

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## CURRICULUM & QUALITY COMMITTEE

### MINUTES OF A MEETING HELD ON THURSDAY 23 NOVEMBER 2023

<b>Membership (8):</b>	*	Steve Fussey	External Member	Chair
	*	Joy Bibby	External Member	Vice Chair
	*	Anthony Bravo	Principal	
	*	Priya Brown	External Member	
	*	Terry Clarke	Staff Member	
		Sophie Hallum Barnard	Co-opted Member	
		Vacancy (AM)	External Member	
		Vacancy (AG)	Student Member	
<b>Quorum:</b>		3 Members required	5 Members present at start	Meeting quorate
<b>In Attendance:</b>	*	Simon Burrell	Clerk to the Corporation (Clerk)	
	*	Lorraine Heath	Deputy Principal: Curriculum, Performance & Innovation (DPCPI)	
	*	Scott Hayden	Head of Teaching, Learning and Digital	
<b>Present at meeting:</b>	*			

5.03pm		<b>ACTION</b>
<b>784.</b>	<p><b>Artificial Intelligence and its Impact for the Curriculum</b> A presentation by Scott Hayden, Head of Teaching, Learning and Digital (HTLD)</p> <p>Key points from the HTLD's presentation included:</p> <ul style="list-style-type: none"> <li>An update on the continuing inclusion of AI in lesson planning and assessment,</li> <li>Continuing to enhance teaching practice and reduce teacher workload,</li> <li>Use of a wide range of AI functions, such as Century, ChatGPT, Body Swap and Teachermatic,</li> <li>The College was ahead of its planned timetable for the continuing development of uses of AI in educational environment.</li> </ul> <p><i>(Scott Hayden left the meeting)</i></p> <p>The Ctte had a brief general discussion on AI. They raised the question of how the various examination boards viewed AI. The DPCPI reported that they were relatively 'happy' if colleges had appropriate policies, procedures, and guidance in place to monitor the use of AI, that it should be referenced properly, and resilient assessment processes were in place to ensure that there was good evidence of learning taking place in the response/answers provided by students.</p>	

