

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## QUALITY COMMITTEE

**Minutes of a Meeting held on Wednesday 8 June 2011 at 5.00pm**

<b>Membership:</b>	<ul style="list-style-type: none"> <li>* Rob Munson</li> <li>i Anthony Bravo</li> <li>ii Julie Churcher</li> <li>Fran Herbert</li> <li>* Donna Kitchen</li> <li>Liz Stuart</li> <li>* Ron Young</li> </ul>	<ul style="list-style-type: none"> <li>Member</li> <li>Principal</li> <li>Member</li> <li>Student Member</li> <li>Staff Member</li> <li>Member</li> <li>Member</li> </ul>	<ul style="list-style-type: none"> <li>Chairman</li> </ul>
<b>Quorum:</b>	3 Members required	5 Members present at start	Meeting quorate
<b>In Attendance:</b>	<ul style="list-style-type: none"> <li>* Simon Burrell</li> <li>* Phil Davey</li> <li>* Lynne George</li> <li>* Beverley Smith</li> <li>* Present at meeting</li> <li>i From Minute 227</li> <li>ii To Minute 229</li> </ul>	<ul style="list-style-type: none"> <li>Clerk to the Corporation (Clerk)</li> <li>Director of Learning (DOL)</li> <li>Chairman of the Corporation</li> <li>Deputy Principal – Curriculum &amp; Quality (DPCQ)</li> </ul>	

### 222. WELCOME

The Chairman welcomed Lynne George to the meeting as an observer.

### 223. APOLOGIES FOR ABSENCE

Liz Stuart.

### 224. DECLARATION OF INTERESTS

There were no declarations of interest made.

### 225. NOTIFICATION OF ANY OTHER BUSINESS

There was one item of Any Other Business notified.

### 226. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 9 March 2011 were confirmed as a correct record and were signed by the Chairman.

### 227. MATTERS ARISING

#### 1. College Self Assessment Report: e-ILP (Minute 210)

The DPCQ advised that the e-ILP had been re-launched successfully and was being used effectively as part of the learner process tracking. She also advised that following a review of the current facility there were opportunities to develop the e-ILP system further.

**227. (cont)**

*(The Principal joined the meeting)*

However, the DPCQ advised that following a recommendation from an external consultant, she was investigating an alternative commercial system that offered all of the College's requirements 'off the shelf', whereas the College's e-ILP system required development of a period of time. She advised further that the alternative system (Pro-monitor) was compatible with other existing software systems used by the College. In addition, Curriculum Teams had seen demonstrations and had given positive feedback. Reference visits were also due to be made to see Pro-monitor operating in a live college environment.

The DPCQ informed Members that although there had been a cost implication in developing e-ILP to its present level, there would be further costs to develop it to its full extent over the next 3-4 years. She felt that the cost of purchasing Pro-monitor would off-set those additional development costs as the College would have a complete and fully operating system 'ready to run'.

In response to a question from a Member the Principal advised that the **existing** IT system had a finite capacity and in order to operate a new software system other IT developments would need to be delayed accordingly.

Members requested to see a demonstration of the system at a suitable time. It was suggested that a demonstration be given to all Members at the Development day in July 2011. **ACTION: DPCQ**

**ITEMS FOR DISCUSSION AND/OR DECISION**

**228. LESSON OBSERVATION (LO) FRAMEWORK 2011/12**

A report was received and considered. The DPCQ advised that the current LO structure had been operating for two years and had recently been reviewed. A revised Framework had now been proposed that included two LOs for each member of the teaching staff per year. Both would have unannounced visits, one a graded teaching and learning observation and the other an ungraded thematic observation. Observations would be undertaken during October – May each year. The DOL took Members through the proposed revised Framework.

In response to a question from a Member the DPCQ advised that **although** staff in Corporate Departments were subject to inspection-ready reviews they were not subject to individual grading and analysis as lecturers were. The Principal informed Members that there was a need for cultural development within the Corporate Departments in relation to their understanding of their relationship to learner success.

Members noted the proposed changes to the LO Framework and were pleased that it would be taken forward as an example of excellent practice.

**229. DRAFT QUALITY STRATEGY 2011/12**

A report was received and considered. The DPCQ advised that the draft Quality Strategy outlined what the quality model of the College would be, and she took Members through the proposed Quality Strategy.

