

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

CURRICULUM & QUALITY COMMITTEE

MINUTES OF A MEETING HELD ON WEDNESDAY 6 MARCH 2019

Membership (7):	*	Steve Fussey	External Member	Chair
	*	Anthony Bravo	Principal	
	*	Terry Clarke	Staff Member	
		Brooke Dobing	Student Member	
	a	Julie Hall	External Member	
	*	Anne Millar	External Member	
	*	Mike Wilkinson	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)	
Present:	*			

5.00pm		ACTION
580.	APOLOGIES FOR ABSENCE Julie Hall.	
581.	DECLARATION OF INTERESTS There were no Declarations of Interest made.	
582.	MINUTES OF THE PREVIOUS MEETING The Minutes of the meeting held on 14 November 2018 were confirmed as a correct record and were signed by the Chair, subject to the following amendments: 1. Minute 572, para 3, amend to read "... actions emerging from external visits continued to:" 2. Minute 573, para 4, line 1, amend to read "... there was work to be ..."	
583.	MATTERS ARISING There were no Matters Arising considered that had not been discussed elsewhere at the meeting.	

ITEMS FOR DISCUSSION

<p>584. (5.03pm)</p>	<p>QAR DATA MATTERS: JAN 2019</p> <p>A written report was received and considered. The DPCPI advised that performance of the college for the year 2017-18 has been overstated as a result of data processing errors. These errors emerged following the publication of the College's QAR (qualification achievement rates) by the SFA, and showed that:</p> <ul style="list-style-type: none"> • Overall education and training achievement rate: 0.3% lower than 2016/17 (previously reported as 0.9% higher) • Apprenticeship overall achievement rate 6.1% lower than 2016/17 (previously reported as 4.8% lower) <p>The DPCPI advised that two data errors had been made by the college:</p> <ol style="list-style-type: none"> 1. At the end of 2016/17 all aims recorded as 'continuing' should have been changed by the R14 return to 'not achieved' for all learners that were not returning to BCoT in 2017/18. 2. All aims that were recorded as 'continuing' at the end of 2016/17 should have been included in the 2017/18 ILR returns. By inadvertently omitting these aims there was no visibility of them in any DSAT reports or in Proachieve. <p>The DPCPI advised further that the consequences of these errors were that:</p> <ol style="list-style-type: none"> 1. The 2016/17 achievement rate was 0.83% overstated and the 2017/18 achievement rate was being reduced by 0.83% to compensate 2. The 2017/18 overall achievement rate would have been 0.28% higher if the 16 aims that were subsequently achieved had been included in the 2017/18 ILR. <p>The DPCPI highlighted the lessons learned/changes that would be made for next academic year:</p> <ul style="list-style-type: none"> • Pro-achieve had confirmed that it would amend its reporting to pick up learning aims recorded as continuing in the previous year but not reported in the current year • Information Services would produce a new report that would identify any such learners • Internally the college had identified continuing learning aims from 2017/18 with no new enrolment in 2018/19. These would be checked and would be closed unless there was a significant reason given by Head of Quality for leaving them open. In the future, all records would be closed by the R13 unless a reason given otherwise. • Pro-achieve updates must be installed within two-weeks of release and rerun with existing data to establish whether rules changes had affected the college's position. • Copies of Proachieve outputs should be retained to enable comparisons between data sets and Proachieve versions to be made. <p>In addition, the DPCPI also advised that the Deputy Principal: Finance & Resources had put in place actions to ensure that these types of errors would not happen again.</p> <p>The Chair requested that an update be made to the Corporation and at the next meeting of the Committee.</p>	<p>DPCPI</p>
<p>585. (5.08pm)</p>	<p>HIGHER EDUCATION PROVISION</p> <p>1. University of Portsmouth</p> <p>A written report was received and considered. The DPCPI advised that the college had been in advanced talks with the University of Portsmouth (UoP) regarding the provision of up to seven courses at BCoT.</p>	