## PART 1 – NON-CONFIDENTIAL MINUTES

(5.38pm)		ACTION																		
785.	<b>APOLOGIES FOR ABSENCE</b>  Sophie Hallam Barnard																			
786.	<b>DECLARATION OF INTERESTS</b>  There were no Declarations of Interest made.																			
787.	<b>MINUTES OF THE PREVIOUS MEETING</b>  The Minutes of the meeting held on 15 June 2023 were confirmed as a correct record and were signed by the Chair.																			
788.	<b>MATTERS ARISING</b>  There were no specific Matters Arising discussed that were not due to be considered elsewhere at the meeting.																			
789. (5.39pm)	<b>SELF ASSESSMENT REPORT (SAR) 2022/23</b>  A written report was received and considered. The Chair of the Ctte stressed that the process of the SAR had been very detailed and thorough. He felt that the SAR proved that the College was continuing to head in the right direction. He thanked all those involved in process.  The DPCPI took the Ctte through the SAR. She highlighted that the overall judgements were:  <table><tr><td>Overall effectiveness</td><td>Good</td></tr><tr><td>Quality of education</td><td>Good</td></tr><tr><td>Behaviour and attitudes</td><td>Outstanding</td></tr><tr><td>Personal development</td><td>Outstanding</td></tr><tr><td>Leadership and management</td><td>Good</td></tr><tr><td>Contribution to meeting skills needs</td><td>Strong</td></tr><tr><td>Education programmes for young people</td><td>Good</td></tr><tr><td>Adult learning Outstanding Apprenticeships</td><td>Good</td></tr><tr><td>Provision for learners with high needs</td><td>Good</td></tr></table>  In particular, the DPCPI highlighted that the key points that led to the grading of 'Good' for the Quality of Education were:  <ul style="list-style-type: none"><li>• Curriculum was well planned and managed,</li><li>• There were clear progression routes for learners,</li><li>• Most areas of teaching were strong with most teachers well qualified and experienced industry experts,</li><li>• Extensive collaboration with schools and pupil referral units,</li><li>• Teachers know their students well,</li><li>• Continuous development of English and maths embedded effectively,</li><li>• Most teachers use questioning and assessment effectively,</li><li>• Extensive personal and professional staff development,</li><li>• Governors provide strong financial and strategic guidance and hold leaders to account.</li></ul>	Overall effectiveness	Good	Quality of education	Good	Behaviour and attitudes	Outstanding	Personal development	Outstanding	Leadership and management	Good	Contribution to meeting skills needs	Strong	Education programmes for young people	Good	Adult learning Outstanding Apprenticeships	Good	Provision for learners with high needs	Good	
Overall effectiveness	Good																			
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<b>789.</b> <b>(cont)</b>	<p>The DPCPI also highlighted those areas that had been identified for continued improvement (as listed in the SAR).</p> <p><b>It was RESOLVED to RECOMMEND to the CORPORATION that the Self-Assessment Report 2022/23 be agreed.</b></p>	
<b>790.</b> (5.52pm)	<p><b>QUALITY IMPROVEMENT PLAN (QIP) 2023/24</b></p> <p>A written report was received and considered. The DPCPI advised that the QIP for 2023/24 consisted of 10 Key Areas of Intent and were to:</p> <ul style="list-style-type: none"> <li>• Further develop teachers to enhance their pedagogical knowledge to ensure consistent high-quality teaching and learning across the College,</li> <li>• Teaching and learning within GCSE Maths and English classes to be highly effective to support greater progression and high-grade achievement to enable learners to progress to higher level courses and their next steps,</li> <li>• Rigorously and consistently apply strategies to follow-up non-attendance and punctuality concerns,</li> <li>• Address variations in achievement rates,</li> <li>• Continue to establish relationships with new employers to expand the range of meaningful work experience,</li> <li>• Increase the range of personal development opportunities for students,</li> <li>• Further develop the provision for learners with high needs,</li> <li>• Significantly increase the proportion of apprentices achieving within planned timescales,</li> <li>• Improve provision of careers guidance for work-based apprentices,</li> <li>• Improve the planning process with employers of work-based apprentices to develop the skills required in industry.</li> </ul> <p>The DPCPI took the Ctte through the QIP and highlighted the progress that had been made in each area.</p> <p>The Ctte reviewed the QIP and was satisfied with the progress being made across all elements of it. The Chair of the Ctte was pleased to note that there was a good connection flowing from the SAR to the QIP.</p>	
<b>791.</b> (6.14pm)	<p><b>LEARNER OUTCOMES 2022/23</b></p> <p>A written report was received and considered. The DPCPI reminded the Ctte that reliable comparisons with data produced for 2019/20 and 2020/21 was not possible as these two years were subject to the revised arrangements implemented because of the Covid-19 pandemic. However, national average data had been produced in 2023 (for 2021/22), and it was anticipated that national average data for 2022/23 would be available in 2024.</p> <p>The DPCPI advised further that the headline results for 2022/23 showed an overall improvement (on 2021/22 rates) in retention, pass and achievement rates. However, despite this positive improvement, sub-contractors had not performed well during the year and that this had had a negative impact on the overall headline achievement rate.</p> <p>The 16–18-year-old headline results showed an overall improvement on pass and achievement rates, the retention rate had declined by 0.1% point against 2021/22. Although there had been fewer leavers in 2022/23 the DPCPI advised that the number of NEETS had increased, and that the College had put in place actions to try to address this matter.</p> <p>With regards to GCSE Maths and English, the DPCPI advised that whilst there had been a drop in the retention rate the pass and achievement rates had increased.</p>	

