

a) Outcomes for Learners

The Principal reminded the Committee that this was the first meeting since Results Day and reminded Governors of the excellent outcomes (including Value Added outcomes) achieved by Students, despite the move to linear A Levels. It was highlighted that BTEC results had reduced slightly which reflected a revised specification and a more stringent assessment framework.

Referring to target 8 Retention, on page 15, in response to a questions regarding retention, the post A1 end of year examinations process was explained to Governors, during which some students decide not to continue and others may have been unsuccessful in their exams and are unable to continue into year 2. Although the A2 student retention rate is 97%, the College is investigating ways to improve this following the move to linear A Levels. However it was also explained that some Students don't continue owing to major health and other support issues.

Page 14 Target 1 Student Numbers 16-19 – Governors were reminded of the admissions and enrolment issues which affected the College last year including planning/science laboratory space etc. For this year the number of students on roll as at the funding census deadline is 2,777.

Page 15 Target 6 Value Added – in response to a question from the Committee, the Principal explained the measures used to benchmark against the national picture including ALPS (A Level Performance System) which also includes Independent Schools and where an ALPS level 2 equates to being in the top 10% of the Country's providers. The reference to 0.2 as measured by the DfE (Department for Education) analysis, this information was only released this week and is checking data – this is likely to increase with the final release of the tables data in January 2018 by the DfE. The checking data indicates that students achieve 1/5 grade better than predicted. Overall the results continue to be outstanding at BHASVIC. At this point congratulations were recorded to students and staff for this achievement.

The Committee questioned whether there were underperforming departments and whether progress had been made/support implemented going forward to improve outcomes. In response, the Deputy Principal explained the indicators used by the College to highlight any issues which required attention (ALPS information provides indicators; RED – good, BLACK – average – BLUE – unsatisfactory) and it was noted that BHASVIC no longer had any BLUE classified courses, except for one course with very few students (which was Red the previous year). The management at BHASVIC (CQT – Curriculum and Quality Team) sets its own measure, so that the lower half of the BLACK average grades are equated to ALPS BLUE in order to focus on continuing improvement, with the aim of ensuring that all courses are above average (top half of BLACK and RED – good). Specific work is carried out to resolve any issued identified and to improve the overall results at department level, details of which are reported via the SAR. Within the SAR this year, there will be detailed accompanying explanations for governors about the developments taking place with courses and departments which are areas of focus for quality work.

Regarding a question from the Committee arising from the recording of progress in respect of disadvantaged students as Governors wanted to see information reflecting this, the Principal agreed to investigate methods to report upon student performance for the current academic year, noting that some information was provided by the Department for Education. Accordingly any updates will be incorporated into the CDP for 2017/2018. **ACTION: JAM**

Page 15 Target 5 Level 2 Achievement GCSE Retakes – Governors were reminded that this related to students who were re-taking English and Maths GCSE, having failed to achieve a pass at their secondary schools. The pass rate is around 20% nationally for colleges and it was noted that the 55% target in the CDP seemed low bearing in mind in recent years. This year the College had achieved an overall pass rate of 63%. The pass rate target in the CDP should be raised for 2017/18. **ACTION: JAM**

b) Quality of Teaching, Learning and Assessment

The Deputy Principal highlighted the key aspects of this section of the CDP and confirmed that all A Levels which started this September are now linear. There are also some significant reforms within the BTEC qualifications making them more academically rigorous. All BTECs will be moving over to include examinations by 2019, combined with revised rules on feedback to students. Student Voice continues to be developed by CQT to share best practice and encourage increased use of student voice for quality improvement, whilst allowing flexibility and avoiding a 'one size must fit all' approach. The Student Voice/satisfaction rates have reduced for A2 students which CQT believe reflects the impact of linearity in some departments and with some exam boards.

The Committee also discussed the various aspects of flipped learning and other teaching and learning developments noting that flipped learning was working particularly well for some subjects.

c) Personal Development, Behaviour and Welfare

The Assistant Principal introduced section 3 of the CDP highlighting the national increase in concerns regarding student mental health issues which may have been affected by the move to linear exams, placing increased anxiety on students and staff.

The tutorial programme has been revised this year to enable a focus upon employability skills and students' wellbeing.

The Committee discussed the issue raised at an earlier meeting regarding the College's Admissions Policy and the rules relating to sibling link, noting that this aspect of the policy would be kept under review and also noting that the college's ability to assess the authenticity of evidence for this criteria was untested. It was agreed to keep the new categories, and particularly the sibling link, under close review. **ACTION: JAM**

In response to a question from the Committee regarding the work to integrate ESOL (English Speakers of Other Languages) Students with the rest of the Student body, it was reported that further work was underway to improve

inclusion, including changes to the tutorial programme whereby ESOL students share aspects of this with other Students. Furthermore Safeguarding systems have been developed within ESOL to ensure more support is provided where needed. The Student Union has invited ESOL students to their meetings and will continue to encourage this. The January Freshers Fayre has also been organised to offer all students who may have missed out on various social activities, another chance to participate in various societies, clubs etc.

The Committee also noted the increase in the number of students being awarded bursaries, although the reasons for this were unclear.

At this point thanks were recorded to Lucy Aditi as it was her last Q & C Committee meeting, since her term of office as a Governor (Teaching Staff) was due to end in December 2017. Lucy Aditi left the meeting.

