

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## QUALITY COMMITTEE

Minutes of a Meeting held on Wednesday 20 January 2010 at 4.00pm

|                       |                      |  |                 |
|-----------------------|----------------------|--|-----------------|
| <b>Membership:</b>    | * Rob Munson         | Member   | Chairman        |
|                       | * Anthony Bravo      | Principal                                      |                 |
|                       | * Chris Batten       | Student Member                                 |                 |
|                       | * Louise Brierley    | Member   |                 |
|                       | * Donna Kitchen      | Staff Member                                   |                 |
|                       | * Alasdair Spark     | Co-opted Member                                |                 |
|                       | * Liz Stuart         | Member   |                 |
|                       | * Ron Young          | Member   |                 |
| <b>Quorum:</b>        | 3 Members required   | 8 Members present                              | Meeting quorate |
| <b>In Attendance:</b> | * Simon Burrell      | Clerk to the Corporation (Clerk)               |                 |
|                       | * Wynne Handley      | Head of Quality & Standards (HQS)              |                 |
|                       | * Beverley Smith     | Deputy Principal – Curriculum & Quality (DPCQ) |                 |
|                       | * Present at meeting |  |                 |

### 155. PRE MEETING DEVELOPMENT SESSION - SELF ASSESSMENT REPORT (SAR) 2008/09

The Principal and DPCQ updated Members on the processes used to develop the SAR and outlined the basis for the grades proposed. A copy of the draft SAR 2008/09 was received and reviewed. Members sought clarification on a number of matters and made some suggestions for minor changes to the report. It was noted that the final version of the SAR 2008/09 would be presented to the Corporation for consideration at the March 2010 meeting.

### 156. APOLOGIES FOR ABSENCE

There were no apologies received.

### 157. DECLARATION OF INTERESTS

There were no declarations of interest made.

### 158. NOTIFICATION OF ANY OTHER BUSINESS

There were no items of Any Other Business notified.

### 159. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 2 November 2009 were confirmed as a correct record and were signed by the Chairman.

### 160. MATTERS ARISING

There were no Matters Arising not discussed elsewhere on the agenda.

### 161. COLLEGE IMPROVEMENT PLAN/SAR/QIP UPDATES

A copy of the Cross College Post Inspection Action Plan was received and considered. Members had received an update on the SAR and QIP as part of the pre-meeting development session. The DPCQ also advised that the SAR focused on the College's capacity to improve outlined on pages 6-10 of the SAR and also highlighted the key challenges set out on page 5 of the SAR.

The DPCQ advised that the validated overall grades for the SAR were:

|                                    |   |
|------------------------------------|---|
| Overall effectiveness of provision | 3 |
| Capacity to improve                | 2 |
| Achievement and standards          | 3 |
| Quality of provision               | 3 |
| Leadership and management          | 3 |
| Every learner matters              | 2 |
| Equality of opportunity            | 3 |

The DPCQ outlined the criteria used in determining the grades, along with the limiting factors linked to some aspects because the contributory grades were not sufficiently high enough to allow for a higher overall grade. She also advised that the overall grade for the College was 'satisfactory'.

The DPCQ also outlined her view that, in previous reports, there appeared to have been some 'over-grading', especially in respect of lesson observations, and that there could be a slight downward trend in the next series of grades following the introduction of a more robust lesson observation scheme.

The Chairman sought the views of Members in relation to the changes that had been made in the College since Sept 2009. The Staff and Student Members advised that in their opinions there was a marked improvement in a range of matters. Staff did feel more focused and appeared to be happier and more active and took greater responsibility in their roles. Ron Young felt that following his recent visits to the College staff were more palpable about their feelings for change, there was no 'fear' and a general 'excitement' with a definite 'wind of change' for the better.

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

A written report was received and considered. The HQS took Members through the report and highlighted the continuing overall improvement in students' satisfaction levels during the Autumn Term 2009. However, the HQS also advised that there were some areas of concern primarily related to part time students that were currently being addressed.

