

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

QUALITY COMMITTEE

MINUTES OF A MEETING HELD ON WEDNESDAY 28 FEBRUARY 2018

Membership (7):	*	Steve Fussey	External Member	Chair
	*	Anthony Bravo	Principal	
	*	Terry Clarke	Staff Member	
		Daisy Hutchings	Student Member	
	*	Gareth Moores	External Member	Vice Chair
	*	Mike Wilkinson	External Member	
		Vacancy (DB)	External member	
Quorum:		3 Members required	5 Members present	Meeting quorate
In Attendance:	*	Simon Burrell	Clerk to the Corporation (Clerk)	
	*	Lorraine Heath	Deputy Principal: Business (DPB)	
	*	Mark Hillman	Deputy Principal: Curriculum, Performance & Innovation (DPCPI)	
	*	Will Sturley	Student Observer	
Present:	*			

5.00pm		ACTION
527.	APOLOGIES FOR ABSENCE Daisy Hutchings.	
528.	DECLARATION OF INTERESTS There were no Declarations of Interest made.	
529.	NOTIFICATION OF ANY OTHER BUSINESS The Chair notified one item of Any Other Business.	
530.	MINUTES OF THE PREVIOUS MEETING The Minutes of the meeting held on 8 November 2017 were confirmed as a correct record and were signed by the Chair.	
531.	MATTERS ARISING There were no Matters Arising discussed that were not due to be considered elsewhere at the meeting.	

ITEMS FOR DISCUSSION

<p>532. (5.03pm)</p>	<p>FUTURE SKILLS CENTRE, BORDON</p> <p>A written report was received for information and noted. The DPB advised that the Centre had been operating for 5 months and was delivering carpentry and future pathway courses to a group of 25 learners and apprentices. Retention was at 100%, attendance was good, and learners were making good progress. The Centre Manager was continuing to develop links with the LEP and community partners and had developed good links with several big construction companies working in the area. In October 2017 the Centre had secured a £25k contract with Hampshire County Council to deliver community-based employability courses.</p> <p>In response to a question from a Member the DPB advised that applications for 2018/19 were a little disappointing at 22, but significantly better than the 2 at the same period in 2017/18. She also advised that there had been a significant number of activities undertaken with local schools to help raise awareness of the Centre following its opening and expected an improvement in applications as a result.</p> <p>The Principal stressed that the town of Bordon presented a challenge as it was a geographically small area with limited demographics. However, the profile of the Centre was good, and he anticipated an improvement in due course.</p> <p>In response to a question the DPB advised that there had been a change in the profile of the learners, primarily from the original plan for apprentices to full-time learners. She confirmed that the full-time learners were offered the same travel benefits as those at BCoT.</p>	
<p>533. (5.09pm)</p>	<p>TEACHING AND LEARNING UPDATE</p> <p>A written report was received for information and noted. The DPCPI advised that lesson observations had moved from graded to non-graded, but with rigorous describing of strengths and weaknesses and any follow-up matters discussed with the lecturers concerned. However, he confirmed that grades were provided to the Principal, Corporation and Quality Ctte in order that a grade profile of teaching and learning in the College could be identified and monitored. In response to a question from a Member he confirmed that there were processes in place to support those who could have been 'graded' 3 or 4.</p> <p>The DPCPI advised further that, to date, there had been 74 observations undertaken. 30 had been for training purposes and were not moderated. 44 moderated observations had been undertaken and 77.3% judged good (18 observation = 40.9%) or outstanding (16 observations = 36.4%). The Head of Quality was also scheduled to complete learning walks during the second half of the Spring term to review those moderated as Grade 3 to evaluate progress against weakness.</p> <p>Members challenged the DPCPI on several matters raised his report. In responding to them he highlighted the need for consistency in the review process, and the need for a consistent profile, whereas there had been a 'spiky' profile to date. He also stressed the work being undertaken to support and improve those deemed to be 'grade' 3 or 4.</p>	
<p>533. (5.23pm)</p>	<p>QUALITY IMPROVEMENT PLAN</p> <p>A written report was received for information and noted. The DPCPI advised that the eight priorities identified for 2017/18 were:</p> <ol style="list-style-type: none"> 1. Too many students failed to achieve level 1 functional skills in English and maths, 2. Not all work experience was meaningful, and some students did not learn from it, 	

<p>533. (cont)</p>	<ol style="list-style-type: none"> 3. Student destinations were not known in enough detail to be able to adapt curriculum, 4. Curriculum was not developing in response to stakeholder need well enough, 5. Performance of groups of learners was not monitored closely enough leading to achievement gaps, 6. Teaching and assessment methods in GCSE maths did not enable students to achieve or make progress well enough, 7. Assessment was not used well enough to inform lesson planning or target setting so that learning is individualised and differentiated, 8. Students did not make enough progress based on VA scores. <p>The DPCPI took the Ctte through the individual priorities, and advised against each one that:</p> <ol style="list-style-type: none"> 1. Timing for achievements was a bit early as assessments for Level 1 and level 2 were undertaken in Feb/March. Entry Level was on-track, 2. Changed process for approval of work experience hours now predominantly with RAP Tutors. Monitoring through Tracking Meetings and weekly PI Group meetings, 3. Use of external firm to chase students who had not responded. Majority of research was though undertaken in College through tutors and other staff, 4. Progress reported through Tracking Meetings. Lot of work with employer engagement (EE) across College. A couple of areas that were not doing enough EE, 5. Still some gaps in achievement. Difficulty as not all on a like-for-like basis. Aim was to be better than national averages, 6. GCSE Maths Nov 2017 re-sits had not been as good as expected. Some changes in staffing had helped to improve matters. Area of most concern, 7. Lesson observations, learning walks, Markbook used to monitor assessment. Feedback to students happens more with strong teachers, but not consistent with other teachers. Use of TLAs to help process. Specific training being given to improve assessment, 8. Progress being monitored through Markbook. Tracking Meetings looking at overall performance and able to identify students at risk of not meeting target qualifications. Student survey and learning walks scheduled for February/March 2018 to monitor progress. <p>The Ctte noted the overall progress and requested that matters related to disadvantaged measures be added to the QIP for the next meeting of the Ctte.</p>	<p>DPCPI</p>
<p>534. (5.44pm)</p>	<p>CURRICULUM TRACKING MEETINGS</p> <p>References to the progress of Curriculum Tracking meetings had been given during discussions throughout the meeting.</p>	
<p>535. (5.45pm)</p>	<p>ENGLISH AND MATHS UPDATE</p> <p>A written report was received for information and noted. The DPCPI advised that there had not been a particularly strong performance at the November 2017 re-sit examinations for Maths and English, the highest grade achieved in both subjects being Grade 5 with the majority (50%+) achieving at Grade 3.</p> <p>The DPCPI stressed that plans were in preparation and would be shared with the Ctte when they had been completed. He also stressed that considerable resources were in place to support and help teachers.</p>	<p>DPCPI</p>

