

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## QUALITY COMMITTEE

**Minutes of a Meeting held on Tuesday 23 June 2009 at 5.00pm**

|                       |                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                |                                                            |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <b>Membership:</b>    | <ul style="list-style-type: none"> <li>* Rob Munson</li> <li>* Judith Armstrong</li> <li>* Kirstie Ball</li> <li>i Louise Brierley</li> <li>Alasdair Spark</li> <li>* Ron Young</li> </ul>                                                                                  | <ul style="list-style-type: none"> <li>Member</li> <li>Principal</li> <li>Student Member</li> <li>Member</li> <li>Co-opted Member</li> <li>Member</li> </ul>                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>Chairman</li> </ul> |
| <b>Quorum:</b>        | 3 Members required                                                                                                                                                                                                                                                          | 4 Members present at start                                                                                                                                                                                                                                                                                                                                                                     | Meeting quorate                                            |
| <b>In Attendance:</b> | <ul style="list-style-type: none"> <li>* Simon Burrell</li> <li>Alan Gwyer</li> <li>* Wynne Handley</li> <li>* Charmian Harrison</li> <li>* Pete Phillips</li> <li>Linda Pickering</li> <li>* Beverley Smith</li> <br/> <li>* Present</li> <li>i From Minute 129</li> </ul> | <ul style="list-style-type: none"> <li>Clerk to the Corporation (Clerk)</li> <li>Director of Business Development (DBD)</li> <li>Head of Quality &amp; Staff Development (HQSD)</li> <li>Director of Curriculum (DC)</li> <li>Deputy Principal – Curriculum &amp; Quality (DPCQ)</li> <li>Director of Curriculum (DOC)</li> <li>Deputy Principal Curriculum &amp; Quality Designate</li> </ul> |                                                            |

### 123. WELCOME

Beverley Smith, the newly appointed Deputy Principal Curriculum & Quality (designate) was welcomed to the meeting.

### 124. APOLOGIES FOR ABSENCE

Alasdair Spark, Alan Gwyer (DBD).

### 125. DECLARATION OF INTERESTS

There were no declarations of interest made.

### 126. NOTIFICATION OF ANY OTHER BUSINESS

There were no items of Any Other Business notified.

### 127. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 21 January 2009 were confirmed as a correct record and were signed by the Chairman.

### 128. MATTERS ARISING

#### 1. Retention and Achievement Causes and Concern 2007/08 (Minute 117)

It was noted that a report with updated data for 2008/09 would be presented to the Ctte at its next meeting.

**ACTION: HQSD**

**129. COLLEGE SELF ASSESSMENT REPORT (SAR) AND QUALITY IMPROVEMENT PLAN (QIP) 2008/09 – PROGRESS REPORT**

A written report was received and considered. The DPCQ advised that a number of the issues identified in the recently published Inspection Report were also included in the QIP. He also advised that the Inspectors had undertaken their review using data for 2007/08 and not 2008/09, and that a number of improvements could be seen when reviewed against this (2008/09) year's data.

The DPCQ took Members through the QIP. He highlighted a number of matters and outlined those areas where actions taken had led to significant improvements. He also advised on a change to the student target setting process and how this was now based on the national ALP data taken from the top 25% of colleges. He advised that the emphasis would be on setting student aspirational target grades rather than minimum target grades.

*(Louise Brierley joined the meeting)*

In reviewing the QIP, the DPCQ highlighted several matters that would also need to be kept 'on the agenda' through integration in the Post Inspection Action Plan.

In receiving the report Members noted the continuing improvements being made and expressed their confidence that SMT had got in place appropriate strategies to ensure that the College continued to progress towards the achievement of excellence status.

**130. NATIONAL LEARNER SATISFACTION SURVEY**

A summary report was received and considered. It was noted that the complete report had only been received on the previous day and that a full analysis would be presented at the next meeting of the Ctte.