<b>791.</b> <b>(cont)</b>	<p>The 19+ headline data showed that there had been a very positive improvement for adult learners with both retention and pass rates improving, leading to a significant improved overall achievement rate. BCoT-only data was very positive and above the national average.</p> <p>Functional skills in English and maths showed very positive improvements in retention and pass rates, and a significant improvement in the achievement rate.</p> <p>The DPCPI highlighted a table of retention, pass and achievement data by department that showed that some individual areas had not secured improvements but that the overall data by level showed improvements in all three areas over 2021/22.</p> <p>In reviewing the report, the Ctte was pleased to note the overall and continuing improvements on learner outcome data.</p>	
<b>792.</b> (6.29pm)	<p><b>COMPLAINTS 2022/23</b></p> <p>A written report was received for information and noted. The DPCPI advised that the overall number of complaints had decreased from 29 in 2021/22 to 16 in 2022/23. In response to a Question from the Chair regarding the reasons for the decline, she advised that the main one was that issues were being resolved at an earlier stage and at a lower level within the College.</p> <p>Of the 16 complaints considered, the DPCPI advised that 7 had been upheld, 1 had been partially upheld, and 8 had not been upheld.</p>	
<b>793.</b> (6.37pm)	<p><b>ENGLISH AND MATHS UPDATE</b></p> <p>A written report was received for information and noted. It was noted that the update in English and maths had been covered in the Learner Outcomes report. However, the DPCPI specifically advised that:</p> <ul style="list-style-type: none"> <li>• GCSE English pass rates at Grade 9-4 was above the 'All GFE College' rate of 25%</li> <li>• GCSE Maths did, though, still need some significant improvements to ensure all learners made the progress that they were capable of,</li> <li>• Learners in Specialist Provision did not make the same level of progress compared to learners taught by the maths team.</li> <li>• The biggest challenge in maths and English continued to be the recruitment of good staff.</li> </ul>	
<b>794.</b>	<p><b>TEACHING AND LEARNING UPDATE</b></p> <p>A written report was received for information and noted. The DPCPI advised that, at the time the report had been written, 22 observations had been undertaken, with 16 recorded as 'good' or better. Post publication, the number of observations had increased to 90% recorded as 'good' or better.</p> <p>The DPCPI highlighted the key points arising from observations (listed in the report).</p> <p>In reviewing the update, the Ctte noted that there were no 'surprises' arising from the observations.</p> <p>The DPCPI also highlighted the results (shown in the report) of the 2023/24 Student Induction Survey. It was noted that most of the responses were positive and where there had been any concerns raised these had been reviewed and action plans developed as appropriate.</p>	

<b>795.</b>	<b>CORP MEMBERS' CURRICULUM LINK VISIT UPDATES</b>  Link Visit reports from 5 Members were received and noted.  [The need for all Members of the Corporation to continue to undertake visits and submit their post-visit reports to the Clerk for reporting to the Ctte was stressed]	<b>Corp Members</b>
<b>796.</b>	<b>CTTE TERMS OF REFERENCE/DELEGATION OF RESPONSIBILITIES</b>  The Terms of Reference and Delegation of Responsibilities for the Ctte were received for their three-yearly review. Other than updating three acronyms in clause 6.2 there were no other changes proposed.	
<b>797.</b>	<b>DATES OF FUTURE MEETINGS</b> <i>(Meetings commence at 5.00pm unless stated)</i>  Thursday      7 March 2024 Thursday      13 June 2024	
<b>798.</b>	<b>CONFIDENTIAL MINUTES OF THE PREVIOUS MEETING</b>  The Confidential Minutes of the meeting held on 15 June 2023 were confirmed as a correct record and were signed by the Chair.	
<b>799.</b>	<b>CONFIDENTIAL MATTERS ARISING</b>  There were no specific Confidential Matters Arising discussed that were not due to be considered elsewhere at the meeting.	
(6.58pm)	Meeting closed	