

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## QUALITY COMMITTEE

Minutes of a Meeting held on Wednesday 21 March 2007 at 5.00pm

<b>Membership:</b>	* 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		
<b>Quorum:</b>	4 Members required	4 present	Meeting quorate
<b>In Attendance:</b>	Mr S Burrell	Clerk to the Corporation	
	Mrs W Handley	Quality & Staff Development manager (QSDM)	
	Mr T Harding	Assistant Principal Teaching & Learning (APTL)	
	Mr P Phillips	Deputy Principal	
	Mrs L Pickering	Head of Department (HOD)	

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### 30. APOLOGIES FOR ABSENCE

Mr Clarke, Mr Eyre, Mr Howe.

### 31. DECLARATION OF INTERESTS

There were no declarations of interest made.

### 32. NOTIFICATION OF ANY OTHER BUSINESS

There were no items of Any Other Business notified.

### 33. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 6 December 2006 were confirmed as a correct record, and were signed by the Chairman.

**34. MATTERS ARISING**

**1. Classroom Observations 2006/07 (Minute 15.1)**

**i. Hair, Holistic & Beauty Therapies**

Mr Jones reported on his recent visit. He advised that he had seen all aspects of the Dept, and his overall impression was very good. He noted that it was well run, with very motivated staff and students, with strong leadership and direction.

**ii. Construction**

Mr Cardiff advised that he had had a very good visit, and saw a range of activities. He noted that students were very positive. He had observed a plumbing theory lecture where the lecturer had been very positive and the students keen and involved.

**35. ANALYSIS OF STUDENT QUESTIONNAIRE RETURNS (CRAE1A)**

A written report was received and considered. The QSDM took Members through the report. She advised that the questionnaire had been issued to all students on long courses in November. The overall results showed a positive picture, although there was some dissatisfaction with the IAG (Information, Advice & Guidance) service prior to enrolment. The QSDM stressed the need to ensure that students were given the right advice and enrolled on courses appropriate to their entry qualifications, in order to ensure better attendance, retention and achievement. The APTL outlined a number of changes that were being made to the IAG facility that would give better guidance prior to enrolment, through more direct interviews with curriculum staff.

The report was noted.

**36. OVERALL COLLEGE PERFORMANCE (RETENTION, ACHIEVEMENT AND SUCCESS)**

A written report was received and considered. The Deputy Principal advised that the final figures were still subject to verification, but that the general position showed a continuing improvement. He took Members through the report and highlighted the areas of improvement between 2004/05 and 2005/06, which compared the College's results favourably against the national averages for 2004/05, and showed that most were above national benchmarks.

The Deputy Principal advised that, for 2007/08 and 2008/09, targets would be aspirational and designed to reflect the success rates of at least the top 25<sup>th</sup> percentile of general FE colleges. Formal targets would be presented to the next meeting of the Ctte. **ACTION: Deputy Principal**

**37. COLLEGE SELF ASSESSMENT REPORT (SECTIONS 6 & 7) AND THE QUALITY IMPROVEMENT PLAN 2005/06**

A written report was received and considered. The Deputy Principal took Members through the report and highlighted relevant matters. He clarified a number of matters for Members information.

The Deputy Principal also tabled a schedule of grades that had been proposed for the four key areas. Members considered the proposed grades against the report.

**It was RESOLVED to RECOMMEND to the CORPORATION that the grades be agreed as:**

<b>Achievement and Standards</b>	<b>3</b>
<b>Quality of provision</b>	<b>2</b>
<b>Leadership and Management</b>	<b>3</b>
<b>Overall Effectiveness</b>	<b>3</b>

**37. (cont)**

The HOD advised Members that following further lesson observations, teaching in Engineering & Automotive graded as 'good' or better was now 67%. The Ctte was very pleased to note this achievement.

The Chairman raised his concerns at the disparity in the way Advisory Cttes were operating across the College. The Principal highlighted the difficulties in trying to ensure that employers played a full and active role on all the committees, and stressed that some committees were very well attended, but that others 'struggled' to get any employers to attend.

The Deputy Principal referred Members to the Quality Improvement Plan (QIP) and advised that it was a 'living document', and that it would be continually monitored through Academic Board. The Principal confirmed that the QIP would be used in the SMT PDR setting process.

**38. DFES SCHOOL AND COLLEGE PERFORMANCE TABLES 16-18 AGE GROUP 2005/06**

A written report was received and considered. The QSDM took Members through the report that compared the College to other similar colleges in Hampshire. It was noted that the College had the highest 'average point score per student' (557.4) for Level 3 qualifications, but the lowest (198.9) for 'average point score per qualification entry' (QMC = 200.6, Eastleigh = 201.0, highest – FCOT = 209.8).

The QSDM advised that, in analysing the results of the comparisons, she felt that whilst the College's students were achieving their qualifications, they did not appear to be getting the higher range of grades. The Principal stressed that this was an area of activity that would be reviewed in greater detail.

The report was noted.

**39. ANY OTHER BUSINESS**

There were no items of Any Other Business discussed.

**40. DATE OF NEXT MEETING**

Thursday 21 June 2007, commencing at 5.00pm.

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