

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

CURRICULUM & QUALITY COMMITTEE

MINUTES OF A MEETING HELD ON THURSDAY 16 JUNE 2022

Membership (8):	*	Steve Fussey	External Member	Chair
	*	Joy Bibby	External Member	Vice Chair
	*	Anthony Bravo	Principal	
	i	Priya Brown	External Member	
		Terry Clarke	Staff Member	
	*	Sophie Hallum Barnard	Co-opted Member	
		Vacancy (AM)	External Member	
		Vacancy (AG)	Student Member	
Quorum:		3 Members required	4 Members present at start	Meeting quorate
In Attendance:	*	Simon Burrell	Clerk to the Corporation (Clerk)	
	*	Lorraine Heath	Deputy Principal: Curriculum, Performance & Innovation (DPCPI)	
	*	Lawrence Roe	Head of Faculty: Engineering and Automotive (HoF)	
Present at meeting:	*			
From Minute 726:	i			

5.00pm		ACTION
720.	<p>DEPARTMENTAL PRESENTATION: ENGINEERING AND AUTOMOTIVE</p> <p>Lawrence Roe, Head of Faculty: Engineering & Automotive gave the Ctte an update on the faculty's activities and plans. He outlined the range of engineering and automotive qualifications that the faculty offered, along with details of the large employers that it worked with.</p> <p>With regards to engineering programmes, the HoF outlined a number of changes that had been implemented during the current year. In respect of automotive programmes, he advised that the main change had been to change the awarding body from City & Guilds to the Institute of Motoring Industries (IMI). He stressed that IMI was a dedicated provider to the automotive industry and that all enrolled students automatically became Student Members of the IMI.</p> <p>[The HoF left the meeting]</p>	
721. (5.26pm)	<p>APOLOGIES FOR ABSENCE</p> <p>Priya Brown (late arrival), Terry Clarke.</p>	
722.	<p>DECLARATION OF INTERESTS</p> <p>There were no Declarations of Interest made.</p>	

<p>723. (5.27pm)</p>	<p>ELECTION OF VICE CHAIR OF THE CURRICULUM & QUALITY COMMITTEE</p> <p>The Clerk called for nominations for Vice Chair of the Curriculum & Quality Committee. One nomination was received.</p> <p style="text-align: center;">It was RESOLVED that Joy Bibby be elected Vice Chair of the Curriculum & Quality Ctte. <i>(Proposed by Steve Fussey, Seconded by Anthony Bravo)</i></p>	
<p>724.</p>	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The Minutes of the meeting held on 9 March 2022 were confirmed as a correct record and were signed by the Chair.</p>	
<p>725.</p>	<p>MATTERS ARISING</p> <p>There were no specific Matters Arising considered that were not due to be discussed elsewhere at the meeting.</p>	
<p>726. (5.30pm)</p>	<p>QUALITY IMPROVEMENT PLAN (QIP)</p> <p>A written report was received and considered. The DPCPI took the Ctte through each QIP Point and outlined in more detail the progress made to date. In particular:</p> <p style="padding-left: 40px;">QIP 1: All actions were on target/finalised by the end of the term. However, achievement was not expected to be as high as 2020/21 owing to the number of students that had left during the current year (2021/22); a lot had gone into employment.</p> <p style="padding-left: 40px;">QIP 2: 24 staff signed-up to take part in an employer sabbatical project.</p> <p style="padding-left: 40px;">QIP 3: Attendance was still a cause of concern despite a range of incentives that had been implemented across the College to encourage better attendance. Students had highlighted timetabling issues as a problem, and this was being reviewed with changes planned for 2022/23.</p> <p style="padding-left: 40px;">QIP 4: Two-semester structure and new diagnostic assessment process introduced. All actions on target. A separate report was due to be considered later at the meeting.</p> <p style="padding-left: 40px;">QIP 5: teaching and learning – covered in separate report above. All actions were on target.</p> <p style="padding-left: 40px;">QIP 6: A number of issues were still being addressed, but it was anticipated that there would be an improvement in achievements. A separate report was due to be considered at the meeting.</p> <p style="padding-left: 40px;">QIP 7: Improvements had continued to be made, especially in Construction Dept.</p> <p>The Ctte questioned the DPCPI during her report and sought clarification on a range of matters highlighted.</p> <p>[Priya Brown joined the meeting during this item]</p>	
<p>727. (5.51pm)</p>	<p>QUALITY STRATEGY 2022/23</p> <p>A written report was received and considered. The DPCPI advised that no major changes had been made to the Quality Strategy as the current version was still relevant and good progress was being made against it. She advised further that there were some additional minor changes due to be made. It was proposed that the Chair of the C&Q</p>	

