

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## QUALITY COMMITTEE

Minutes of a Meeting held on Tuesday 15 June 2010 at 4.00pm

<b>Membership:</b>	* Rob Munson	Member	Chairman
	* Anthony Bravo	Principal	
	Chris Batten	Student Member	
	* Louise Brierley	Member	
	* Donna Kitchen	Staff Member	
	* Liz Stuart	Member	
	Ron Young	Member	
	Vacancy	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)	
	* Wynne Handley	Head of Quality & Standards (HQS)	
	* Beverley Smith	Deputy Principal – Curriculum & Quality (DPCQ)	
	* Present at meeting		

*(The Clerk took the Chair for the following item)*

### 173. ELECTION OF CHAIRMAN OF THE COMMITTEE

The Clerk sought nominations for appointment as Chairman of the Committee for a two year term of office commencing on 15 June 2010. One nomination was received.

**It was RESOLVED that Rob Munson be appointed Chairman of the Quality Committee for a two year term of office commencing on 15 June 2010.**

(Proposed by Liz Stuart, Seconded by Anthony Bravo)

*(Rob Munson took the Chair)*

### 174. APOLOGIES FOR ABSENCE

Ron Young.

The Clerk also advised that Alasdair Spark had stepped-down from his quality role at the University of Winchester and that a replacement had been proposed. He advised further that the Search Ctte was due to meet on 21 June 2010 to consider committee membership for 2010/11. **ACTION: Clerk**

### 175. DECLARATION OF INTERESTS

There were no declarations of interest made.

### 176. NOTIFICATION OF ANY OTHER BUSINESS

There were no items of Any Other Business notified.

## **177. MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held on 20 January 2010 were confirmed as a correct record and were signed by the Chairman.

## **178. MATTERS ARISING**

### **1. Update on Teaching and Learning Strategy (Minute 165)**

In response to a question from a Member, the HQS advised that the cycle of lesson observations for 2009/10 had been completed. It was proposed that all Corporation Members be invited to participate in the new cycle commencing in Sept 2010. An update on the revised lesson observation scheme would be made at the next meeting of the Committee. **ACTION: Clerk/HQS**

### **2. Higher Education Strategy (Minute 166)**

The HQS advised that it was too early to provide retention and achievement data for 2009/10, and that she would update Members at the next meeting of the Committee. **ACTION: HQS**

## **179. COLLEGE SELF ASSESSMENT – QIP/PIAP**

A written report was received and considered. The DPCQ updated Members on progress of the PIAP (Post Inspection Action Plan), and advised that, to date, the College was on target with 70% completed, 24% in progress and 6% unmet.

The DPCQ took Members through the PIAP and clarified a number of matters raised by Members. Specifically, Members were advised that:

1. Value-added scheduled to achieve Grade 3 by the end of June 2010.
2. Three-day Summer Schools for all new full time students would be undertaken in early July 2010. It was noted that staff had accepted the idea conceptually but that they had expressed some concerns about those students who did not attend and would then be behind others in their groups at the commencement of the term. Members requested that an evaluation of the summer school process (including an evaluation between those that did attend and those that did not) be provided to them at the next meeting. **ACTION: DPCQ**
3. The work experience target of 85% would not be met (anticipated achievement to be 72-77%). However good advancement of the process had been made.
4. An electronic Individual Learning Plan (ILP) had been piloted and would be introduced across the College from Sept 2010.
5. Work Based learning was currently 1% above target.

The Committee noted the very comprehensive report and were delighted to see such good and positive progress.

## **180. COLLEGE LESSON OBSERVATION REPORT (LOR) 2009/10**

A written report was received, considered and noted. The Principal highlighted the changes to the LOR scheme following the introduction of unannounced observations. He advised that the revised LOR scheme was far more rigorous than the previous scheme and could have had the effect of potentially reducing the initial grades awarded. He advised further that extensive training had been given to observers, and that following initial observations and feedback an action plan using a 'toolkit' of support had been devised to provide development opportunities and for sharing good practice.

