

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

CURRICULUM & QUALITY COMMITTEE

MINUTES OF A MEETING HELD ON THURSDAY 13 JUNE 2024

Membership (8):	*	Steve Fussey	External Member	Chair
	*	Anthony Bravo	Principal	
	*	Priya Brown	External Member	Vice Chair
	*	Terry Clarke	Staff Member	
		Sophie Hallum Barnard	Co-opted Member	
		Vacancy (AM)	External Member	
		Vacancy (AG)	Student Member	
		Vacancy (JB)	External Member	
Quorum:		3 Members required	4 Members present	Meeting quorate
In Attendance:	*	Simon Burrell	Clerk to the Corporation (Clerk)	
	*	Lorraine Heath	Deputy Principal: Curriculum, Performance & Innovation (DPCPI)	
	*	Martin Slatford	Corporation Member (Observer)	
	*	Alexis Smith	Assistant Principal: Found Learn & Std Voice (AP)	
Present at meeting:	*			

5.02pm		ACTION
	<p>Departmental Presentation</p> <p>Alexis Smith, Assistant Principal for Foundation Learning and Student Voice</p> <p>Key points from the presentation included:</p> <ul style="list-style-type: none"> • There had been a large increase in Foundation level students in 2023/24 • 179 students had progress from Future Pathways • Large increase in ESOL students • Biggest challenge remained around staffing • Focus groups were to be more robust in 2024/25 • Learner Parliament (LP) continued to be well supported and an outline of changes highlighted. It was suggested that Members of the Corporation attending LP events could move around the various groups to get a wider view of activity • Also suggested that Members could attend other events undertaken within the College <p><i>(Alexis Smith left the meeting)</i></p>	

PART 1 – NON-CONFIDENTIAL MINUTES

(5.32pm)		ACTION
814.	<p>APOLOGIES FOR ABSENCE</p> <p>Sophie Hallam Barnard.</p>	
815.	<p>DECLARATION OF INTERESTS</p> <p>There were no Declarations of Interest made.</p>	
816.	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The Minutes of the meeting held on 7 March 2024 were confirmed as a correct record and were signed by the Chair.</p>	
817.	<p>MATTERS ARISING</p> <p>1. Learner Parliament (Minute 811) This matter had been covered in the Departmental Briefing at the start of the meeting.</p>	
818. (5.33pm)	<p>QUALITY STRATEGY (QS) 2024/25</p> <p>A written report was received and considered. The DPCPI advised that only minor changes had been made to the QS as the current version (2023/24) was deemed robust and resilient. The changes proposed had been highlighted in the report. In particular, she advised that the ‘main’ change had been the inclusion of a reference to Artificial Intelligence (AI) as part of the curriculum. In addition, an AI Misuse Policy had been developed, and an AI Ethics Committee set-up.</p> <p>In addition to minor changes to the QS, the DPCPI advised that the Learner Journey 2024/25 and the Quality Cycle 2024/25 had also received minor updates.</p> <p style="text-align: center;">It was RESOLVED to RECOMMEND to the CORPORATION that the Quality Strategy 2024/25 be approved.</p>	Corp
819. (5.44pm)	<p>QUALITY IMPROVEMENT PLAN (QIP) 2023/24</p> <p>A written report was received and considered. The DPCPI took Members through the QIP and updated them on progress since the previous meeting, with detailed outcomes being included in the report. In particular:</p> <p style="padding-left: 40px;">QIP 1: Most actions had been completed, with some actions still ongoing. Current impact was that 96% of observations were considered good/outstanding.</p> <p style="padding-left: 40px;">QIP 2: Actions completed but Maths remained an area of concern. Significant support had been given to the Maths Team.</p> <p style="padding-left: 40px;">QIP 3: All actions completed.</p> <p style="padding-left: 40px;">QIP 4: Good progress had been made with the actions set.</p> <p style="padding-left: 40px;">QIP 5: Most actions had been completed. Some elements ongoing. Still some concerns related to some full-time students not completing their work placements.</p> <p style="padding-left: 40px;">QIP 6: Most actions completed. Eleven new clubs introduced.</p> <p style="padding-left: 40px;">QIP 7: Good progress had been made towards achieving the actions. There had been a slow start owing to the higher-than-expected number of LLDD students at the College.</p> <p style="padding-left: 40px;">QIP 8: Most actions completed.</p> <p style="padding-left: 40px;">QIP 9: All actions completed.</p> <p style="padding-left: 40px;">QIP 10: Good progress had been made.</p>	

