

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

*Owing to the emergency restrictions imposed by HM Government because of the global Covid-19 pandemic this meeting was held by video conference*

## CURRICULUM & QUALITY COMMITTEE

### MINUTES OF A MEETING HELD ON THURSDAY 17 JUNE 2021

<b>Membership (8):</b>	*	Steve Fussey	External Member	Chair
	*	Anthony Bravo	Principal	
		Terry Clarke	Staff Member	
	*	Sophie Hallum Barnard	Co-opted Member	
		Beryl Huntingdon	External Member	
	*	Anne Millar	External Member	Vice Chair
		Vacancy (MCA)	Student Member	
		Vacancy (MW)	External Member	
<b>Quorum:</b>		3 Members required	4 Members present	Meeting quorate
<b>In Attendance:</b>	*	Simon Burrell	Clerk to the Corporation (Clerk)	
	*	Steve Gilder	Head of Construction (HoC)	
	*	Lorraine Heath	Deputy Principal: Curriculum, Performance & Innovation (DPCPI)	
<b>Present at meeting:</b>	*			

5.00pm		ACTION
<b>679.</b>	<p><b>DEPARTMENTAL PRESENTATION</b></p> <p>Steve Gilder (Faculty Head for Construction) (FH) was welcomed to the meeting. He gave the Ctte an outline of his background, and that of the work and coverage of his department.</p> <p>The FH stressed the importance his department placed on student progress through access to higher level courses, sustained employment or an apprenticeship in the construction sector. To date he advised that there were 176 full time students, and the forecast achievement rate across all programmes was 88%.</p> <p>The FH outlined the challenges facing the department, namely:</p> <ul style="list-style-type: none"> <li>• The struggle to recruitment suitable staff, despite the College offering a competitive remuneration package (he stressed that recruitment was a sector-wide problem).</li> <li>• Student attendance on full time programmes.</li> <li>• Timely completion of apprentices.</li> <li>• Reduced numbers of apprentices, especially at the FSC, Bordon.</li> </ul>	

<p><b>679.</b> <b>(cont)</b></p>	<p>The FH felt that a number of the challenges were related to the Covid-19 pandemic and the impact that had had on the employment opportunities in the local area. However, he was confident that there would be an upturn as the UK came out of the pandemic. He saw the introduction of T Levels as a positive, better option for employer engagement, potential growth around modern methods of construction and Green Technologies. To date, applications for full time students were up over the same period in 2020.</p> <p>At the conclusion of his presentation the Ctte sought clarification on a number of matters raised.</p> <p>The Ctte thanked Steve for his presentation. <i>(The FH left the meeting)</i></p>	
<p><b>680.</b> (5.33pm)</p>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Terry Clarke, Beryl Huntingdon.</p>	
<p><b>681.</b></p>	<p><b>DECLARATION OF INTERESTS</b></p> <p>There were no Declarations of Interest made.</p>	
<p><b>682.</b></p>	<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>The Minutes of the meeting held on 3 March 2021 were confirmed as a correct record and would be signed by the Chair as soon as national restrictions allowed.</p>	
<p><b>683.</b></p>	<p><b>MATTERS ARISING</b></p> <p>There were no specific Matters Arising considered that were not discussed elsewhere at the meeting.</p>	
<p><b>684.</b> (5.35pm)</p>	<p><b>QUALITY IMPROVEMENT PLAN 2020/21 (QIP)</b></p> <p>A written report was received and considered. The DPCPI took Members through the key Points of the QIP and updated them on progress on each Point.</p> <p>Specific points highlighted included:</p> <ol style="list-style-type: none"> <li>1. Attendance: 5 departments were expected to meet the vocational attendance target of 92% and 8 additional departments had attendance over 89%. Attendance in the remaining departments including English and maths was below 89%.</li> <li>2. Target Setting: Student target setting completed in all departments. Good improvements to date but further work to be undertaken on the quality of the targets set.</li> <li>3. Teaching, Learning and Assessment: It was anticipated that the majority of lesson observations would be completed within the next 3-4 weeks.</li> <li>4. English &amp; Maths: Good progress being made on a range of improvements to the delivery of E &amp; M.</li> <li>5. Impact of Learner Support Staff in lessons: Changes made but further improvements to be made.</li> <li>6. Learner Progression: Detailed analysis being undertaken but implications of Covid-19 was having an impact on destinations.</li> <li>7. Student Progress: Owing to changes imposed by awarding bodies related to teacher assessed grades the College was not allowed to advise students on their predicted grades until results issued formally.</li> <li>8. Functional Skills: New stepping-stone qualification introduced from the Summer Term. Additional improvements made in monitoring and progress.</li> </ol> <p>During the update the Members sought clarification on a range of matters highlighted by the DPCPI.</p>	

