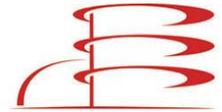


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**OPEN MINUTES OF STRATEGIC PLANNING, POLICY AND  
QUALITY ASSURANCE COMMITTEE  
Monday 19 March 2018**



Bexhill 6th Form College

<b>Present:</b>	Lloyd Taylor (Chair) Jessica Stubbings (Vice Chair) Sue Taylor Karen Hucker (Principal) Elisabeth Lawrence (Staff Governor)
<b>In Attendance:</b>	Dave Brown (Vice Principal) Jackie Taylor (Director of Services Supporting Learner) Melissa Drayson (Interim Clerk to the Corporation)
<b>Apologies:</b>	None
<b>Total meeting length:</b>	17.30 – 19.05

**STANDING ITEMS**

**WELCOME AND INTRODUCTIONS**

The Chair welcomed Governors and staff in attendance to the meeting.

**APOLOGIES FOR ABSENCE**

Apologies were as listed above.

**NOTIFICATION OF ANY OTHER BUSINESS**

There had been no notifications of any items of urgent other business.

**DECLARATION OF INTERESTS**

No new declarations of interests were made in respect of items on the agenda. Lloyd Taylor reiterated his previously declared interest.

**MINUTES OF PREVIOUS MEETING**

The Open and Confidential Minutes of the Committee held on 20 November 2017 were approved as an accurate record and signed by the Chair

**MATTERS ARISING FROM PREVIOUS MEETING**

There were no matters arising

**MAIN AGENDA**

**1. MARKETING, COMMUNICATIONS AND ACTIVITIES 2017/18**

*Presentation by Katie Binns, Marketing Manager. Powerpoint slides provided.*

Governors received an overview of activities to promote the College and attract local and international students. These included:

- School liaison and presentations to Y10 and 11
- External events and sponsorship
- Expanded and improved Social Media presence in which students were encouraged to participate, including Facebook, Instagram, Snapchat, Twitter and YouTube
- Fun events for students in college

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- Next steps included a focus on Eastbourne, digital marketing, ongoing developments in school liaisons, and market research
- International recruitment had increased steadily from 11 students in 2014/15 to 91 this year. 32 applications had been received so far for 2018/19. Planned activities included targeted recruitment from China, South Korea, Peru and Slovakia

Governors were impressed by the range of activities and improvements demonstrated and asked that their thanks be conveyed the marketing team.

## **2. QUALITY IMPROVEMENT PLAN MONITORING 2017/18**

*Supporting paper by the Principal and Vice Principals*

The report provided an update on the QIP approved by the Committee and Corporation in November/December 2017. The Principal provided an update:

A: The first Academic Board was launched as planned in January, as was the college-wide carousel staff development programme and whole staff INSET day on Value Added

B: [Redacted]

C. An on-line payment company had been identified which would help to streamline enrolment processes. Student programmes were checked regularly via the ILR, and work experience for all Level 3 students had been boosted.

D: Staff had received training on the new GDPR duty at an INSET day. Governor training would be taking place in April. The College had undertaken an audit of data held, and was in the process of developing its Fair Processing and Privacy Notices. Comment was made about the lack of templates that Colleges could use. It was confirmed that the Director of Human Resources was the College Data Protection Officer (DPO)

There was a discussion about site security. Governors asked about whether the college monitored the number of students who did not wear their lanyards. It was confirmed that staff and security were briefed to challenge student who were not displaying ID. Temporary car-park security barriers were now in place pending the outcome of a funding bid which would enable the college to put in permanent measures.

E. The future delivery of apprenticeships remained under review, as reported previously

F/H/I. A further round of lesson observations was currently underway, with re-observations taking place before Easter. Measures were in place to support Grade 3 subject areas on a notice to improve. These included external input. Senior Staff were leading on a college-wide Value Added project which had included an INSET day and an opportunity to share good practice.

G: The planned audit of Individualised Learning Plans (ILP) had taken place in January, to achieve the aim that all students had a detailed and completed ILP.

J: [Redacted]

## **3. CURRENT STRATEGIC UPDATE INCLUDING CURRICULUM DEVELOPMENTS, APPLICATIONS AND INTERNATIONAL STUDENT PROGRAMME**

*Supporting paper by the Principal*

The Committee noted progress toward the merger of Sussex Downs and Sussex Coast colleges, to form the East Sussex Colleges Group. It was also noted that it had been said in several national meetings that the new Secretary of State for Education was supportive of the Grammar School programme. However, this was more likely to be an expansion of current

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grammar schools. It was not, however, considered that this would have an impact on the College given the location of Grammar Schools

The transition from AS to linear A Levels was progressing. The 2017 results for those subjects already studying the linear programme had been encouraging.

The College had bid to be part of a T-Level pilot where it fulfilled the criteria. The workplace capacity funding awarded would assist with developing the level of work experience expected in the new technical qualifications.

The Committee discussed the comparative data within the Department for Education data performance tables for East Sussex. These backed up the College's assessment that performance had improved overall compared with the previous year. A Level value added scores compared favourably with other local institutions and was in line with the national average. English and Maths progress measures were very strong and above average. Applied general qualifications were also in line with the national average, and were important to the college because of the needs of some students.

It was noted that retention was on a par with the previous year.

[Redacted]

#### **4. PROGRESS IN GRADE 3 CURRICULUM AREAS**

*Tabled reports by the Vice Principals: Dave Brown and Linda Johnson*

[Redacted]

#### **5 STRATEGIC OBJECTIVES 2018-2021**

*Supporting paper by the Principal and Vice Principals*

Strategic Objectives were reviewed once every three years. In the previous review, the number of objective was reduced from ten to eight. It was now proposed that the objectives should be consolidated to five. These reflected practice in other colleges and the key priorities for colleges set out by the FE Commissioner.

Governors commented favourably on the reduction in the number of objectives. In response to questions, it was agreed that reference should be made to 'curriculum' rather than 'curriculum offer'. It was clarified that the specific reference to the 'educational wellbeing of the community' had been removed, as it was intended that this was a thread through all objectives. It was suggested that meeting employers' needs might be incorporated into the objectives.

#### **RESOLVED:**

- (i) That it be recommended to the Corporation that the draft Strategic Objectives 2018-2021 be approved;**
- (ii) That a more detailed document be brought back to the Committee in June, for final approval by Corporation in July**

#### **6 INTERNAL PROGRESSION AND DESTINATIONS REPORT 2017**

*Supporting paper by the Principal*

The positive destination of students was a key indicator in determining the success of the College. Internal progression at all levels had improved since 2016.

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The progression of students leaving college and going into Higher Education or employment was positive with an increase in progression to HE/FE/Year off before HE compared to the previous year.

Governors expressed an interest in comparing the progression of different students groups, such as High Needs Students, those receiving Free School Meals, Looked After Children etc.

**7 RETENTION AND WITHDRAWAL REPORT**

*Supporting paper by the Principal and Vice Principals*

Retention levels, and reasons for leaving, were broadly similar to the previous year, and were being monitored closely. It was confirmed that students were removed from the register after three weeks of non-attendance. Students might also be asked to leave for disciplinary reasons, or lack of commitment.

**8 RISK REVIEW**

*Supporting paper by the Principal*

The Committee had oversight of eleven risks, with one of these being shared jointly with the Finance and Property Committee. It was noted that the risk rating of Risk 1c had been reduced, due to the College's withdrawal from apprenticeship delivery.

**9 URGENT OTHER BUSINESS**

There was no other business

**The meeting closed at 19.05**