

confirmed

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

QUALITY COMMITTEE

Minutes of a Meeting held on Wednesday 9 March 2011 at 5.00pm

Membership:	* Rob Munson	Member	Chairman
	ii Anthony Bravo	Principal	
	* Julie Churcher	Member	
	Fran Herbert	Student Member	
	* Donna Kitchen	Staff Member	
	* Liz Stuart	Member	
	* Ron Young	Member	
Quorum:	3 Members required	5 Members present at start	Meeting quorate
In Attendance:	* Simon Burrell	Clerk to the Corporation (Clerk)	
	* Phil Davey	Director of Learning (DOL)	
	i Beverley Smith	Deputy Principal – Curriculum & Quality (DPCQ)	
	* Present at meeting		
	i From Minute 209.2		
	ii From Minute 211		

205. APOLOGIES FOR ABSENCE

Anthony Bravo (late arrival)

206. DECLARATION OF INTERESTS

There were no declarations of interest made.

207. NOTIFICATION OF ANY OTHER BUSINESS

There was one item of Any Other Business notified.

208. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 17 November 2010 were confirmed as a correct record and were signed by the Chairman.

209. MATTERS ARISING

1. Self Assessment Report (SAR) 2009/10 (Minute 197)

The Chairman advised that the addition to the SAR requested by the Ctte had been made.

(The DPCQ joined the meeting)

2. College Complaints Report 2009/10 (Minute 198)

The DPCQ confirmed that the changes requested by the Ctte to include 'seriousness', route-cause and E&D in future reports would be incorporated in the next annual report (Autumn 2011).

209. (cont)

3. Examples of Outstanding Success rates/Value Added 2009/10 (Minute 202)

The Chairman advised that the DPCQ had, as requested, circulated details of those courses concerned shown as a % against each Level to all Members following the last meeting.

ITEMS FOR DISCUSSION AND/OR DECISION

210. COLLEGE SELF ASSESSMENT REPORT (SAR)/QIP

A report was received and considered. The DPCQ advised that the SAR had been uploaded onto the OfSTED 'portal' following the Corporation meeting in December 2010. In addition, she advised further that the SAR and QIP had been updated to reflect in-year data as part of the OfSTED Monitoring visit undertaken in February 2011.

The DPCQ advised that the updated SAR/QIP showed that there were continuing improvements in a wide range of matters. In particular, she advised that projected success rates for Level 1 and 2 were anticipated to improve by 5% above national benchmarks, with Level 3 anticipated to be at the national benchmark. There were also a improvements in retention with minimal withdrawals being noted.

The DPCQ updated Members following the introduction of the Breakfast Club to improve punctuality. She advised that 137 learners had used the facility in the last week, up from 42 when it opened in January 2011. An evaluation of the facility was due to be undertaken after Easter 2011 in order to review the benefits against the cost of providing the service.

In response to a question from a Member the DPCQ advised that the e-ILP would be re-launched from 24 March 2011. She was asked to advise Members on how the introduction of the e-ILP was received.

ACTION: DPCQ

The DPCQ also advised on the positive impact that unannounced lesson observations were having. She informed members that, to date, 83% had been graded 'good' or better. However, she also advised that there was still a great deal of 'satisfactory' teaching, and felt that this was a 'step-back' in progress. The Staff Member felt that some of the fundamentals of teaching were not being illustrated in lessons and that this would have an impact on learner involvement. The DPCQ advised that LSIS (Learning and Skills Improvement Service) were currently undertaking a healthcheck on provision and were due to report-back the following day on their findings.

The DOL also informed Members on the introduction of Peer Support Squares that were designed to bring together lecturers from across the College in order to get mutual help and support from peers. He saw this as an opportunity for colleagues to discuss matters of common interest and to share good practice on a wider basis.

In concluding her report, the DPCQ also highlighted the continuing progress in working with employers, the positive outcomes and recommendations following the recent internal audit review of equality & diversity, and the continuing improvements to the IT facilities available for staff and students.

ITEMS FOR INFORMATION

211. INSPECTION MONITORING VISIT 1-2 FEB 2011

A written report was received for information. The Inspectors had graded the seven thematic review areas as:

Three areas received 'significant progress'
Four areas received 'reasonable progress'

The DPCQ took Members through the report and highlighted a number of matters that had been raised by the Inspector. In particular, she advised that:

(The Principal joined the meeting)

211. (cont)

- Performance on Level 1 and Level 2 16-18 long courses was good, at or above national benchmarks. However, Level 3 performance was causing concerns and the DPCQ was considering using external consultants to review the College's provision. The Principal stressed that improvements were needed and that Level 3 programmes should be seen as the College 'flagship' courses leading to employment, especially as they were seen as competition to A levels. He outlined possible collaboration options with other (non-competitive) providers to seek ways to address this matter.

