

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

QUALITY COMMITTEE

MINUTES OF A MEETING HELD ON WEDNESDAY 8 NOVEMBER 2017

Membership (7):	*	Steve Fussey	External Member	Chair
		David Birks	External Member	
	*	Anthony Bravo	Principal	
	*	Terry Clarke	Staff Member	
	*	Daisy Hutchings	Student Member	
	*	Gareth Moores	External Member	Vice Chair
	*	Mike Wilkinson	External Member	
Quorum:		3 Members required	6 Members present	Meeting quorate
In Attendance:		Simon Burrell	Clerk to the Corporation (Clerk)	
	*	Jayne Crowley	Deputy Principal's PA	
	*	Lorraine Heath	Deputy Principal: Business (DPB)	
	*	Mark Hillman	Deputy Principal: Curriculum, Performance & Innovation (DPCPI)	
Present:	*			

5.00pm	ACTION
511. APOLOGIES FOR ABSENCE David Birks, Simon Burrell (Clerk)	
512. DECLARATION OF INTERESTS There were no Declarations of Interest made.	
513. NOTIFICATION OF ANY OTHER BUSINESS The Chair notified one item of Any Other Business	
514. MINUTES OF THE PREVIOUS MEETING The Minutes of the meeting held on 15 June 2017 were confirmed as a correct record, and were signed by the Chair, subject to the following amendment: Minute 509, 1. National Achievement Rate Tables, para 2, amend to read "... <i>Remove: "Full details would be published to the Ctte in due course"</i> <i>Replace with "The college's SAR will reflect achievement against national rates."</i>	

516.	MATTERS ARISING	
	There were no Matters Arising discussed that were not due to be considered elsewhere at the meeting.	

ITEMS FOR DISCUSSION

517. (5.10 pm)	COLLEGE SELF ASSESSMENT REPORT																			
	<p>A written report was received and considered. The DPCPI gave an overview of how the report had been aligned to the criteria laid down in the common inspection framework and formatted in the style of an Ofsted report. The writing of the SAR had commenced with the curriculum submitting their quality improvement plans for each faculty to develop their own SAR. The faculty SARs had been moderated by peers and governors. From the information contained in the faculty SARs the DPCPI and Head of Quality produced the cross-college SAR which was scrutinised by governors, senior leadership team and middle managers. The outcome of the peer review resulted in the following:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;">Overall effectiveness</td> <td style="border-bottom: 1px solid black; text-align: right;">Good</td> </tr> <tr> <td>Effectiveness of leadership and management</td> <td style="text-align: right;">Good</td> </tr> <tr> <td>Quality of teaching, learning and assessment</td> <td style="text-align: right;">Good</td> </tr> <tr> <td>Personal development, behaviour and welfare</td> <td style="text-align: right;">Good</td> </tr> <tr> <td>Outcomes for learners</td> <td style="text-align: right;">Good</td> </tr> <tr> <td>16 to 19 study programmes</td> <td style="text-align: right;">Good</td> </tr> <tr> <td>Adult learning programmes</td> <td style="text-align: right;">Good</td> </tr> <tr> <td>Apprenticeships</td> <td style="text-align: right;">Good</td> </tr> <tr> <td>Provision for learners with high needs</td> <td style="text-align: right;">Good</td> </tr> </table> <p>The DPCPI took the Cttee through the key strengths and weaknesses as highlighted under the key findings in the report. In response to a question from a Member regarding employer needs, the DPCPI advised that curriculum managers need to engage with employers and adapt provision more effectively.</p> <p>In response to further questioning the DPCPI stated that the biggest risks that could affect the grade outcome was the lack of progress made by students and achievement gaps.</p> <p>In reviewing the SAR process and taking feedback given, the DPCPI reported that the moderation groups would be provided with additional data to support judgements.</p> <p>The Principal advised that the college were investigating solutions to narrow attainment gaps with the possible introduction of two new systems, namely 'BlueStar' and a software pilot being offered by Jisc.</p> <p>The Principal took the opportunity to inform the Cttee that changes had been made to the lesson observation process. The DPCPI explained the process and gave assurance that the new process will identify teaching staff strengths and weaknesses. Those staff requiring development will be given appropriate support to improve. Re-observation will identify whether improvement has been made. Where there has been no improvement</p>	Overall effectiveness	Good	Effectiveness of leadership and management	Good	Quality of teaching, learning and assessment	Good	Personal development, behaviour and welfare	Good	Outcomes for learners	Good	16 to 19 study programmes	Good	Adult learning programmes	Good	Apprenticeships	Good	Provision for learners with high needs	Good	
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	<p>the capability process will be instigated. A report of lesson observation outcomes will be presented at each committee meeting.</p> <p>In response to a question, the DPCPI confirmed that the lesson observation team will comprise of the DPCPI, faculty heads, Director of Student Experience, DPB and senior apprenticeship staff.</p> <p>In response to further questioning the DPCPI stated that he had delivered training to key staff who will cascade to the rest of the team. Quality assurance will be undertaken through shadow observations and weekly moderation meetings. The quality of teaching and learning will be monitored through the College Management Group.</p> <p>A Member raised a question relating to whether students received enough support to enable them to achieve. The DPCPI advised that continued investment in support had been made but that the support students receive is not yet outstanding.</p> <p>Chair sought clarification on monitoring of outcomes. The DPCPI confirmed that the tracking meetings occur throughout the year and monitor student progress, employer engagement and QIP progress. As a result the QIP remains live through the year. :</p> <p style="text-align: center;">It was RESOLVED to RECOMMEND to the CORPORATION that the College Self-Assessment Report 2017-18, be agreed.</p>	
<p>518. (5.45pm)</p>	<p>FUTURE SKILLS CENTRE, BORDON</p> <p>A verbal report was received. The DPB confirmed that the centre had officially opened and that there were 28 enrolments against a target of 32. Current numbers are 26; one transfer to Basingstoke and one withdrawal.</p> <p>Development of part-time and short courses is planned and Adult Community courses in association with Hampshire County Council are taking place.</p> <p>In response to questions from the Chair, the DPB advised that the lack of internet access is an issue which has had an impact on teaching and learning. Installation by 20 November has been advised by BT. A key target will be to increase learner numbers.</p>	
<p>519. (5.55pm)</p>	<p>TEACHING AND LEARNING UPDATE</p> <p>A written report was received for information.</p> <p>The DPCPI highlighted key strengths and weaknesses drawn from the self-assessment report and confirmed the strategies that had been put in place to address the weaknesses.</p> <p>In response to a question from the Principal, the DPCPI advised that the Teaching, Learning and Assessment Specialists (TLAS) have different skills sets and will be deployed accordingly to meet individual staff needs. Course directors will also be trained to observe lessons. The impact of the TLAS will be assessed through tracking meetings, themed learning walks and observations.</p> <p>The DPCPI will report the moderated lesson observation grade profile as the year progresses.</p> <p>In response to a question from a Member, the DPCPI informed the Ctte that students' progress in achieving their target grade will be monitored and tracked through Markbook at half-termly tracking meetings with course directors.</p>	

