

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## QUALITY COMMITTEE

### MINUTES OF A MEETING HELD ON THURSDAY 10 NOVEMBER 2016

<b>Membership (7):</b>	*	Steve Fussey	External Member	Chair
	*	David Birks	External Member	
		Anthony Bravo	Principal	
	*	Terry Clarke	Staff Member	
	*	Gareth Moores	External Member	Vice Chair
	*	Mike Wilkinson	External Member	
		Vacancy (LH)	Student Member	
<b>Present/Quorum:</b>		3 Members required	5 present, Meeting quorate	
<b>In Attendance:</b>	*	Simon Burrell	Clerk to the Corporation (Clerk)	
	*	Jackie Grubb	Deputy Principal: Curriculum, Performance & Innovation (DPCPI)	
	*	Harley Gwendolyn	Student Observer	

5.00pm		ACTION
	<i>(The Clerk took the Chair for the following items)</i>	
<b>458.</b>	<b>APOLOGIES FOR ABSENCE</b>  Anthony Bravo.	
<b>459.</b>	<b>ELECTION OF CHAIR OF THE COMMITTEE</b>  The Clerk called for nominations for Chair of the Committee. One nomination was received.  <b>It was RESOLVED that Steve Fussey be elected Chair of the Quality Committee for a two-year term of office commencing on 10 November 2016.</b> (Proposed by David Birks, Seconded by Gareth Moores)	
	<i>(Steve Fussey took the Chair)</i>	
<b>460.</b>	<b>ELECTION OF VICE CHAIR OF THE COMMITTEE</b>  The Chair called for nominations for Vice Chair of the Committee. One nomination was received.  <b>It was RESOLVED that Gareth Moores be elected Vice Chair of the Quality Committee for a two-year term of office commencing on 10 November 2016.</b> (Proposed by David Birks, Seconded by Steve Fussey)	

461.	<b>DECLARATION OF INTERESTS</b>  There were no Declarations of Interest made.	
462.	<b>MINUTES OF THE PREVIOUS MEETING</b>  The Minutes of the meeting held on 8 June 2016 were confirmed as a correct record, and were signed by the Chair.	
463.	<b>MATTERS ARISING</b>  There were no Matters Arising discussed that were not due to be considered elsewhere at the meeting.	

### ITEMS FOR DISCUSSION

464. (5.04pm)	<p><b>SELF ASSESSMENT REPORT (SAR) 2015/16</b></p> <p>A written report was received and considered. The DPCPI advised that work on the SAR had commenced at the Review and Improvement Day held in July 2016. She advised further that it had started at curriculum level with each curriculum area developing their own SAR. All individual SARs were then subjected to detailed scrutiny through robust evidence and challenge. The Head of Quality then drew together all individual SARs into a comprehensive cross-college SAR that was subjected to detailed scrutiny by the DPCPI and Assistant Principal Business.</p> <p>The DPCPI advised that the Corporate Staff were due to develop their SAR at the staff inset day scheduled for 11 Nov 2016, and that it would be included in the overall cross-college SAR.</p> <p>In reviewing the individual curriculum grades the DPCPI was pleased to advise that the 2 areas graded as Grade 4 in 2014/15 had improved to Grade 2. She took the Ctte through the summary of grades awarded and highlighted the changes in grades since 2013/14, as:</p> <table border="1" data-bbox="360 1229 1294 1494"> <tr> <td>Overall College:</td> <td colspan="3"><b>Grade 2 (Good)</b></td> </tr> <tr> <td></td> <td><b>2013/14</b></td> <td><b>2014/15</b></td> <td><b>2015/16</b></td> </tr> <tr> <td>Overall effectiveness of provision</td> <td>3</td> <td>2</td> <td>2</td> </tr> <tr> <td>Outcome for learners</td> <td>3</td> <td>3</td> <td>2</td> </tr> <tr> <td>Quality of teaching, learning and assessment</td> <td>3</td> <td>2</td> <td>2</td> </tr> <tr> <td>Personal development, behaviour and welfare</td> <td>N/A</td> <td>N/A</td> <td>1</td> </tr> <tr> <td>Effectiveness of leadership and management</td> <td>3</td> <td>2</td> <td>1</td> </tr> </table> <p>The DPCPI took the Ctte through the key strengths and areas for improvement that had been highlighted during the SAR process. With regards to the areas for improvement the DPCPI outlined the details of actions provided. In response to a question from a Member regarding some of the issues highlighted, the DPCPI advised that several matters were a result of cultural issues from the past.</p> <p>In response to further questioning the DPCPI confirmed that the two curriculum areas of concern were Business Studies and Engineering. She outlined actions that were in place to rectify the issues that had been highlighted in the SAR.</p> <p>In reviewing the SAR the Ctte was pleased to note the high level of good progress being made across the College as a whole and recorded its thanks to the DPCPI and her team for all their hard work in progressing the aim towards excellence.</p> <p style="text-align: center;"><b>It was RESOLVED to RECOMMEND to the CORPORATION that the Self Assessment Report 2015/16 be agreed.</b> (Proposed by David Birks, Seconded by Mike Wilkinson)</p>	Overall College:	<b>Grade 2 (Good)</b>				<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	Overall effectiveness of provision	3	2	2	Outcome for learners	3	3	2	Quality of teaching, learning and assessment	3	2	2	Personal development, behaviour and welfare	N/A	N/A	1	Effectiveness of leadership and management	3	2	1	
Overall College:	<b>Grade 2 (Good)</b>																													
	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>																											
Overall effectiveness of provision	3	2	2																											
Outcome for learners	3	3	2																											
Quality of teaching, learning and assessment	3	2	2																											
Personal development, behaviour and welfare	N/A	N/A	1																											
Effectiveness of leadership and management	3	2	1																											

