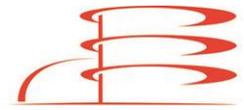


APPROVED:
Chair

DATED:

OPEN MINUTES OF STRATEGIC PLANNING, POLICY & QUALITY ASSURANCE MEETING

Monday 21 November 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)
Jessica Stubbings
Sue Taylor
Karen Hucker (Principal)
- In attendance:** Elisabeth Lawrence (Staff Member)
Dave Brown (Vice Principal)
Linda Johnson (Vice Principal)
Jackie Taylor (Director of Services Supporting Learning)
- Minutes:** Alison Dennett (Clerk to the Corporation)
- Apologies:** None

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

The Open and Confidential Minutes of the Strategic Planning, Policy & Quality Assurance Committee meeting held on 13 June 2016 were agreed and signed as correct.

MATTERS ARISING FROM PREVIOUS MEETING

There were none.

MAIN AGENDA

The Chair welcomed Jessica Stubbings to the meeting as a new member of the Committee.

1. COMPLAINTS REPORT 2015-16

The Principal's report summarised the complaints received by the College from September 2015 to August 2016.

22 complaints had been received which was an increase from the previous year; this was due to a tightening of the complaints process with all complaints now coming through the Principal's office reflecting that the College was dealing with, recording and addressing complaints effectively. Governors noted that several complaints had been received in relation to parking in the local area; it was queried how many parking spaces were allocated to students and whether this was enough. c. 80 parking spaces were currently allocated to students with policy being to issue permits to students travelling from far afield. However, there are times when there are unused spaces on site. This could be changed in future with permits being issued to students who requested them which would hopefully help to decrease on street parking. Parking had been completely managed at Open Evenings this year and it was hoped that no complaints would be received in relation to this.

[Confidential note].

All complaints had been resolved and the Committee received the report.

2. CURRENT STRATEGIC UPDATE

The Principal took the Committee through the strategic update which covered the key strategic issues impacting on the College.

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Area Review: Although concluded in May, the reports were still to be published, due to Brexit, Government changes etc., and were expected at the end of November.

New Grammar Schools: Proposals were lacking in detail at this stage, however it was an important potential change in policy
[Confidential note].

Skills Plan: A change to the current vocational curriculum was being brought in although roll out was not due until September 2022. Specific details were currently unclear; it was suggested that students would have an academic or vocational route offer. It was possible that this may lead to changes to the delivery of the College's vocational offer.

Apprenticeships: The delivery of apprenticeships would be changing from April 2017 with structure moving from frameworks to standards and assessment moving to 80% workplace and 20% classroom delivery at the end of the course by external providers. The College was reviewing apprenticeship delivery and modelling a programme of change from the current framework to new standards.

New Accountability Measures: These were introduced in 2016 and provisional data is due to be published in January 2017 with final data in March. The way information is presented would be changing slightly; it was important for the College to understand the methodology to be able to check accuracy of data. In response to a query from a Governor, it was clarified that attainment was measured by an average point score but how it was being calculated was changing. There was also a new calculation for English & Maths and success rates were not included in the new measures (although they would still be used by Ofsted but called achievement, not success). This would be covered in more detail with the Committee at their meeting in March once the final data had been released.

[Confidential note].

3. COLLEGE SELF ASSESSMENT REPORT 2016-17

The Principal presented the College Self Assessment Report (SAR) to the Committee; an amended version had been circulated following discussion with CQLT. The College had been self-assessed as Outstanding: Grade 1 for Overall Effectiveness. Contributory grades are as follows:

- Effectiveness of Leadership and Management: Outstanding: Grade 1
- Quality of Teaching, Learning and Assessment: Outstanding: Grade 1
- Personal Development, Behaviour and Welfare: Outstanding: Grade 1
- Outcomes for Learners: Outstanding: Grade 1

The decision had been made to grade the College as Outstanding overall because it was felt that some significant improvements had been made and a lot of performance was equal to or above national rates with very strong Value Added. Although unlikely to be inspected in the next couple of years, as the College was inspected in October 2015, it was felt to be the right time to push to say we are Outstanding.

