

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

QUALITY COMMITTEE

MINUTES OF A MEETING HELD ON WEDNESDAY 8 MARCH 2017

Membership (7):	*	Steve Fussey	External Member	Chair
	*	David Birks	External Member	
	*	Anthony Bravo	Principal	
		Terry Clarke	Staff Member	
	*	Harley Gwendolyn	Student Member	
	*	Gareth Moores	External Member	Vice Chair
	*	Mike Wilkinson	External Member	
Present/Quorum:		3 Members required	6 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)	
	*	Sandra Taylor	UTC Reading - Observer	

5.00pm		ACTION
477.	WELCOME The Chair welcomed Mark Hillman and Lorraine Heath to the meeting.	
478.	APOLOGIES FOR ABSENCE Terry Clarke.	
479.	DECLARATION OF INTERESTS There were no Declarations of Interest made.	
480.	MINUTES OF THE PREVIOUS MEETING The Minutes of the meeting held on 10 November 2016 were confirmed as a correct record, and were signed by the Chair.	

<p>481.</p>	<p>MATTERS ARISING</p> <p>1. Development of Curriculum Portfolio</p> <p>David Birks raised the question of how curriculum development plans were reviewed at a governance level, and how proposed developments impacted on other existing programmes. The DPB advised that when a new programme was proposed the curriculum department concerned would draw-up a submission that would be considered in detail through the College's internal validation process. If approved any new programmes would then be included in the higher-level curriculum plans that would be presented to the Quality Ctte and the Corporation as part of the overall strategic plan.</p> <p>David Birks also raised the need to ensure that all data was reviewed at individual curriculum level to ensure a good understanding of performance on a course by course basis, and to be able to see if there were any specific trends/issues arising regarding a specific course, group of courses or at departmental level. The Committee requested that the data gathering process be reviewed to ensure that such trends could be identified as a future aim.</p> <p>In response to a question regarding the development of the strategic plan, the Chair of the Ctte advised that he was also the chair of the Strategic Plan Working Group, and that the Strategic Plan was based over a four-year period. He advised further that it had been agreed to undertake a review of the Strategic Plan on a yearly basis to ensure that it continued to meet the overall aims and aspirations for the College.</p>	<p>DPCPI</p> <p>Chair</p>
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ITEMS FOR DISCUSSION

<p>482. (5.07pm)</p>	<p>FUTURE SKILLS CENTRE, BORDON</p> <p>A written report was received. The DPB advised that building work was scheduled to be completed on 25 May 2017, with the 'topping-out' ceremony due to be held on 21 March 2017.</p> <p>To date, the DPB advised that there had been 28 applications for two initial programmes – carpentry and construction, and the built environment – that would be operated in two groups of 16. In addition, if there were sufficient further applications it was proposed to also run a bricklaying programme.</p> <p>In response to a question from a Member the DPB advised further that there was a continuing dialogue with the local building industry regarding their skills needs and requirements, but that each employer had a different requirement that made planning difficult.</p> <p>The DPB advised that the Centre Manager had been appointed and was due to start in April 2017. She stressed that his initial role was to review all options and that the curriculum offer would be 'firmed-up' by the end of May 2017. She also advised that the initial focus for the Centre would be on full time and apprenticeship provision. In addition, she was also starting to engage with local schools regarding opportunities for progression.</p> <p>In response to a question from a Member regarding the levels of qualifications being proposed the DPB advised that it was initially planned to offer Level 2 in carpentry and Level 2 & 3 in the built environment. She also advised further that employers were looking for Level 3 qualifications.</p> <p>The DPB also highlighted her concerns regarding overall student recruitment and the need to ensure that there were sufficient enrolments for September 2017. In response to a further question the DPB advised that the marketing campaign for the Centre needed to be 'ramped-up' with more emphasis needed in the Bordon area.</p> <p>The report was noted and a further update would be made at the next meeting.</p>	<p>DPB</p>
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<p>483. (5.17pm)</p>	<p>TEACHING AND LEARNING UPDATE</p> <p>A written report was received for information. The DPCPI updated Members on progress. He advised that all teaching staff were observed over five 'windows' throughout the year, three having been completed to date. Current results showed that 95% of those observed had achieved Grade 1 or Grade 2. He advised further that RAP Tutors and Facilitators were observed under a slightly different methodology and that 92% of those observed to date had achieved Grade 1 or Grade 2.</p> <p>In response to a question from a Member the DPCPI advised that he was currently in the process of reviewing the existing observers to ensure a consistency across the College. He confirmed that Faculty Heads did not observe their own staff. He stressed that, as an Ofsted Inspector, he knew what was expected of observers, and would use external support if he felt it was required.</p> <p>The Principal outlined the triangulation process of reviewing data. He stressed that the 'raw' data continued to improve.</p> <p>A Member raised the question of how to ensure that the appropriate level of review of staff was undertaken. The Chair agreed to discuss the matter with the Member concerned outside of the meeting and to then discuss matters with the DPCPI.</p> <p>The DPCPI advised that through self-assessment and the recent Ofsted inspection the College had identified that areas for improvement for 2016/17 were:</p> <ul style="list-style-type: none"> • Target setting • Assessment of learning • Embedding of English and maths across the curriculum • Teaching, learning and assessment in English and maths • Blended learning and its seamless integration with lessons <p>The Committee noted the update report.</p>	<p>Chair</p>
<p>484. (5.29pm)</p>	<p>ANALYSIS OF SURVEYS – STUDENT INDUCTION (CRAE1B)</p> <p>A written report was received for information. The DPCPI advised that there had been a 70% completion rate for the survey. It had been undertaken on new students and was based on their first few weeks experiences at the College. He advised that a detailed analysis by each curriculum area had been undertaken and action plans developed and fed-back to each area accordingly.</p> <p>The DPCPI advised that five departments had been rated above a benchmark based on other similar providers, and that all other departments were broadly in line with the benchmarks, except for Engineering that was significantly below.</p> <p>Feedback from students that was better than the benchmark included:</p> <ul style="list-style-type: none"> • Understanding the College's expectation around work experience • Knowing what their e-ILPs were used for and how targets were set • Behaving in ways that were in accordance with the expectations of the College and their teachers <p>Feedback that was significantly below the benchmark included:</p> <ul style="list-style-type: none"> • Guidance at enrolment • The role of the Student Union • The extent to which students enjoy coming to the College • The extent to which students would recommend BCoT to a friend 	