<p><b>684.</b> <b>(cont)</b></p>	<p>In response to a question from a Member the DPCPI stressed the difficulties that the Covid-19 pandemic and the two national lockdowns during the academic year 2020/21 had had on teaching, learning and assessment across the whole College. She advised further that some elements of the QIP would not be achieved during the current year and would be taken forward into the next academic year, subject to the outcome of the self-assessment process.</p> <p>In concluding the update on the QIP the Ctte was pleased to note the continuing progress being made to achieve the QIP.</p> <p>The update was received and noted.</p>	
<p><b>685.</b> (5.57pm)</p>	<p><b>QUALITY STRATEGY 2021/22</b></p> <p>A written report was received and considered. The DPCPI advised that the Quality Strategy had been updated and proposed changes and additions highlighted clearly for the Ctte's consideration. She stressed that the key driver for the Quality Strategy was that students and employers received the best learning experience possible at the College.</p> <p><b>It was RESOLVED to RECOMMEND to the CORPORATION that the Quality Strategy 2021/22 be approved.</b></p>	
<p><b>686.</b> (6.00pm)</p>	<p><b>TEACHING LEARNING AND ASSESSMENT (TLA) UPDATE</b></p> <p>A written report was received and considered. The DPCPI re-iterated the impact Covid-19 had had on the normal operation of the College, and especially on undertaking lesson observations (LOs) and learning walks during the current academic year. A total of 80 LOs had been undertaken, with 67 (84.1%) considered positive. 13 members of staff have received additional support as a result of the observations.</p> <p>In addition to formal face-to-face observations, the DPCPI advised that there had been 92 learning walks, 52 online observations and 199 online learning walks.</p> <p>The DPCPI advised further that the College had participated in a College Collaboration Fund Project with Plumpton College exploring how to identify good online teaching and learning. As BCoT's part of the project the College had created and trialled an observation methodology for judging online delivery and a self-assessment tool for staff to utilise to examine their own confidence. During this developmental process the College had carried out 52 online observations. Further work on the observation tool was being undertaken as it was too cumbersome and prescriptive in its initial form.</p> <p>With regards to the next academic year (2021/22) the DPCPI advised that changes to the observation process would require all teaching staff to set their own TLA targets as part of the PDR process with their line manager.</p> <p>The report was received and noted.</p>	
<p><b>687.</b> (6.08pm)</p>	<p><b>ENGLISH AND MATHS (E&amp;M)</b></p> <p>A written report was received and considered. The DPCPI advised that evidence had shown that the September 2020 cohort of students had shown that their CAG grades, issued by the awarding bodies, had been inflated, and did not always reflect the true working at each grade. This had made it particularly challenging for students who did not achieve a Grade 4 to make good progress.</p> <p>The DPCPI advised further that the Government had cancelled all GCSE exams for 2020/21 and that teacher assessed grades (TAG) would be used instead. She advised that the E&amp;M team had developed a digital assessment process to assist in that process and this would be continued in the next year.</p>	

