

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

CURRICULUM & QUALITY COMMITTEE

MINUTES OF A MEETING HELD ON WEDNESDAY 25 JUNE 2025

Membership (8):	*	Steve Fussey	External Member	Chair
	*	Anthony Bravo	Principal	
	*	Priya Brown	External Member	Vice Chair
	*	Terry Clarke	Staff Member	
		Sophie Hallum Barnard	Co-opted Member	
	*	Martin Slatford	External Member	
	*	Sam Swinstead	External Member	
	*	Colin Willoughby	External Member	
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)	
	i	Vicki Quilter	Faculty Head: Service Industries (FH)	
Present at meeting:	*			
Dpt Update Only	i			

DEPARTMENTAL UPDATES

Faculty of Service Industries By Vicki Quilter, Faculty Head

The FH introduced herself to the Cttee and outlined her background. She detailed the work of the four main curriculum departments that were in her Faculty, namely:

- Hair, beauty and barbering
- Health Care and EYE, Foundation Degree EYE
- Art and Design, Games Art & Media
- Hospitality & Access

The FH also highlighted that Hospitality and been involved in a number of external competitions, achieved various awards, and had also maintained AA Rosette for a further year.

All the Faculty's students had undertaken external work experience placements.

Overall attendance had shown an increase on the previous year. Retention had been fractionally lower, mainly as a result of lower retention in Art. Students on program were also anticipated to get higher achievement rates.

(Vicki Quilter left the meeting)

[A copy of Vicki's presentation has been added to the agenda papers on Trust Governor]

PART 1 – NON-CONFIDENTIAL MINUTES

(5.33pm)		ACTION
860.	APOLOGIES FOR ABSENCE Sophie Hallam Barnard.	
861.	DECLARATION OF INTERESTS There were no Declarations of Interest made.	
862.	MINUTES OF THE PREVIOUS MEETING The Minutes of the meeting held on 13 March 2025 were confirmed as a correct record and were signed by the Chair.	
863.	MATTERS ARISING There were no Matters Arising discussed that were not due to be considered elsewhere at the meeting.	
864. (5.35pm)	QUALITY STRATEGY (QS) 2025/26 A written report was received and considered. The DPCPI advised that the QS was an over-arching document and highlighted those actions required for continuous improvements. It had been updated to give more clarity and focus, and to be less 'wordy'. In response to a question from a Member she confirmed that those actions arising out of it would be incorporated into the QIP alongside those actions identified during the self-assessment process later in the year. The DPCPI took the Ctte through the QS and outlined where areas had been strengthened. In particular she highlighted the areas related to the College's commitment to quality improvement, the quality management framework, and the continuous journey of improvement. In considering the QS the Ctte sought clarification on a number of matters and were advised that: <ul style="list-style-type: none"> • Enhancements had been made to lesson observations that were now undertaken on a termly basis, • An additional 20 FTE Specialist Support Assistants were being recruited, • Responsible integration of AI into all College activities, • Continued strengthening of EDI within the College. It was RESOLVED to RECOMMEND to the CORPORATION that the Quality Strategy 2025/26 be approved.	Corp
865. (5.45pm)	QUALITY IMPROVEMENT PLAN 2024/25 (QIP) A written report was received and considered. The DPCPI took the Ctte through the QIP and updated it on progress, with detailed outcomes being included in the report. It was noted that the QIP covered eleven key areas. In particular, it was noted: <ol style="list-style-type: none"> 1. All actions completed. However, focus was continuing on reducing the achievement gap and an increase in achievements at higher grades. Retention for 16–18-year-olds was slightly down on the previous year and was being closely monitored. 2. All actions completed. 	

865. (cont)	<ol style="list-style-type: none"> 3. All but one action completed. It was noted that the College would not be progressing face to face delivery with WBTC. 4. All actions completed. Attendance in full time vocational areas had improved compared to the same point in 2023/24. 5. Work placements was still very challenging with more work to be undertaken. All students had had some work experience engagement. 6. All actions completed. 7. Significant changes made and all students had participated in enrichment activities. 8. All actions completed. 9. All actions completed. A lot of work done to enhance the quality of education for adult learners. 10. All actions completed. 11. All actions completed. <p>During the DPCPI's update on the QIP, the Members sought and received clarification on a number of matters highlighted in it.</p> <p>In response to a question from a Member the DPCPI advised that the current QIP was coming to the end of its cycle and a new QIP would be developed based on outcomes highlighted in the annual Self-assessment process that would be undertaken in the Autumn Term.</p> <p>The Committee was satisfied that the QIP demonstrated the ongoing drive to outstanding through a robust, consistent, and open process, and that the College was moving in the right direction to achieve it.</p>	
866. (5.58pm)	<p>TEACHING, LEARNING AND QUALITY IMPROVEMENT</p> <p>A written report was received, considered and noted. The DPCPI advised that the lesson observation (LO) process was being enhanced and was moving to termly observations. To date, 161 observations had been undertaken with 151 being graded as Advanced/Progressing practitioners.</p> <p>A comprehensive continuing professional development program had been undertaken throughout the year.</p> <p>A schedule setting-out a wide range of external quality assurance visits to the College and outcomes was noted.</p> <p>The End of Year Learner Survey had been undertaken, and the detailed findings were due to be reviewed by the EMT at its meeting in the following week. A schedule of the headline analysis attached to the report showed that part time provision had taken the largest drop in positive responses, and that full time provision had shown a significant increase in positive responses.</p>	
867. (6.05pm)	<p>CURRICULUM TRACKING MEETINGS</p> <p>A written report was received, considered and noted. The DPCPI advised that she and the Director of Teaching and Learning had held their third series of meetings with all course directors and faculty heads. Meetings had concentrated on attendance, retention and predicted achievement. The outcomes of the meetings (shown in the report) showed that most elements were positive and due to meet or exceed target.</p>	
868. (6.09pm)	<p>ENGLISH AND MATHS UPDATE</p> <p>A written report was received for information and noted. The DPCPI advised that attendance at the summer 2025 GCSE exams had been exceptional, with 98% attendance for Maths, and 97% for English.</p>	