<p>727. (cont.)</p>	<p>Ctte be delegated authority to agree any further minor changes before the final version was submitted to the Corporation for approval.</p> <p style="text-align: center;">It was RESOLVED to RECOMMEND to the CORPORATION that the Quality Strategy 2022/23 (as amended and agreed with the Chair of the C&Q Ctte) be approved.</p>	
<p>728. (5.58pm)</p>	<p>TEACHING AND LEARNING UPDATE</p> <p>A written report was received and considered. The DPCPI advised that further changes had been requested to Dashboard so that it would have the functionality for learners to be able to submit work through the system and for staff to be able to mark work through it. This would provide greater transparency to all staff and learners on progress of submissions and marking.</p> <p>In addition, a new Sequence of Learning (SoL) had been rolled-out, with all curriculum and assessing staff having a target date of 8 July 2022 for completion. The DPCPI advised that the SoL had amalgamated and streamlined the previous Scheme of Work and Individual Lesson Plans.</p> <p>With regards to teaching observations, a total of 69 had been undertaken, with 90% achieving good or better. A further 42 observations were due to be undertaken before the end of the current academic year.</p> <p>The DPCPI also advised that the newly appointed Teaching & Learning Manager had already implemented a number of changes that included:</p> <ul style="list-style-type: none"> • New robust observation feedback process • Introduction of Post Observation Reflection • Introduction and creation of 'Teaching Tools' • Introduction of the Teaching and Learning Newsletter • Introduction of the Teaching and Learning Web Page • Introduction of the Teaching and Learning Twitter account <p>It was also noted that the number of Teaching, Learning and Assessment Specialists had been expanded to consist of 7 practitioners. KPIs for the summer term 2022 were focusing on achievements and were forecast to be slightly better than 2019/20.</p> <p>Overall, the Ctte noted that there was a considerable amount of work being undertaken in teaching and learning matters, many new initiatives had been instigated, and that the report contained a lot of good substance.</p>	
<p>729. (6.24pm)</p>	<p>ENGLISH AND MATHS UPDATE</p> <p>A written report was received, considered, and noted. The DPCPI advised that the current academic year saw the reappearance of summer exams after a 2-year break due to the COVID-19 pandemic. This has meant that students have spent 2021/22 returning to normal structures regarding progress tests and mock exams. However, predictions showed that overall progress in both GCSE Maths and English was likely to be reduced due to previous TAG grades and exam attendance.</p> <p>With regards to Functional Skills in Maths and English, it was noted that 19+ students were showing good improvements in Semester 1 and that the end of year achievement was expected to be higher than in 2020/21. However, 16–18-year-old student progress was still causing some concern. A detailed action plan (set out in the report) had been developed to bring about improvements.</p>	

<p>730. (6.31pm)</p>	<p>APPRENTICESHIP UPDATE</p> <p>A written report was received for information and noted. The DPCPI advised that, as a result of the high quality and standard of the College's apprenticeship provision, the College has been awarded an EPA Excellence Award by City & Guilds, based on the high EPA pass rate and number of distinctions apprentices had achieved.</p> <p>The College had also successfully achieved Matrix reaccreditation. This was in recognition of the high standard of impartial information, advice, and guidance (IAG) that was provided to learners, including apprentices. The inspection team had specifically noted that "Within apprenticeships, staff were clear that the apprentice was the focus of their work, and they were able to provide impartial IAG, unswayed by the employer's interests, for example around moving into self-employment at apprenticeship end. The overall ethos of the college was about supporting future careers – the strategic plan's strapline (purpose)".</p> <p>The DPCPI also advised that the College had recently completed a 100% audit of apprenticeship records and was now working through the gaps identified to ensure that all paperwork was in place.</p> <p>The College had submitted a tender to Hampshire County Council to continue to deliver apprenticeship training; the outcome of the bid was due at the end of June/beginning of July.</p> <p>With regards to the achievement rate for apprenticeships in 2021/22 it had been low. It had widely been reported nationally that the Apprenticeship Achievement Rates varied significantly between Standards and Frameworks and some recent data had been released to support this. The DPCPI advised that the College's achievement rates were below the national benchmarks primarily as a result of the high number of overstayers.</p>	
<p>731. (6.44pm)</p>	<p>SUMMER TERM RESPONSIBILITIES</p> <p>A written report was received for information and noted. The DPCPI updated the Ctte on a range of matters (set out in her report). In particular:</p> <ul style="list-style-type: none"> • FSC Bordon: fulltime attendance remained above all study programme averages. Applications for 16+ enrolments for September 2022 were down. It was planned to offer two first year cohorts (previously there had only been one cohort) at 14-16 and one cohort for second year 14-16 in 2022/23. • University Centre, Basingstoke: formally launched on 20 May 2022. As a result, interest for higher-level courses had increased but had yet to be converted to enrolments for September 2022. • Retention: Still a cause of concern, mainly as a result of students leaving to go into employment. • West Berks Training Consortium: Still concerns with achievement rates for the current year. All remaining learners were being monitored closely and WBTC were providing additional support to all 'amber' and 'red' learners, and to those who needed additional help to ensure that they achieved. 	

<p>732. (7.01pm)</p>	<p>DATES OF FUTURE MEETINGS <i>(Meetings commence at 5.00pm unless stated)</i></p> <p>Wednesday 9 November 2022 Wednesday 9 March 2023 Thursday 15 June 2023</p>	
<p>733.</p>	<p>CONFIDENTIAL MINUTES OF THE PREVIOUS MEETING</p> <p>The Confidential Minutes of the meeting held on 9 March 2022 were confirmed as a correct record and were signed by the Chair.</p>	
<p>734.</p>	<p>CONFIDENTIAL MATTERS ARISING</p> <p>There were no specific Confidential Matters Arising considered that were not discussed elsewhere at the meeting.</p>	
<p>(7.03pm)</p>	<p>Meeting closed</p>	

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