

APPROVED: <i>Chair</i>	DATED:
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OPEN MINUTES OF STRATEGIC PLANNING, POLICY & QUALITY ASSURANCE COMMITTEE
Monday 16 March 2020 at 17.30 in the Principal's Office



Bexhill 6th Form College

STANDING ITEMS

Present: Lloyd Taylor (Chair) (*via conference call*)
Marie-Ange Coxhead (Vice-Chair)
Karen Hucker (Principal)
Elisabeth Lawrence (Staff Governor)

In Attendance: Dave Brown (Vice Principal)
Linda Johnson (Vice Principal) (*meeting notes*)
Jackie Taylor (Director of Services Supporting Learning)

Apologies: David Kelly
Alison Dennett (Clerk to the Corporation)

NOTIFICATION OF ANY OTHER BUSINESS
There was none.

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 Strategic Planning, Policy & Quality Assurance Committee held on 25 November 2019 were agreed.

Copies of the minutes would be signed at the next formal Committee meeting.

MATTERS ARISING FROM PREVIOUS MEETING
There were none.

MAIN AGENDA

SPPQ19/11. APPOINTMENT OF VICE-CHAIR
The Committee considered the appointment of the Vice-Chair for the remainder of 2019/20. The previous Vice-Chair had decided not to continue as a Governor at the end of their Term of Office in January 2020 and therefore the Committee was required to appoint a Vice-Chair for the remainder of 2019/20.
Marie-Ange Coxhead was approved as Vice-Chair of the Committee.
Resolved: The Committee resolved to approve the appointment of the Vice-Chair for the remainder of 2019/20.

SPPQ19/12. MARKETING COMMUNICATIONS AND ACTIVITIES 2019/20
The Committee received a verbal update from the Marketing Manager giving a summary of College events and proposed events that had been, or would be, supported by the College Marketing team.
Social media continues to be a key marketing tool for the College and is regularly updated with material and as a result follower numbers continue to increase. Use of the College Instagram was becoming more popular.
The College was still actively recruiting for both UK and international students with an increase on non-EU marketing for International Students.
Governors commented on the positive work of the College's Marketing team and considered that their hard work was reflected in the positive recruitment numbers.

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SPPQ19/13. QUALITY IMPROVEMENT PLAN MONITORING 2019/20

The Committee noted the report which presented the first term's monitoring of the QIP through which the following points were noted:

- Letters had been sent before the February half term break to chase attendance.
- Pass rates had increased for the November GCSE exams; however further work could still be done to improve in this area.
- Work was being undertaken with the Heads of Section to put increase the amount of work related learning in place; it was reported that some cancellations of placements had already been seen due to Covid-19. The industrial placement funding requirement was for 96 students to undergo 315 hours of placements. This target number of students had already been reached but the achievement of 315 hours per student may be affected by the current situation with Covid-19.
- Staff development continued however the specific Friday afternoon training slot had been suspended to allow staff time to prepare for remote learning should this be required as a result of Covid-19. Hopefully, should College closure not be implemented in the UK, after the Easter break it was intended that this session would be allocated for revision.
- Planning had been undertaken towards the Staff Industry Day due to be held in the summer, however it was reported to be unsure whether this would go ahead given the current situation.
- The Associate Principals were working on partnerships and extending links with schools through a range of activities i.e. youth music group.

SPPQ19/14. CURRENT STRATEGIC UPDATE INCLUDING CURRICULUM DEVELOPMENTS, APPLICATIONS AND INTERNATIONAL STUDENT PROGRAMME

Curriculum changes: Preparations were underway for the introduction of T Levels at the College from September 2021. It was reported that the College had been awarded a development fund grant of £20,000 which would be used to support the College in submitting a bid for capital development funds for the 2021 subjects.

The impact of the removal of those vocational courses with low or no entries from 2021 was being considered as a result of the Applied Generals Consultation. The College does not offer any courses currently in this category

DFE Performance Tables: These demonstrated that the College's performance was above average for A Levels (VA score of 0.07). The applied general performance score was -0.54 which was described as below average although it was advised that some subjects had not been included i.e. Criminology, which had an impact on the score. A similar situation could be seen in the performance of other sixth form colleges.

Brexit: There would be no changes to funding for EU students for the 2020/21 academic year; beyond this it was anticipated that EU students would not be funded as was the case for the current 'non-EU' students.

Coronavirus: New updates were being issued daily. Trips had been stopped and some international students had already returned home; it was unknown at this time if they would be returning this academic year. All staff had been asked to prepare online resources in the event that the College was required to close. Issues were foreseen if absences began to increase if staff were to show symptoms of the illness and the College was unable to continue due to lack of staff. A decision from the exam board on Summer exams was currently awaited.

Careers: The College was applying for the Quality in Careers Standard which would be assessed in summer 2020. The action planned to further develop the College's careers provision was highlighted in the report. It was noted that Ofsted had been positive about the College's Careers, Advice & Guidance.

[Confidential Note].

SPPQ19/15. PROGRESS IN GRADE 3 CURRICULUM AREAS

[Confidential Note].

SPPQ19/16. INTERNAL PROGRESSION AND DESTINATIONS REPORT 2019

Last year had seen an increase in Level 1 and 2 students returning to the College.

A significant number of students who left the college at the end of their courses had gained successful destinations in terms of going on to employment as well as university places; however, it was noted that the actual number of students progressing to employment had decreased from the previous year which was not surprising due to the local employment market.

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The number of students progressing on to HE remained relatively static while the number of 'unknown' destinations had increased. It was reported that a good number of students were progressing to Russell Group universities.

SPPQ19/17. RISK REVIEW

Eleven risks were solely attributed to the Committee, with one additional risk being attributed across three Committees, including Strategic Planning. The Principal reported the following:

- Risk 1d had been increased to reflect current focus to improve on work placement and the issues highlighted in the SAR and through the Ofsted report.
- The Coronavirus would be added to the Risk Register at the Risk Assessment meeting being held on 17 March.

SPPQ19/18. ANY OTHER BUSINESS

There was none.

NEXT MEETING

The next Strategic Planning, Policy & Quality Assurance Committee is scheduled for Monday 15 June 2020. The Agenda will close on Thursday 11 June 2020.