

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## CURRICULUM & QUALITY COMMITTEE

### MINUTES OF A MEETING HELD ON THURSDAY 11 JUNE 2026

|                            |   |                    |                                                                        |                 |
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| <b>Membership (8):</b>     | * | Steve Fussey       | External Member                                                        | Chair           |
|                            |   | Priya Brown        | External Member                                                        | Vice Chair      |
|                            | * | Terry Clarke       | Staff Member                                                           |                 |
|                            | * | Lorraine Heath     | Principal                                                              |                 |
|                            | * | Martin Slatford    | External Member                                                        |                 |
|                            | * | Sam Swinstead      | External Member                                                        |                 |
|                            |   | Colin Willoughby   | External Member                                                        |                 |
|                            |   | Vacancy (SHB)      | Co-opted Member                                                        |                 |
| <b>Quorum:</b>             |   | 3 Members required | 5 Members present                                                      | Meeting quorate |
| <b>In Attendance:</b>      | * | Simon Burrell      | Clerk to the Corporation (Clerk)                                       |                 |
|                            | * | Claire Scott       | Acting Deputy Principal: Curriculum,<br>Performance & Innovation (ADP) |                 |
| <b>Present at meeting:</b> | * |                    |                                                                        |                 |

#### Inclusion and High Needs

A presentation by Alexis Smith (AP Foundation Learning and Student Voice) and Helen Key (Head of Learning Support)

Key Points arising from the presentation included:

- 246 EHCP learners enrolled
- £2m high needs funding received from local authorities
- A very useful Peer Review undertaken by Norwich College that highlighted a number of areas that were working well, along with areas for further consideration

Overall, a number of actions were noted for further consideration:

- Embedding of the new roles and monitoring impact (Transition Worker, Independence SSAs & Wellbeing team changes)
- Continual review of roles and responding to needs (New Lead SSA, EHCP Co-ordinator, SSAs allocations)
- Development of space in B Block to reflect service needs
- Outside space
- Continued discussion regarding second Haven
- Staff training action plan
- Reviewing resources for SSAs
- Looking at process for SSA feedback and observations
- Monitoring of SEND reforms and related policy and funding changes

At the conclusion of the presentation, Members sought clarification on a number of points raised.

(Alexis Smith and Helen Key left the meeting)

*[Post meeting note: A copy of the presentation has been added to the agenda on Trust Governor]*

## PART 1 – NON-CONFIDENTIAL MINUTES

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| (5.35pm)    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>ACTION</b> |
| <b>906.</b> | <b>APOLOGIES</b><br><br>Priya Brown, Colin Willoughby.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |               |
| <b>907.</b> | <b>DECLARATION OF INTERESTS</b><br><br>There were no Declarations of Interest made.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |               |
| <b>908.</b> | <b>MINUTES OF THE PREVIOUS MEETING</b><br><br>The Minutes of the meeting held on 19 March 2026 were confirmed as a correct record and were signed by the Chair.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |               |
| <b>909.</b> | <b>MATTERS ARISING</b><br><br>There were no Matters Arising discussed that were not due to be considered elsewhere at the meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |
| <b>910.</b> | <b>QUALITY STRATEGY (QS) 2026/27</b><br><br>A written report was received and considered. The ADP advised that the QS had been reviewed in detail and updated to reflect changes highlighted in various external inspection reports, changes to the Ofsted inspection process, recent changes proposed by the government in various White Papers, and the ongoing developments in AI (artificial intelligence).<br><br>The ADP also advised that during 2025/26 there had been no cases of plagiarism reported to awarding bodies regarding students, no sanctions from External Quality Assurance visits, Quality Reviews had been very positive and successful, and that all planning was in place for all subjects.<br><br>The C&Q Cttee considered the updated Quality Strategy and Quality Calendar 2026/27.<br><br><p style="text-align: center;"><b>It was RESOLVED to RECOMMEND to the CORPORATION that the Quality Strategy 2026/27 be approved.</b></p>                                                                                                                                                                                                                                                                                                                 | <b>Corp</b>   |
| <b>911.</b> | <b>QUALITY IMPROVEMENT PLAN 2025/26 (QIP)</b><br><br>A written report was received and considered. The ADP took the Committee through the QIP and advised that it had been updated (highlighted in blue font in the report) to reflect on continuing progress. In particular, she advised that:<br><br><div style="margin-left: 40px;"> QIP 1    Quality checks conducted and improvements seen. Standardisation of meetings taking place with minutes available for Quality Team to quality assure. CPD continuing across the College.<br/> QIP 2    A wide range of areas covered by CPD (listed in the report). Comprehensive Inset Day topics listed.<br/> QIP 3    Full time student attendance increased in 2025/26 to 88.7%. Overall attendance up to 89.1%. 197 learning walks conducted.<br/> QIP 4    All elements progressing on target.<br/> QIP 5    All students undertaken some element of enrichment.<br/> QIP 6    Cumulative attendance for Functional Skills Maths had improved to 84.2% and English up to 88.4%<br/> QIP 7    All elements on target<br/> QIP 8    100% of students had had some hours on clubs or social action </div><br>The C&Q Cttee was pleased with the continuing progress being made across a wide range of areas within the College. |               |

