

Unconfirmed

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

Owing to the emergency restrictions imposed by HM Government on travel and social distancing because of the global Covid-19 pandemic this meeting was held by video conference

CURRICULUM & QUALITY COMMITTEE

MINUTES OF A MEETING HELD ON WEDNESDAY 3 MARCH 2021

Membership (8):	*	Steve Fussey	External Member	Chair
	*	Anthony Bravo	Principal	
	*	Terry Clarke	Staff Member	
		Beryl Huntingdon	External Member	
	*	Anne Millar	External Member	Vice Chair
		Vacancy (MCA)	Student Member	
		Vacancy (JH)	External Member	
		Vacancy (MW)	External Member	
Quorum:		3 Members required	4 Members present	Meeting quorate
In Attendance:	*	Simon Burrell	Clerk to the Corporation (Clerk)	
	*	Sophie Hallam Barnard	Co-opted Member Elect	
	*	Lorraine Heath	Deputy Principal: Curriculum, Performance & Innovation (DPCPI)	
	i	Vicki Quilter	Faculty Head (FH)	
Present:	*			

5.00pm		ACTION
661.	<p>WELCOME</p> <p>The Chair welcomed Sophie Hallum Barnard and Vicki Quilter to the meeting of the Committee.</p>	
662.	<p>DEPARTMENTAL PRESENTATION</p> <p>Vicki Quilter (Faculty Head) (FH) gave the Ctte an outline of the work and coverage of her Faculty.</p> <p>The FH advised that during the self-assessment process 2020 all her areas of responsibility had been graded as 'good' or 'outstanding'. The Covid-19 pandemic had raised various issues, especially regarding changes to the learning process (mainly in hair, beauty and the restaurant) of operating without clients that had caused some concerns related to practical elements, but all theory work had been undertaken online. In addition, it had been difficult to arrange student placements for work experience purposes with employers. She was working with awarding bodies on this matter and was waiting on updated guidance from them.</p>	

<p>662. (cont)</p>	<p>Enrolment numbers in September 2020 for social care and beauty courses had seen an increase, but hairdressing had shown a decrease. The Covid-19 impact on enrolments for 2021/22 was not yet known.</p> <p>In response to a question from a Member the FH advised that industry links had continued during the pandemic, with the Employer Advisory Boards continuing to meet virtually, but with varied responses.</p> <p><i>(The FH left the meeting)</i></p>	
<p>663.</p>	<p>APOLOGIES FOR ABSENCE</p> <p>Beryl Huntingdon.</p>	
<p>664.</p>	<p>DECLARATION OF INTERESTS</p> <p>There were no Declarations of Interest made.</p>	
<p>665.</p>	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The Minutes of the meeting held on 11 November 2020 were confirmed as a correct record. <i>[The Minutes would be signed by the Chair when national restrictions allowed]</i></p>	
<p>666.</p>	<p>MATTERS ARISING</p> <p>There were no specific Matters Arising considered that were not discussed elsewhere at the meeting.</p>	
<p>667. (5.30pm)</p>	<p>QUALITY IMPROVEMENT PLAN 2020/21 (QIP)</p> <p>A written report was received and considered. The DPCPI took Members through the eight key Points of the QIP and updated them on progress on each Point.</p> <p>During the update the Members sought clarification on a range of matters highlighted by the DPCPI.</p> <p>In concluding the update on the QIP the Ctte was pleased to note the positive progress being made to achieve all elements of the QIP.</p> <p>The update was received and noted.</p>	
<p>668. (6.05pm)</p>	<p>TEACHING AND LEARNING UPDATE</p> <p>A written report was received and considered. The DPCPI advised that during the first half of the autumn term 70 face-to-face learning walks had been undertaken. However, since the November 2020 and the Spring Term 2021 lockdown periods these were now undertaken online.</p> <p>Since January 2021 there had been 13 face-to-face online observations, with the grade profile showing 41.7% had been graded 'good' or better. The data was lower than would be expected as the initial observations focussed on teachers who required the most support.</p> <p>In response to a question from a Member the DPCPI outlined the changes made to the Observation of Teaching & Learning process in 2020/21 and highlighted the time frames related to follow-up observations. In addition, she advised that teaching and learning in each department would be judged using a new set of metrics (details set-out in the report) that would cover attendance, retention, observation feedback, progress, quality of feedback to learners and quality of targets.</p> <p>The report was received and noted.</p>	