The HQS tabled an overview of the LOR grade summary showing that Grade 1 and 2 results had improved to 84% in 2009/10 (compared to 80% in 2008/09) with a corresponding reduction in Grade 3 and 4 LORs.

**181. LEARNER SUCCESS STRATEGY (LSS)**

A written report was received, considered and noted. The DPCQ reminded Members that the learner success strategy had been developed in Sept 2009 and that the current focus was on ways to continue to improve it. She advised that it was proposed to re-launch the strategy in the near future.

The HQS advised that a major review of College policies had been undertaken. It was noted that there were 114 different policies currently in place, and that a number of areas currently without a formal policy had also been identified. It was the aim of the review to reduce the overall number of policies to about 25, with appropriate appendices attached to cover all relevant areas.

**182. NATIONAL LEARNER SATISFACTION SURVEY 2010**

The HQS advised that the results of the national survey had not yet been published. The report would, therefore, be presented to the next meeting of the Committee. **ACTION: HQS**

**183. STUDENT DESTINATIONS SURVEY 2009**

A written report was received, considered and noted. The HQS advised that the College now had better mechanisms in place to capture more destination data. She informed Members that the College had collected data on 90% of leavers.

The HQS highlighted the increase in students enrolling on new full time FE programmes at the College (45% - an increase of 6.5%), those entering HE (16.5% - up 2%). However, she advised that there had been a decrease in the number of leavers going into employment (related to and not related to the course) of 7.5%, primarily as a result of the current economic climate.

**184. EXTERNAL INSPECTION REPORTS/ACTION PLANS**

**1. IQER Inspection – May 2010**

The DPCQ advised that a draft report had now been received, with the final version due imminently. However, she had circulated to Members an outline of the areas of good practice and areas for development that had been identified by the Inspectors. She also advised that, at the draft stage, there had been no judgements made but an indication had been given that no 'serious' issues had been identified.

The DPCQ advised that she was very pleased with the outcome of the draft report.

**185. HIGHER EDUCATION STRATEGY PROGRESS REPORT**

A written report was received, considered and noted. The DPCQ advised that the report gave an update on developments with HE provision at the College.

Liz Stuart warned that because of the growing economic uncertainties the University sector had made cuts in a range of areas, and partnership provision with Colleges had been amongst the first to be affected. She advised that the University of Winchester had already curtailed provision with a number of colleges, and that there were no guarantees regarding future provision with other partners.

**186. COLLEGE COMPLAINTS REPORT**

A written report was received and noted. The Principal advised that the report showed an increase in the number of complaints following the introduction of a new facility to allow students the opportunity to text complaints to the Principal. Members suggested that future reports should also include compliments and 'thankyous' **ACTION: Principal**

**187. ACADEMIC BOARD**

The Minutes of the Academic Board meeting held on 17 March 2010 were received and noted. There were no matters arising considered by the Academic Board that had not been reported elsewhere at the meeting.

**188. CURRICULUM & QUALITY IMPROVEMENT GROUP MINUTES (CQIGs)**

There were no matters arising considered by the CQIGs that had not been reported elsewhere at the meeting.

**189. LEARNER PARLIAMENT MINUTES**

The Minutes of the Learner Parliament meetings held on 22 March 2010 and 17 May 2010 were received and noted.

The Principal advised that the College would be implementing a daily charge of £1 per day to use the student car park with effect from the start of the new academic year. He advised further that the College had contracted with a local firm to monitor use and apply any charges/fines as appropriate. The Principal stressed that the whole issue of car parking was very emotive, and that there would be a number of complaints received following the introduction of the charges. He was requested to advise all Members of the Corporation of this change at the next meeting of the Corporation.

**ACTION: Principal**

**190. ANY OTHER BUSINESS**

There were no items of Any Other Business discussed.

**191. DATES OF FUTURE MEETINGS** (Meetings commence at 5.00pm unless stated otherwise)

Wednesday 17 November 2010

Wednesday 9 March 2011

Wednesday 8 June 2011

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(Meeting closed at 7.25pm)