

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## QUALITY COMMITTEE

### MINUTES OF A MEETING HELD ON MONDAY 11 JUNE 2018

<b>Membership (7):</b>	*	Steve Fussey	External Member	Chair
	*	Anthony Bravo	Principal	
	*	Terry Clarke	Staff Member	
		Julie Hall	External Member	
		Daisy Hutchings	Student Member	
	*	Mike Wilkinson	External Member	
		Vacancy (GM)	External Member	
<b>Quorum:</b>		3 Members required	4 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>	*			

4.02pm		ACTION
<b>542.</b>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Julie Hall, Daisy Hutchings.</p>	
<b>543.</b>	<p><b>DECLARATION OF INTERESTS</b></p> <p>There were no Declarations of Interest made.</p>	
<b>544.</b>	<p><b>NOTIFICATION OF ANY OTHER BUSINESS</b></p> <p>There were no items of Any Other Business notified.</p>	
<b>545.</b>	<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>The Minutes of the meeting held on 28 February 2018 were confirmed as a correct record and were signed by the Chair, subject to the following amendment:</p> <p style="padding-left: 40px;">Minute 533, page 3, second point 7, delete "Area of most concern."</p>	
<b>546.</b>	<p><b>MATTERS ARISING</b></p> <p><b>1. Gareth Moores, External Member and Vice Chair of the Ctte</b></p> <p>The Chair recorded a tribute to Gareth for his work and commitment to the Corporation, the Ctte and to the College during his time as a Member of the Corporation and as a Member of the Quality Ctte.</p>	

## ITEMS FOR DISCUSSION

<p><b>547.</b> (4.05pm)</p>	<p><b>QUALITY STRATEGY/POSITION STATEMENT 2018-19</b></p> <p>A written report was received and considered. The DPCPI advised that minor revisions only had been made to the Quality Strategy.</p> <p>The DPCPI highlighted improvements to the teaching, learning and assessment practice and advised that it would be enhanced further by the in-house development of a dashboard facility that would give greater coverage of data at a student and course level. The DPCPI gave a brief overview of what the dashboard would look like and advised that it made use of Markbook data and other existing data-sources. He advised further that it would be available to students to review their progress, and to staff to monitor individual students and group progress. The DPCPI was requested to give a detailed presentation on the final version of the dashboard at the next meeting of the Ctte.</p> <p>In addition, the Principal advised that fundamental improvements in data had been achieved following the cessation of use of agency staff. He suggested that a note to that effect should be included in the final version of the Quality Strategy that would be submitted to the Corporation for approval.</p> <p>In reviewing the Quality Strategy/Position Statement 2018-19 the Ctte suggested further minor changes that should be made to the final version presented to the Corporation.</p> <p style="text-align: center;"><b>It was RESOLVED to RECOMMEND to the CORPORATION that the Quality Strategy/Position Statement 2018-19, as amended, be approved.</b> <i>(Proposed by Mike Wilkinson, Seconded by Terry Clarke)</i></p>	<p><b>DPCPI</b></p>
<p><b>548.</b> (4.16pm)</p>	<p><b>FUTURE SKILLS CENTRE, BORDON (FSC)</b></p> <p>The DPB gave the Ctte a verbal update on progress. She advised that, to date, there had been 100% retention, work experience and enrichment were progressing well, and that the Centre Manager was excellent at developing the provision of the FSC.</p> <p>The DPB advised further that applications for new starts from September 2018 were currently at 50, and that it was anticipated that 16 out of 21 current students would progress to a second year. She highlighted a new contract with Taylor Wimpy based on 10 trainees undertaking a three-year apprenticeship that guaranteed each a permanent employment contract if they successfully completed their apprenticeship.</p> <p>In response to a question from a Member the DPB advised that if the enrolment target was achieved for 2018/19 it was anticipated that the FSC would break-even. However, she expressed her concern at the current low level of applications and highlighted the potential of not reaching the enrolment target in September 2018.</p>	
<p><b>549.</b> (4.22pm)</p>	<p><b>TEACHING AND LEARNING UPDATE</b></p> <p>A written report was received for information and noted. The DPCPI updated the Ctte on progress of lesson observations (LO) during 2017-18.</p> <p>Overall, the DPCPI advised that teaching, learning and assessment (TLA) was strong, lessons were planned effectively to develop students' skills and to improve their employability. Assessment was effective in those lessons observed and lead to individualised learning. Students were also able to demonstrate the right behaviours and attitudes that would help them to learn and support their progress. However, where TLA was deemed weak, planning of lessons and assessment practise was not used well and did not consider the individual needs of student sufficiently.</p> <p>In response to a question from a Member the DPCPI advised that the overall grading had reduced owing to the introduction of more rigorous changes to the LO scheme. He also confirmed that all LOs were unannounced.</p>	