<p>520. (6.05pm)</p>	<p>2016/17 CURRICULUM PERFORMANCE OUTCOMES</p> <p>A written report was received and considered.</p> <p>The DPCPI confirmed the overall college success rate as 85.7%, a 2.4% increase on last year.</p> <p>A summary of the key headline performance data from the table below shows the following strengths:</p> <ul style="list-style-type: none"> • Overall college achievement, mirrored by 16-18 and 19+ students is improving and above the national rate. • 19+ level 1 achievement is showing an improving trend and is significantly above the national rate. • 16-18 level 2 achievement is showing an improving trend and is significantly above the national rate. • 16-18 level 3 achievement is sustained and above the national rate <p>The weaknesses in overall college data are as follows:</p> <ul style="list-style-type: none"> • 16-18 level 1 achievement is significantly below the national rate • 19+ level 2 achievement has declined • 19+ level 3 achievement is declining • GCSE maths <p>The DPCPI confirmed that the report now included RAG ratings for key performance indicators. National averages will not be published until early next year and the dashboard will be updated in accordance.</p> <p>DfE performance data from local colleges shows that BCoT has improvements to make.</p> <p>In response to a question from a Member, the DPCPI advised that poor data with regard to applied general and technical qualifications could be a trigger for Ofsted.</p>	
<p>521. (6.10pm)</p>	<p>CURRICULUM TRACKING MEETINGS</p> <p>A verbal report was received for information and noted.</p>	
<p>522. (6.15pm)</p>	<p>ENGLISH AND MATHS UPDATE</p> <p>A written report was received for information and noted.</p> <p>The DPCPI advised that the college is required from the start of this academic to deliver the GCSE 9-1 specification. Students who have a grade D or grade 3 will be entered for a GCSE and those students with a lower entry grade will sit a functional skills qualification.</p>	

ITEMS FOR INFORMATION

(6.34pm)		ACTION
<p>523.</p>	<p>EMPLOYER ADVISORY BOARDS (EAB)</p> <p>A verbal report was received for information.</p> <p>The DPCPI confirmed that employer engagement is being monitored through half-termly tracking meetings and the following initiatives have been identified:</p>	

	<p>Auto</p> <p>Art</p> <p>Hospitality</p> <p>Engineering</p> <p>Media Make Up</p> <p>Early Years Health and Social Care</p>	<p>Introduction of air conditioning Working with BMW on blending learning</p> <p>Live project with the Willis Museum</p> <p>Interview skills day</p> <p>Employer led demand influenced changes to the curriculum from mechanical to manufacturing and the review of HNC units to meet employer needs.</p> <p>Preparing students to work freelance in the industry</p> <p>Work placement feedback will identify changes in the sector and influence modernisation of the curriculum</p>	
524.	<p>LEARNER PARLIAMENT MINUTES</p> <p>The next scheduled meetings are:</p> <ul style="list-style-type: none"> • 22 November 2017 • 15 March 2018 • 22 May 2018 		
525.	<p>ANY OTHER BUSINESS</p> <p>It was agreed that the following be added to the quality committee agenda as standing items:</p> <p style="padding-left: 40px;">QIP Progress - an item for discussion Higher Education Provision</p>		Clerk
526	<p>DATES OF FUTURE MEETINGS <i>(Meetings commence at 5.00pm unless stated)</i></p> <p>Wednesday 28 February 2018 Wednesday 14 June 2018</p>		
(6.20pm)	Meeting closed		