*(Anthony Bravo left the meeting)*

Members sought clarification on a range of matters arising from the report. They noted the good progress being made and were pleased with the improvements shown.

The HQS advised that based on the changes currently being implemented she anticipated further improvements would be noted in the report for the 2010 Autumn Term.

The DPCQ advised that she was pleased with the improvements being shown in many areas and confirmed that further work was continuing to bring about improvements in the remaining areas.

*(Chris Batten left the meeting)*

#### **163. RETENTION/ACHIEVEMENT/SUCCESS AGAINST TARGETS 2009/10**

A written report was received and considered. The HQS advised that the report highlighted the retention, achievement and success rates for 2008/09, and stressed that most of the targets set (by the College and compared against national targets) had been achieved.

The HQS also highlighted the targets for the Autumn Term 2009, and advised that it was too early in the year to be able to make a detailed report. However, she stressed that retention was extremely high to the end of 2009, but that there could be a slight drop at the beginning of the Spring Term 2010. She also advised that initial reports showed there had not been a large drop-out of students during the Autumn Term 2009. It was felt that this was probably as a result of the downturn in the current economic climate.

#### **164. DCSF SCHOOL & COLLEGE 16-18 PERFORMANCE TABLES 2008/09**

A written report was received and considered. The HQS advised that the report compared BCOT against four other Gen FE colleges in Hampshire, and showed a continuing improvement in three out

of the five areas measured by the DCSF. She was pleased to advise that the average point score per exam entry in 2009 for BCOT was greater than for QMC.

**165. UPDATE ON TEACHING AND LEARNING STRATEGY**

A written report was received and considered. The DPCQ advised that the report outlined the processes that had been put in place in respect of the revised lesson observation scheme. She stressed that her investigations to date indicated that there could be a slight reduction in the lesson observation (LOs) grades awarded during the initial phasing-in of the revised system, as she felt that some previous LOs might have been over-graded.

Members were advised that the next cycle of LOs was scheduled for late February 2010 and that Members of the Ctte were invited to participate. The HQS would advise all Members of dates and times for the next cycle and Members were requested to advise her of their availability. **ACTION: HQS**

**166. HIGHER EDUCATION STRATEGY – PROGRESS REPORT**

A written report was received and considered. The DPCQ advised that the HE Strategy had now been submitted to HEFQE for consideration. She stressed that the plan sought to develop more full time HE provision but that some might not get funded. She was currently in the process of seeking partnerships with other HE providers. However, it was noted that a number of universities were currently not able to commit to additional programmes at the present time.

Members requested that at the next meeting College Management provide details of enrolments/retention/achievements for HE students, based on the similar report for FE students.

**ACTION: DPCQ/HQS**

**167. COLLEGE COMPLAINTS REPORT**

A written report was received and considered. The DPCQ advised that the report highlighted a total of 17 complaints made to the Principal during the Autumn Term 2009. She advised that of the 17 complaints, 7 were justified, 3 were part-justified, 4 were not justified, and investigations were ongoing with regards to the remaining three complaints.

**168. LEARNER PARLIAMENT MINUTES**

The Minutes of the Learner Parliament meeting held on 7 December 2009 were received and noted.

**169. TERMS OF REFERENCE AND COMMITTEE SCHEDULE OF BUSINESS**

A written report was received. Members noted that two minor name changes had been made to the Terms of Reference. Members also noted the updated Schedule for Business.

**170. ACADEMIC BOARD AND CURRICULUM & QUALITY IMPROVEMENT GROUP MINUTES**

The Minutes of the Academic Board meeting held on 18 November 2009 and the Curriculum & Quality Improvement Group meeting held on 3 December 2009 were received and noted.

**171. ANY OTHER BUSINESS**

There were no items of Any Other Business discussed.

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

Tuesday 15 June 2010

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(Meeting closed at 7.00pm)