

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## CURRICULUM & QUALITY COMMITTEE

### MINUTES OF A MEETING HELD ON THURSDAY 9 MARCH 2023

<b>Membership (8):</b>	*	Steve Fussey	External Member	Chair
		Joy Bibby	External Member	Vice Chair
		Anthony Bravo	Principal	
	i	Priya Brown	External Member	
	*	Terry Clarke	Staff Member	
	*	Sophie Hallum Barnard	Co-opted Member	
		Vacancy (AM)	External Member	
		Vacancy (AG)	Student Member	
<b>Quorum:</b>		3 Members required	3 Members present at start	Meeting quorate
<b>In Attendance:</b>	*	Simon Burrell	Clerk to the Corporation (Clerk)	
	*	Lorraine Heath	Deputy Principal: Curriculum, Performance & Innovation (DPCPI)	
	*	Sophie George	Faculty Head (FH)	
<b>Present at meeting:</b>	*			
<b>From Minute 756:</b>	i			

5.03pm		ACTION
<b>750.</b>	<p><b>FACULTY PRESENTATION: SOPHIE GEORGE, FACULTY HEAD</b></p> <p>Sophie George (Faculty Head) gave the Ctte an overview of the work of her Faculty. She advised that her Faculty incorporated:</p> <ul style="list-style-type: none"> <li>• Animal management</li> <li>• Business, Travel and Tourism</li> <li>• Computing</li> <li>• Sport</li> <li>• Public Services</li> <li>• English and Maths</li> </ul> <p>The FH gave a brief outline of the work of each department within the Faculty, and highlighted progress and plans for the future.</p> <p>In response to a question from a Member the FM advised that the most significant challenges facing the Faculty were related to: staff shortages and quality, continuing improvements to English and maths, Animal Management – improvements to employment opportunities, staff training, and increasing learner numbers.</p> <p>A copy of Sophie’s presentation had been added to the agenda on Trust Governor.</p>	

## PART 1 – NON-CONFIDENTIAL MINUTES

<p><b>751.</b> (5.31pm)</p>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Joy Bibby, Anthony Bravo, Priya Brown (late arrival).</p>	
<p><b>752.</b></p>	<p><b>DECLARATION OF INTERESTS</b></p> <p>There were no Declarations of Interest made.</p>	
<p><b>753.</b></p>	<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>The Minutes of the meeting held on 9 November 2022 were confirmed as a correct record and were signed by the Chair.</p>	
<p><b>754.</b></p>	<p><b>MATTERS ARISING</b></p> <p>There were no specific Matters Arising discussed that had not been considered elsewhere at the meeting.</p>	
<p><b>755.</b> (5.32pm)</p>	<p><b>OFSTED INSPECTION: FEBRUARY 2023</b></p> <p>Discussion recorded under Part 2 Confidential Minutes</p>	
	<p><i>(Priya Brown joined the meeting)</i></p>	
<p><b>756.</b> (5.52pm)</p>	<p><b>QUALITY IMPROVEMENT PLAN (QIP) 2022/23</b></p> <p>A written report was received and considered. The DPCPI advised that the QIP had been updated following the Ofsted inspection. She took the Ctte through the 11 Key Areas of Intent and highlighted the progress that had been made in each one. Specific updates given included:</p> <ul style="list-style-type: none"> <li>• There had been fewer withdrawals in 2022/23 compared to the same period in 2021/22</li> <li>• There had been good progress in English and maths</li> <li>• Assessment and monitoring processes updated</li> <li>• Attendance and punctuality required continuing work</li> <li>• Good progress in updating staff awareness on SEND/high needs learners' support</li> <li>• Continuing improvements to quality assurance processes for apprenticeships</li> <li>• The introduction of T Levels was still a challenge nationally. Media and beauty delayed for a further year</li> </ul> <p>Overall progress through the QIP was noted.</p>	
<p><b>757.</b> (6.16pm)</p>	<p><b>TEACHING AND LEARNING UPDATE</b></p> <p>A written report was received for information and noted. The DPCPI advised that of the 43 observations undertaken to date, 72% had achieved 'Good/Outstanding'. She outlined the support that had been put in place for those who had been graded 'requires improvement or inadequate'.</p> <p>Overall, the DPCPI advised that there was continuing good progress, and highlighted the key points (listed in the report) that had been identified from the observations undertaken.</p>	