In reviewing the draft Quality Strategy it was suggested that a reference should be included in it as to what the objective of the College was in respect of quality, and on its impact on learners.

*(Julie Churcher left the meeting)*

The Chairman of the Ctte sought clarification as to whether the Corporation was doing enough to ensure the levels of the quality strategy in relation to the pursuit of excellence through inspection. The DPCQ advised that the quality strategy process **outlined** the normal practice for a Corporation in assessing the quality strategy. She advised further that there would be a presentation at the Development Day on what was required by a Corporation in order to achieve Grade 1 for governance.

**229. (cont)**

In considering the draft Quality Strategy Members made a number of suggestions for inclusion in the final version. It was noted that it was a requirement for the Corporation to approve the Quality Strategy and that it would be presented to it at the meeting in July 2011.

**It was RESOLVED to RECOMMEND to the CORPORATION that the draft Quality Strategy, as amended, be approved.**

*(Proposed by Ron Young, Seconded by Rob Munson)*

**ITEMS FOR INFORMATION**

**230. PREDICTED OUTTURN: RETENTION/ACHIEVEMENT/SUCCESS 2010/11**

A written report was received for information. The DOL took Members through the report and advised that retention for 16-18 had increased by 3% against the previous year, and that 19+ had increased by 5% on the same period. The DPCQ informed Members that the target for retention in the current year was 84% with actual retention currently at 87% as at April 2011. However, she warned that retention would drop during the remainder of the year. The Principal anticipated that if the level of learner achievement continued at its present rate during the current year it would lead to the College achieving its highest ever success rates.

The DOL also highlighted proposed changes to Level 3 programmes that would create a three-part structure for learners, based on a Subsidiary Diploma (6 units/24 weeks), Diploma (6 units/24 weeks) and Extended Diploma (6 units/24 weeks). He stressed that there would be a cost implication to these proposed changes but that these had to be weighed against the potential improvements in success rates. The Principal advised that he was currently reviewing the cost impact against the success rate improvement potential.

The report was noted.

**231. LESSON OBSERVATIONS PREDICTED OUTTURN 2010/11**

A written report was received for information. The DOL advised that there had been 344 observations undertaken during the year, 199 graded observations and 145 thematic observations (ungraded). 78% of the observations were good/outstanding (grades 1 and 2), a 3% improvement against the previous year. 29 lecturers were grade 3, and 4 had been graded 4. Of the 35 lecturers that had been re-observed 67% had improved their grade. 10 lecturers had not improved and support processes had been put in place to help those concerned. The DPCQ advised that the overall level of grades would, initially, reduce under the new lesson observation framework as it was based on unannounced observations.

The report was noted.

**232. NOTICE TO IMPROVE 2011/12 OUTTURN**

A written report was received for information. The DOL advised that courses with a success rate below 80% over the previous two years and with an in-year attendance below 85% were reviewed and appropriate action taken. He advised further that based on that criteria four courses had been closed, 15 had been replaced with other similar courses, 10 had curriculum/delivery changes and a further 12 courses had undergone further reviews/other corrective actions to address issues.

The report was noted.

**233. PERFORMANCE MANAGEMENT REVIEW UPDATES**

The DPCQ advised that the current performance management review process had been in operation for two years and was currently being reviewed in order to 'hone' elements of it in order to ensure that the process continued to be rigorous and effective.

**234. CONTINUING IMPROVEMENT TEAM MINUTES**

The Minutes of the Continuing Improvement Team meeting held on 19 May 2011 were received and noted.

**235. LEARNER PARLIAMENT MINUTES**

The Minutes of the Learner Parliament meeting held on 21 March 2011 were received and noted.

**236. ANY OTHER BUSINESS**

**1. Ron Young**

It was noted that Ron Young was attending his last meeting before moving to Scotland. The Chairman of the Ctte thanked Ron for his service to the College and to the Quality Ctte in particular. The Chairman of the Corporation paid tribute to Ron and made a presentation to him on behalf of the Corporation.

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

Wednesday 16 November 2011

Wednesday 29 February 2012

Wednesday 23 May 2012

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(Meeting closed at 7.00pm)

Confirmed as a correct record

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