<p><b>549.</b> <b>(cont)</b></p>	<p>The DPCPI advised further on the investment in four Teaching, Learning and Assessment Specialists (TLAS) who had extensive experience in teaching and had demonstrated through previous observation cycles that the quality of their classroom practise was consistently high. To date, TLASs had supported more than 40 members of staff over 21 curriculum areas. In response to a question from a Member the DPCPI advised that the use of the TLASs had identified a small number of staff who were not engaging in ways to improve their teaching. In response to a further question, the DPCPI confirmed that the grade profile of those staff who had requested help from the TLASs had improved.</p>	
<p><b>550.</b> (4.30pm)</p>	<p><b>QUALITY IMPROVEMENT PLAN (QIP)</b></p> <p>A written report was received for information. The DPCPI took the Ctte through the eight Aspects of the QIP and highlighted actions taken or proposed to make continuing improvements.</p> <p>The DPCPI advised that:</p> <ul style="list-style-type: none"> <li>• Entry-level data for functional skills in English and maths was not as high as would have been liked, and that Level 1 maths was low, needed to be improved, and continued to be a concern to him. He also stressed that changes to English meant that students had to attend all three components of the exam to achieve a qualification. The DPB confirmed that there were also concerns in respect of English and maths with regards to apprentices. Additional funding to support maths would be available from September 2018.</li> <li>• Work experience was also a cause for concern with not all students achieving meaningful outcomes.</li> <li>• Student destination data was at 85% (target 90%).</li> <li>• Curriculum developments following stakeholder involvement was improving and the DPCPI was in dialogue with Course Directors to ensure continuing progress.</li> <li>• Further work was being implemented to monitor performance of groups of students. He stressed the challenge in keeping track of achievement gaps and advised that in-year 16-18 vs 19+ was below target, but that the male vs female retention gap was above target. White vs non-white retention gap was above target. The Principal stressed the low levels of non-white in the local community of Basingstoke. Difficulty/disability vs non-difficulty/disability was also below target.</li> <li>• Changes had been made to teaching and assessment methods in GCSE maths following the introduction of a new exam specification.</li> <li>• Assessment was improving but further work required.</li> <li>• Updated value-added data was not yet available from the DfE. Progress was monitored through Markbook.</li> </ul>	
<p><b>551.</b> (4.47pm)</p>	<p><b>HIGHER EDUCATION PROVISION</b></p> <p>A written report was received, considered and noted. The DPCPI highlighted national changes that the college would have to implement to continue HE provision, and for the need to register with the Office for Students in the Approved (fee cap) category. He advised also that the college was in discussion with HE partners regarding support for the Work Based University Centre (WBUC).</p> <p>The Principal advised that the M3 LEP had issued a report outlining HE needs for western Basingstoke, and that they had also commissioned a further detailed report on HE to be undertaken. He advised further that funding for the WBUC had been identified by the M3 LEP but had not yet been released to the college.</p> <p>The Principal outlined several different options that were under discussion with a range of HE and non-HE partners regarding future HE developments at the college.</p>	