<p><b>465.</b> (5.48pm)</p>	<p><b>TEACHING AND LEARNING UPDATE 2015/16</b></p> <p>A written report was received for information and noted. The DPCPI advised that by the end of the 2015/16 academic year the number of lesson observations (LOs) undertaken had resulted in the target of 90% at good or outstanding being exceeded. A total of 26 staff had, though, achieved Grade 3 or Grade 4 and had been placed under performance management. Of those 26, 5 had resigned or had teaching contracts terminated, and the remaining 21 had subsequently achieved Grade 1 or Grade 2 following performance management and re-assessment.</p> <p>The DPCPI advised further that a total of 220 learning walks had been undertaken during the year. The Chair raised the need to remind all Corporation Members of the importance of undertaking learning walks as part of their governance role.</p> <p>The DPCPI highlighted the key aims for 2016/17, as set out in the report. She also outlined the areas for improvement, also listed in her report.</p>	<p><b>Chair of Ctte</b></p>
<p><b>466.</b> (5.57pm)</p>	<p><b>QUALITY STRATEGY 2016/17</b></p> <p>A written report was received and considered. The DPCPI advised that the Quality Strategy had been updated from the previous year's version and continued to progress the aim of the College to become an outstanding educational provider for employers, learners and the community in Basingstoke.</p> <p>The DPCPI referred to the Quality Calendar 2016/17 and the Quality Cycle that identified clearly key dates throughout the cycle for the achievement of specific activities, both of which were an integral part of the Quality Strategy. She also highlighted the Learner Journey that learners progress from initial enquiry to completion.</p> <p>The Quality Strategy was agreed.</p>	
<p><b>467.</b> (6.00pm)</p>	<p><b>SAFEGUARDING ANNUAL REPORT 2015/16</b></p> <p>A written report was received and considered. The DPCPI advised that the report gave an overview of how the College ensured all learners were safe in the College. She stressed that the College was open and had appropriate support mechanisms in place to support all learners.</p> <p>In response to a question the Student Observer confirmed that there was an open and safe culture within the College, and that students felt that they could talk to their RAP Tutors about any matter concerning them. The Staff Member confirmed that all RAP Tutors had an open-door policy and were able to offer 1:1 help and advice to all learners who requested it.</p> <p>The DPCPI advised further that reporting procedures had also improved and the College was better at recording matters.</p> <p>The Ctte was pleased to record that continuing improvements in safeguarding matters.</p> <p>The Safeguarding Report 2015/15 was agreed.</p>	
<p><b>468.</b> (6.10pm)</p>	<p><b>QUALITY AND ASSESSMENT IN ENGINEERING</b></p> <p>A written report was received for information. The DPCPI advised that there had been concerns raised when a review had identified that very few learners in Engineering had completed their course work at the end of the last academic year. She advised further that there had been no prior-warning of this problem despite high levels of attendance throughout the year and achievement rates also predicted to be high.</p> <p>The DPCPI confirmed that a detailed investigation had identified concerns in marking, progress tracking and IQA practice.</p>	

