

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

CURRICULUM & QUALITY COMMITTEE

MINUTES OF A MEETING HELD ON THURSDAY 13 JUNE 2019

Membership (7):	*	Steve Fussey	External Member	Chair
	*	Anthony Bravo	Principal	
		Terry Clarke	Staff Member	
		Brooke Dobing	Student Member	
		Julie Hall	External Member	
	*	Anne Millar	External Member	
	*	Mike Wilkinson	External Member	Vice Chair
Quorum:		3 Members required	4 Members present	Meeting quorate
In Attendance:	*	Simon Burrell	Clerk to the Corporation (Clerk)	
	*	Lorraine Heath	Deputy Principal: Curriculum, Performance & Innovation (DPCPI)	
	*	Beryl Huntingdon	External Member (Observer)	
Present:	*			

5.00pm		ACTION
598.	<p>WELCOME</p> <p>The Chair welcomed Beryl Huntingdon to the meeting.</p>	
599.	<p>APOLOGIES FOR ABSENCE</p> <p>Terry Clarke, Julie Hall.</p>	
600.	<p>DECLARATION OF INTERESTS</p> <p>There were no Declarations of Interest made.</p>	
601.	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The Minutes of the meetings held on 6 March 2019 and 21 May 2019 were confirmed as correct records and were signed by the Chair.</p>	
602.	<p>MATTERS ARISING</p> <p>There were no Matters Arising considered that were not discussed elsewhere at the meeting.</p>	

<p>603.</p>	<p>QUALITY IMPROVEMENT PLAN (QIP)</p> <p>A written report was received, considered and noted. The Chair advised that he had met with the DPCPI to review the QIP. He had noted that whilst much of the QIP was relevant there were elements that needed to be revised. In addition, the DPCPI was also reviewing the curriculum strategy and that would also inform the QIP.</p> <p>The DPCPI advised that the new academic year cycle would be commencing in the very near future and one of the key actions would be related to English and maths (E&M), as that area was not improving as quickly as had been anticipated. She advised further that the College was in the process of re-structuring E&M and was currently recruiting a new Head. In addition, all curriculum teams will have responsibility for English and maths to ensure greater integration across the whole College.</p> <p>The DPCPI advised further that the College was in discussions with other colleges to seek best practice on how they delivered E&M to achieve better outcomes. Initial areas highlighted for consideration included:</p> <ul style="list-style-type: none"> • Taking a whole college approach, • Looking at potential changes to examination boards, • Focusing on one subject at a time within specific time blocks, • Sequential teaching <p>The DPCPI advised that the Management Team was continuing to review the above and a range of other options and a report would be made to the Ctte at its next meeting.</p> <p>The DPCPI took the Ctte through the QIP and updated it on progress. In particular, she highlighted that assessment was not used consistently well-enough across the College in order to plan for or extend all students. Further work was being undertaken on how best to implement changes. In addition, the performance of groups of learners was not monitored sufficiently well or was unknown leading to achievement gaps.</p> <p>In order to improve data and to measure progress the College-developed dashboard continued to be developed and would be fully operational from September 2019. Of those elements already in operation there was a range of data available and showed the positive opportunities available to manage data and progress.</p> <p>Following the reduction in data that had been discussed in detail at the previous meeting (21 May 2019) the DPCPI advised that learner records would now be closed by MIS if learners were no longer attending college. Learners would not now be carried-forward unless there were exceptional circumstances. Some data anomalies had also been identified with apprentices and MIS were following-up to address issues.</p> <p>Pass rates had not improved and had resulted in declining achievement rates. At risk learners would be identified sooner and action plans/support put in place and would be reviewed by Faculty Heads on a weekly basis.</p>	<p>DPCPI</p>
<p>604.</p>	<p>TEACHING AND LEARNING UPDATE</p> <p>A written report was received and considered. The DPCPI advised that teaching and learning observations had taken place in most of the curriculum areas with 78 initial observations and 9 re-observation having taken place. Those new to teaching were not graded in their first term, but did receive developmental observations and feedback. She reminded the Ctte that teaching, learning and assessment observations were not formally graded by observers; all observation forms had been moderated by the previous Deputy Principal CPI, the Head of Quality and the Faculty Head with responsibility for Teaching and Learning to give each observation a 'moderated grade' for quality assurance and reporting purposes. The current observation grade profile was 79.5% good or better.</p>	

