

**OPEN MINUTES OF STRATEGIC PLANNING,
POLICY & QUALITY ASSURANCE MEETING
Monday 15 June 2015 17.30 in the Principal's Office**



Bexhill 6th Form College

Present:	Lloyd Taylor (Vice-Chair) Sue Taylor Sue Adams Karen Hucker (Principal) Elisabeth Lawrence (Staff Member)
Staff in Attendance:	Jackie Taylor Linda Johnson (Vice Principal) Dave Brown (Vice Principal)
Apology:	Carole Shaves
Minutes:	Claire Carpenter (Clerk to the Corporation)

STANDING ITEMS:

Apologies for absence

Carole Shaves.

Notification of Any Other Business

There was none.

Declaration of Interests

A declaration was noted from Lloyd Taylor who owns The Detective Agency.

Minutes of Previous Meeting

The Open and Confidential Minutes of the meeting held on 10 March 2015 were agreed, subject to changing the word "pessimistic" to "cautious", item 4.

Matters arising from previous meeting

The Principal reported grades by subject areas.

[Confidential note].

Action: ELA agreed to do a mapping exercise on which Universities the students progress to. The final destinations data will be available after September 2015. The Vice-Chair noted that it would be useful to carry out this exercise, using a general heat map, before the presentations to local schools in September.

MAIN AGENDA

1. APPOINTMENT OF CHAIR & VICE-CHAIR 2015/2016

The Committee considered the appointment of Chair and Vice-Chair for 2015-16. It was reported that the Chair and Vice-Chair were happy to continue in their current role.

Resolved: The Committee resolved to approve the appointment of the Chair and Vice-Chair for 2015-16.

2. QUALITY PROCESSES FOR 2015/2016

The Principal reported that the quality processes are reviewed by the SLT every year. There have been a few minor adjustments, including:

[Confidential note].

3. QUALITY IMPROVEMENT PLAN (UPDATE)

The Principal noted that the QIP is based on the previous year's Self Assessment Report. The Principal took the report as read and highlighted the following points:

[Confidential note].

- An action relating to the 'Prevent' agenda has been added to the QIP, to highlight the Colleges work in compliance with the Counter Terrorism and Security Act 2015. This has included a risk assessment and development of activities within the tutorials, as well as updates to policies.
- Summer schools for adult education have been advertised in the adult prospectus and online. They are also marketed at community events.

4. PROGRESS IN GRADE 3 CURRICULUM AREAS

[Confidential note].

5. EQUALITY AND DIVERSITY UPDATE

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

- There has been a lot of training on E&D for both support and curriculum staff.
- An external consultant ran a 'Train the Trainers' session for SLT.
- With HOS, there has been discussion on how to best embed E&D in the curriculum and how staff can share good practice.
- E&D has been given a higher profile during inductions, with advice on dealing with student use of unacceptable language and bullying etc.
- Previous and current students have helped deliver key tutorials and messages often have more impact when they come from other students. One LAC student delivered a powerful presentation describing how she had made the best of her time at College.
- There have been talks and tutorials for students on FGM, body image and eating disorders.
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- The HoS all identified 3 E&D areas each area have worked on this year as part of the annual review. ELA will build this into the annual report. .
- There is a growing number of students with mental health issues and this is an issue across the whole of the FE sector. ELA attended a conference which addressed how Colleges can support these students. One Member asked whether the College would introduce a policy relating to mental health. ELA confirmed that there will be a policy called "Fitness to Learn" introduced from September 2015.
- One Member asked whether a student leaving for mental health reasons would impact retention figures and the VP said that would depend whether the student left before or after the cut-off date.

The Vice-Chair thanked the Staff Member for her report.

6. STRATEGIC UPDATE: JUNE 2015

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

- As there was a general election since the previous report, little has changed.

[Confidential note].

7. VISION, MISSION & STRATEGIC OBJECTIVES

The Principal reported that SLT have reviewed the strategic objectives of the College and have proposed some recommendations for change. The mission statement was reviewed last year with this Committee and it outlines what the College is here for. There are no recommendations for change to the mission. The strategic objectives were last reviewed 4 or 5 years ago, and there are things that have significantly changed, for example the role of the LEP. Some objectives have been reworded, and some have been grouped together and therefore the total number of objectives have been reduced to 8. There was also a significant omission of the link to leadership and management, which is key to the new Ofsted framework.

There followed a discussion about each of the objectives.

The Chair of Corporation noted that the proposals come from SLT and it is the responsibility of the Corporation to support them. Therefore the next Member training session on 29.06.15 will be on this item.

8. STRATEGIC PLAN & COLLEGE TARGETS

The Principal reported that the Strategic Plan follows on from the strategic objectives. The Plan was written 3 or 4 years ago and needs to change to fit the new strategic objectives. The idea is that it sets out high level statements as to what the College wants to achieve over the next 3 years. It has been shared with HoS and they have had the opportunity to make suggestions. It was felt important to have the 'buy in' of Middle Managers as they will be the ones driving the plan. The plan identifies what the College needs to do in order to achieve each of the new strategic objectives.

[Confidential note].

The Principal noted that these are the high level focusses for the College and it is important that they are agreed and supported by Members. Members can review the objectives and the plan and highlight anything they believe has been missed strategically that should be included.

The Vice-Chair thanked the Principal for her report and suggested that the Committee thoroughly review the amended strategic objectives and plan in preparation for the training session on 29.06.15.

ITEMS FOR NOTING:

9. RETENTION REPORT & WITHDRAWAL SUMMARY – YEAR TO DATE

The Committee noted the report by Vice-Principals.
[Confidential note].

11. RISK REVIEW

The Principal reported that there are 16 risks currently on the register which are delegated to the Committee. 15 are unchanged, and one new risk has been added.

[Confidential note].

The Principal reported that the risk register will be in a slightly different format for the next meeting because the new one will reflect the new strategic objectives, as well as incorporating board assurance.

12. REVIEW OF STRATEGIC PLANNING, POLICY AND QUALITY ASSURANCE COMMITTEE EFFECTIVENESS FOR 2014-15

The committee noted the review and that attendance was excellent at 96%.

Action: The Clerk will update the review to incorporate the work done during this meeting on the Strategic Objectives.

13. ANY OTHER NOTIFIED BUSINESS

There was none.

MEETINGS FOR 2015-16

Tuesday 17 November 2015, Tuesday 23 March 2016, Tuesday 14 June 2016 at 17.30 in the Principal's Office.

Key points for Members to note:

1. The Committee reviewed the draft amended strategic objectives, which have been re-written to reflect changes in the College, as well as local and national priorities over the last few years.
2. The Committee heard a comprehensive review of the Grade 3 curriculum areas.
3. There is a thorough programme across the College to ensure that E&D is embedded through the culture of the College. Initiatives include training for all staff, tutorials and talks for the students and external consultants running Train the Trainer sessions for SLT.