<p><b>758.</b> (6.25pm)</p>	<p><b>CURRICULUM TRACKING MEETINGS</b></p> <p>A written report was received for information and noted. The DPCPI updated the Ctte on the outcomes of the curriculum tracking meetings (detailed in the report).</p> <p>The DPCPI reminded the Ctte that tracking meetings with each curriculum leader took place termly. The aim of the meetings was to review progress against the curriculum KPIs, facilitate early identification of issues and agree actions for improvement. The meetings were held to review attendance and retention data, the progress learners are making, completion of industry placement and professional development hours and destination outcomes.</p> <p>It was noted that the first tracking meetings had been held in December 2022/January 2023 with all curriculum areas. The first meetings had focused at curriculum area level and were attended by the Faculty Head, Course Director, and the Director of Teaching, Learning and Quality Improvement. The second meetings were scheduled to take place in March 2023 and the third meetings (focused primarily on predicted achievement data) would be held in May 2023.</p>	
<p><b>759.</b> (6.28pm)</p>	<p><b>APPRENTICESHIP UPDATE</b></p> <p>A written report was received for information and noted. The DPCPI advised that, currently, enrolments were below target. Although enrolments were ongoing, it was unlikely that the target would be achieved.</p> <p>It was noted that the number of overstayers was decreasing, and that all of those apprentices were due to complete during the current academic year. In response to a question from a Member it was noted that a number of the overstayers had been as a result of the backlog caused by the Covid-19 pandemic restrictions.</p> <p>The overall achievement rate for 2021/22 was noted at 53.9%, an improvement on 2020/21. The achievement rate for 2022/23 was predicted to be c67%</p>	
<p><b>760.</b> (6.32pm)</p>	<p><b>ENGLISH AND MATHS UPDATE</b></p> <p>A written report was received for information and noted. It was noted that general updates on English and maths had been given the Ctte by the FH during her presentation at the start of the meeting, and as part of other reports made to the meeting.</p>	
<p><b>761.</b> (6.38pm)</p>	<p><b>SPRING TERM DELEGATION OF RESPONSIBILITIES</b></p> <p>A written report was received for information and noted. The DPCPI updated the Ctte on a range of matters (as set out in her report). In particular:</p> <ul style="list-style-type: none"> <li>• Three new HE courses were scheduled to start in Sept 2023</li> <li>• There were two groups of FT students and three groups of 14-16 pupils at the Future Skills Centre, Bordon (FSC). However, there were no new apprenticeship starts in 2022/23</li> <li>• Overall retention was slightly higher in 2022/23 than at the same period in 2021/22</li> <li>• Destination data for 2022 showed that 96% of completers had entered a known destination</li> </ul>	

<p><b>762.</b> (6.52pm)</p>	<p><b>EMPLOYER ADVISORY BOARDS</b></p> <p>A written report was received for information and noted. The DPCPI advised that Ofsted Inspectors had noted and confirmed that the curriculum teams engaged well with employers in order to understand employers' skills needs and to develop their curriculum accordingly. Inspectors had noted a range of activities (listed in the report) undertaken to achieve this.</p> <p>The DPCPI advised further on the changes that had been implemented (shown in the report) as a result of the engagement with employers and other stakeholders.</p>	
<p><b>763.</b> (6.56pm)</p>	<p><b>LEARNER PARLIAMENT</b></p> <p>The Chair advised that he had been very impressed with the recent Learner Parliament that he had attended. It was also noted that the Ofsted inspectors had also attended a Learner Parliament.</p>	
<p><b>764.</b> (6.58pm)</p>	<p><b>CORPORATION MEMBERS CURRICULUM LINK VISIT UPDATES</b></p> <p>Fourteen Curriculum Link Visit reports undertaken by six External Members of the Corporation were received and noted.</p> <p>The Chair stressed the need for all external Members of the Corporation to continue to undertake visits and submit their post-visit reports to the Clerk for reporting to the Ctte and /or the Corporation.</p>	<p><b>All Corp Members</b></p>
<p><b>765.</b></p>	<p><b>DATES OF FUTURE MEETINGS</b> <i>(Meetings commence at 5.00pm unless stated)</i></p> <p>Thursday      15 June 2023  Thursday      23 November 2023  Thursday      7 March 2024  Thursday      13 June 2024</p>	
<p>(7.01pm)</p>	<p>Meeting closed</p>	