<p>604. (cont)</p>	<p>Overall there had been an increase in the number of initial observations being judged at grade 1 (33.3% in 2018/19 compared to 27.5% in 2017/18). There had also been a very small increase in the number of first observations being judged as grade 3 or 4 with the total for 2018/19 at 26.9%, compared to 26.3% in 2017/18. However, observations for the current year had not yet been completed so the position might change.</p> <p>The DPCPI advised further that the teaching, learning and assessment observation process was currently being reviewed and a revised process would be implemented for next academic year and would include all observations being graded.</p>	
<p>605.</p>	<p>ENGLISH AND MATHS UPDATE</p> <p>A written report was received, considered and noted. The DPCPI re-iterated that a new Head of English and Maths was being recruited. In addition, the English and maths strategy was being developed to ensure a consistent and coherent approach to English and maths across the college. The majority of full-time students (those who did not have a grade 4/C GCSE in English and/or maths) would be enrolled onto a GCSE resit programme; a small number of students would be enrolled onto functional skills qualifications. Initial screening and streaming would take place at enrolment to place students into groups depending on their previous qualifications and grades.</p> <p>The DPCPI stressed that this was a significant change from the approach used in the current academic year when only full-time students with a grade 3 GCSE/level 1 functional skills qualification were enrolled onto the GCSE resit and all other students completed functional skills. The impact of this was expected to be an overall improvement in the headline achievement data and an improvement in English and maths progress data but a decline in high grade (grades 4 to 9) pass rates. Apprentices without a grade 4/C GCSE in English and/or maths would continue to study functional skills qualifications.</p> <p>The DPCPI advised also that the current suite of functional skills qualifications would be withdrawn in August 2019 and replaced with the newly reformed Functional Skills in English and maths. There had been an increase in the subject content for both English and maths with more emphasis on the underpinning knowledge and skills that learners needed. It was, though, expected that the new qualifications would be more challenging for learners to achieve.</p>	
<p>606.</p>	<p>FUTURE SKILLS CENTRE, BORDON (FSC)</p> <p>A written report was received, considered and noted. The DPCPI advised that learner attendance remained high at 93%, and that all learners were making good progress towards the completion of their qualifications.</p> <p>In response to a question from a Member the DPCPI advised that there were 67 learners enrolled at the FSC and that the target for 2019/20 was 100 learners. A breakeven budget had been proposed for 2019/20.</p> <p>Consideration on whether to continue operation at the FSC or enact the break-clause at the end of 2019 was ongoing.</p>	
<p>607.</p>	<p>HIGHER EDUCATION PROVISION</p> <p>A written report was received, considered and noted. The DPCPI advised that the College continued negotiations with the University of Portsmouth to establish higher education provision at BCoT.</p> <p>A review of the original planned provision had been completed and it had been agreed to focus initially on four key areas with a view to expanding the provision as it became more established.</p>	

608.	<p>APPRENTICESHIP UPDATE</p> <p>A written report was received for information and noted. The DPCPI advised that of the 670 apprentices with planned completion dates in 2018/19 202 had still to complete. She advised further that if all apprentices completed the achievement rate for 2018/19 would be 73.1% (69.6% in 2017/18). However, she stressed that, based on the number of learners in the cohort for the current year, 6 non-completers would have a 1% negative impact on data so it was crucial that the vast majority of learners, who were still on programme, achieved as planned to avoid a further decline.</p> <p>However, there were a number of risk factors, including functional skills and end point assessments, that were likely on impact resulting in late achievers which will have a negative impact on the data.</p>	
609.	<p>OFSTED INSPECTION REPORTS</p> <p>The DPCPI gave a verbal update on changes to the inspection process. She advised that there would be four key areas reviewed, and that in order to be graded 'outstanding' all key judgements made by Ofsted would have to be individually graded 'outstanding'.</p> <p>The DPCPI advised also that there would no longer be a single 'Ofsted nominee' but that Ofsted would focus on middle managers. The Principal stressed the need for all middle managers to be fully engaged in the process.</p> <p>Upskilling of staff, CPD, employer-led curriculum, destinations had all been highlighted as areas Ofsted would also look at.</p>	
610.	<p>EMPLOYER ADVISORY BOARDS</p> <p>The DPCPI advised that most areas within the College engaged with employers, but there was limited evidence on how the engagement impacted on the curriculum. There were, though, some examples where issues raised by employers had resulted in positive changes to the curriculum. There had also been an increase in the number of work experience opportunities gained as a result of the engagement with employers.</p>	
611.	<p>ANY OTHER BUSINESS</p> <p>1. Faculty Heads at C&Q Ctte Meetings</p> <p>The Chair suggested that in order to improve 'visibility' of the Faculty Heads, they should be invited individual to attend meetings of the Ctte and give a short presentation and Q/A on their areas of responsibility.</p>	DPCPI/ Clerk
612.	<p>DATES OF FUTURE MEETINGS <i>(Meetings commence at 5.00pm unless stated)</i></p> <p>Wednesday 13 November 2019 Wednesday 4 March 2020 Thursday 11 June 2020</p>	
(6.33pm)	Meeting closed	