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# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## QUALITY COMMITTEE

Minutes of a Meeting held on Wednesday 5 March 2008 at 5.00pm

<b>Membership:</b>	* Rob Munson	Member	Chairman
	* Judith Armstrong	Principal	
	* Louise Brierley	Member	
	* Lucy Dean	Student Member	
	David Eyre	Member	
	Ron Young	Member	
<b>Quorum:</b>	3 Members required	4 Members present	Meeting quorate
<b>In Attendance:</b>	* Simon Burrell	Clerk to the Corporation	
	Beverley Flanagan	Director of Business Development (DBD)	
	* Wynne Handley	Head of Quality & Staff Development (HQSD)	
	* Pete Phillips	Deputy Principal – Curriculum & Quality (DPCQ)	
	* Linda Pickering	Director of Curriculum (DC)	
	* Present		

### 71. APOLOGIES FOR ABSENCE

David Eyre, Ron Young, Beverley Flanagan (DBD).

### 72. ELECTION OF CHAIRMAN FOR THE MEETING

Rob Munson was elected Chairman of the Committee for the meeting.  
(Proposed by Judith Armstrong, Seconded by Louise Brierley)

### 73. DECLARATION OF INTERESTS

There were no declarations of interest made.

### 74. NOTIFICATION OF ANY OTHER BUSINESS

The DPCQ notified one item of Any Other Business.

### 75. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 14 November 2007 were confirmed and signed as a correct record by the Chairman.

### 76. MATTERS ARISING

#### 1. Lesson Observation Report 2006/07 (Minute 64)

The HQSD updated Members on the revised lesson observation (LO) procedures that were being implemented within the Business Unit. She also advised that there was a need to review the process and operation of LOs in relation to work assessment-only undertaken off site. **ACTION: HQSD**

## **2. Draft College Performance Report 2006/07 (Minute 65)**

The DPCQ referred to the updated data that is part of the College SAR. He advised that the College continued to show ongoing improvements to success rates for 16-18 year old students. He highlighted one area of concern in relation to Level 3 'A' and 'AS' programmes (16-18). Although the number of enrolments was low this was an area requiring major improvement. His main concern, however, was with Level 1 and Level 2 19+ students, where the success rates were lower than in previous years. He stressed that much of this related to previous problems within the IT Centres that were now being resolved, but that significant improvements would probably not be seen until 2008/09.

## **77. COLLEGE SELF ASSESSMENT REPORT (SAR) 2006/07 AND QUALITY IMPROVEMENT PLAN (QIP) 2007/08**

A written report was received and considered. An updated SAR/QIP was tabled for Members information.

### **1. SAR**

The DPCQ updated Members on the compilation of the SAR. He advised that it had been through a formal validation panel which had been chaired by a Member of the Corporation and which had also included representatives from other colleges.

### **2. QIP**

Members raised queries about those parts of the QIP which did not show fully the level of progress being made with particular reference to WBL (Work Based Learning). The DPCQ explained that an updated progress report for all areas of the QIP would be presented to the Summer Term meeting and also confirmed that while there had been some improvements in WBL, it was still an issue for the College. Members requested that a report on WBL should be a main agenda item for the next meeting and it was agreed it might be useful to invite the Head of the Apprenticeship Department to this meeting. The DPCQ advised that an external consultant was due to spend two days in College in April 2008 reviewing WBL provision.

**ACTION: DPCQ (Clerk)**

The DPCQ and DC updated Members on progress made in a number of areas included within the QIP. The DC specifically updated Members on the current proposals to consolidate and enhance the ILP process with the aim of being able to produce a fully integrated single record system of student data.

In concluding their discussions, Members noted that, in general, progress was being made in most of the identified areas. It was agreed that each external Member of the Committee be 'linked' to a specific area of the QIP in order to review that area in more detail. At the next meeting reports would be received on WBL (Rob Munson's area) and on the Teacher Support Unit/VLE/ILT (Louise Brierley's area).

**ACTION: HQSD**

**It was RESOLVED to RECOMMEND to the CORPORATION that the Self Assessment Report 2006/07 and Quality Improvement Plan 2007/08 be approved.**

## **78. ANALYSIS OF STUDENT QUESTIONNAIRE RETURNS (CRAE1A)**

A written report was received and considered. The HQSD also tabled, for Members information, two additional schedules that outlined the student responses in detail, and compared their responses over a three year period.

It was noted that a total of 2373 responses had been received (2202 in 2006/07). The overall satisfaction rate across all 36 questions was 88%, with 96% (95%) of full time student responses advising that they would encourage others to attend the College.

The Committee noted the very positive responses, and congratulated all the staff concerned in achieving the results shown.

**79. STUDENT DESTINATION SURVEY 2006/07**

A written report was received and considered. A copy of the detailed responses was tabled for Members information. The HQSD advised that the numbers of learners with known destinations continued to increase year-on-year since 2003/04, from 74% to 85% (1038 out of 1216).

The HQSD also advised that the responses had highlighted a number of matters for further investigation, eg. the increasing number of learners entering non course-related employment, and that a report was being made to the next meeting of the Academic Board. An update report will be made to the Committee at its next meeting. **ACTION: HQSD**

**80. ANALYSIS OF HAMPSHIRE COLLEGE RESULTS 2006/07**

A written report was received and considered. The HQSD advised that the 'average point score per student' for BCOT had increased to 593.9 (557.4 in 2005/06) and was the highest amongst comparable general FE colleges in Hampshire (the national average was 589.6).

The HQSD also advised that the 'average point score per examination entry' for BCOT was 202.9 (198.9) and was the lowest of the comparable FE colleges in Hampshire. She advised that this was primarily related to insufficient higher level grades being obtained per examination entry.

Members were pleased to note the overall continuing improvement in the results for BCOT.

**81. ACADEMIC BOARD MINUTES**

The Minutes of the meeting of the Academic Board held on 28 November 2007 were received and noted.

**82. ANY OTHER BUSINESS**

**1. Lesson Observations 2007/08**

The DPCQ advised that, in the past, Members of the Committee had accompanied a College Observer to participate in the lesson observation (LO) programme organised through the Teachers Support Unit.

It was agreed that Louise Brierley would be invited to participate in lesson observations in Construction, and Rob Munson in Creative Arts and Technologies. **ACTION: HQSD**

The Clerk was requested to email David Eyre and Ron Young advising them of the arrangements and seeking their involvement in the process. **ACTION: Clerk**

**2. Student Perceptions**

In response to a question from the Chairman, the Student Member advised that some students were concerned that they would not be able to achieve some of the high grade standards set by some lecturers. The DC advised that a distinction at National Diploma was the equivalent to achieving an 'A' grade at A Level, and that students should be made aware of this matter in order to assist them in understanding the grading structures used for different programmes. **ACTION: DC**

**83. DATE OF FUTURE MEETINGS (Meeting commences at 5.00pm)**

Wednesday 4 June 2008

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(Meeting closed at 7.00pm)

Confirmed as a correct record

Signed:..... Date:.....