

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

QUALITY COMMITTEE

Minutes of a Meeting held on Wednesday 21 January 2009 at 5.00pm

Membership:	* Rob Munson	Member	Chairman
	* Judith Armstrong	Principal	
	Kirstie Ball	Student Member	
	i Louise Brierley	Member	
	i Alasdair Spark	Co-opted Member	
	* Ron Young	Member	
Quorum:	3 Members required	3 Members present at start	Meeting quorate
In Attendance:	* Simon Burrell	Clerk to the Corporation (Clerk)	
	Alan Gwyer	Director of Business Development (DBD)	
	* Wynne Handley	Head of Quality & Staff Development (HQSD)	
	* Charmian Harrison	Director of Curriculum (DC)	
	* Pete Phillips	Deputy Principal – Curriculum & Quality (DPCQ)	
	Linda Pickering	Director of Curriculum (DOC)	
	* Present		
	i From Minute 116.2		

111. APOLOGIES FOR ABSENCE

Kirstie Ball, Alan Gwyer (DBD).

112. DECLARATION OF INTERESTS

There were no declarations of interest made.

113. NOTIFICATION OF ANY OTHER BUSINESS

There were three items of Any Other Business notified.

114. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 22 October 2008 were confirmed and signed as a correct record by the Chairman, subject to the following amendment:

Minute 98, amend heading to read "Welcome".

115. MATTERS ARISING

1. Development of a pro-forma of Governors' Lesson Observations (Minute 102.1)

A copy of the pro-forma, developed for use by Members of the Corporation whilst undertaking lesson observations, was circulated for information. The Clerk was requested to circulate a copy electronically to Members of the Ctte.

ACTION: Clerk

116. COLLEGE SELF ASSESSMENT AND QUALITY IMPROVEMENT PLAN (QIP) 2008/09

1. Self Assessment Report (SAR)

The DPCQ confirmed that the SAR had been circulated to all Members of the Corporation at its meeting in December 2008, and that he had received no further comments from Members. He advised that some minor amendments had been made subsequent to the meeting.

It was RESOLVED to RECOMMEND to the CORPORATION that the Self Assessment Report 2008/09 as updated be approved.

(Proposed by Ron Young, Seconded by Rob Munson)

2. Quality Improvement Plan (QIP)

A written report was received and considered. The DPCQ advised that the QIP was a 'working document', and was regularly being monitored and updated. He also advised that the QIP, along with the SAR, would be uploaded onto the LSC's internet 'portal' site.

(Louise Brierley joined the meeting)

The DPCQ took Members through the report. He highlighted those areas that he believed to be the key Areas for Improvement and outlined the strategies that had been identified to address these.

(Alasdair Spark joined the meeting)

Members considered the Areas for Improvement in detail and also sought clarification on a number of other matters contained in the report.

The DPCQ, HQSD and Director of Curriculum specifically highlighted the measures that are being put in place to improve the value-added achievement of students on National Diploma programmes.

It was RESOLVED that the QIP 2008/09 be received and noted.

117. RETENTION AND ACHIEVEMENT CAUSES OF CONCERN 2007/08

A written report was received and considered. The HQSD highlighted the use of the 'red flag' process to support courses that were giving cause for concern. The HQSD advised that the Teacher Support Unit (TSU) worked with staff and student teams to improve the performance of these courses.

The HQSD stressed that the schedule of courses giving cause for concern and 'red flagged' represented a small proportion of the total offered by the College. Members requested that, at the next meeting of the Ctte, an indication should be given (in general terms) as to the proportion of courses that fall into the causes for celebration and causes of concern categories.

ACTION: HQSD

The report was noted.

118. SUCCESS, RETENTION AND ACHIEVEMENT OUTCOMES AND TRENDS COMPARED TO TARGETS AND NATIONAL AVERAGES 2007/08

A written report was received and considered. The DPCQ took Members through the report and highlighted the comparisons for 2007/08 between 'target' and 'actual' success rates for long courses by level and age (16-18 and 19+) and short courses.

The DPCQ advised that, of the 10 long course success targets set for 2007/08, 7 were met, and of the 4 short course targets 2 were met. He also advised that for those categories where targets were not met, the various issues were explored in the SAR/QIP.

The targets for 2008/09 and succeeding years (to 2011/12) were agreed and the report was noted.

119. ANALYSIS OF STUDENT QUESTIONNAIRE RETURNS (CRAE 1A) 2008/09

A written report was received and considered. The HQSD advised that the CRAE 1A was issued to all first year and one year students on long courses in October 2008. Results showed a continuing improvement in perceptions of pre-course experiences and induction. Initial overall satisfaction had increased to 90% in 2008/09 compared to 88% in 2007/08.

Members were pleased to note the very encouraging progress being made across the College.

120. ACADEMIC BOARD MINUTES

The Minutes of the meeting of the Academic Board held on 26 November 2008 were received and noted.

121. ANY OTHER BUSINESS

1. National Learner Satisfaction Survey

The HQSD informed Members that the College was taking part in a national learner satisfaction on-line survey as part of Framework for Excellence. She advised that the College had been set a target of 1361 student responses which are to be completed by 13 Feb 2009.

2. Analysis of Hampshire College Results 2007/08

A copy of a report comparing the results from the Hampshire Colleges was tabled and noted. The HQSD advised that the analysis showed a continuing year-on-year improvement in average point score per student and per exam entry. However, she highlighted a significant issue in relation to value-added but emphasised that there were a number of measures being developed to improve on the value-added score. It was noted that these matters were included as part of the QIP Action Plan (discussed in Minute 116.2 above).

3. Committee Terms of Reference

The current Terms of Reference for the Ctte were reviewed. A number of changes were proposed. The Schedule of Business was also reviewed. The Clerk was requested to update the Terms of Reference as discussed for further consideration at the next meeting and to circulate the Schedule of Business to College Management for their comments and amendments. **ACTION: Clerk**

122. DATE OF NEXT MEETING (Meeting commences at 5.00pm unless stated otherwise)

Wednesday 6 May 2009

(Meeting closed at 7.10pm)

Confirmed as a correct record

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