**ACTION: HQSD**

**131. STUDENT DESTINATIONS SURVEY 2008**

A summary report was received and considered. A copy of the more-detailed data report was tabled for Members information. The HQSD took Members through the report. She advised that the College was required to collect the data on student destinations, and that the report was based on returns received from relevant 16-18 full time learners. It was noted that there had been a return rate of 87.5% (out of 1348 questionnaires issued) compared to 85% in 2007 and 77% in 2006.

The HQSD outlined changes against the previous year. She specifically highlighted a 4% reduction in students progressing to employment opportunities related to their course and a 1.5% increase to employment not related to their course. It was noted that although exact reasons for this change were not known it was most likely linked to the current economic downturn.

Members considered the report and suggested that in future it should contain a few case studies and pen pictures of actual students in order to highlight more clearly the progress students made after completing their programmes.

**132. REVIEW OF TERMS OF REFERENCE/SCHEDULE OF BUSINESS**

A written report was received and considered. The Clerk advised that the Terms of Reference and Schedule of Business had been updated following comments received at the last meeting. One further minor change to the Schedule of Business was made. It was noted that the updated Terms of Reference and Schedule of Business gave a good framework to guide the work of the Ctte.

**133. EQUALITY & DIVERSITY ANNUAL REPORT 2008/09**

A written report was received and considered. It was noted that the Annual Report had been produced before the Ofsted Inspection report had been published, and, therefore, did not address all the matters raised by the Inspectors.

The HQSD highlighted several areas in the report where more work was due to be undertaken in order to address success rate variations related to ethnicity, post-code, and where English was not the first language. These issues would also be addressed as part of the Post Inspection Action Plan.

**134. OUTCOMES FROM INSPECTION**

A written report was received and considered. The DPCQ advised that the Ofsted inspection report had been published during the previous week, and that a Post Inspection Action Plan (PIAP) would be produced shortly. He also advised that the report was structured in two parts – curriculum areas and cross-college areas. The newly appointed DPCQ, the Head of Quality & Staff Development and the two Directors of Curriculum would develop the PIAP and ensure appropriate actions were taken. A copy of the PIAP would be presented to the Ctte at its next meeting. **ACTION: DPCQ/HQSD**

The DPCQ advised that his report to the Ctte would also be presented to the Corporation at its meeting on 8 July 2009. The report outlined the grades allocated by the Inspectors, together with key strengths and areas for improvement. He took Members through his report and advised that although the curriculum grades were much as expected, the cross-college grades (particularly Quality of Provision) were disappointing. He also suggested that when reading the published report the overall impression was of a 'good' rather than a 'satisfactory' College.

The DPCQ also outlined the two key weaknesses identified by Inspectors in terms of Quality of Provision, namely the lesson grade profile and student drop-out rates in the first 3 months of the 2008/09 academic year, and he highlighted actions proposed to resolve these matters.

In summary, the DPCQ felt that it was not a major task for the College to progress from overall Grade 3s (satisfactory) to Grade 2s (good), but that it would require a more challenging and sustained effort to achieve Grade 1 (outstanding).

In receiving the report Members acknowledged the current position of the College and noted the positives highlighted by the Inspectors.

**135. ACADEMIC BOARD MINUTES**

The Minutes of the meeting of the Academic Board held on 18 March 2009 were received and noted.

**136. ANY OTHER BUSINESS**

There were no items of Any Other Business discussed.

**137. DATES OF FUTURE MEETINGS** (Meetings commence at 5.00pm unless stated otherwise)

Wednesday 21 October 2009  
Wednesday 20 January 2010  
Wednesday 5 May 2010

**138. FAREWELL TO RETIRING MEMBERS AND OFFICERS**

The Chairman advised that it was the last meeting for the Principal, Deputy Principal and Student Member.

The Ctte paid tribute to Judith (Principal) and Pete (Deputy Principal), thanked them for their involvement and work on behalf of the Ctte during their time at the College and wished them both a long and happy retirement.

Members thanked Kirstie (Student Member) for her term of office on the Ctte and wished her well in her Sports Therapy studies at London Metropolitan University.

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(Meeting closed at 6.55pm)

Confirmed as a correct record

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