ITEMS FOR INFORMATION

<p>536. (5.47pm)</p>	<p>COLLEGE COMPLAINTS REPORT MARCH 2017 – FEBRUARY 2018</p> <p>A written report was received for information and noted. The DPCPI advised that there had been a significant reduction in the number of complaints. The level of complaints related to course organisation had fallen sharply from 43% to 7% and reflected the stability in curriculum leaders, quality of provision and the expectations of students being met. However, complaints related to examinations had increased from 1% to 10%, mainly because the College was following awarding body criteria.</p> <p>The Principal advised that although the number of complaints recorded as ‘other’ had increased from 9% to 22%, there were no common reasons for these, and that none of the complaints had been upheld.</p>	
<p>537. (5.52pm)</p>	<p>SPRING RESPONSIBILITIES</p> <p>A written report was received for information and noted. The Principal advised that there had been an issue two year’s previously where a cohort of students had not completed all their assignments and the DfE had assumed that they had all failed. However, most of the students concerned had completed their work in the following year and their achievement data had been included in the latest published data. Overall, he advised that the trend on achievement was still positive, and that the data produced for the previous year was a true reflection of achievements.</p> <p>The DPCPI highlighted the outcomes of various learner surveys. He advised that rather than undertake a myriad of surveys the College used an ‘exit ticket’ method of asking students a small number of questions at the end of their blended learning sessions more frequently throughout the year. This enabled the College to ask the same question multiple times as a comparator/indicator of progress. He also stressed that the PI Group discussed the outcomes of student feedback in detail and action taken accordingly.</p> <p>Tracking Meetings had been conducted with all Course Directors. A range of data was reviewed, including students’ progress, Markbook being up to date and previous actions progressed.</p> <p>In January 2018 the DfE had published the College’s performance data for 2016/17. This had shown that the applied general progress score had improved but the average grade had not at a time when the national average grade had improved, resulting in the College’s progress grade of below average. Tech level progress score had improved by one grade, as had the national average, and was below average. The English progress score had improved significantly and was above the national average. The DPCPI stressed that there was still work to be done to continue improvements across the College.</p> <p>The DPCPI advised that the published performance data now included disadvantaged students’ data. He advised further that some disadvantaged students were not performing as well as non-disadvantaged students on some courses. In addition, Ofsted inspectors would now be focusing on disadvantaged students in future inspections.</p>	
<p>538. (6.12pm)</p>	<p>EMPLOYER ADVISORY BOARDS (EAB)</p> <p>The DPCPI advised that there was good employer engagement across the whole College, and that it was undertaken in a variety of different methods. He stressed that employers engaged positively in helping the College with curriculum improvements.</p>	
<p>539. (6.15pm)</p>	<p>LEARNER PARLIAMENT MINUTES</p> <p>The Minutes of the Learner Parliament meeting held on 22 November 2017 were received and noted.</p>	

<p>540. (6.16pm)</p>	<p>ANY OTHER BUSINESS</p> <p>1. DPCPI Priorities</p> <p>The Chair sought clarification from the DPCPI that the priorities he (DPCPI) had set upon his appointment one year ago were still current.</p> <p>The DPCPI advised that with regards to English and Maths, there was still some work to be undertaken regarding Maths. Value-added had seen positive movement. Changes to lesson observations had been implemented. Markbook required further work across the College to ensure all Lecturers used it.</p> <p>Recruitment numbers remained a priority. Changes to marketing had improved applications, but it remained critical to convert applicants to enrolments. However, demographics were still on a decline for the next year or so. Use of social media had seen a major improvement. He stressed the need to continue to work more closely with schools.</p> <p>Curriculum development, was it 'fit for purpose' continued to be an important activity. He would be make a presentation at the next Corporation meeting on this matter.</p> <p>Several departmental issues highlighted when he joined the College had now been resolved – Engineering, Media, Travel & Tourism. Business was a lot better but still not fully resolved.</p> <p>The Chair thanked the DPCPI for his update and noted the good progress being made.</p> <p>2. TES Awards</p> <p>The Principal was pleased to advise that the College had won the award for the outstanding use of technology for improving teaching, learning and assessment.</p> <p>3. Edtech 50</p> <p>The Principal was also pleased to advise that BCoT was the only Gen FE College included on the Edtech 50 listing.</p>	
<p>541.</p>	<p>DATES OF FUTURE MEETINGS <i>(Meetings commence at 5.00pm unless stated)</i></p> <p>Wednesday 14 June 2018</p>	
<p>(6.23pm)</p>	<p>Meeting closed</p>	