

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## QUALITY COMMITTEE

### MINUTES OF A MEETING HELD ON THURSDAY 15 JUNE 2017

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

5.00pm		ACTION
<b>496.</b>	<b>APOLOGIES FOR ABSENCE</b>  Terry Clarke.	
<b>497.</b>	<b>DECLARATION OF INTERESTS</b>  There were no Declarations of Interest made.	
<b>498.</b>	<b>NOTIFICATION OF ANY OTHER BUSINESS</b>  The Chair notified one item of Any Other Business The Principal notified one item of Any Other Business	
<b>499.</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>  The Minutes of the meeting held on 8 March 2017 were confirmed as a correct record, and were signed by the Chair, subject to the following amendment:  Minute 481, para 2, last line, amend to read "... a planned action."	

<p><b>500.</b></p>	<p><b>MATTERS ARISING</b></p> <p><b>1. Data Gathering Process Review (Minute 481)</b></p> <p>The DPCPI advised that data was reviewed from a wide range of activities, including work experience outcomes, enrichment activities, student surveys, weekly course meetings, the self-assessment process, quality improvement planning, tracking meetings with Course Directors and course review meetings.</p> <p>The need to ensure that there was a consistency in the data collection process was stressed in order that comparisons could be made and to build-up a clear 'picture' of each course and department. The Chair stressed the need to ensure that systems used flagged any issues of concern, that such issues were acted upon, and that the assurance systems for tracking had appropriate KPIs.</p> <p>The DPCPI advised that regular tracking meetings were held to review progress and covered a range of data. The Ctte requested that a feedback report of the tracking meetings be presented for information at each meeting, and should highlight any areas that concerned the DPCPI.</p>	<p><b>DPCPI</b></p>								
	<p><b>2. National School and College Performance Tables (Minute 487)</b></p> <p>A written report was received for information. The DPCPI advised that the DfE (Dept for Education) had introduced five accountability headline measures from Sept 2016. They had been designed to place greater emphasis on progress and progression alongside attainment, ensuring students made progress from their starting points, and that every young person left education capable of getting a place at university, an apprenticeship or a good job.</p> <p>The DPCPI advised that the dashboard of key performance data was populated by data made available by the DfE, and that the table showed the progress of students from entry to leaving, and compared this against national averages and the Hampshire averages. In response to a question from a Member he confirmed that the data was also published on the DfE's website. The Principal advised that future versions of the dashboard would show data at course/subject level.</p> <p>It was agreed that a more-populated version of the dashboard, including RAG (red/amber/green) grades, would be presented to the next meeting of the Ctte, and that this would also become a standing agenda item at future meetings.</p> <p>In response to a question from a Member the DPCPI advised that by using the DfE website it was possible to compare data on a college by college basis. The Ctte requested that future versions of the dashboard include a suitable sample of appropriate local colleges.</p>	<p><b>DPCPI</b></p> <p><b>DPCPI</b></p>								
	<p><b>3. Intervention on Courses Causing Concern (Minute 491)</b></p> <p>A written report was received for information. The DPCPI took the Ctte through the report and highlighted the range of interventions that had been implemented within the areas of most concern: Business, Engineering, Travel and Tourism, Media and Music.</p> <p>In response to a question from a Member regarding progress for those areas of concern, he suggested that, in terms of RAG grades, he would grade each as:</p> <table data-bbox="391 1736 798 1859"> <tr> <td>Business</td> <td>Amber</td> </tr> <tr> <td>Engineering</td> <td>Amber</td> </tr> <tr> <td>Travel and Tourism</td> <td>Green</td> </tr> <tr> <td>Media and Music</td> <td>Amber</td> </tr> </table> <p>The DPCPI stressed that each area was kept under close-scrutiny through tracking meetings and Faculty Head oversight.</p>	Business	Amber	Engineering	Amber	Travel and Tourism	Green	Media and Music	Amber	
Business	Amber									
Engineering	Amber									
Travel and Tourism	Green									
Media and Music	Amber									