<p>585. (cont)</p>	<p>In response to a question from a Member the DPCPI confirmed that UoP felt that a start in September 2020 was realistic. In response to a further question from a Member the DPCPI confirmed that a final agreement to the full process would need to be achieved within the next six months in order to allow for a suitable time for advertising and recruitment of students etc for a September 2020 start.</p> <p>2. Foundation Degree in Children’s Learning and Development</p> <p>The DPCPI advised that this programme was run in conjunction with the University of Reading and that strong progress continued to be made by the students in Year 1 and Year 2 of the programme.</p> <p>3. Pearson</p> <p>The DPCPI advised that the college had completed its Annual Performance Monitoring Review as part of the Pearson Quality process (relevant for HNs in Engineering) and this formed part of a wider report that Pearson produced about the college at the end of the academic year. An External Verifier visit was due in March/April that would consider the quality of provision in Engineering and support the college in its move to RQF qualifications.</p>	
<p>586. (5.15pm)</p>	<p>FUTURE SKILLS CENTRE, BORDON (FSC)</p> <p>A written report was received and considered. The DPB advised that there had been a slight increase in student numbers since the start of the 2018/19 academic year. In addition, the FSC had been part of a successful bid by Hampshire County Council (HCC) to the Construction Skills Fund to secure additional funding to deliver pre-employment training courses to equip students with the basis skills needed to start work on a construction site.</p> <p>The DPB stressed that the original plan approved by the Corporation was to achieve breakeven in 2018/19. A review of all costs was currently being undertaken and that it was not considered insurmountable that a breakeven position could be achieved.</p> <p>It was also noted that the break-clause in the contract with HCC was due at the end of 2019 and that considerable detailed work would be undertaken as to whether to invoke that clause and a full update would be made to the Corporation if it was felt that the break-clause should be enacted.</p>	
<p>587. (5.23pm)</p>	<p>TEACHING AND LEARNING UPDATE</p> <p>1. Summary of Observations</p> <p>A written report was received and considered. The DPCPI advised that first observation outcomes for the 2018/19 cycle showed a lower profile compared with the previous year. He stressed that the process had primarily been looking at ‘teachers with the greatest support needs and that the next round of observations would cover the staff with lesser development needs, and that overall results were expected to show higher overall grades.</p> <p>2. Staff Development for Teaching, Learning and Assessment</p> <p>The DPCPI advised that the college recognised the improvements to teaching, learning and assessment that it needed to make were highlighted in the QIP, and that the activity planned that had taken or was scheduled to take place this year was:</p> <ul style="list-style-type: none"> • October INSET day: to review assessment practise, agree improvements to be made and resurrect WWW, EBI, INT • December INSET morning for Course Directors to evaluate quality of feedback and extent to which students’ progress 	

<p>587. (cont)</p>	<ul style="list-style-type: none"> • Observation and learning walks to evaluate quality of feedback, impact on students' progress and push teachers to set improvement actions • Use of TLAS to support staff to improve feedback methods • All CDs to action improvements of teaching and assessment arising from observations. • All CDs to conduct learning walks to assess progress that staff are making 	
<p>588. (5.29pm)</p>	<p>QUALITY IMPROVEMENT PLAN (QIP)</p> <p>A written report was received and considered. The DPCPI took the Ctte through the eight elements of the QIP and updated it on progress made and achievements to date. The Chair noted that there needed to be more data included in the QIP to show progress.</p>	
<p>589. (5.54pm)</p>	<p>CURRICULUM TRACKING MEETINGS</p> <p>A written report was received and considered. The DPCPI advised that all tracking meetings had been undertaken, and that the meetings had highlighted where:</p> <ul style="list-style-type: none"> • Student progress was good or bad • Marking was up to date or otherwise • Retention was good or otherwise • Actions were or were not being taken to address students' weaknesses in English and maths • Students' English and maths performance was good or otherwise • Students' progress in completing work experience and enrichment was good or otherwise • Markbook was or was not correctly set to enable students to understand their progress <p>The DPCPI stressed that students were making the progress expected of them in Animal Management, Applied Science, Counselling, Hospitality, GCSE Maths, Plumbing, Electrical, Art and FdA Early Years. Courses that were not making enough progress (based on dashboard data) were in Media, Engineering and Functional Skills. He advised that this could be as a result of either Markbook and Dashboard not being completed by staff (in which case the Course Director had been tasked with addressing staff behaviours) or it was because teachers have fallen behind with assessments and marking.</p>	
<p>590. (6.00pm)</p>	<p>ENGLISH AND MATHS UPDATE</p> <p>A written report was received and considered. The DPCPI advised that in November 2018 approx 300 students had taken either GCSE English or mathematics examinations. Of the 128 entries for maths, there was an increase of 8.4% in the 9-4 pass rate on the same point last year (national pass rate for the November 2018 resit with Edexcel was 27.6%). Of the 165 entries for English, there was an increase of 11% in the 9-4 pass rate on the same point last year (national pass rate for the November 2018 resit with AQA are 32.8%).</p> <p>With regards to Functional Skills, the DPCPI advised that the college had conducted a review of Functional Skills provision with specific focus on the Leadership and Management of provision as part of the SAR and QIP process. Key actions had been highlighted (listed in the report) that were required to be implemented by Course Directors, Faculty Heads and the Head of Aspiral Learning.</p> <p>The DPCPI advised further that the DfE progress measures for English and mathematics showed a slight decline nationally in grade progress of both English and mathematics students in 2017/18 compared with 2016/17. However, the grade progress score at BCoT for English was better and that, on average, students had improved their grade with BCoT. Progress measures for disadvantaged students in English and maths had shown a slight decrease on 2016/17 results.</p>	