ACTIONS:

- 1) Analysis of outcomes in respect of disadvantaged Students - **JAM**
- 2) Review Target set for GCSE pass rate - **JAM**
- 3) Sibling link policy with Admissions Policy – to be reviewed and any proposed changes to be reported to Committee – **JAM**
- 4) Incorporate year 1 progression information into CDP – **WJB**
- 5) CDP to Corporation - **WJB**

SECTION 3: CONSENT AGENDA – new agenda for Corporation and trial for Q & C

The revised format of the Agenda, which is also being trialled for Corporation was endorsed by the Committee and it was agreed to review this after one year. **ACTION: GHT/LEP**

POLICIES AND OTHER DOCUMENTS

3.1 Equality, Diversity and Inclusivity Policy

The Principal reported that the revised policy would be reviewed by JUMCoG (Joint Union Management Consultative Group) before Corporation and any issues identified would be incorporated into the Policy and presented to Corporation in December 2017 for final approval. Should there be any significant issues arising once discussions with JUMCoG commence, then the policy will be returned to Q & C Committee for further consideration. **ACTION: WJB/AMC**

The revised policy was recommended to Corporation for approval. **ACTION: AMC**

3.2 RISK ASSURANCE

The Deputy Principal presented the Executive Summary to the Committee and agreed to circulate the Q & C risks within the Risk Register to the Committee members after the meeting. However it was noted that there were no key Q & C risks (risks scoring 6 or 9) on this occasion. If the Committee members have any issues once the report is circulated, it was resolved that they should contact the Deputy Principal in the first instance, who would inform Audit Committee of any issues, after consultation with the Committee Chair. **ACTION: JAM**

The Committee was reminded that SMT reviewed the full Risk Register termly and each Committee was presented with the risks for which they have responsibility termly too. The Audit Committee oversees the Risk Register and assurances are passed from Committees to the Audit Committee in respect of provision and adequacy of information from SMT to each Committee.

SECTION 4: OTHER MATTERS

4.1 ANY OTHER BUSINESS

Ofsted Learner View – the Deputy Principal demonstrated the information available on the Ofsted website regarding survey analysis acquired from parents and students. Although benchmarking information is unavailable, other Colleges' analysis is available from this site too.

4.2 DATE OF NEXT MEETING

TUESDAY 27TH FEBRUARY 2017

SECTION 5: CONFIDENTIAL BUSINESS

It was resolved that Staff and Student members should remain for the confidential business matters.

5.1 Confidential Minutes from Meeting held on 5th June 2017

The draft minutes were considered by the Committee and approved. The Chair was authorised to sign these.

5.2 Matters Arising

At this point the confidential issues included within the Actions' Schedule were raised and it was resolved to discuss this within the Complaints' Report item below.

5.3 Annual Report on Safeguarding

The content of the Report was discussed including the length and also comparison with the size of the Complaints' Report. The following points were recorded:

- The Assistant Principal and Lead Designated Safeguarding Governor (Lynn O'Meara) meet every term and have discussed the structure and format of this annual report in terms of disclosure and adequacy of information provision to Governors
- There remains confusion within the sector regarding the consistency of judgements made by providers regarding categorisation and thresholds. Further work is required before benchmarking information with Brighton and Hove is available and the College is also looking to enable exchange of information within the S7 Colleges in order to provide an alternative benchmarking option.
- Further work is required within the College to ensure centralised reporting.
- The Lead Safeguarding Governor suggested that the assumption on page 54 regarding the indication that there has been an increase in numbers of safeguarding cases at BHASVIC, may not be sound, it may only suggest this was noted by the Committee.
- Safeguarding Training (an Action Point from HR Committee Summer Term) has been included within the Report, but not within the narrative section.
- The detailed content of the paper was endorsed, taking into account Governors' safeguarding responsibilities.

ACTIONS:

- 1) Include in the Annual Report that that College has (or hasn't) met its obligations in terms of training/staff responsibilities, together with a list of those staff members who have Safeguarding responsibilities/all posts have been appointed etc, and that the Policy has been implemented. - **AMC**
- 2) Following a request from Governors, it was agreed that where the information is available, each incident listed should include a note about whether this occurred inside or outside College and also whether the incident was between Students at the College too. – **AMC**
- 3) Annual Report to go to Corporation for information. **AMC**

Thanks were recorded to both the Designated Lead Staff Member and Governor.

5.4 Annual Complaints' Report

The Principal presented the Report to the Committee and the following points were recorded:

- Action from November 2016 – "include supporting explanation behind each complaint etc" – The Principal confirmed that this information was held separately and was available to Governors on request.
- Action from June 2017 – "summary report should include evidence that complaints handled by SMT within timeframe set" – refer action below.
- Only Complaints reported directly to the Principal have been included in the Report and it was made clear that many other "complaints", including some significant ones, were notified to other staff and dealt with lower down the management chain. Some issues raised by Parents/Students were resolved prior to reaching the Complaints' stage.
- The Principal commented that the report did not reflect the amount of management time that went in to dealing with complaints and it was worth remembering that this was considerable. The Committee sought confirmation that complaints had been handled within the timeframe set by the policy which was confirmed

and also that where any Complaints reached the appeals stage and had been passed to the Governing Body this would also be included.

- The Report will be presented to Corporation for information at its December 2017 Meeting. **ACTION: WJB**

5.5 Any Other Business (Confidential Matters)

None.

CHAIR.....

Date.....