The Principal advised that the Inspection Report, overall, was a fair representation of the College. He stressed that if they (the College) had been able to demonstrate more consistent evidence the overall results would have been improved. The DPCQ also felt that quality outcomes had been a factor in not receiving higher grades. She highlighted: monitoring of learner progress, documentary evidence for teacher support and better lesson observations as the three main areas where better outcomes would have also resulted in a better report.

The report was noted.

212. NOTICE TO IMPROVE 'RED FLAGGED' COURSES

A written report was received for information. The DOL advised Members on the actions taken on reviewing all 'red-flagged' courses, and on the process of monitoring those programmes that had replaced closed courses. In particular he highlighted several specific courses (listed in the report) and outlined the actions taken to close and replace them with new alternative programmes.

In response to a question from a Member the Principal advised that when a course was closed and a replacement offered, a new team was designated to operate the new course in order to ensure that poor performance/quality issues were not perpetuated in the new programme.

The Principal also advised that following a number of matters raised at the last inspection (May 2009) the then SMT had noticed that there were issues that needed to be resolved, but had not taken action to progress these matters. He stressed that actions had now been taken that were tackling all components of the problems raised in order to get the improvements anticipated.

The report was noted.

213. LESSON OBSERVATION (LO) REPORT

A written report was received for information. The DPCQ highlighted that of the 193 LOs undertaken in the current year, 83% had achieved Grade 1 (17%) or Grade 2 (66%), 17% at Grade 3 and 1% Grade 4. She outlined the mechanisms that had been put in place to support those staff who had achieved Grades 2, 3 and 4.

The report was noted.

214. ANALYSIS OF STUDENT QUESTIONNAIRE RETURNS – TEACHING & LEARNING PERCEPTIONS

A written report was received for information. The DOL took Members through the report and advised that two departments (Creative Arts & Technologies and Engineering & Automotive Technologies) had received the lowest level of learner satisfaction for a number of reasons (listed in the report).

The Principal advised that a significant problem highlighted across the College had been related to the new IT system. He informed Members that the system had improved considerable over the past few weeks, and had achieved the target of 20 continuous days without any problems arising.

The report was noted.

215. NATIONAL SCHOOL AND COLLEGE ANNUAL PERFORMANCE TABLES 2010

A written report was received for information. The DPCQ highlighted the continuing improvements being shown for the College. She stressed that BCOT was the largest general FE college in Hampshire, and had been ranked first or second when compared to the other general FE colleges in

Hampshire. It was also noted that BCOT students had achieved an average point score per exam entry of 223.6 compared to QMC at 211.7. The CVA (Contextual Value Added) score for BCOT (1026.1) was also better than QMC (1020.6).

Members were pleased to note the continuing improvements being made.

216. REPORT ON NATIONAL LEARNER SURVEY/IMPLICATIONS FOR THE COLLEGE

A written report was received for information. The DPCQ took Members through the report and advised that of the nine key questions asked of the BCOT learners (1601 returns made), 33% had achieved a 'very good' score, and 50% 'good', and that the average 'score' out of 10 for BCOT was 8. The DPCQ advised further that key members of the SMT had been allocated responsibility for improving quality of provision related to key questions on the questionnaire.

The report was noted.

217. POSITIVE DESTINATION SURVEY 2009/10/PROGRESS TO HIGHER EDUCATION

A written report was received for information. The DPCQ advised that although the overall number of responders had increased, the % of learners progressing to positive destinations had dropped to 80%, compared to 85% in 2009/10. However, there had been a significant rise in the number of learners gaining employment in areas not related to their courses. She advised further that the number of NEETS had, though, dropped.

The DPCQ highlighted a number of points raised by the survey (listed in the report).

The report was noted.

218. CONTINUING IMPROVEMENT TEAM MINUTES

The Minutes of the Continuing Improvement Team meeting held on 10 February 2011 were received and noted.

219. LEARNER PARLIAMENT MINUTES

The Minutes of the Learner Parliament meeting held on 6 December 2010 were received and noted.

220. ANY OTHER BUSINESS

There were no items of Any Other Business discussed.

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

Wednesday 8 June 2011

(Meeting closed at 7.15pm)

Confirmed as a correct record

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