<p>484. (cont)</p>	<p>The Chair noted that there were a wide range of issues raised at Learner Parliament meetings. He sought clarification from the Student Member regarding the students' perception of the outcomes from such meetings. The Student Member advised that the overall perception was that matters raised were acted on by the College.</p> <p>The DPCPI advised that the students were due to take part in the national survey of FE and that appropriate briefings would be made through tutor groups to remind students of what had been undertaken for them during the current academic year.</p>	
<p>485. (5.37pm)</p>	<p>COLLEGE COMPLAINTS REPORT AND ANALYSIS 2015/16</p> <p>A written summary report was received for information. The DPCPI advised that there had been 109 recorded complaints (up from 86 in 2014/15), and that 42% had been upheld, 17% partially upheld and 41% not upheld.</p> <p>The DPCPI advised further that the largest number of complaints (43%) were regarding course organisation, and had been mainly related to staff turnover issues.</p> <p>The Principal advised that the College encouraged individuals to raise matters of concern. The DPCPI advised also that there was a detailed analysis of all complaints undertaken that included outcomes, actions and impacts, and was available for inspection by Members should they wish to review it.</p> <p>The Committee noted the report and requested that future reports include the % of complaints upheld by each area of complaint.</p>	<p>DPCPI</p>
<p>486. (5.42pm)</p>	<p>RETENTION/ACHIEVEMENT/SUCCESS/E&D ATTAINMENT GAPS</p> <p>A written report was received for information. The DPCPI advised that overall achievement rates had improved in 2015/16 against 2014/15, were above the national rates, and were deemed 'good'. Apprenticeship achievement rates had declined against 2014/15 but were still 9.7% points above the national average, and are 'outstanding'. The DPB advised that the decline had been due to a change of methodology in calculating the national averages.</p> <p>The DPCPI advised further that GCSE outcomes had improved over 2014/15 to 23.3% (maths) and 20% (English), broadly in line with the national rates for the sector that are deemed low. He stressed that, in part, this had been because of staffing issues, but that staffing had now stabilised and was up to quota. The Principal stressed that he was still worried about the lack of progress in English and maths and that this area was under constant review.</p> <p>With regards to retention, the DPCPI advised that, as at the end of January 2017, 16-18 retention was at 94.8% (1% point below 2015/16) but was ahead of the College target of 93.8%. Adult (19+) retention was 97%, 1.3% points above January 2016, and above the College target of 93.8%.</p> <p>E&D showed no significant gaps but that there were some groups within the 'other ethnic' descriptor that were not performing as well as they should be.</p> <p>The DPCPI outlined the actions agreed (outlined in his report) to continue to monitor and improve a range of matters. The need to review and analyse data on a course by course basis was re-iterated.</p>	
<p>487. (5.53pm)</p>	<p>NATIONAL SCHOOL AND COLLEGE PERFORMANCE TABLES 16-18 AGE GROUP</p> <p>A written report was received for information. The DPCPI advised that the national data used by the DfE related to progress and progression against five accountability measure. He advised further that the College's performance in these areas was below regional and national averages. The destinations measure was calculated based on 2014/15 leavers.</p>	

