

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

QUALITY COMMITTEE

Minutes of a Meeting held on Monday 2 November 2009 at 5.00pm

Membership:	* Rob Munson	Member	Chairman
	* Anthony Bravo	Principal	
	Chris Batten	Student Member	
	Louise Brierley	Member	
	* Donna Kitchen	Staff Member	
	Alasdair Spark	Co-opted Member	
	* Ron Young	Member	
Quorum:	3 Members required	4 Members present	Meeting quorate
In Attendance:	* Simon Burrell	Clerk to the Corporation (Clerk)	
	* Wynne Handley	Head of Quality & Standards (HQS)	
	* Beverley Smith	Deputy Principal – Curriculum & Quality (DPCQ)	
	* Liz Stuart	Corporation Member	
	* Present		

139. WELCOME

The Chairman welcomed Donna Kitchen (new Ctte member) and Liz Stuart (Corporation Member) to the meeting.

140. APOLOGIES FOR ABSENCE

Chris Batten, Louise Brierley, Alasdair Spark.

141. DECLARATION OF INTERESTS

There were no declarations of interest made.

142. NOTIFICATION OF ANY OTHER BUSINESS

There were no items of Any Other Business notified.

143. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 23 June 2009 were confirmed as a correct record and were signed by the Chairman.

144. MATTERS ARISING

1. National Learner Satisfaction Survey

The HQS advised that the College had been rated 'satisfactory' in the national survey. 1193 students had submitted returns, approx 100 short of the target that had been set. The HQS tabled a summary sheet outlining the general results from the survey. It was noted that of the nine main questions, the College was rated equal to the national average in one area, and slightly below the national average in the remaining 8 areas. It was anticipated that there would be a follow-up survey in Spring 2010.

144. (cont)

The HQS expressed College Management's concern that the response to Q8 (Acting on views) was below the national average, based on the amount of increased communication that had taken place within the College over the past few months.

145. STRATEGY FOR FACILITATING CHANGE

A Presentation by the Deputy Principal Curriculum & Quality

The DPCQ gave Members a presentation entitled Strategy for Facilitating Change, based on the results of the recent inspection (May 2009), outlining the common goal – the assurance of continual improvement - and how it was proposed to achieve this aim. She highlighted the 'learner success strategy' that placed learner success at the centre of all activities, and outlined changes to the curriculum and quality structure to support this. The DPCQ also informed Members of changes to the lesson observation (LO) process, and how future LO's would be unannounced.

The Principal highlighted that the overall objective was to achieve 'outstanding' status in four years time, and stated to all Members present that it would be his fault if this was not achieved.

At the end of the presentation Members sought and received clarification on a number of matters highlighted in the presentation. In response to a particular question about ongoing monitoring by the Ctte, the DPCQ confirmed that it was her intention to make a progress report at subsequent meetings. **ACTION: DPCQ**

146. TERMS OF REFERENCE

The Chairman suggested that following personnel changes to the senior management of the College, and the proposed outcomes from the recent inspection, it would be a good opportunity to review the Terms of Reference and Schedule of Business for the Ctte. It was agreed that the Terms of Reference were adequate for the needs of the Ctte, but that College Management would review the Schedule of Business and advise the Clerk of any potential changes. **ACTION: DPCQ/PRINCIPAL**

147. EXAMPLES OF OUTSTANDING SUCCESS RATES 2008/09

The HQS tabled a report highlighting the success rates for Grade 1 courses in the College. She advised that these courses accounted for 56% of all courses offered by the College. The HQS also tabled a report showing the success rates for the 'top 10' full time courses offered by the College. She also informed Members that 24% of courses were Grade 4. The Principal outlined the process used to review all those courses that had been 'red flagged'.

The HQS sought Members guidance on the level of, and type of, reporting that they would wish to receive in future reports. Members outlined the type of data they would like to receive, based on profiling, split between long and short courses, % by Grade, changes by year/curriculum area and highlighting any 'spikes' in programme areas. Members also stressed that they wished to see 'both ends of the spectrum'. **ACTION: HQS**

148. COLLEGE COMPLAINTS REPORT 2008/09

The DPCQ tabled a schedule of 27 known complaints made against the College during 2008/09. The Principal felt that this did not list all complaints received, as some may have been dealt with by Departments. However, he had now instigated a new process whereby he saw copies of all complaints.

Members expressed their 'surprise' at the number of complaints that were upheld either in full or partially (23 out of 27).

A further report would be made at the next meeting of the Ctte.

ACTION: DPCQ

149. OFSTED REPORT MAY 2009/POST INSPECTION ACTION PLAN (PIAP)

The HQS advised that work on producing the PIAP was complete, and awaiting final commentary from the LSIS consultant, and that it had been based on the nine key areas highlighted in the inspection report. She advised further that it was proposed to finalise the PIAP later that week prior to publishing it on the College Intranet for staff access. She stressed it was integrated with the Learner Success Strategy outlined in the DPCQ's presentation earlier in the meeting.

It was agreed to email all Members of the Corporation when the final version of the PIAP was available for access on the Intranet. **ACTION: HQS**

150. SAR 2008/09 UPDATES/GRADINGS

The DPCQ tabled a schedule of grades for each department/support area, based on the SAR standardisation results for 2008/09. She took Members through the schedule and highlighted a number of points. It was noted that the Validation Session was scheduled for 25 Nov 2009, and that external validators would be present.

It was agreed to review the validated results at a special pre-meeting, immediately prior to the next meeting of the Ctte. **ACTION: DPCQ**

151. GRADE 4 COURSES

The DPCQ tabled a paper giving a breakdown of courses by grade and department. She advised that 24% (100 programmes) of all courses were currently Grade 4 (Grade 1: 56%, Grade 2: 12% and Grade 3: 8%). She stressed that a lot of the areas that were Grade 4 related to infill into other programmes, and that these were being subsumed into other programmes. She advised further that each Grade 4 programme was now being monitored through the QIP/SAR and would be reviewed in December 2009 by the Principal and HODs.

152. ACADEMIC BOARD MINUTES

The Minutes of the Academic Board meeting held on 24 June 2009 were received and noted.

153. ANY OTHER BUSINESS

There were no items of Any Other Business discussed.

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

Wednesday 20 January 2010, commencing at 4.00pm
Summer Term meeting - tba

(Meeting closed at 7.30pm)