868. (cont)	<p>With regards to overall attendance, GCSE/Functional Skills English was slightly up with GCSE/Functional Skill in Maths slightly down. Retention for GCSE English compared to that of 2023/24 but GCSE Maths had dropped. Functional Skills courses had seen a considerable drop and would be an area for development on 2025/26.</p> <p>A range of challenges and successes were listed in the report, and the DPCPI clarified a number of matters raised by the Ctte.</p>	
869. (6.16pm)	<p>APPRENTICESHIP UPDATE</p> <p>A written report was received for information and noted. The DPCPI advised that the enrolment target of 200 new apprentices had been achieved during the year, but that 12 apprentices had subsequently withdrawn.</p> <p>It was noted that there were 489 curriculum apprentices in learning in 2024/25 in nine curriculum areas of the College. There were 46 apprentices who had passed their practical period but had not yet achieved.</p> <p>There had also been 34 withdrawals in the year, with almost 40% (13) of those being in hairdressing. In response to a question from a Member it was noted that this was primarily due to changes in the employment status for hairdressers or poor mental health.</p> <p>The enrolment target for Aspiral apprentices had not been achieved and the number of enrolments was significantly lower than that required for the department to be viable going forward; there had been 68 enrolments in 2024/25 which was an increase on 2023/24. In response to a question from a Member the DPCPI advised that Aspiral had been in a 'loss-making' position over the past two years.</p> <p>The DPCPI confirmed that there was a range of actions being undertaken to try to improve the overall position for Aspiral.</p>	
	<u>ITEMS FOR INFORMATION</u>	
870. (6.41pm)	<p>DFE/GOVERNMENT POLICY DEVELOPMENTS***</p> <p>The DPCPI gave a verbal update on a number of DfE initiatives, including the introduction of Construction Technical Excellence Colleges, Construction Hubs, Edech Testbeds, the introduction of Foundation Apprenticeships, and changes to funding rules.</p>	
871. (6.48pm)	<p>SUMMER TERM RESPONSIBILITIES</p> <p>A written report was received for information and noted. The DPCPI advised that a HE student had made a complaint to the Office of the Independent Adjudicator for HE (OIA) regarding not achieving the full qualification. The complaint had been upheld.</p> <p>The DPCPI outlined the background to the complaint and advised that the OIA had reviewed the matter and found that communications from the College had not been sufficiently clear, had been undertaken verbally but not followed up and confirmed in writing.</p> <p>The DPCPI's report highlighted a range of activities, including:</p> <ul style="list-style-type: none"> • Skills bootcamps: 133 individuals had taken part • Overall attendance showed an improvement on previous years • Overall retention was very slightly down on 2023/24 (-0.8%, mainly 16–18-year-olds) 	

872. (6.53pm)	AI UPDATE A written report was received for information and noted. The DPCPI advised that the College had received two awards related to its work on AI. She also advised that the College was in the process of developing a process for feedback and marking in partnership with AWS Perform Partners (Amazon).	
873. (6.57pm)	EMPLOYER ADVISORY BOARDS (EAB)*** The DPCPI gave a verbal update on wide range of EAB activity that had taken place during the year.	
874. (7.02pm)	LEARNER PARLIAMENT*** The DPCPI gave a verbal update of the outcomes from the recent Learner Parliament meeting. It was noted that a wide range of matters had been highlighted with a lot of positive outcomes, especially around enrichment activities. A number of ideas for the next academic year had also been raised.	
875.	CORPORATION MEMBERS' CURRICULUM LINK VISIT UPDATES A total of four Link Visit reports undertaken by five Corporation Members' were received and noted.	
876.	DATES OF FUTURE MEETINGS <i>(Meetings commence at 5.00pm unless stated)</i> Thursday 20 November 2025 Thursday 5 March 2026 Thursday 11 June 2026	
(7.05pm)	Meeting closed	

NOTES: *** = A copy of the DPCPI's notes for the verbal update have been added to the agenda papers on Trust Governor