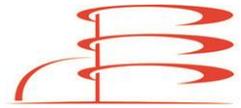


OPEN MINUTES OF STRATEGIC PLANNING, POLICY & QUALITY ASSURANCE MEETING

Monday 13 June 2016 17.30 in the Principal's Office



Bexhill 6th Form College

STANDING ITEMS

ATTENDANCE AND APOLOGIES

- Present:** Carole Shaves (Chair)
Lloyd Taylor (Vice-Chair)
Sue Adams
Sue Taylor
Karen Hucker (Principal)
- In attendance:** Elisabeth Lawrence (Staff Member)
Dave Brown (Vice Principal)
Linda Johnson (Vice Principal)
- Minutes:** Alison Dennett (Clerk to the Corporation)
- Apologies:** Jackie Taylor (Director of Services Supporting Learning)

NOTIFICATION OF ANY OTHER BUSINESS

There was none.

DECLARATION OF INTERESTS

Lloyd Taylor declared an interest as owner of The Detective Agency.

MINUTES OF PREVIOUS MEETING

Two minor amendments for clarification were required to be made to the Confidential Minutes which had been given to the Clerk by the Vice Principal.

With the inclusion of the above amendments, the Open and Confidential Minutes of the Strategic Planning, Policy & Quality Assurance Committee meeting held on 22 March 2016 were agreed and signed as correct.

MATTERS ARISING FROM PREVIOUS MEETING

There were none.

MAIN AGENDA

1. APPOINTMENT OF CHAIR & VICE-CHAIR 2016/2017

The Committee considered the appointment of Chair and Vice-Chair for 2016-17.

The current Chair reported that she was happy to continue in her role for 2016-17 with a view to stepping down in 2017-18 as she would be leaving the Corporation at the end of her current Term of Office in 2018.

The current Vice-Chair confirmed he was happy to continue in his role for 2016-17 with a view to shadowing the current Chair to understand what was required of the role and to potentially take over as Chair in 2017-18. It was agreed that the Vice-Chair would attend the annual SAR Panel in November, which was a requirement of the Chair of the Strategic Planning, Policy & Quality Assurance Committee.

Resolved: The Committee resolved to approve the appointment of the Chair and Vice-Chair for 2016-17.

2. QUALITY PROCESSES FOR 2016/2017

The Principal reported that the quality processes are reviewed by the SLT every year. Minor adjustments had been made to the processes which were highlighted.

The Committee felt it would be beneficial to be presented with redacted completed examples of the forms to understand the process fully; the Principal agreed for examples from 2015-16 to be placed on the Agenda for the next meeting.

[Confidential note].

3. QUALITY IMPROVEMENT PLAN (UPDATE)

The Principal reported that generally the College was progressing well in terms of developing the actions that had been set. This was the second update to the QIP that had been brought to the Committee and the following points were highlighted:

Effectiveness of Leadership and Management

- B – monitoring staff and student performance: progress in this area would be covered in the Vice-Principals' update later in the meeting.

[Confidential note].

4. PROGRESS IN GRADE 3 CURRICULUM AREAS

The Vice Principals gave verbal reports on progress in grade 3 curriculum areas.

[Confidential note]

In summary the update presented a more positive picture than at this point last year which reflected the amount of work that had been put in. It was reported that all subjects felt that the examiners had been fair.

5. EQUALITY AND DIVERSITY UPDATE

The Staff Governor took her report as read and highlighted the following points:

- A range of Equality & Diversity themes were covered in tutorials and presentations throughout the year.
- Presentations had been given to tutor groups from Positive Voices (Terrence Higgins Trust).
- Many Equality & Diversity and Awareness Days have been supported by the LRC with relevant book and resources displays.
- Section Heads have identified Equality & Diversity initiatives that they have been carrying out within their individual subject areas.

The Committee thanked the Staff Governor for her report.

6. STRATEGIC UPDATE INCLUDING RETENTION & WITHDRAWAL SUMMARY: JUNE 2016

The Principal took the Committee through her report which updated on the key issues that are impacting on the College.

Area Review

The final meeting of the Area Review had been held on 17th May; a summary of outcomes will be published in due course.

New Sixth Form Guidance

Recent guidance from the DfE had been published on opening new sixth forms and certain criteria that needed to be met before approval would be given including: minimum size of 200 students; offering at least 15 different A levels; indicating there is a need in the area; and not cross subsidising.

[Confidential note].

ITEMS FOR NOTING

7. RISK REVIEW

The Principal reported that there are 13 risks delegated to the Committee on the Risk Register. All 13 had remained unchanged at the Risk Management meeting held in April.

The Committee considered the risks delegated to it and noted that the two 'Red' risks referred to factors outside of the College's control (changes to curriculum assessment structure and funding methodology).

The Committee noted the report.

8. REVIEW OF STRATEGIC PLANNING, POLICY AND QUALITY ASSURANCE COMMITTEE EFFECTIVENESS FOR 2015/2016

The Review of Effectiveness review, which demonstrated that the Committee was working effectively, was noted.

The Committee considered the attendance figures and noted that, with only three meetings a year, missing one meeting could have quite an impact on the overall attendance figure.

APPROVED:

Chair

DATED:

9. **ANY OTHER NOTIFIED BUSINESS**

It was noted that one member would be moving to the Personnel Committee from September. They were thanked for their contribution to the Strategic Planning, Policy & Quality Assurance Committee.

MEETINGS FOR 2016-17

Monday 21 November 2016, Monday 20 March 2017 and Monday 12 June 2017 at 17.30 in the Principal's Office.

The meeting closed at 18.50.

Key points for Corporation to note:

[Confidential Note]