

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

QUALITY COMMITTEE

Minutes of a Meeting held on Monday 2 July 2007 at 5.00pm

Membership:	* Charles Cardiff	Business Member	Chairman
	* Judith Armstrong	Principal	
	Nigel Clarke	Local Authority Member	
	David Eyre	Community Member	
	Graham Heath	Staff Member	
	* Mike Howe	Co-opted Member	
	* Lynden Jones	Community Member	
	* Pamela Woolgrove	Co-opted Member	
	* Member present		
Quorum:	4 Members required	5 present, Meeting quorate	
In Attendance:	Simon Burrell	Clerk to the Corporation	
	Wynne Handley	Quality & Staff Development manager (QSDM)	
	Tim Harding	Assistant Principal Teaching & Learning (APTL)	
	Pete Phillips	Deputy Principal	
	Linda Pickering	Head of Department (HOD)	

41. APOLOGIES FOR ABSENCE

Nigel Clarke, David Eyre, Graham Heath.

42. DECLARATION OF INTERESTS

There were no declarations of interest made.

43. NOTIFICATION OF ANY OTHER BUSINESS

There were no items of Any Other Business notified.

44. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 21 March 2007 were confirmed as a correct record, and were signed by the Chairman.

45. MATTERS ARISING

1. Overall College Performance (Minute 36)

A written report was received and considered. The Deputy Principal advised that the College had developed a range of 'aspirational targets' for the next five-year period, leading up to a target of an 80% success rate in 2011/12 for all 'long course' categories and for both 16-18 and 19+ age groups. He indicated that this equated to 85% retention and 94% achievement, with the overall aim for the College to achieve 'excellence' status. The report was noted.

46. WITHDRAWAL STATISTICS SUMMARY BY CURRICULUM AREA 2006/07

A written report was received and considered. The QSDM took Members through the report and highlighted the general downward trend in withdrawals during the current year when compared to previous years. However, she stressed that there were some areas within the College where the trend had shown an increase.

The Deputy Principal highlighted a specific issue regarding the Learning Centre at Chineham. He advised that the Centre was required to provide full Level 2 programmes that were not necessarily suitable for the clientele. This had led to a high withdrawal rate. The operation of the Learning Centre is being considered by SMT.

The APTL advised that under current guidelines from the LSC, programmes with 'success rates' lower than 50% would not now be funded.

The Deputy Principal advised that final retention data for the current year's students would be provided at the next meeting of the Cttee. **ACTION: Deputy Principal**

Members were pleased to note the overall decrease in withdrawals.

47. COLLEGE SELF ASSESSMENT – QUALITY IMPROVEMENT PLAN PROGRESS REPORT

A written report was received and considered. The Deputy Principal took Members through the report and updated them on progress made to date.

The Deputy Principal highlighted that there were a number of areas where additional work was required during the next year in order to continue to make further quality improvements, including the use of value added/distance travelled data, the inconsistent use and quality of ILPs and the development of the College VLE (Virtual Learning Environment). He also advised that the College would be part of a peer referencing project with other colleges in the next year, which is designed to improve the SAR validation process. **ACTION: QSDM/DP**

Members noted progress to date.

48. COLLEGE DEVELOPMENT PLAN 2007/08

A written report was received and considered. The Deputy Principal advised that the College was required to submit a Development Plan to the LSC on an annual basis. He highlighted the improvement indicators included in the Plan. He also advised that individual course targets had been assigned by the curriculum areas, and that each curriculum area had to ensure targets were met as there would be an impact on the 'top level' statistics.

The report was noted.

49. FRAMEWORK FOR EXCELLENCE

A written report was received and considered. The Deputy Principal advised that the College was due to be part of a national pilot project during 2007/08 looking at the introduction of a sector-wide set of performance indicators. He outlined the background to the proposal and advised that, under Framework for Excellence (a Government/LSC initiative) each college would be assigned an overall performance rating based on three key categories, namely: responsiveness, effectiveness and finance. It was noted that the overall proposal was to implement Framework for Excellence across the whole FE sector (including private providers) from 2008/09.

50. STUDENT DESTINATIONS SURVEY 2005/06

A written report was received and considered. The QSDM took Members through the report and highlighted the increasing number of students that continued onto a new FE programme at BCOT (45% - up 10% in 2005/06). She also highlighted the downturn in students entering employment related to their course (17% - down 5% in 2005/06) and into employment not related to their course (10% - down 2% in 2005/06).

The Principal felt that the overall problem for students seeking course-related employment could be addressed by a college-wide work experience programme. Added to this, there are very specific concerns about construction progression, where there are many small employers reluctant / unable to take on employees, and motor vehicle.

In summarising the general comparisons between 2005 and 2006, the QSDM advised that the largest 'growth' had been in students staying in FE (47% - up from 37%), with 19% (static) going to HE, and 30% (down from 38%) going into employment. The report was noted.

51. STUDENT VOICES CONFERENCE 2006/07 – ACTION PLAN

A written report was received and considered. The Deputy Principal updated Members on progress to meet those issues highlighted in the Action Plan. He stressed that the College took very seriously the issues raised by the students at the annual Voices Conference, and those raised through other mechanisms. He also highlighted that the College is required to develop a Learner Involvement Strategy for 2007/8; Departmental Councils are to be established and these will include governors' representation.

52. ACADEMIC BOARD MINUTES

The Minutes of the meeting of the Academic Board held on 14 March 2007 were received and noted. The Deputy Principal advised that the Minutes of the meeting held on 13 June 2007 would be circulated to Members shortly.

ACTION: Deputy Principal

53. EXTERNAL INSPECTION REPORTS/ACTION PLANS

1. OFSTED Annual Assessment Visit (AAV) – 18/19 June 2007

The Principal tabled a copy of the June 2007 Principal's Report that had been emailed to all Corporation Members earlier that day, updating them on the outcome of the recent AAV. She advised that the general outcome of the AAV had been very positive, with several comments being made highlighting improvements that had been introduced. She stressed that the AAV saw no reason to recommend an early inspection of the College, currently scheduled for 2008/09.

54. ANY OTHER BUSINESS

There were no items of Any Other Business discussed.

55. DATE OF NEXT MEETING

Wednesday 14 November 2007, commencing at 5.00pm.
