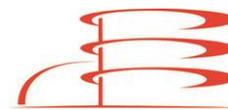


**OPEN MINUTES OF STRATEGIC PLANNING,
POLICY & QUALITY ASSURANCE MEETING
Tuesday 22 March 2016 17.30 in the Principal's Office**



Bexhill 6th Form College

STANDING ITEMS

ATTENDANCE AND APOLOGIES

- Present:** Carole Shaves (Chair)
Sue Taylor
Karen Hucker (Principal)
- In attendance:** Elisabeth Lawrence (Staff Member)
Dave Brown (Vice Principal)
Linda Johnson (Vice Principal)
Jackie Taylor (Director of Services Supported Learning)
Fraser Ward (Communications and PR Officer) for 1Item
- Minutes:** Alison Dennett (Clerk to the Corporation)
- Apologies:** Lloyd Taylor (Vice-Chair)
Sue Adams

NOTIFICATION OF ANY OTHER BUSINESS

To discuss the proposed change of meeting day for the Committee.

DECLARATION OF INTERESTS

There were none.

MINUTES OF PREVIOUS MEETING

The Open and Confidential Minutes of the Strategic Planning, Policy & Quality Assurance Committee meeting held on 17 November 2015 were agreed and signed as correct.

MATTERS ARISING FROM PREVIOUS MEETING

There were none.

MAIN AGENDA

1. INTERNAL PROGRESSION AND DESTINATIONS REPORT 2015

This item was taken first on the Agenda to allow for the Communications and PR Officer to attend for the next item.

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

[Confidential note]

A discussion over the consequences of the closing of the Hastings Campus of Brighton University followed: the effects would be marginal to the College although it was agreed it was an ideal facility for vulnerable students to progress to and future students may find HE inaccessible because of the closure.

Members were happy to note the report.

2. MARKETING COMMUNICATIONS AND ACTIVITIES 2015-16

Fraser Ward (Communications and PR Officer) delivered a presentation on the marketing and PR activities that have taken place over the past year.

[Confidential note]

The Communications & PR Officer was thanked for his encouraging presentation and then left the meeting.

3. QUALITY IMPROVEMENT PLAN MONITORING 2014-2015

The SAR identified a number of key areas for improvement; it was these areas which formed the basis of the QIP. This report presented the first term's monitoring of the QIP and the Principal guided the Committee through the following points:

[Confidential note]

One amendment was noted in that the cover sheet referred to 10 Strategic Objectives and this should be 8.

4. CURRENT STRATEGIC UPDATE INCLUDING CURRICULUM DEVELOPMENTS, APPLICATIONS AND INTERNATIONAL STUDENT PROGRAMME

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

A brief summary of the current Area Review (AR) was given. Not a great deal of detail was available and the next AR meeting was being held on 23 March which the Principal and Chair of the Corporation would be attending. A copy of the College's Financial Assessment had been received and was handed round to the Committee which demonstrated that the College was considered to have a 'solid' financial position.

EFA funding had been confirmed and it was noted that there had been a slight reduction in the "disadvantaged" factor. Discretionary funding and SFA funding had not yet been announced. Although the main funding had been set it was noted that the College was still required to make cost efficiencies in order to cover increases in costs.

Retention statistics were slightly improved from last year while recruitment was looking strong and similar to last year's figures. There were no reasons for concern at this stage.

[Confidential note]

The Committee received a presentation from the Director of Services Supported Learning on the International Student Programme during which the following points were noted: students were doing well in their time with the College, interest from Host Families had been good and links to EF were positive.

[Confidential note]

The Chair thanked the Principal and Director of Supported Services Learning for their updates.

5. PROGRESS IN GRADE 3 CURRICULUM AREAS

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

[Confidential note]

In summary, all subjects on Notice to Improve are predicted to have improved Success Rates from those of 2014/15.

ITEMS FOR NOTING

6. RETENTION REPORT AND WITHDRAWAL REPORT

The Principal presented a summary of retention and withdrawal figures. Figures demonstrated that retention was slightly up (1%) on last year's figures for this point in the year. Reasons for withdrawal were presented in the report.

The Chair thanked the Principal for her report.

7. RISK REVIEW

The Principal reported that there are 13 risks delegated to the Committee in the current risk register. At the latest Risk Management meeting in January, 12 of the risks allocated to the Committee had remained unchanged with no changes made to the risks or the risk level score and 1 risk (5a) had reduced in risk level following the successful Ofsted inspection in October 2015.

APPROVED:

Chair

DATED:

8. ANY OTHER BUSINESS

Date of Next Meeting: The possibility of moving future meetings of the Strategic Planning, Policy & Quality Assurance Committee to Mondays from June (i.e moving to Monday 13th June as opposed to Tuesday 14th June) was discussed as one Member of the Committee had become unable to attend meetings on a Tuesday.

Members had no objection in terms of their availability to attend meetings on a Monday. The change in day had also been discussed at the Finance & Property Committee meeting held on 21st March; the Clerk would contact Members with the outcome.

NEXT MEETING

The next Strategic Planning, Policy & Quality Assurance Committee is scheduled for **Monday** 13 June 2016 in the Principal's Office. The Agenda will close on Thursday 9 June 2016. The Clerk will be in touch with Members with confirmation of this meeting date.

The meeting closed at 19.20.

[Confidential note]