

MINUTES OF STRATEGIC PLANNING, POLICY & QUALITY ASSURANCE MEETING

Tuesday 17 November 2015 at 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: Dave Brown (Vice Principal)
Linda Johnson (Vice Principal)

Apology: Jackie Taylor
Carole Shaves

Minutes: Ka Wong (PA to Principal)

STANDING ITEMS:

APOLOGIES FOR ABSENCE

Jackie Taylor, Carole Shaves

NOTIFICATION OF ANY OTHER BUSINESS

There was none.

DECLARATION OF INTERESTS

There was none

MINUTES OF PREVIOUS MEETING

The Minutes of the Strategic Planning, Policy & Quality Assurance Committee meeting held on 15th June 2015 were agreed subject to amendments made.

MATTERS ARISING FROM PREVIOUS MEETING

There was none

MAIN AGENDA

1. COMPLAINTS REPORT 2014-15

The College received seven formal complaints last year which were dealt with through the Complaints Policy. There might have been other complaints redirected elsewhere or dealt with as enquires. Each complaint was dealt with effectively and a response sent to the complainant. Complaints included issues raised by parents about their son or daughters experience in College, neighbours complaining about cars parking outside their house and lack of signage to the Izzard Theatre in the car park. All were resolved.

2. CURRENT STRATEGIC UPDATE INCLUDING AREA REVIEW

The Principal took the Committee through the strategic update. The recent Ofsted visit and the verbal feedback was discussed. This included:

- Inspectors felt positive about the learning environment and noted that it is a safe place for students, they enjoy coming here
- There is a clear leadership and management within the College who know the College well in terms of what we do well and the areas we need to improve
- Noting that the College delivers study programmes effectively – including work experience where appropriate and having good information, advice and guidance for students
- Recognised we have an extensive curriculum including expanding the offer to include areas such as hairdressing and catering to meet local need

- There have been significant improvement since last inspection including the use of ILT
- Tutorial is valued by students and relevant to their areas of study
- Safeguarding – was good and effective

It was noted that the full Ofsted report should be published within 2 weeks of this meeting.

The College Area Review visit took place on 02/11/15 with two reviewers looking at finance and quality. The reviewer confirmed the College finances were strong. The quality discussion focused of curriculum provision. Next steering group meeting is on December 3rd. More discussion will take place following this meeting at Corporation in December.

There is limited information on funding to date. The Comprehensive Spending Review later this month will provide information non the settlement but it is unlikely funding rates will be know before February. Recruitment is slightly above target this year

3. COLLEGE SELF-ASSESSMENT REPORT 2015-16

The Principal presented the College SAR to the Committee. The SLT have graded the College overall a strong Grade 2 as confirmed by Ofsted. Contributory grades are as follows:

- Quality of Leadership and Management – Grade 1
- Quality of Teaching Learning and Assessment - Grade 2
- Personal Development, Behaviour and Welfare – Grade 1
- Outcomes for Learners – Grade 1

The SAR has noted that the College has maintained high levels of performance including results and value added across its curriculum offer. It notes that this is achieved with a broader profile of students in terms of GCSE grades than many comparable sixth form colleges. It notes the quality of teaching including the variety of activities in lessons which leads to high levels of engagement in lessons. The SAR also identified the strong Initial Advice and Guidance the College provides for students along with high quality tutorials.

The SAR identified how the Professional Development Centre is successful in supporting improvement and this was also noted in the Ofsted.

The outcome data is analysed against national rates. Besides success rates, the SAR evaluates its performance for different groupings including the success of those receiving free meals and the bursary.

The SAR is self critical and identify clear strengths and areas for improvement which reflect the findings of the Ofsted.

The Committee resolved to accept the SAR and refer it to the Corporation

4. QUALITY IMPROVEMENT PLAN 2015-16

The Quality Improvement Plan was presented to the Committee. This arises from the SAR and focuses on how the College can maintain the performance in the areas where it is excelling as well as actions which will bring about improvement in areas identified as still needing further work. The Committee noted that the layout had changed to reflect the new Ofsted judgements.

The Committee reviewed the actions set by the Senior leadership Team and the success measures set for the College. The committee approved the plan.

5. COLLEGE TARGETS

The Principal presented the College Targets for 2015/16. These are set on an annual basis following the confirmation of the previous years outcomes. Targets cover success rates; value added, lesson observation profile, student satisfaction levels, recruitment and SAR grades.

The Committee agree the targets

6. LEARNER SUPPORT FUND POLICY

The Student Services manager and the Vice Principal presented the updated Learner Support Fund Policy. It was noted that there has been clarification of eligibility and priority groups. The paperwork has been removed from the policy as this changes every year but the policy remains for three years.

It was noted that the College cannot guarantee we can provide support for all students as this will depend on the funding available each year. In addition to the bursary, the hardship fund has been reintroduced. This enables the College to support some students outside of the bursary guidelines such as travel for high needs students when family income means they entitled for a bursary but is low enough to make travel costs a problem.

The Committee resolved to approve the policy.

7. GRADE 3 CURRICULUM AREAS –

The Vice Principals reported on grade three curriculum areas where these have been identified as such through the SAR process. (Confidential Note)

8. INTERNATIONAL STUDENTS

The Principal reported on behalf of the Director of Services supporting Learning. The number of EU and non EU students has grown this year. International house is full.

There are already applications coming in for September 2016 with requests for College accommodation as well as home stays. The house is therefore predicted to be full again next September.

Recruitment for 2016 is going well with trips abroad to recruitment fayres having already taken place. This has included the far east, Europe and South America.

One Member enquired if the College has sufficient number of host families. This was confirmed however, there may be a need to consider additional college accommodation.

9. RISK REVIEW –

The Committee considered the Risk Register with its new format which based on the eight strategic objectives agreed in the summer.

In reviewing the risks for the new format, some risks in the previous register with low scores had dropped off if not serious. 13 risks in total allocated to the Committee: 4 no change; 3 increased in risk score, 3 lowered in risk score and 3 new risks added including a potential funding reduction.

The committee discussed and agreed the risk register.

10. ANY OTHER NOTIFIED BUSINESS

There was none.

Meeting closed at 7.20pm

MEETINGS FOR 2015-16

The next Strategic Planning, Policy & Quality Assurance Committee is scheduled for Tuesday 23 March 2016 in the Principal's Office. The Agenda will close on Thursday 18 March 2016.

Agenda Approved by Chair: YES
Current Attendance Statistics: N/A
Proposed Meeting Length: 2hrs maximum