## ITEMS FOR DISCUSSION

<p><b>501.</b> (5.39pm)</p>	<p><b>QUALITY STRATEGY</b></p> <p>A written report was received and considered. The DPCPI advised that the Quality Strategy had been updated from the previous year. He advised further that he had retained the current management systems for managing quality that included feedback from teaching and learning assessments and the self-assessment process. He also advised that the Quality Calendar 2016/17 was being updated for 2017/18 and would be incorporated in the final version of the Quality Strategy that would be presented to the Corporation.</p> <p>The Chair questioned the purpose of the Quality Strategy. He noted that it covered a series of aims and goals but was not sure how those were achieved. The Principal advised that the Quality Strategy outlined the overall vision that the College wanted to achieve, and that the QIP (Quality Improvement Plan) that was developed as part of the self-assessment report (SAR) set-out how the operational detail of improvements would be implemented.</p> <p>In reviewing the Quality Strategy, the Ctte suggested that it was more of a 'positioning' statement and that that should be reflected in the title. In addition, it was felt that a reference to the overall College Strategic Plan should be included in the Quality Strategy.</p> <p style="text-align: center;"><b>It was RESOLVED to RECOMMEND to the CORPORATION that the Quality Strategy 2017-18, as amended, be agreed.</b></p>	
<p><b>502.</b> (5.54pm)</p>	<p><b>FUTURE SKILLS CENTRE, BORDON</b></p> <p>A written report was received for information and noted. The DPB advised that building work was progressing well, practical completion was scheduled for 19 June 2017, and that a 'snagging' meeting had been held that day (15 June 2017). The Principal confirmed that he had signed the lease on behalf of the College.</p> <p>The DPB advised that the Centre's capacity was 120 learners. To date there had been 77 applications from 48 applicants that had resulted in 28 'signed-up' learners. She stressed that until courses commenced in September 2017 it was not possible to guarantee that those 'signed-up' would enrol. In response to a question from a Member she confirmed that students made multi-applications to various colleges and providers so that it was not possible to predict conversion rates until formal enrolment. In addition, she highlighted the fact that the Centre was new and not yet open to formal teaching. This could influence potential enrolments until there was a proven track-record of course delivery.</p> <p>With regards to provision from September 2017 the DPB advised that she would be happy if the Centre operated initially with two groups. She anticipated that these would be:</p> <ol style="list-style-type: none"><li>1. a carpentry group</li><li>2. a construction and the built environment group (CBE)</li></ol> <p>In addition, programming of a Future Pathways group was being undertaken.</p> <p>In response to a question from a Member regarding part time provision, the DPB advised that the focus was on English, maths, and ESOL (English for speakers of other languages).</p> <p>The DPB advised that Centre would have a 'soft' launch in July 2017 with a formal launch in October 2017. In addition, the CITB (Construction Industry Training Board) would be undertaking events at the Centre in July and August 2017.</p> <p>In response to a question regarding her 'concerns' for the Centre, the DPB stated that learner numbers were still 'too fluid', and that the key was the conversion of applications to enrolled status.</p>	

<p><b>503.</b> (6.01pm)</p>	<p><b>TEACHING AND LEARNING UPDATE</b></p> <p>A written report was received for information and noted. The DPCPI advised that the target of 90% of lessons to be graded 'outstanding' (Grade 1) or 'good' (Grade 2) had been exceeded. As at the end of May 2017, 100 teachers had been assessed and their grades were:</p> <table border="1" data-bbox="379 297 798 483"> <thead> <tr> <th></th> <th>Current Grade</th> <th>Initial Grade</th> </tr> </thead> <tbody> <tr> <td>Grade 1</td> <td>45</td> <td>44</td> </tr> <tr> <td>Grade 2</td> <td>54</td> <td>46</td> </tr> <tr> <td>Grade 3</td> <td>1</td> <td>12</td> </tr> <tr> <td>Grade 4</td> <td>0</td> <td>2</td> </tr> </tbody> </table> <p>The DPCPI highlighted that the changes from initial observations to current observations was mainly due to new staff to BCoT who were not used to the processes and would take time to settle. He advised that there was a package of support in place to help new (and existing staff) through a range of activities, such as peer observation, support from experienced managers and staff etc. He also outlined the process of observing those staff in a support role who impacted on the student learning experience, such as RAP Tutors and specialist support assistants. It was noted that of 26 staff observed 4 (15%) were Grade 1, 20 (77%) were Grade 2, and 2 (8%) were Grade 3.</p> <p>The DPCPI outlined changes to observation practice from September 2017. He advised that staff would no longer be given individual grades, but outlines of their strengths and weaknesses. However, there would still be grade profiles for governors and senior management. He advised further that there had been consultation with staff over the proposed changes, and that these had been mainly positive.</p>		Current Grade	Initial Grade	Grade 1	45	44	Grade 2	54	46	Grade 3	1	12	Grade 4	0	2	
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Grade 1	45	44															
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Grade 4	0	2															
<p><b>504.</b> (6.19pm)</p>	<p><b>PREDICTED OUTTURN</b></p> <p>A written report was received and considered. The DPCPI advised that during April and May 2017 tracking meetings had been reviewing the predicted achievement rates for students. To ensure predictions were robust Markbook had been used to validate predictions and adjust them where necessary.</p> <p>The DPCPI stressed that the predicted outturn should be considered with some caution as the predictions were based on average pass rates over the previous three years. Predicted pass rates through Markbook were lower than those rates because of the 'lag' in tracking meetings and that not all assessment outcomes were available at that time. He advised that the College would not be able to evaluate the extent to which any attainment gaps existed until all achievements had been captured and analysed in August 2017.</p>																
<p><b>505.</b> (6.24pm)</p>	<p><b>EXTERNAL VERIFICATION REPORT</b></p> <p>A written report was received for information and noted. The DPCPI took the Ctte through the report and updated it on progress. He advised that the issues in engineering had now been resolved and that it was expected that the course would be 'unblocked' within the next two weeks. Problems in Automotive had also continued to improve and were now deemed as a low risk.</p> <p>The DPCPI advised that a series of actions had been implemented and related to specific comments made during the EQA process. Actions included:</p> <ul style="list-style-type: none"> <li>• Ensuring all IQA was timely and occurred before assessed work was returned to students (Edexcel)</li> <li>• Ensure Formative IQA was carried-out on learners' work (C&amp;G)</li> <li>• Continue to develop the assessment and IQA processes in areas of concern: <ul style="list-style-type: none"> <li>a) Engineering</li> <li>b) Animal Management</li> <li>c) Business</li> <li>d) Media</li> <li>e) Travel and Tourism</li> </ul> </li> </ul>																