<p>669. (6.21pm)</p>	<p>ENGLISH AND MATHS</p> <p>A written report was received and considered. The DPCPI advised that because of the Covid-19 pandemic affecting examinations in 2020 it had not been possible to make real 'baseline' comparisons on new learners joining the College, as exam results had been awarded on a Centre Assessed Grade basis that were known to have been inflated by many establishments and did not give a true working outcome at the grades awarded.</p> <p>The DPCPI advised that there had been a number of students that had undertaken resit examinations for GCSE English and Maths in the Autumn Term 2020 with mixed results, details of which were shown in the report.</p> <p>With regards to 2020/21 the DPCPI advised that the outcomes for GCSE English and Maths would be based on teacher assessed grades.</p> <p>The report was received and noted.</p>	
<p>670. (6.29pm)</p>	<p>CURRICULUM TRACKING MEETINGS (CTM)</p> <p>A written report was received and considered. The DPCPI advised that CTMs were undertaken three times per year. During these meetings, all departments would be discussed, and the focus would be on looking at the progress of learners, retention, attendance data, completion of professional development & industry placement and English and maths. In addition, other areas of activity could be discussed during these meetings and it was initially led by an automatically generated KPI report on each department, that was supported by the Dashboard system for more granular detail about learners down to the individual level.</p> <p>The DPCPI advised further that during the first round of CTMs (held between November and December 2020) 23 tracking meetings had been held covering 26 departments. During these meetings information from the Dashboard system had been used as the primary source of information regarding learner data. Action plans for each department had been developed, and it was noted that there were a number of issues highlighted that were common to multiple departments. An outline of those common areas had been appended to the report for the Ctte's information.</p> <p>The report was received and noted.</p>	
<p>671. (6.40pm)</p>	<p>APPRENTICESHIP UPDATE</p> <p>A written report was received and considered. The DPCPI advised that during 2020 many apprentices had been furloughed or made redundant. In addition, there had also been a big impact on timely completions as many apprentices had not been able to complete their programmes by their planned end dates.</p> <p>With regards to the start of the Spring Term 2021 the DPCPI advised that because of the third lockdown less apprentices had been furloughed but more had been made redundant.</p> <p>The DPCPI stressed that it had not been possible for apprentices to continue with the practical elements of their qualifications in College. However, from 22 February 2021 some apprentices had been able to return to College to complete those practical elements with a view to them being able to complete their apprenticeship.</p> <p>In addition, many apprentices enrolled on apprenticeship standards had been unable to complete their end point assessment (EPA). However, the DPCPI advised that EPAs had resumed for some of the technical trades. Amendments had been introduced for EPAs that, in some cases, would enable apprentices to complete their EPA, but for 'licence to practice' qualifications there had been no relaxation of the requirements and the qualifications would be delayed until normal operations could be resumed.</p>	