<p><b>687.</b> <b>Cont)</b></p>	<p>However, guidance from the awarding organisations for E&amp;M had advised that the percentage of learners achieving grade 4 or above should not be greater than the average of the results during the previous 3 years of exams (2016/17, 2017/18 &amp; 2018/19). She stressed that this was likely to cause an issue with GCSE maths as one of those years the achievement rate for GCSE maths was less than 10%, which would bring the average down. She advised that the College had, though, decided to submit grades based on the actual progress made by each student during the year. She felt that the College could justify this action if it was challenged as it believed that the current students should not be disadvantaged because of a previous year, and that it had evidence to support each student's progress and grade prediction.</p> <p>The report was received and noted.</p>	
<p><b>688.</b> (6.21pm)</p>	<p><b>APPRENTICESHIP UPDATE</b></p> <p>A written report was received for information and noted. The DPCPI stressed her general concern regarding apprenticeship matters because of Covid-19. She highlighted that most apprentices had been affected through either being furloughed, unable to collect sufficient evidence, or delays to the end-point assessment process. There would be a significant number of apprentices that would be continuing into the new academic year, and that would have a significant negative impact on the headline achievement data.</p> <p>The DPCPI specifically highlighted her concerns regarding apprentices in the Construction Dept. She advised that there had been a high level of leavers, some because of Covid-19 furlough but a number through a variety of other reasons that were being investigated to identify and address the issues.</p>	
<p><b>689.</b> (6.28pm)</p>	<p><b>COLLEGE COMPLAINTS REPORT</b></p> <p>A written report was received for information and noted. The DPCPI advised that a total of 25 complaints had been recorded in 2020/21 (up from 22 in 2019/20). 8 complaints had been upheld, 2 partially upheld, and the remainder not upheld.</p> <p>The DPCPI advised further that it was pleasing to note that there were fewer complaints relating to course organisation, delivery and assessment than in previous years.</p>	
<p><b>690.</b> (6.30pm)</p>	<p><b>SUMMER TERM RESPONSIBILITIES</b></p> <p>A written report was received for information and noted. The DPCPI advised that:</p> <p><b>1. Higher Education</b></p> <p>The HNC in Engineering had commenced in Sept 2020, but enrolments had been low and were not sustainable at this level. The College was in discussion with the University of Portsmouth (UoP) to agree minimum numbers and a minimum fee for the next academic year.</p> <p>A Diploma in Creative Media (validated by the University of Reading) was due to start in September 2021.</p> <p>DfE had indicated its approval for the College to use the phrase 'university centre' to describe its HE provision subject to support from the College's validating partner universities</p> <p><b>2. KPI Meetings</b></p> <p>Two KPI meetings had been held to review each curriculum area. The tracking meetings were focussed almost exclusively on the dashboard and course and student performance and progress towards the KPI targets.</p>	

690. (cont)	<p><b>3. External Quality Assessor (EQA) Reports</b></p> <p>The DPCPI outlined the various options being used to assess students in lieu of written examinations. A summary of the EQA reports and outcomes were reviewed.</p> <p><b>4. Retention Data</b></p> <p>Full time 16-18year old retention was very positive and was forecast to outturn above the 2019/20 position. 19+ retention was below target and below the 2019/20 position.</p> <p><b>5. Predicted Achievement 2021</b></p> <p>Data from Faculty Heads showed that the overall outcome was expected to show an increase in predicted achievement (compared to 2019/20). It was stressed that this is predicted data and includes a pass rate assumption for exams that have not yet taken place.</p> <p><b>6. Learner Survey Results</b></p> <p>Initial survey outcomes showed a mixed picture, primarily because of the impact of Covid-19 on operations. The DPCPI highlighted some of the initial results and advised that further analysis was being undertaken in order to gain a greater understanding of the data.</p>	
691.	<p><b>DATES OF FUTURE MEETINGS</b> <i>(Meetings commence at 5.00pm unless stated)</i></p> <p>Wednesday 10 November 2021  Wednesday 9 March 2022  Thursday 16 June 2022</p>	
(6.55pm)	Meeting closed	

Confirmed as a correct record:		10 Nov 2021
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