

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## QUALITY COMMITTEE

Minutes of a Meeting held on Wednesday 17 November 2010 at 5.00pm

<b>Membership:</b>	* Rob Munson Anthony Bravo Julie Churcher * Fran Herbert * Donna Kitchen * Liz Stuart Ron Young	Member Principal Member Student Member Staff Member Member Member	Chairman
<b>Quorum:</b>	3 Members required	4 Members present	Meeting quorate
<b>In Attendance:</b>	* Simon Burrell * Phil Davey i Wynne Handley * Beverley Smith  * Present at meeting i To Minute 196	Clerk to the Corporation (Clerk) Director of Learning (DOL) Quality Manager (QM) Deputy Principal – Curriculum & Quality (DPCQ)	

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### 192. APOLOGIES FOR ABSENCE

Anthony Bravo, Julie Churcher, Ron Young.

### 193. DECLARATION OF INTERESTS

There were no declarations of interest made.

### 194. NOTIFICATION OF ANY OTHER BUSINESS

There was one item of Any Other Business notified.

### 195. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 15 June 2010 were confirmed as a correct record and were signed by the Chairman.

### 196. MATTERS ARISING

#### 1. Revised Lesson Observation (LOs) Scheme (Minute 178.1)

The QM advised that LOs were currently being undertaken during the three-week period 8-26 November 2010, and that all teaching staff were being observed. To date four Members of the Corporation had attended observations. It was noted that members could also attend re-observations commencing in January 2011 as well as participate in the Thematic Review process during the Spring Term.

**196. (cont)**

**2. HE Retention and Achievement 2009/10 (Minute 178.2)**

A written report was received. The QM advised that 33% of enrolled students had withdrawn from their HE programmes during the year. However, of the two thirds that remained on-programme there had been a 100% success rate. The DPCQ highlighted her concerns at the high level of withdrawals. Liz Stuart reported that such a high level of withdrawals was in line with that experienced by HE institutions and that the College should not be alarmed at that level. It was noted that the IQER had issued a very positive report on HE at BCOT.

Members also noted that HEFCE would, in future, not be funding Arts and Humanities programmes, and that included most of the current BCOT provision. The DPCQ advised that the College was currently reviewing its options. However, she felt that if such courses were to continue then students would have to pay significantly higher fees. She also advised that the College was seeking to offer other HE programmes that would receive HEFCE funding.

*(Wynne Handley left the meeting)*

**3. Summer School 2010 - Evaluation (Minute 179.2)**

A written report was received. The DPCQ advised that the Summer School programme had generally been successful and that a number of positive recommendations for future developments had been identified. It was noted that of the 1157 students that attended the Summer School 92% had converted to become full time students at the College.

**ITEMS FOR DISCUSSION AND/OR DECISION**

**197. SELF ASSESSMENT REPORT 2009/10**

A written report was received and considered. The DPCQ took Members through the report. She advised that there were some concerns at the slightly reduced level of success rates in some areas. She also advised that the corresponding reduction in retention was disappointing. The Chairman of the Committee requested that an explanation for this reduction should be included in the main body of the report. **ACTION: DPCQ**

The DPCQ informed Members that there had been an increase of 10% in the number of students progressing from Year 1 (2009/10) to Year 2 (2010/11) that was not shown in the report. In addition, she advised that there had been a considerable improvement in value-added, and that this also needed to be highlighted in more detail in the report. She further advised that the Action Plan associated with the SAR was in the process of completion.

It was noted that the SAR would be subject to review by a peer-group of external colleagues from other establishments during the next week, and that the Chairman of the Committee would be part of that process. The revised version of the Self Assessment Report would then be presented to the Corporation at its meeting in December 2010 for approval.

**ITEMS FOR INFORMATION**

**198. COLLEGE COMPLAINTS REPORT 2009/10**

A written report was received and noted. In response to a question from a Member, the DPCQ advised that the SMT operated an open-door policy and that this had resulted in more comments/complaints being received, and a greater opportunity for students to voice matters of concern. The Student Member also confirmed that students were more prepared to raise matters when they thought it appropriate.

In reviewing the report Members suggested that individual complaints should be classified by the 'seriousness' of the complaint, and that they should also be reported under equality and diversity criteria. **ACTION: DPCQ**

**198. (cont)**

Members also requested clarification as to whether there was a process to review the 'root-cause' that led to the complaint, in addition to the resolution of the complaint. The DPCQ advised that there was, currently, no procedure in place and that one needed to be established. **ACTION: DPCQ**

**199. NATIONAL LEARNER SATISFACTION SURVEY 2010**

A written report was received and noted. The DPCQ advised that 1601 BCOT students had taken part in the national survey. Benchmarking data was due to be published in December 2010 when it would be possible to measure BCOT against other colleges.

**200. INNOVATION FORUM MINUTES**

It was noted that the meeting of the Innovation Forum scheduled for 5 November 2010 had been postponed.

**201. LEARNER PARLIAMENT MINUTES**

The Minutes of the Learner Parliament meeting held on 4 October 2010 were received and noted.

**202. EXAMPLES OF OUTSTANDING SUCCESS RATES/VALUE ADDED 2009/10**

A written report was received and noted. The report listed all those programmes that had achieved a success rate in excess of 80%. Members requested details of the proportion of these courses based on the total provision of the College, shown by Level. The DPCQ would email this data to Members.

**ACTION: DPCQ**

**203. ANY OTHER BUSINESS**

**1. Re-launch of Learner Success Strategy (LSS)**

The Chairman of the Committee sought clarification as to the current situation in relation to the re-launch of the LSS. The DPCQ advised that the LSS had been revamped fully and that a number of matters arising from the review and re-launch were currently being actioned.

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

Wednesday 9 March 2011

Wednesday 8 June 2011

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(Meeting closed at 6.45pm)

Confirmed as a correct record

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