<p>671. (cont)</p>	<p>The DPCPI also highlighted the number of 'over-stayers' (apprentices who had passed their planned end date but not yet achieved) and outlined the impact these would have on timely achievements.</p> <p>The Ctte was pleased to note that progress reviews and wellness checks had also been completed for all apprentices, and that there had been a strong emphasis on communicating with both apprentices and employers to ensure that they were fully up to date with progress and what was happening in the College.</p>	
<p>672. (6.47pm)</p>	<p>CONSUMER PROTECTION LAW POLICY</p> <p>A written report was received and considered. The DPCPI advised that the Consumer Protection Law policy had been introduced in September 2018 as a requirement of the College's registration with the Office for Students (OfS) and was primarily aimed at the College's Higher Education (HE) students although it is applied to all college activity.</p> <p>The DPCPI advised further that there were three main areas (in relation to consumer rights law) that the College had to comply with to meet OfS requirements:</p> <ul style="list-style-type: none"> • Information provision • Terms and conditions • Complaint handling processes and practices <p>The OfS had asked colleges and universities to undertake a review (during the first half of the spring term) of their compliance with consumer law and provide assurance to their governing body of ongoing compliance with condition C1 (guidance on consumer protection law). The focus of the review was to ensure that the College had been clear for new and returning students about how teaching and assessment would be delivered in 2020-21, and the circumstances in which changes might be necessary and to specifically:</p> <ol style="list-style-type: none"> a. To re-test whether the College was sufficiently clear with new and continuing students about how teaching and assessment would be delivered in 2020/21, the circumstances in which changes might be made, and what those changes might entail. b. To assess whether students received, during the autumn term 2020, the teaching and assessment they were promised and might reasonably have expected to receive based on the information provided. c. To assess whether current plans for the spring and summer terms of 2021 would ensure that students received the teaching and assessment they were promised and might reasonably expect to receive based on the information provided. <p>The DPCPI outlined the outcome of the review against the above criteria (as shown in the report) and confirmed that each element had been met.</p> <p style="text-align: center;">It was RESOLVED that the Committee was reassured that the College was compliant with the terms of the Consumer Protection Policy.</p>	
<p>673. (6.53pm)</p>	<p>SPRING TERM RESPONSIBILITIES</p> <p>A written report was received for information and noted. The DPCPI advised that:</p> <p>1. Higher Education</p> <p>Agreement had been reached with the University of Portsmouth regarding fees for the current year. The current focus was on improving HE enrolments for 2021/22.</p>	

<p>673. (cont)</p>	<p>2. Future Skills Centre, Bordon</p> <p>Students had progressed well in 2020 and applications for 2021/22 were up. There had been no new apprentice starts in Sept 2020. Taylor Wimpey had terminated the apprentices' contracts and that they (Taylor Wimpey) did not intend to take on any further direct apprentices in the future. The FSC was now focused on engaging with subcontractors and other construction companies working in the Bordon/Whitehill redevelopments.</p> <p>3. College Performance</p> <p>Retention for 16-18 year olds was 3% points better in 2021 than at the same time in 2020. 19+ year old retention was 0.7% points down. Fewer withdrawals had been recorded in 2020/21 (compared to the same point in 2019/20) and this would have a positive impact on retention data. However, the situation was being closely monitored as students start returning to college.</p> <p>4. Destinations Survey</p> <p>Currently being finalised and would be presented at the next meeting of the Ctte.</p>	<p>DPCPI</p>
<p>674. (7.01pm)</p>	<p>EMPLOYER ADVISORY BOARDS (EAB)</p> <p>A written report was received for information. The DPCPI confirmed that EABs had continued online throughout the Covid-19 pandemic with the focus on engaging with employers on wider curriculum developments etc. A schedule of EAB meetings held showing the employers present and outcomes of each meeting was received and noted.</p>	
<p>675. (7.06pm)</p>	<p>LEARNER PARLIAMENT</p> <p>A written report was received for information. A schedule outlining the feedback related to three Learner Parliament meetings held between December 2020 and February 2021 was received and noted.</p>	
<p>676.</p>	<p>DATES OF FUTURE MEETINGS <i>(Meetings commence at 5.00pm unless stated)</i></p> <p>Thursday 17 June 2021 Wednesday 10 November 2021 Wednesday 9 March 2022 Thursday 16 June 2022</p>	
<p>677.</p>	<p>CONFIDENTIAL MINUTES OF THE PREVIOUS MEETING</p> <p>The Confidential Minutes of the meeting held on 11 November 2020 were confirmed as a correct record. <i>[The Minutes would be signed by the Chair when national restrictions allowed]</i></p>	
<p>678. (7.08pm)</p>	<p>ANY OTHER BUSINESS</p> <p>1. Post Covid-19 Lockdown Experiences</p> <p>In response to a request made by the Chair of the Ctte the DPCPI advised that the College was reviewing the impact of the changes imposed because of Covid-19 on future delivery but that nothing had yet been formulated. She felt that there was scope to continue to deliver some elements online, and that some employers were also supporting a hybrid approach. Students, though, preferred to be in college rather than online. Any decisions made regarding future delivery would need to comply with the funding guidance. The Principal and the DPCPI would continue to monitor matters and update the Ctte as appropriate.</p>	
<p>(7.16pm)</p>	<p>Meeting closed</p>	