

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

QUALITY COMMITTEE

Minutes of a Meeting held on Wednesday 4 June 2008 at 5.00pm

Membership:	<ul style="list-style-type: none"> * Rob Munson * Judith Armstrong * Louise Brierley Lucy Dean David Eyre * Ron Young 	<ul style="list-style-type: none"> Member Principal Member Student Member Member Member 	<ul style="list-style-type: none"> Chairman
Quorum:	3 Members required	4 Members present	Meeting quorate
In Attendance:	<ul style="list-style-type: none"> * Simon Burrell Alan Gwyer * Wynne Handley * Charmian Harrison * Lorraine Heath * Pete Phillips Linda Pickering * Present From Minute 90 	<ul style="list-style-type: none"> Clerk to the Corporation (Clerk) Director of Business Development (DBD) Head of Quality & Staff Development (HQSD) Director of Curriculum (DC) Interim Head of the Apprenticeship Dept (IHAD) Deputy Principal – Curriculum & Quality (DPCQ) Director of Curriculum (DOC) 	

84. APOLOGIES FOR ABSENCE

David Eyre.

85. ELECTION OF CHAIRMAN

Rob Munson was elected Chairman of the Committee for a term of office of two years.
(Proposed by Ron Young, Seconded by Louise Brierley)

86. DECLARATION OF INTERESTS

There were no declarations of interest made.

87. NOTIFICATION OF ANY OTHER BUSINESS

Ron Young notified one item of Any Other Business.
The Principal notified one item of Any Other Business.

88. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 5 March 2008 were confirmed and signed as a correct record by the Chairman.

89. MATTERS ARISING

1. Lesson Observation of Off-Site Assessments (Minute 76.1)

The HQSD advised that the operation of lesson observations (LOs) for taught activities by the Business Unit had now been resolved, and a new process for LOs in respect of off-site assessments had been developed.

89. (cont)

2. Update Report on Student Destinations Survey 2006/07 (Minute 79)

A written report was received and noted. The HQSD advised on a percentage increase in the category 'other'. Further investigation had shown that a number of returns included a range of outcomes including undertaking voluntary work. Voluntary work was, though, accepted as a successful outcome and would, in future, be recorded in the appropriate work category.

It was also noted that the proposed increase in work experience across full time programmes should lead to more students entering appropriate employment after leaving BCOT.

3. Lesson Observations (LO) by Committee Members (Minute 82.1)

Rob Munson gave a brief verbal report on his LO at a fashion programme. He highlighted how impressed he had been with the class visited and noted the active involvement of students in the learning process.

It was noted that lesson observations (LO) for Louise Brierley and Ron Young were due to be arranged in the near future.

It was noted that David Eyre had recently undertaken an observation.

It was agreed that a simple pro-forma would be developed in order to allow Members to record their comments following attendance at LOs. Louise Brierley agreed to provide an example.

ACTION: HQSD/Louise Brierley

4. National Diploma Grading (Minute 82.2)

The DC advised that there was information available to students advising them of the appropriate grading criteria for their particular programmes, and that staff actively encouraged students to aim to achieve higher grades.

90. COLLEGE SELF ASSESSMENT - QUALITY IMPROVEMENT PLAN (QIP) - PROGRESS REPORT

A written report was received and considered. The DPCQ updated Members on progress towards meeting the various areas for improvement contained in the QIP. He confirmed that a great deal of positive progress had been made, and that there was also a lot of further work being undertaken throughout the College. The report was noted.

(The Director of Business Development joined the meeting)

91. WBL/VISIT OF CONSULTANT

A verbal report from the Head of the Apprenticeship Dept was received and considered. The DPCQ advised that the current Head had only been in post since October 2007, and that the improvements seen within the Dept were as a direct result of her appointment.

The HAD advised that a number of concerns had been highlighted in the QIP (shown in item 2 of the QIP Action Plan attached for Agenda Item 7 – Minute 90 above) and that appropriate actions had been put in place to address them. She also advised that an external consultant had been engaged to report on the work of the Apprenticeship Dept. A detailed Action Plan based on that report had been drawn-up, and a copy was tabled for Members information.

The HAD stressed that because of the funding and recording methodology used for WBL students, it was unlikely that any real improvements in success rates would be achieved until the following year (2008/09). She also advised that a range of improvements in enrolment processes had been introduced, links to curriculum departments rebuilt, and issues around student progress tracking using appropriate IT systems investigated.

The verbal report was noted.

92. ROLE OF TSU/ILT WITH SPECIFIC REFERENCE TO ISSUES IDENTIFIED IN THE QIP

A written report was received and considered. The HQSD advised that the College had made a large investment in the TSU (Teachers Support Unit). Her report outlined the main roles of the TSU in supporting the teaching staff of the College.

In response to a question about lesson observations (LOs), the HQSD advised that the TSU role provided offered a consistency for grading across the College, but that their involvement in LOs did not diminish the responsibility of the Heads of Departments.

With regards to ILT, the HQSD also advised that the ILT Unit continued to encourage all staff in the use of ILT technologies, offering both bespoke training and drop-in facilities.

The report was noted.

93. ANNUAL ASSESSMENT VISIT BY OFSTED

A verbal report was received and considered. The DPCQ advised that OfSTED had undertaken a one-day review on 20 May 2008 and that the formal written report was awaited. However, during verbal feedback the Inspectors advised that of the six themes reviewed, five (5) were graded as 'reasonable progress' and one (1) as 'insufficient progress' (success rates/19+ and WBL). The formal report would be presented to the Corporation at its next meeting. **ACTION: DPCQ**

The report was noted.

94. ACADEMIC BOARD MINUTES

The Minutes of the meeting of the Academic Board held on 12 March 2008 were received and noted.

95. ANY OTHER BUSINESS

1. Refectory Services

Ron Young advised on a serious concern raised by students and staff in Hair, Holistic and Beauty Therapy regarding the College Refectory. College Management was requested to investigate this matter and affect any changes as appropriate. **ACTION: College Management**

2. Equality & Diversity Annual Report 2007/08

The Principal tabled a copy of the Equality & Diversity Annual Report 2007/08 for Members information. Comments on the Report were requested to be sent directly to the Principal by 20 June 2008. The final version would be presented to the Corporation on 7 July 2008. **ACTION: Members**

96. DATE OF FUTURE MEETINGS (Meeting commences at 5.00pm unless stated otherwise)

Wednesday 22 October 2008
Wednesday 21 January 2009
Wednesday 6 May 2009

(Meeting closed at 7.00pm)

Confirmed as a correct record

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