

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

CURRICULUM & QUALITY COMMITTEE

MINUTES OF A MEETING HELD ON WEDNESDAY 13 NOVEMBER 2019

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

5.00pm		ACTION
613.	WELCOME The Chair welcomed Holly Keast to the meeting.	
614.	APOLOGIES FOR ABSENCE Anthony Bravo (late arrival), Julie Hall.	
615.	DECLARATION OF INTERESTS There were no Declarations of Interest made.	
616.	MINUTES OF THE PREVIOUS MEETING The Minutes of the meeting held on 13 June 2019 were confirmed as a correct record and were signed by the Chair.	
617.	MATTERS ARISING There were no Matters Arising considered that were not due to be discussed elsewhere at the meeting.	

ITEMS FOR DISCUSSION AND/OR DECISION

618.
(5.02pm)

SELF ASSESSMENT REPORT 2018/19 (SAR)

A written report was received and considered. The DPCPI advised that the SAR had been through a rigorous validation process that had included some members of the Corporation, and comments received had been incorporated in to the final version.

Proposed grades attributed to the SAR were:

Overall effectiveness	Good
Quality of education	Good
Behaviour and attitudes	Good
Personal development	Good
Leadership and management	Good
<hr/>	
Provision types	
Education programmes for young people	Good
Adult learning programmes	Good
Apprenticeships	Good
Provision for learners with high needs	Good

The DPCPI took the Committee through the summary of the key findings outlined in the report and highlighted the key strengths from it. In particular she advised that there was a very clear strategic intent and extensive external partnerships to ensure that the curriculum offer was aligned to local and national priorities. Learners and apprentices benefited from good quality information, advice and guidance. High needs learners were also given good additional support.

(The Principal joined the meeting)

The DPCPI also advised that there were a number of elements that the College needed to undertake further work on in order to continue to improve further, namely:

- Improve the impact that target setting and feedback had on learners' progress and the quality of their work.
- Improve assessment methods so that teaching was planned effectively to build on prior knowledge, skills and behaviours to extend students' learning.
- Improve teaching in English and maths to ensure a higher proportion of learners made good progress and achieved their qualifications
- Improve the future pathways vocational curriculum offer to adequately prepare learners to progress to substantial vocational qualifications at a higher level
- Further improve performance management, and hold curriculum managers to account, to secure improvements in teaching learning and assessment and in outcomes for learners
- Rigorously and consistently apply strategies to follow up non-attendance to improve pockets of low attendance in vocational areas and in English and maths
- Record more detailed destination information, for all learners, to ensure the curriculum offer was ambitious, purposeful and relevant
- Improve achievement rates for all learners, address achievement gaps that exist between different groups of learners and increase the proportion of apprentices who achieve within the agreed timeframe

The Committee considered the Self-assessment Report 2018/19.

It was RESOLVED to RECOMMEND to the COROPARTION that the Self-assessment Report 2018/19 be agreed.

(Proposed by Steve Fussey, Seconded by Anne Millar)

