

APPROVED: <i>Chair</i>	DATED:
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**OPEN MINUTES OF STRATEGIC PLANNING,
POLICY & QUALITY ASSURANCE MEETING
Monday 27 March 2017 17.30 in the Principal's Office**



STANDING ITEMS

ATTENDANCE AND APOLOGIES

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

NOTIFICATION OF ANY OTHER BUSINESS
Scope of the Internal Review.

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 21 November 2016 were agreed and signed as correct.

MATTERS ARISING FROM PREVIOUS MEETING
There were none.

MAIN AGENDA

- MARKETING COMMUNICATIONS AND ACTIVITIES 2016-17**
Fraser Ward (Communications and PR Officer) delivered a presentation on the College marketing and PR activities that have taken place over the past year.

[Confidential note]

The Communications & PR Officer was thanked for his presentation demonstrating the impressive work that had been undertaken.
- QUALITY IMPROVEMENT PLAN MONITORING 2016-17**
The SAR identified a number of key areas for improvement; it was these areas which formed the basis of the QIP. The report presented the first term's monitoring of the QIP and the Principal guided the Committee through the significant areas.

[Confidential note]
- CURRENT STRATEGIC UPDATE INCLUDING CURRICULUM DEVELOPMENTS, APPLICATIONS AND INTERNATIONAL STUDENT PROGRAMME**
The Principal took her report as read and highlighted the following:

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Area Review

The final report as part of the Area Review process had been published in December 2016. The full report was available on the www.gov.uk website, however the relevant section was reproduced for Governors which stated:

Bexhill College

To remain a stand-alone sixth form college.

Bexhill College offers a broad range of A levels and technical education to 16-18 year olds and adults. The college's accounts reflect a strong financial position and student numbers are growing. Ofsted has graded the college as overall good.

The governors intend that the college should remain stand-alone at present.

It was important for Governors to be aware that this was the final recommendation that had been taken forward for the College as part of the Area Review process; no further decisions were required. The main focus for the College going forward would be to continue to be strong provider, looking at ways to extend the College's offer into new areas to bring in new students.

Grammar Schools

Impact for the College in this area was unknown at present; a white paper was expected and the proposals had gathered a large amount of opposition.

Skills Plan

Work in this area was ongoing with little having changed since November 2016. It had been confirmed that Vocational A Levels would continue to be included. This was an area the College would keep on top of and a strategy would be put in place once further details were made available.

[Confidential note]

4. PROGRESS IN GRADE 3 CURRICULUM AREAS

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

[Confidential note]

The Vice Principals were thanked for their very positive reports.

5. INTERNAL PROGRESSION AND DESTINATIONS REPORT

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

[Confidential note]

In terms of HE destinations, the information available with regards to Russell Group universities as a destination across East Sussex and Sixth Form Colleges was limited.

One Governor questioned whether destinations of International Students going to international universities were recorded; the Principal responded that these were, but applications to international universities do not use UCAS and therefore the UCAS data does not include them. However, they were included within the College's own internal data.

The Committee was happy to note the report.

6. RETENTION REPORT AND WITHDRAWAL REPORT

The Principal presented a summary of retention and withdrawal figures. Figures demonstrated that retention was roughly the same as at this point in 2015/16 with an increase of 0.06% shown.

The Committee was interested to see the reasons for withdrawal which demonstrated that a high proportion of students were leaving to enter employment or apprenticeships. The Committee Chair noted that an apprenticeship was a positive destination / outcome for a student.

One Governor requested the reason 'Move to another College / relocation out of area' to be split; this was agreed for future reports. This was one area that the College was conscious of as, if students were staying in the area it was important to determine why they were moving to other colleges. The Principal advised that in these cases, some students will have applied to two different colleges and some may be from outside of the area and find the travel too much. Students were asked at interview stage if they were applying to more than one College and, if so, they were asked to give their preference; sometimes the College would not make an offer to students based on their preferences.

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The report demonstrated the total cost to the College of those students who left before 21st October. The Principal reported that this was a significant amount for the College when considering the fact that income had not increased significantly as student numbers had stayed relatively static.

The Chair thanked the Principal for her report.

7. RISK REVIEW

There are 14 risks delegated to the Strategic Planning, Policy & QA Committee on the Risk Register. At the Risk Management meeting held in January, the risks allocated to the Committee had been reviewed and 13 had remained unchanged with no changes to the risks or the risk level score.

One new risk (8c) had been added to the register. This risk had been allocated to three Committees: Strategic Planning, Finance & Property and Personnel.

The Committee noted the risk register.

8. ANY OTHER NOTIFIED BUSINESS

The Chair informed the Committee that at the next meeting of the Audit Committee, the scope of the College's next Internal Review would be discussed.

Chairs of all Committees had been contacted to request details of any areas they would like put forward for consideration for the Review. Previous Internal Reviews had focused on Student Data; Human Resources – Staff Appraisals; Data Protection; DBS Checking; Student Enrolment & Tuition Fees; and International Students.

The Principal added that if there were any areas that Governors felt they were not given enough assurance on, this was an opportunity for those to be brought forward. The Committee felt that the information they were provided with was thorough and in depth.

Any suggestions were requested to be forwarded to the Committee Chair or the Clerk following the meeting.

DATE OF NEXT MEETING

The next Strategic Planning, Policy & Quality Assurance Committee is scheduled for Monday 12 June 2017 in the Principal's Office. The Agenda will close on Thursday 8 June 2017.

The meeting closed at 19.20.

[Confidential note]