<b>506.</b> (6.28pm)	<p><b>ENGLISH AND MATHS UPDATE</b></p> <p>A written report was received for information and noted. The DPCPI advised that the vast majority of students had attended both papers for the English and maths GCSE examinations, and that had been an improvement on the previous year's attendance. Current predictions were that achievement would be above the national rates.</p> <p>The DPCPI advised that a new specification was being introduced nationally for the next year (2017/18). As a condition of funding, all students joining the College with a Grade D in English or maths would take the GCSE and those with Grade E would undertake functional skills. He stressed that this would be a significant challenge to the College.</p>	
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### ITEMS FOR INFORMATION

(6.34pm)		<b>ACTION</b>
<b>507.</b>	<p><b>EMPLOYER ADVISORY BOARDS (EAB)</b></p> <p>A written report was received for information. The DPCPI advised that EABs were one of several mechanisms for engaging with employers. He highlighted in the report a number of outcomes that had been because of employer engagement activities and had had a positive impact. He advised further that a minority of departments had not been as good as expected, and that actions had been put in place to rectify matters.</p>	
<b>508.</b>	<p><b>LEARNER PARLIAMENT MINUTES</b></p> <p>The Learner Parliament Minutes for the meetings held on 7 February 2017 and 22 March 2017 were received and noted. The Ctte was pleased to note the wide range of matters raised by learners at the meeting.</p>	
<b>509.</b>	<p><b>ANY OTHER BUSINESS</b></p> <p><b>1. National Achievement Rate Tables</b></p> <p>The Principal advised that updated national achievement data had been published earlier that day. Headline figures showed that BCoT had moved from the 61<sup>st</sup> percentile to the 31<sup>st</sup> percentile, and was now in the top 30% in the country for Level 3. Full details would be published to the Ctte in due course.</p> <p>The DPB advised that there had been good improvements across most areas but that there were still some areas in the lower quartiles. However, apprenticeships at BCoT were in the top 17%, and in the top 12% for a 'timely' outcome. Whilst there was still a 'spiky' profile she stressed that BCoT's data was higher than the national averages.</p> <p><b>2. Proposed Merger with Alton College: Curriculum Work-stream</b></p> <p>In response to a question from the Chair, the DPCPI advised that there had been three meetings of the Curriculum Work-stream, and that they had developed the base case and the aspirational case for the next four years. He stressed that the growth potential for BCoT was primarily through the delivery of A Levels in Alton.</p> <p>The DPB advised that there were opportunities in Alton post-merger for apprenticeships. However, she stressed that should the merger not proceed current BCoT plans would continue to develop apprenticeships in that area.</p>	<p style="text-align: center;"><b>DPCPI</b></p>

<p><b>509.</b> <b>(cont)</b></p>	<p><b>3. University of Winchester (UoW) Marketing Project</b></p> <p>David Birks advised that the marketing project had been completed and 12-13 reports submitted. Although he thought that some elements were rather 'academic' he felt that there were some useful potential outcomes that could be pursued in the future.</p> <p>The Principal advised that the reports would be passed to the College's Marketing Dept for review and implementation as appropriate.</p> <p>David Birks hoped that the marketing project would be repeated in 2018 and proposed to use the recommendations from the current project as a starting point to build on.</p>	
<p><b>510.</b></p>	<p><b>DATES OF FUTURE MEETINGS</b> <i>(Meetings commence at 5.00pm unless stated)</i></p> <p>Wednesday 8 November 2017  Wednesday 28 February 2018  Wednesday 6 June 2018</p>	
<p>(6.44pm)</p>	<p>Meeting closed</p>	