<p>619. (5.13pm)</p>	<p>QUALITY STRATEGY</p> <p>A written report was received and considered. The DPCPI took the Committee through the report and stated that the purpose of the Quality Strategy was to set out the intentions of the College with regards to learners and to employers, and that it also set the vision for the College. She highlighted that the six core values of the College were:</p> <ul style="list-style-type: none"> • Ambitious high standards for our staff and students with a relentless drive for excellence at all times • Responsive to the needs of learners, employers and the communities we serve • Inclusive creating and maintaining a learning environment that provides opportunities for all learners to succeed and progress • Respectful valuing every person as an individual and embracing diversity in our community • Ready punctual and prepared to work and learn • Safe environment to work and learn <p>In addition, the DPCPI highlighted the Quality Cycle 2019/20 that outlined the learner journey from initial enquiry to completion.</p> <p>The Committee considered the Quality Strategy 2019/20.</p> <p style="text-align: center;">It was RESOLVED to RECOMMEND to the COROPARTION that the Quality Strategy 2019/20 be agreed. (Proposed by Steve Fussey, Seconded by Anne Millar)</p>	
<p>620. (5.38pm)</p>	<p>ENGLISH AND MATHS UPDATE</p> <p>A written report was received, considered and noted. The DPCPI advised that the key objective for the year was to ensure that learners made good progress towards achieving their GCSE qualifications, which included an increasing proportion of learners, who enter with a grade 3 GCSE, achieving at least a grade 4. Significant changes had been made to the delivery of English and maths to support this.</p> <p>A learner survey had been completed with the GCSE resit learners (just before October half term) in order to ascertain the usefulness of the additional small group sessions. Overall, 87% of learners had advised that they felt prepared for their resit in November and 89% would recommend the sessions to support the GCSE exams.</p> <p>A copy of the English and Mathematics Strategy 2019/20 was received and noted.</p> <p>The HoQ took the Committee through a report published by RCU Market Research Services, that compared BCoT's results with those from all GFE colleges in the sector.</p> <p>The HoQ advised that the report provided a snapshot of GCSE Maths and English examination results for 16-18 year olds from the summer of 2019. The report was based on achievement data included within the ILR R13. However, learner achievement data was still subject to change and the results would differ from final published outputs as functional skills results would be included.</p> <p>The HoQ took the Committee through the detailed findings contained in the report and highlighted the overall improvements in progress being made against other GFE colleges based on age, ethnicity and gender. In particular he stressed that males had out performed females in both GCSE English and Maths.</p>	

<u>ITEMS FOR INFORMATION</u>		
621. (6.23pm)	<p>TEACHING AND LEARNING UPDATE</p> <p>A written report was received for information and noted. The HoQ advised that a total of 80 observations had been undertaken during 2018/19 that resulted in an overall achievement of 73.8% graded good or better. He advised further that this had shown an improvement of 2017/18.</p> <p>The HoQ gave the Committee an overview on the processes that were in place to support those teachers that had been graded '3' or '4' in order to help them to achieve higher grades. In addition, he outlined changes that had been implemented for 2019/20.</p>	
622. (6.36pm)	<p>OfSTED INSPECTION REPORTS</p> <p>A written report was received for information and noted. The DPCPI advised that there had been a total of six inspection reports published this term, three graded 'requires improvement' and three graded 'good'.</p> <p>The DPCPI advised further that all weaknesses highlighted in the reports had been reviewed and compared to processes at BCoT, and that there were no surprises.</p>	
623. (6.42pm)	<p>AUTUMN TERM 2019 DELEGATION OF RESPONSIBILITIES</p> <p>A written report was received for information and noted. The DPCPI took the Committee through the report and updated it on progress.</p> <p>The DPCPI specifically advised that work with the University of Portsmouth was progressing with courses starting in September 2020. HE achievement rates for 2018/19 had shown significant improvement over 2017/18, and were significantly above national rates for all levels.</p> <p>With regards to the Future Skills Centre, Bordon, the DPCPI advised that student numbers had increased but remained 'challenging' However, talks with HCC had been positive with regards to the ongoing rent and break clauses.</p>	
624. (6.49pm)	<p>E&D ANNUAL REPORT 2018/19</p> <p>A written report was received for information and noted.</p>	
625.	<p>ANY OTHER BUSINESS</p> <p>1. Curriculum Strategy</p> <p>The DPCPI advised that a draft Curriculum Strategy had been developed and was currently being discussed with Faculty Heads.</p> <p>The Chair of the Committee suggested that when it had been updated the Committee would hold an additional meeting to review it.</p>	DPCPI/ Clerk
626.	<p>DATES OF FUTURE MEETINGS <i>(Meetings commence at 5.00pm unless stated)</i></p> <p>Wednesday 4 March 2020 Thursday 11 June 2020</p>	
(6.54pm)	Meeting closed	

Confirmed as a correct record:		4 Mar 2020
--------------------------------	--	------------