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| 912. | <p><b>TEACHING, LEARNING AND ASSESSMENT</b></p> <p>Written reports was received, considered and noted. The ADP took the Ctte through her reports. Highlights noted were:</p> <p><b>1. Teaching and Learning Update</b></p> <ul style="list-style-type: none"> <li>• 98% of staff observed were considered to be 'Good/Outstanding'</li> <li>• Effective planning was a focus during observations</li> <li>• Construction: positive competitions seen in classroom settings</li> <li>• Engineering had seen 10 staff achieved 'Advanced Practitioner' outcomes</li> </ul> <p><b>2. Continuous Professional Development (CPD)</b></p> <ul style="list-style-type: none"> <li>• Learning Coaches continued to provide extensive, personalised support to staff</li> <li>• Learning Coaches support focused on several critical areas</li> <li>• Key areas covered under CPD (listed in the report)</li> <li>• Wide range of topics covered during Inset Training (listed in the report)</li> <li>• A lot of Inset training undertaken online at the end of the teaching day</li> </ul> <p><b>3. Artificial Intelligence (AI)</b></p> <ul style="list-style-type: none"> <li>• Successfully rolled out 'Gems' (custom Gemini assistants) to curriculum staff to automate repeatable tasks</li> <li>• Gemini and NotebookLM enabled for all students</li> <li>• The Fixter moved from development into targeted piloting within Construction and Uniformed Public Services</li> <li>• Formally designated by AoC as a Digital Insights Hub, awarded Google Premier Reference Institution</li> <li>• Visit from Google, advised that the College was leading the way globally</li> </ul> <p><b>4. Skills Competitions</b></p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> place achieved in Rotary TT – Engineering</li> <li>• Hospitality very good success in British Culinary Championships</li> <li>• Good success in HRC International Salon Culinaire</li> </ul> <p><b>5. English and Maths Update</b></p> <ul style="list-style-type: none"> <li>• Attendance for GCSE English and Maths exams at 98%</li> <li>• The partnership with Harlow College continued to thrive</li> <li>• Maths mastery program continuing to go well</li> <li>• GCSE English and Maths overall attendance up on 2024/25, Functional Skills attendance on par with 2024/25</li> <li>• Increase in retention for GCSE English and Maths increased over 2024/25, Functional Skills English increased but Maths showing a very slight decrease</li> </ul> <p><b>6. Learner Survey</b></p> <ul style="list-style-type: none"> <li>• Increase in overall number of responses received</li> <li>• Good increase in all areas against 2024/25 responses</li> <li>• Part time student responses showed a good improvement over the previous year</li> <li>• Apprenticeship outcomes also very positive</li> <li>• Faculty Heads asked to analyse their respective data and report key points and actions to CMT by 30 June 2026</li> </ul> |  |
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| <p><b>912.</b><br/><b>(cont)</b></p> | <p><b>7. Apprenticeships</b></p> <ul style="list-style-type: none"> <li>• 621 apprentices enrolled</li> <li>• 104 completers - 16 achieved 'distinction', 19 'merit' and 64 'pass'</li> <li>• Currently 66 overstayes – 25 in Gateway (waiting End Point Assessment) and 41 still in learning</li> <li>• Level 5 Learning and Skills Teacher – all 9 apprentices successfully in or through Gateway and waiting on End Point Assessment</li> </ul> <p><b>8. Apprenticeship Modules</b></p> <ul style="list-style-type: none"> <li>• College now approved to deliver new apprenticeship units</li> <li>• Gathering interest from employers for the delivery of short, flexible training programs</li> <li>• The College ready to support employers to bridge critical skills gaps with green energy, automotive and engineering</li> </ul> <p><b>9. Higher Education and Adult Learning</b></p> <ul style="list-style-type: none"> <li>• Approval received to deliver Lifelong Learning Entitlement funded modular provision</li> <li>• AAT Level 4 and Counselling Level 4 running as Higher Technical Qualification</li> <li>• Further modules planned for the College's internal validation approval process</li> </ul> <p><b>10. Skills Bootcamps</b></p> <ul style="list-style-type: none"> <li>• Due to close in 2026/27</li> <li>• 70 learners in 2025/26 of whom 92.8% achieved Outcome 1 (followed 10 guided learning hours)</li> <li>• 61 learners achieved Milestone 2 (an offer of a job interview)</li> <li>• 4 learners secured employment</li> <li>• 9 became self-employed and implemented new skills within their business</li> </ul> <p>During the update Members of the C&amp;Q Cttee sought and received clarification on a range of matters highlighted.</p> |  |
| <p><b>913.</b></p>                   | <p><b>ELECTION OF VICE CHAIR OF THE CURRICULUM &amp; QUALITY COMMITTEE</b></p> <p>The Clerk called for nominations for Vice Chair of the Curriculum &amp; Quality Cttee. One nomination was received.</p> <p><b>It was RESOLVED that (subject to her agreement to continue as Vice Chair) Priya Brown be elected Vice Chair of the Curriculum &amp; Quality Committee for a two-year term of office commencing 13 June 2026.</b><br/>(Proposed by Steve Fussey, Seconded by Martin Slatford)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |

#### **ITEMS FOR INFORMATION**

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| <p><b>914.</b></p> | <p><b>QUALIFICATION REFORMS UPDATE</b></p> <p>A written report was received for information and noted. The ADP advised that there was still some uncertainty regarding elements of the proposed changes. However, the College would need to submit its proposals on what it planned to deliver in 2027/28 by 6 July 2026.</p> <p>The ADP advised further that, alongside existing A Levels and T Levels, new V Levels would be introduced from Sept 2027, and that existing Level 2 and Level 3 programs would begin to lose funding from 2027. She took the C&amp;Q Cttee through the current implementation plan (shown in her report) and outlined how it would impact on BCoT.</p> |  |
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| <b>915.</b> | <b>SUMMER TERM RESPONSIBILITIES</b><br><br>A written report was received for information and noted. It was noted that all areas highlighted in the report had been covered under previous agenda items.<br><br>[Post Meeting Note: A copy of the Summer Term Responsibilities report would be circulated as part of the next Corporation agenda papers for Members information]                                                                                                                                      | <b>Clerk</b> |
| <b>916.</b> | <b>LEARNER PARLIAMENT</b><br><br>The ADP advised that there had been a very positive Learner Parliament and that the students continued to propose new ideas to the College Management Team for further consideration.<br><br>The ADP highlighted the number and diversity of guest speakers who had attended the College and spoken with students, the range of enrichment activities undertaken by students, and two very successful overseas student trips (New York and Thailand) that had taken place recently. |              |
| <b>917.</b> | <b>EMPLOYER ADVISORY BOARDS</b><br><br>A written report was received for information and noted. The C&Q Ctte noted the wide range of employer advisory activities that had been undertaken since the last meeting of the C&Q Ctte.                                                                                                                                                                                                                                                                                   |              |
| <b>918.</b> | <b>CORPORATION MEMBERS' CURRICULUM LINK VISIT UPDATES</b><br><br>Two Link Visit reports undertaken by Corporation Members' were received and noted.                                                                                                                                                                                                                                                                                                                                                                  |              |
| <b>919.</b> | <b>DATES OF FUTURE MEETINGS</b> <i>(Meetings commence at 5.00pm unless stated)</i><br><br>Thursday 19 November 2026<br>Thursday 4 March 2027<br>Thursday 17 June 2027                                                                                                                                                                                                                                                                                                                                                |              |
| (7.01pm)    | Meeting closed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |              |

General acronyms used throughout the Minutes:

BDBC Basingstoke & Deane Borough Council  
CPD Continuous professional development  
C&Q Ctte Curriculum & Quality Committee  
EHCP Education, Health and Care Plan  
GFE General FE colleges

HCC Hampshire County Council  
NEET Not in education, employment or training  
OfSTED Office for Standards in Education  
QMC Queen Mary's College, Basingstoke  
T&L Teaching and Learning

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| Confirmed as a correct record: |  | 19 Nov 2026 |
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