[Confidential note].

The Principal felt that it was difficult to do justice to the excellent work of the College in a small timeslot. It was agreed that it would be effective to give a presentation to Governors at the meeting of the full Corporation on 12th December on the SAR to bring out the full detail of the document.

Resolved: The Committee recommended to approve the SAR to Corporation.

4. QUALITY IMPROVEMENT PLAN 2016-17

The Quality Improvement Plan (QIP) was presented to the Committee; as with the SAR an amended version had been circulated following discussion with CQLT. This QIP arises from the areas for improvement identified within the SAR: a lot of the focus within the QIP was a continuation of work embedded in 2015/16 with continuing developments on previous areas of focus.

[Confidential note].

It was also raised that there was no specific reference to Governors within the QIP; it was considered that governance was embedded within 'Leadership and Management' and the Committee agreed for section A to be amended to add: "including Governance" to the end of the first bullet point under action planned.

With the amendments identified above, along with some minor typing errors, the Committee were happy to recommend the document for approval to the Corporation.

Resolved: The Committee recommended to approve the QIP to Corporation.

5. COLLEGE TARGETS

The Principal presented the College Targets for 2016/17. Set on an annual basis following the confirmation of the previous year's outcomes, targets cover: success, retention and achievement; value added, student destinations, lesson observation, social and educational inclusion, student views, enrolment, and SAR & financial health grades.

The Committee agreed the targets.

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6. GRADE 3 CURRICULUM AREAS

The Vice Principals reported on the outcomes of the grade 3 curriculum areas for 15/16, the actions taken and progress to date on the grade 3 areas for 16/17.

It was clarified that subjects with poor performance were put on Improvement notice and closely monitored by the Vice Principals. Action taken could include increased lesson observations, homework monitoring, external assessments of how to improve etc. The outcomes of this process were reported to each meeting of the Strategic Planning Committee.

[Confidential Note].

The Vice Principals were thanked for their reports.

7. INTERNATIONAL STUDENTS

This item was covered as part of Agenda Item 2: Current Strategic Update.

8. RISK REVIEW

There are 14 risks delegated to the Strategic Planning, Policy & QA Committee on the Risk Register. The Principal guided Governors through each risk allocated to the Committee as follows:

- Two risks had been added to the register:
 - 1c: policy changes in terms of apprenticeships and technical qualifications which could mean changes to the curriculum.
 - 2e: interpretation of the College's performance under the new performance measures. As previously raised with the Committee, these were being calculated in a slightly different way and until finalised data was seen it was difficult to see how the College's performance was going to be interpreted.
- 1a, 1b, 2a, 2c, 4a, 6b and 8d: remained unchanged.
- 2b: decreased as SV reports had been received and concerns that new enhanced requirements would have an impact on quality had not come to fruition.
- 2d: AS results showed positive performance and therefore it had been felt this could be reduced although it remained a medium risk.
- 3a and 3b: reduced because careers advice and tutorial systems were going well and the enrichment offer was increasing across the different curriculum areas.
- 6a: reduced the likelihood of this risk as no issues had arisen to indicate non-compliance of E&D. The College's performance by different groupings was strong.

Risk (5a): 'Poor Ofsted judgements in key areas due to changes in emphasis under new CIF' had been identified to be removed from the register as the College had been inspected by Ofsted in 2015 and results had improved this summer.

The Committee agreed the risk register.

9. ANY OTHER NOTIFIED BUSINESS

As requested at the last Committee meeting, the Principal provided examples of redacted lesson observation forms for Governors.

DATE OF NEXT MEETING

The next Strategic Planning, Policy & Quality Assurance Committee is scheduled for Monday 27 March 2017 in the Principal's Office. The Agenda will close on Thursday 23 March 2017.

The meeting closed at 19.05.