<p>819. (cont)</p>	<p>The Ctte reviewed the QIP and sought clarification on various points raised during the DPCPI's review. They were pleased to note that, overall, good progress was being made across all elements of it.</p>	
<p>820. (6.10pm)</p>	<p>TEACHING, LEARNING AND DIGITAL UPDATE</p> <p>A written report was received, considered, and noted. The DPCPI advised that 95% of those staff observed had been graded as good/outstanding. Five staff had been observed as Grade 3 or Grade 4 and appropriate development support implemented for those concerned. However, two of those staff had subsequently left the College.</p> <p>The DPCPI also advised that there had been several external quality assurance visits undertaken by awarding bodies, and that the overall position was mainly positive but that some areas for further action had been identified.</p>	
<p>821. (6.17pm)</p>	<p>CURRICULUM TRACKING (CT) MEETINGS</p> <p>A written report was received for information and noted. The DPCPI advised that CT meetings had been undertaken with most course directors and their faculty heads.</p> <p>The main outcome was that retention across the College was broadly inline with 2022/23. Headline achievement rates were dependent upon exam outcomes, and that there was a mixed picture across the departments regarding these.</p>	
<p>822. (6.22pm)</p>	<p>ENGLISH AND MATHS UPDATE</p> <p>A written report was received for information and noted. The DPCPI advised that 514 students had taken GCSE Maths and 430 taken GCSE English, and that overall attendance at the exams had been 97%.</p> <p>Retention in both English and maths had been positive. Specifically, there had been a good increase of 6.1% in GCSE maths.</p> <p>The DPCPI advised further that following an unprecedented number of learners taking English and maths (both at GCSE and Functional Skills) there had been some challenges during the year (2023/24), mainly around staffing.</p> <p>It was noted that a further increase in both GCSE and Functional Skills in English and maths numbers was anticipated in 2024/25.</p>	
<p>823. (6.28pm)</p>	<p>APPRENTICESHIP UPDATE</p> <p>A written report was received for information and noted. The DPCPI advised that apprenticeship enrolments continued to increase during the year (2023/24) but had not yet recovered to pre-Covid levels.</p> <p>The accountability framework dashboard measures were all on-track.</p> <p>With regards to performance, current achievement was 56.8% with a best-case potential achievement anticipated at 72.4%.</p> <p>In response to a question from a Member the DPCPI advised that there was a national concern regarding the low level of students enrolling on apprentice programmes, especially amongst the younger age ranges as there had been a marked 'shift' from Level 2 apprenticeships to degree-level apprenticeships.</p>	

<p>824. (6.40pm)</p>	<p>ELECTION OF VICE CHAIR OF THE COMMITTEE</p> <p>The Clerk advised that following the resignation of Joy Bibby there was a vacancy for Vice Chair of the Committee. He called for nominations. One nomination was received.</p> <p style="text-align: center;">It was RESOLVED that Priya Brown be elected Vice Chair of the Curriculum & Quality Committee for a two-year term of office commencing 13 June 2024.</p>	
<p>825. (6.42pm)</p>	<p>SUMMER TERM RESPONSIBILITIES</p> <p>A written report was received for information and noted. The DPCPI took the Ctte through her report and updated it on a range of matters. In particular:</p> <ul style="list-style-type: none"> • HE programmes had seen 245 enrolments and were expected to increase in 2024/25. • The Uni of Portsmouth had withdrawn its offer of a partnership to provide the Nursing Associate Foundation Degree. The College was, though, in discussion with the Uni of Winchester and Solent Uni regarding potential provision opportunities. • The Future Skills Centre, Bordon was due to close at the end of the current academic year. The focus was on ensuring all remaining full-time students successfully completed their qualifications. • Overall student attendance 2023/24 was in line with the three previous academic years. • AoC had published national attendance data, but it was stressed that there were no guidelines to how such data was collected. The overall view was that BCoT compared positively with all elements and was better than the national data. • 16–18-year-old retention was in line with 2022/23. 19+ retention was very slightly below that for 2022/23. • Qualification reforms were still causing concerns nationally, and the College was waiting on receiving further information. However, the outcome of general election due to be held on 4 July 2024 could have a further impact on any potential changes. 	
<p>826. (6.48pm)</p>	<p>EMPLOYER ADVISORY BOARDS</p> <p>A written report was received for information and noted. The Ctte noted the wide range of inter-actions made with employers, and the various curriculum changes that had been implemented as a result of such engagement.</p> <p>In addition to the curriculum changes, the DPCPI outlined a number of other positive benefits for students, including:</p> <ul style="list-style-type: none"> • Industry placement opportunities • Apprenticeship opportunities • Student projects • Guest speakers • Live online sessions • Contextualised projects • Additional qualifications 	

827. (6.54pm)	AI UPDATE A written report was received for information and noted. Developments to date were noted. The DPCPI highlighted activities undertaken since the last meeting of the Ctte and outlined further developments planned for 2024/25.	
828.	CORP MEMBERS' CURRICULUM LINK VISIT UPDATES Four Link Visit reports undertaken by Members were received and noted.	
829.	DATES OF FUTURE MEETINGS <i>(Meetings commence at 5.00pm unless stated)</i> Thursday 21 November 2024 Thursday 13 March 2025 Thursday 12 June 2025	
(7.02pm)	Meeting closed	

Confirmed as a correct record:		21 Nov 2024
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