

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

QUALITY COMMITTEE

Minutes of a Meeting held on Wednesday 6 December 2006 at 5.00pm

Membership:	* Mr C Cardiff	Business Member	Chairman
	Ms J Armstrong	Principal	
	Mr N Clarke	Local Authority Member	
	Mr D Eyre	Community Member	
	Mr G Heath	Staff Member	
	* Mr M Howe	Co-opted Member	
	* Mr L Jones	Community Member	
	* Mrs P Woolgrove	Co-opted Member	
	* Member present		
Quorum:	4 Members required	4 present	Meeting quorate
In Attendance:	Mr S Burrell	Clerk to the Corporation	
	Mrs W Handley	Quality & Staff Development manager (QSDM)	
	Mrs C Harrison	Head of Department	
	Mr P Phillips	Deputy Principal	

11. Apologies for Absence

Ms Armstrong, Mr Eyre, Mr Heath, Mr Harding (AP Teaching & Learning).

12. Declaration of Interests

There were no declarations of interests made.

13. Notification of Any Other Business

There were no items of Any Other Business notified.

14. Minutes of the Previous Meeting

The Minutes of the meeting held on 14 June 2006 were confirmed as a correct record, and were signed by the Chairman.

15. Matters Arising

1. Classroom Observations 2006/07 (Minute 3.1)

The Deputy Principal reminded Members that they normally undertook classroom observations in conjunction with Curriculum Managers. Members considered those areas that they would like to visit.

It was RESOLVED that appropriate arrangements be made for Members of the Committee to undertake classroom observations during 2006/07.

2. Progress Report on Engineering & Automotive Technologies Action Plan (Minute 7.3)

It was noted that Linda Pickering (Head of Department) was currently working with the Head of Curriculum to instigate a range of new operating and working methods to bring about improvements to the Department concerned. The Deputy Principal advised that Ms Pickering made regular reports to Academic Board and the SMT, and so far, was making very positive comments on improvements to improved planning, better operating techniques, better assessment, new teaching practices. However, he also stressed that the current redundancy position had also had a destabilising effect, and that full recovery would take longer to achieve than anticipated.

16. Progress Report on Previous (2004/05) Retention and Achievement, Causes of Concern, Where No Progress Has Been Made

A written report was received and considered. The QSDM took Members through the report and updated them on progress made in respect of those courses that had continued to give cause for concern in 2004/05 and 2005/06. The QSDM advised that there were some common themes related to the courses concerned, such as (i) entry requirement issues, (ii) assessment and assignment planning, (iii) the student selection process onto courses being bypassed, (iv) retention below average, and (v) staff issues – large turnover of staff and large number of part time staff involved. It was noted that of the 10 individual courses identified, 4 were causing serious concerns, and their continued operation was under consideration.

The Deputy Principal advised that the curriculum areas concerned were required to provide action plans to address the various issues identified, and that the action plans were monitored regularly.

The report was noted.

17. Examples of Outstanding Success Rates 2005/06 (Combination of Retention and Achievement)

A written report was received and considered. The QSDM advised that, currently, some 45 individual courses had been classified as 'outstanding' (where the success rate is 75% or higher) when compared to national averages.

Members were pleased to note the high level of success, and especially pleased to note the improvements in motor vehicle and construction programmes.

The report was noted.

18. Identified Retention and Achievement Causes for Concern 2005/06

A written report was received and considered.

1. Achievement

The QSDM advised that the Heads of Curriculum had reviewed their programmes against a range of trends and then reported on how well any issues raised were being addressed. She further advised that there had been some 'strands' identified, especially in Art & Design, where students had been placed onto inappropriate courses. Improved processes had now been put in place to resolve this matter.

2. Retention

The QSDM advised that similar 'strands' as highlighted in achievements (above) had been identified. The Deputy Principal stressed that drastic action would be taken in respect of those programmes that continued to cause concern, eg. to close the courses concerned. However, it was noted that a number of students were leaving full time study in order to accept employment opportunities. Members raised the question as to whether these leavers would eventually return as part time students, supported by their employers.

The report was noted.

19. Analysis of Questionnaire Returns 2005/06

A written report was received and noted.

1. Student (CRAE1B) and Parent (CRAE2B)

The QSDM advised that the survey was now in its third year, and trends were beginning to be identified, and action taken where appropriate. A series of 'key questions' (shown in the report) had been developed and used to make appropriate comparisons. She further advised that any issues were identified and addressed through the Academic Board, and in particular, through the Curriculum Area Self Assessment Reports and Quality Improvement Plans.

2. National Learners Satisfaction Survey

The QSDM advised on the comparison of the College's satisfaction survey data against national indicators. She highlighted that, overall, the College performed well above national average.

20. College Complaints Report 2005/06

A written report was received and considered. The Deputy Principal advised that the number of formal complaints received in 2005/06 had fallen to 30 (57 in 2004/05) and that there were no significant matters arising from them. The report was noted.

21. Progress Report on Development Plan Headline Targets 2005/06 and on the Quality Section of the Plan

A written report was received and noted.

1. Headline Targets

The Deputy Principal took Members through the report and highlighted progress on achieving the approved headline targets. He advised that the College had over-achieved in 16-18 student numbers, but had under-achieved in 19+. He also advised that the LSC expected colleges to cut the amount of Other Provision (non qualification) provision. WBL Participation was also variable, with some over-achievement and some under-achievement.

The Deputy Principal further advised that a more detailed report on overall success rates would be made at a subsequent meeting. **ACTION: Deputy Principal**

The Deputy Principal also raised the issue of employer engagement. He advised that it was increasingly difficult to attract new large companies/organisations, as most had their own internal training facilities, but that activities involving SMEs and other employers was generally increasing.

2. Quality Section of the Development Plan

The Deputy Principal updated Members on progress relating to a range of issues contained within the Quality Section of the Development Plan. He specifically highlighted the successful re-inspection of Construction and Interior Skills and the re-instatement of CoVE status, and the introduction of a new Teacher Support Unit and an Introduction to Teaching programme commenced.

22. Cross-College Quality Improvement Plan (2004/05 Self Assessment Report)

A written report was received and considered. The QSDM took Members through the report had advised on the continuing progress to meet the requirements of the Quality Improvement Plan. The report was noted.

23. Academic Board Minutes

The Minutes of the Academic Board meeting held on 7 June 2006 were received and noted.

The Unconfirmed Minutes of the meeting of the Academic Board meeting held on 22 Nov 2006 were tabled and noted.

24. Investors in People – Re-accreditation

The Deputy Principal reported that the College had achieved re-accreditation under the new Standards. He advised that there had only been one item raised for action by the Inspector, and that was currently in hand.

25. Quality Committee – Terms of Reference

A revised set of Terms of Reference were received and considered. The Clerk highlighted three proposed changes: i. appointment of external co-opted member, ii. reduction of the quorum, and, iii. appointment of Chairman.

Members considered the proposals, and agreed to the option to appoint an external co-opted member if appropriate and to a reduction of the quorum from 4 to 3, but agreed that the Chairman of the Corporation should be Chairman of the Quality Cttee as an ex-officio appointment.

It was RESOLVED to RECOMMEND to the CORPORATION that the Terms of Reference (as amended) of the Quality Committee be approved.

26. Programme of Planned Business 2006/07

An updated Programme of Planned Business 2006/07 was received and noted.

27. Committee Attendance Record 2005/06

The Committee Attendance Record 2005/06 was received and noted.

28. Any Other Business

There were no items of Any Other Business discussed.

29. Date of Next Meeting

Wednesday 21 March 2007, commencing at 5.00pm.