<p>487. (cont)</p>	<p>The Principal highlighted that the 'goal-posts' had also been changed and that this had had an adverse effect on the College's data. His concern was that the data published by the DfE was out of date, was published nationally, and if used by parents of potential students could have a negative impact on decisions made by them when making choices.</p> <p>It was suggested that there should be a review of the key performance indicators used, and that a report should be made to the Committee at its next meeting.</p>	<p>DPCPI</p>
<p>488. (6.06pm)</p>	<p>POSITIVE DESTINATIONS SURVEY/PROGRESS TO HE</p> <p>A written report was received for information. The DPCPI advised that the College used the services of an external company to chase relentlessly all full-time students who had completed their programmes in 2015/16. He advised further that they had achieved 95% of destinations. He stressed that Ofsted considered 90% as 'good'.</p> <p>It was noted that positive destinations (based on paid employment, further education or training or those on a gap year) ranged from 90% to 97% at all levels.</p> <p>In response to a question from a Member the DPCPI confirmed that the College promoted case studies of previous students to extol the virtues of the College. However, there had been concerns within the College that marketing had not been as good as it should have been, and that this area was under active review by the SMT.</p>	
<p>489. (6.10pm)</p>	<p>QUALITY AND ASSESSMENT IN ENGINEERING</p> <p>The DPCPI had met with the Engineering Dept to identify what progress had been made. He advised that they were behind with assignment completion, marking and internal verification. There were also some problems with the AWE contract with regards to record keeping and the need to update Markbook. In addition, the Dept was not hitting the 10 day turn-round target for marking assignments.</p> <p>The DPCPI advised further that the Dept would also have its full complement of staff by 20 March 2017, and that he expected the Dept to be up to date on all matters by the next meeting.</p> <p>With regards to AWE, the DPCPI advised that performance had been in decline. He anticipated that the current month's report would show an improvement in progress following actions that had been put in place. He accepted that there were still some problems but that matters were improving.</p> <p>Overall, the DPCPI stressed that he was satisfied with the progress made by the Engineering Dept to date.</p>	
<p>490. (6.15pm)</p>	<p>ENGLISH AND MATHS UPDATE</p> <p>The DPCPI advised that external speaking and listening tests were currently being undertaken for 700+ iGCSE students. Students had to attend these tests to complete their examination. To date 90% of those students concerned had undertaken the tests and that staff were chasing all those who had not attended.</p> <p>With regards to maths, assessments had been undertaken but showed that only 14% were likely to achieve Grade C or above. Mock exams were scheduled for the next two weeks and the results of those would allow the staff to focus appropriate activities for all students concerned. He suggested that the overall focus was likely to be on those currently predicted to achieve Grade D improving to achieve Grade C.</p>	
<p>491. (6.21pm)</p>	<p>DEPUTY PRINCIPAL'S REVIEW</p> <p>The DPCPI advised that his initial assessment of the College after his first 2.5 weeks at BCoT was of a good, strong College, with good outcomes. He praised the work undertaken by his predecessor (Jackie Grubb) in moving the College into a strong position.</p>	

<p>491. (cont)</p>	<p>The DPCPI advised further that there were areas for improvement, especially in English and maths, and in continuing to improve overall teaching, learning and (specifically) assessment processes. He noted that there was some weakness in tracking and monitoring.</p> <p>Student recruitment for 2017/18 and 2018/19 was going to be a major challenge based on the declining local demographics, and increased competition seemed to show lower school engagement with BCoT.</p> <p>Wider development of the curriculum was also a key priority, along with earlier intervention on those courses causing concerns. The Committee requested an update on those courses at its next meeting.</p> <p>The Chair re-iterated the need to ensure that all data was reviewed in detail and at all levels to identify whether there were any trends etc.</p>	<p>DPCPI</p>
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ITEMS FOR INFORMATION

(6.28pm)		ACTION
<p>492.</p>	<p>EMPLOYER ADVISORY BOARDS (EAB)</p> <p>The DPCPI advised that there were two EABs scheduled for the next two weeks – Construction, and Sports & Public Services.</p> <p>David Birks advised that he had attended the football EAB and found it to be very positive.</p> <p>The Principal stressed that all curriculum areas had to undertake termly EAB meetings, and that the process was becoming embedded within the College structure. The Committee requested that an annual report be presented to it during the Autumn Term outlining the work and outcomes from the previous year's EAB meetings.</p>	<p>DPCPI</p>
<p>493.</p>	<p>LEARNER PARLIAMENT MINUTES</p> <p>The Learner Parliament Minutes for the meetings held on 28 November 2016 and 7 February 2017 were received and noted. The Cttee was pleased to note the wide range of matters raised by learners at the meeting.</p>	
<p>494.</p>	<p>ANY OTHER BUSINESS</p> <p>1. University of Winchester (UoW) Marketing Project</p> <p>David Birks updated the Committee on the progress of the two marketing projects being undertaken by the students from the UoW. He advised that some 60 students (Fashion and Marketing students) had been involved in the projects. Whilst there had been some initial issues related to data-gathering, the overall outcomes had been very useful.</p> <p>It was noted that they had met with the Interim Marketing Manager at BCoT and had gone through their initial findings and outcomes and proposals for a marketing plan.</p>	
<p>495.</p>	<p>DATE OF FUTURE MEETINGS <i>(Meetings commence at 5.00pm unless stated)</i></p> <p>Wednesday 15 June 2017</p>	
(6.44pm)	Meeting closed	

<p>Confirmed as a correct record:</p>		<p>15 June 2017</p>
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