

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

QUALITY COMMITTEE

Minutes of a Meeting held on Wednesday 14 November 2007 at 5.00pm

| | | | |
|-----------------------|--------------------|--|-----------------|
| Membership: | * Rob Munson | Business Member | Chairman |
| | i Judith Armstrong | Principal | |
| | Charles Cardiff | Business Member | |
| | Lucy Dean | Student Member | |
| | David Eyre | Community Member | |
| | * Lynden Jones | Community Member | |
| | * Ron Young | Business Member | |
| | Vacancy (PW) | | |
| | * Member present | | |
| | i From Minute 63 | | |
| Quorum: | 3 Members required | 3 Members present at start | Meeting quorate |
| In Attendance: | Simon Burrell | Clerk to the Corporation | |
| | Beverley Flanagan | Assist Principal – Business & Communications | |
| | Wynne Handley | Quality & Staff Development Manager (QSDM) | |
| | Pete Phillips | Deputy Principal | |
| | Linda Pickering | Head of Department (HOD) | |

56. APOLOGIES FOR ABSENCE

Judith Armstrong (late arrival), Charles Cardiff, Lucy Dean, David Eyre.

57. ELECTION OF CHAIRMAN FOR THE MEETING

Rob Munson was elected Chairman of the Committee for the meeting.
(Proposed by Lynden Jones, Seconded by Ron Young)

58. DECLARATION OF INTERESTS

There were no declarations of interest made.

59. NOTIFICATION OF ANY OTHER BUSINESS

There were no items of Any Other Business notified.

60. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 2 July 2007 were confirmed as a correct record, and were signed by the Chairman.

61. MATTERS ARISING

1. College Self Assessment – Quality Improvement Plan Progress Report (Minute 47)

It was noted that the SAR Validation process meeting was scheduled for Monday 19 November 2007.

62. EXAMPLES OF 'OUTSTANDING' SUCCESS RATES 2006/07

A written report was received and considered. An updated copy of the schedule attached to the report was tabled for Members information. The QSDM took Members through the report and highlighted the criteria used to categorise a course as 'outstanding' (75% + 5% higher than national average with a group size of 10 or more). The schedule tabled listed a large number of programmes that met that criteria. She also advised that the report would also be considered by the Academic Board and the Quality Improvement Group.

Members were pleased to note the increasing number of 'outstanding' success rates, and congratulated all concerned.

63. ANALYSIS OF QUESTIONNAIRE RETURNS (CRAE) 2006/07

A written report was received and considered. The QSDM advised that the CRAE returns were undertaken on an annual basis. She took Members through the report and highlighted the broad findings from the returns of the questionnaires sent to Students, Parents and Employers. She was pleased to note that the responses in some areas that had persistent low scores during 2004 and 2005 had continued to improve during 2006 and 2007. She also advised that the general trend continued to show improvements.

The QSDM also highlighted some of the key questions from the questionnaires that related to learning methods that also continued to show a general improvement in overall terms. She also advised that more-detailed returns would be considered by the Academic Board, Quality Improvement Group and Curriculum Managers.

(Judith Armstrong joined the meeting)

Members recorded their pleasure in noting the continuing improvements and recorded their thanks to all staff involved in the process.

64. LESSON OBSERVATION REPORT 2006/07

A written report was received and considered. The QSDM advised that lesson observations (LOs) were now being undertaken by a smaller number of staff from the Teacher Support Unit in order to improve quality and continuity in the way LOs were undertaken and reported upon.

The QSDM advised that of the 313 LOs undertaken during the year, 56% had been awarded Grade 1 and 2 (Outstanding and Good), 38% as Grade 3 (Satisfactory), and 6% as Inadequate. In response to a question from a Member, the QSDM confirmed that external consultants had been brought-in to assess LOs across the College. The College's own LO staff had worked in consultation with them to jointly assess and analyse their respective findings in order to ensure conformity and consistence across the College.

Concern was expressed about the low level of results attributed to the Business Unit. However, it was noted that because of the nature and type of delivery of the, primarily, short-course programme, there was a need to develop an different process for LOs in these instances. The Business Unit was due to make recommendations on how to improve matters. **ACTION: QSDM**

65. DRAFT COLLEGE PERFORMANCE REPORT 2006/07

A written report was received and considered. The Deputy Principal stressed that achievement results were continuing to be received, and that the final report would not be available until early in the Spring Term 2008.

Based on results received to date, the Deputy Principal was pleased to be able to report that there had been a significant improvement in Level 2, Level 3 and Higher Level achievement. However, there were some areas requiring further attention, mainly in Level 1 and Level 2 for part time 19+ year olds. He was particularly concerned at the low level of achievement at the IT Learning Centre in Chineham as it had achieved only 22% out of 800 student enrolments.

65. (cont)

The Deputy Principal also advised that when reviewed against national averages, the College's results did not compare too favourable. However, he stressed that this was primarily as a result of the different curriculum mixes operated within the College that did not lead to direct comparisons.

In summary, the Deputy Principal advised that, overall, the College did compare very favourably against national benchmarks in most areas, although he recognised that there were still some areas of concern where further actions were required to achieve greater improvements.

66. COLLEGE COMPLAINTS REPORT (SEPT – AUG 2007) 2006/07

A written report was received and considered. The Deputy Principal advised that there had been 27 formal complaints during 2006/07. He was pleased to stress that there had been a considerable drop in formal complaints during the past three years. He highlighted some of the specific complaints and outlined the actions taken to respond to the complainants.

The Deputy Principal advised that of the 27 complaints, 11 were 'justified', 2 'partially justified', 6 'not justified' and 8 external to the College's control, eg. incidents on the public highway etc.

67. DEVELOPMENT PLAN IMPROVEMENT INDICATORS 2006/07

A written report was received and considered. The Deputy Principal advised that as part of the annual Development Plan process, a minimum level of performance target (MPT) had been agreed with the LSC. A schedule of individual courses that had fallen below the MPT was received. Members noted that of the 17 programmes highlighted only 4 had not met the MPT.

The Deputy Principal was pleased to report improvements in Level 2 16-18 success and retention rates, but highlighted significant concerns in success and retention in respect of Level 1 19+ students.

68. ACADEMIC BOARD MINUTES

The Minutes of the meeting of the Academic Board held on 13 June 2007 were received and noted.

69. ANY OTHER BUSINESS

There were no items of Any Other Business discussed.

70. DATE OF FUTURE MEETINGS (Meeting commence at 5.00pm)

Wednesday 5 March 2008
Wednesday 11 June 2008

(Meeting closed at 6.30pm)

Confirmed as a correct record

Signed:..... Date:.....