<p><b>551.</b> <b>(cont)</b></p>	<p>The Chair of the Ctte raised the need for HE to be included in the college risk register. The DPCPI would liaise with the DPFRR regarding this matter.</p> <p>The DPCPI took the Ctte through a range of statements and proposed policies related to HE provision, a self-assessment on management and governance arrangements, a self-assessment on guidance on consumer protection law, and a student protection plan, all required as part of the registration process.</p>	<p><b>DPCPI</b></p>
<p><b>552.</b> (5.00pm)</p>	<p><b>COMMITTEE TERMS OF REFERENCE</b></p> <p>A written report was received and considered. It was noted that the terms of reference for the committee needed to be updated to include specific reference to HE. It was proposed that, under item 6 of the terms of reference, a statement be included to reflect the Quality Committee's responsibility for the oversight of the quality of higher education provision at the college.</p> <p>In addition, it was proposed that the Ctte be renamed as the Curriculum &amp; Quality Committee to reflect better the broader responsibilities of the committee.</p> <p><b>It was RESOLVED to RECOMMEND to the CORPORATION that:</b></p> <ol style="list-style-type: none"> <li><b>1. the terms of reference be amended to include a statement that reflected the Quality Committee's responsibility for the oversight of the quality of higher education provision at the college be included,</b></li> <li><b>2. The name of the committee be amended to read 'Curriculum &amp; Quality Committee'.</b></li> </ol>	
<p><b>553.</b> (5.04pm)</p>	<p><b>EXTERNAL VERIFICATION</b></p> <p>A written report was received for information. The DPCPI outlined the outcomes following external verifications undertaken by the awarding bodies. He advised that no qualifications were currently 'blocked' and unable to be awarded by any of the college's awarding bodies.</p>	
<p><b>554.</b> (5.05pm)</p>	<p><b>ELECTION OF VICE CHAIR OF THE COMMITTEE</b></p> <p>The Clerk advised that following the resignation of Gareth Moores there was a vacancy for Vice Chair of the Committee. The Clerk called for nominations. One nomination was received.</p> <p><b>It was RESOLVED that Mike Wilkinson be elected Vice Chair of the Ctte for a two-year term of office commencing on the 11 June 2018.</b> (Proposed by Steve Fussey, Seconded by Anthony Bravo)</p>	
<p><b>555.</b> (5.06pm)</p>	<p><b>APPOINTMENT OF SAFEGUARDING MEMBER</b></p> <p>The Clerk advised that Gareth Moores had also been the safeguarding member for the Corporation. The Chair advised that he had been in discussion with the Head of Student Services about the role of safeguarding member, and that he had volunteered to undertake that role for a year.</p>	

### ITEMS FOR INFORMATION

<p><b>556.</b> (5.09pm)</p>	<p><b>CURRICULUM TRACKING MEETINGS</b></p> <p>A written report was received for information. The DPCPI advised that 3 out of the 4 tracking meetings with Course Directors had been undertaken, and that the fourth meetings for 2017/18 had commenced that week.</p> <p>The DPCPI advised that, based on Markbook data, value-added performance of 592</p>	
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<p><b>556.</b> <b>(cont)</b></p>	<p>students in scope showed that 338 students (57.1%) were at or above target and the remaining 254 students (42.9%) were below target. However, this data did not include English and maths.</p> <p>Overall, the DPCPI advised that Markbook data for the vast majority of courses was up to date and demonstrated that courses were on-track to complete in June 2018 or before. He advised further that the data highlighted those students most at risk of failing to successfully complete their courses in a timely manner, and that Course Directors had put in place intervention measures to support those students.</p> <p>In response to a question from a Member the DPCPI advised that he was happy with the introduction and operation of Markbook, that it was showing clear signs of improvement, and that it had been a good development for the college.</p>	
<p><b>557.</b> (5.16pm)</p>	<p><b>DELEGATION OF RESPONSIBILITIES UPDATE: SUMMER TERM</b></p> <p>A written report was received for information. The DPCPI took the Ctte through his report.</p> <p>The DPCPI advised that students now undertook various smaller surveys more regularly to capture changes/issues quicker. He also confirmed that most students understood that PREVENT related to safeguarding and radicalisation, but that too many students remained unclear as to what PREVENT meant.</p> <p>The DPCPI also outlined a summary of the outcomes highlighted by the surveys (listed in the report).</p>	
<p><b>558.</b> (5.21pm)</p>	<p><b>EMPLOYER ADVISORY BOARDS (EAB)</b></p> <p>A written report was received for information. The DPCPI highlighted the range of EAB activities undertaken across the college and advised that some areas were strong in their links with employers' but some areas needed to make improvements. Overall, he stressed that EAB activities were improving but not yet consistent across the whole college.</p>	
<p><b>559.</b> (5.24pm)</p>	<p><b>COMPLAINTS</b></p> <p>A written report was received for information. It was noted that the overall number of complaints made in 2017/18 was lower than in previous years. It was noted that complaints related to course organisation had reduced dramatically to 6%.</p>	
<p><b>561.</b> (5.24pm)</p>	<p><b>ANY OTHER BUSINESS</b></p> <p><b>1. Lyndsay Spellaine</b></p> <p>The Principal was pleased to advise that Lyndsay had won an award for the most inspirational specialist provision teacher in the Basingstoke area.</p>	
<p><b>562.</b> (5.27pm)</p>	<p><b>DATES OF FUTURE MEETINGS</b> <i>(Meetings commence at 5.00pm unless stated)</i></p> <p>Wednesday 14 November 2018  Wednesday 6 March 2019  Thursday 13 June 2019</p>	
<p>(5.28pm)</p>	<p>Meeting closed</p>	

<p>Confirmed as a correct record:</p>		<p>14 Nov 2018</p>
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