<p><b>468.</b> <b>(cont)</b></p>	<p>Following the investigation, a detailed action plan had been developed to support the Engineering team, developmental work had been undertaken, learning walks and lesson observations carried-out, and strengths and areas for improvement identified. Individual action plans for each member of staff had also been developed.</p> <p>In response to a question from a Member the DPCPI confirmed that the Head of Quality was the lead manager responsible for overseeing progress in rectifying the matters identified.</p> <p>The Ctte requested that an update on progress be made at the next meeting of the Ctte.</p>	<p><b>DPCPI</b></p>
<p><b>469.</b> (6.15pm)</p>	<p><b>CURRICULUM PLAN FOR FUTURE SKILLS CENTRE, BORDON</b></p> <p>A written report was received for information. It was noted that the Plan had been discussed in detail at the recent Corporation Development Day (2 November 2016).</p> <p>The DPCPI confirmed that completion of building works was due in summer 2017, with the commencement of training activities from September 2017.</p> <p>The Ctte requested an update on progress at all future meetings.</p>	<p><b>DPCPI</b></p>
<p><b>470.</b> (6.21pm)</p>	<p><b>EQUALITY &amp; DIVERSITY ANNUAL REPORT 2015/16</b></p> <p>A written report was received for information. The DPCPI highlighted the positive comments (included in the report) received from Ofsted during the recent inspection. In addition, she stressed that the gap in achievement between males and females had closed to less than 1% and was above the national average. She also advised that the College was above the national average in the retention of learners who had disclosed a disability or difficulty.</p> <p>The update was noted.</p>	
<p><b>471.</b> (6.22pm)</p>	<p><b>HEFCE HE ANNUAL PROVIDER REVIEW</b></p> <p>A written report was received and considered. The DPCPI outlined very recent changes to the Annual Provider Review (APR) and the need for 'the governing body' to have received and discussed a report and action plan relating to the continuous improvement of the student academic experience and student outcomes.</p> <p>In view of the lateness of the changes being advised to colleges, it was agreed that, for the 2015/16 academic year, delegated authority be given to the College's Accounting Officer (the Principal) and the Chair of the Quality Ctte to sign-off the APR by the deadline of 1 December 2016 and submit it to HEFCE on behalf of the Corporation.</p>	<p><b>Chair of Ctte/ DPCPI</b></p>
<p><b>472.</b> (6.30pm)</p>	<p><b>ENGLISH AND MATHS (E&amp;M) UPDATE</b></p> <p>A written report was received for information, and noted. The DPCPI advised that attendance in iGCSE and GCSE exams had improved and had had a positive impact on the A*-C pass rate for English (+7%) and maths (+6%) compared to the previous year (2014/15).</p> <p>The DPCPI advised further that there had been a substantial amount of work undertaken to improving the performance of English and maths that clearly showed that the College was heading in the right direction. Distance travelled and added value had also seen good improvements. Functional Skills had also shown an overall improvement in achievement rates with English +14% and maths +18%.</p> <p>In addition, the DPCPI advised that following the introduction of new national accountability measures for English and maths, the College was above the national average for maths and slightly below for English.</p>	

<b>473.</b> (6.37pm)	<p><b>DELEGATION OF RESPONSIBILITIES/TERMS OF REFERENCE</b></p> <p>The Clerk advised that he had met with the DPCPI and discussed updates to the Delegation of Responsibilities to reflect current practice. He highlighted that some outdated elements had been removed, and two new areas had been added.</p> <p>In reviewing the revised schedule it was proposed that a termly report be added relating to the Future Skills Centre at Bordon.</p> <p>The updated Delegation of Responsibilities was agreed.</p>	
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### ITEMS FOR INFORMATION

(6.39pm)		<b>ACTION</b>
<b>474.</b>	<p><b>EMPLOYER ADVISORY BOARDS (EAB)</b></p> <p>The DPCPI advised that there was a meeting of the Strategic Employers Advisory Group scheduled for Friday 18 November 2016. She advised further that 29 external responders had indicated that they would be attending the event, along with four Members of the Corporation.</p> <p>In addition, the DPCPI advised that the Hospitality Advisory Group had met recently, and that four employers had attended. Outcomes had resulted in a request by the employers for additional technical skills training to be undertaken.</p>	
<b>475.</b>	<p><b>LEARNER PARLIAMENT MINUTES</b></p> <p>The Learner Parliament Minutes for the meeting held on 19 May 2016 were received and noted. The Ctte was pleased to note the wide range of matters raised by learners at the meeting.</p> <p>Meetings of the Learner Parliament for the remainder of the Academic Year were noted as:</p> <p style="margin-left: 40px;">28 November 2016      at 12.30pm 7 February 2017        at 1.30pm 18 May 2017             at 12.30pm</p> <p>The Clerk was requested to circulate the dates of the Learner Parliament meetings to all Corporation Members.</p>	<b>Clerk</b>
<b>476.</b>	<p><b>DATE OF FUTURE MEETINGS</b> (<i>Meetings commence at 5.00pm unless stated</i>)</p> <p>Wednesday    8 March 2017 Wednesday    15 June 2017</p>	
(6.46pm)	Meeting closed	

Confirmed as a correct record:		8 March 2017
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