<p>591. (6.12pm)</p>	<p>APPRENTICESHIP ACHIEVEMENT DATA 2017/18</p> <p>A written report was received and considered. The DPB advised that Apprenticeship achievement rates had declined over the past 3 years and several actions had been implemented to improve the position. However, she stressed that due to the length of the apprenticeship programmes, and the way that achievement rates were calculated, recent actions would have very little impact on the current year's data, unless the intervention related to English and maths achievement.</p> <p>The DPB advised the Committee of the numbers of apprentices with a planned completion date in the 2018/19 academic year and provided an 'in year' achievement rate of 57%. The DPB also provided a best-case achievement rate for the current academic year which, if achieved, would show a 5% increase in comparison with the previous year.</p> <p>The DPB highlighted various risk factors (listed in the report) that could have an impact on learners not achieving as planned. In addition, she took the Ctte through a series of actions that had been implemented in 2018/19 to improve provision.</p> <p>The DPB concluded by advising that of the 383 learners that had enrolled since 1 August 2018 the retention rate was 98%. She stressed that should that level of retention continue there would be a positive impact on data in future years.</p>	
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ITEMS FOR INFORMATION

(6.19pm)		
<p>592.</p>	<p>COLLEGE COMPLAINTS REPORT</p> <p>A written report was received for information. The DPCPI advised that the report covered the period August 2018 to February 2019 and showed that a total of 17 complaints had been made. He took the Ctte through the overall outcomes by category of complaint and highlighted the outcomes (upheld, partially upheld, not upheld).</p>	
<p>593.</p>	<p>DELEGATION OF RESPONSIBILITIES UPDATE: SPRING TERM 2019</p> <p>A written report was received for information. The DPCPI took the Ctte through a range of retention data (listed in the report) and stressed that retention was above the national rate.</p> <p>The DPCPI updated the Ctte on the outcomes on staff development activities and on the activities for the INSET training days.</p>	
<p>594.</p>	<p>OFSTED INSPECTION REPORTS</p> <p>A written report was received for information. The DPCPI advised that the report showed the overall 'failings' highlighted in published Ofsted inspection reports, and how these areas had been mapped against BCoT with a view to improving the quality of the college's provision.</p>	
<p>595.</p>	<p>EMPLOYER ADVISORY BOARDS</p> <p>A written report was received for information. The DPCPI confirmed that all Course Directors operated a range of employer engagement activities, and that the report listed the various actions and activities undertaken.</p> <p>The Principal stressed the need to ensure that employer engagement had a positive impact on curriculum design for local employer needs.</p>	

596.	<p>LEARNER PARLIAMENT NOTES OF MEETINGS</p> <p>The notes of the Learner Parliament meetings for i. Public Services/Sport/Business, ii. STEM and iii. Creative Faculty were received and noted.</p>	
597.	<p>ANY OTHER BUSINESS</p> <p>1. Showcase of Edtech</p> <p>The Principal advised that the Showcase for Edtech would be held in the college on 27 March 2019.</p> <p>2. Southampton City College/Eastleigh College: Proposed Merger</p> <p>The Principal advised that the proposed merger between Southampton City College and Eastleigh College was not now going to proceed as funding from the Transaction Unit had not been forthcoming.</p> <p>In addition, he advised that some of the larger merged college groups were starting to look at de-mergers!</p>	
597.	<p>DATES OF FUTURE MEETINGS <i>(Meetings commence at 5.00pm unless stated)</i></p> <p>Thursday 13 June 2019 Wednesday 13 November 2019 Wednesday 4 March 2020 Thursday 11 June 2020</p>	
(6.52pm)	Meeting closed	