

APPROVED: <i>Chair</i>	DATED:
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**OPEN MINUTES OF STRATEGIC PLANNING,
POLICY & QUALITY ASSURANCE MEETING
Monday 12 June 2017 17.30 in the Principal's Office**



STANDING ITEMS

ATTENDANCE AND APOLOGIES

- Present:** Carole Shaves (Chair)
Lloyd Taylor (Vice-Chair)
Jessica Stubbings
Sue Taylor
Karen Hucker (Principal)
- In attendance:** Elisabeth Lawrence (Staff Governor / Student Services Manager)
Dave Brown (Vice Principal)
- Minutes:** Alison Dennett (Clerk to the Corporation)
- Apologies:** Linda Johnson (Vice Principal)
Jackie Taylor (Director of Services Supporting Learning)

NOTIFICATION OF ANY OTHER BUSINESS

There was none.

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 27 March 2017 were agreed and signed as correct.

MATTERS ARISING FROM PREVIOUS MEETING

There were none.

MAIN AGENDA

- 1. APPOINTMENT OF CHAIR & VICE-CHAIR 2017/2018**
The Committee considered the appointment of Chair and Vice-Chair for 2017-18. The current Chair confirmed that, as her Term of Office was due to come to an end in February 2018, she would not be continuing in the role as Chair. The current Vice-Chair, Lloyd Taylor, confirmed he was willing to take on the role of Chair for 2017-18 and Jessica Stubbings was appointed as the Vice-Chair for 2017-18.
Resolved: The Committee resolved to approve the appointment of the Chair and Vice-Chair for 2017-18.
- 2. QUALITY PROCESSES FOR 2017/2018**
The Principal reported that the quality processes are reviewed by the SLT every year. Minor adjustments had been made to the processes which were highlighted as follows:
 - The Support Staff SAR document had received minor changes to streamline and improve the clarity of the process.
 - The diagram on page 8 of the Quality Assurance Procedures document had been amended to no longer list different groupings individually (Free School Meals, CLA etc.) as these can be broader than the list previously outlined. Instead reference was now included to different groupings as a general statement.

[Confidential note].

One Governor questioned whether the measures within the new performance tables, introduced in January 2017, were covered within the College's Quality Assurance Procedures and suggested it would be a good idea to refer to the measures within the document. The Principal agreed that it would be a good idea to incorporate the measures in the document in future.

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3. QUALITY IMPROVEMENT PLAN (UPDATE)

The College's SAR identified a number of key areas for improvement; it was these areas which formed the basis of the Quality Improvement Plan (QIP). This was the second update to the QIP and the Principal guided the Committee through the updates as follows:

Continuing to develop leadership skills: The Curriculum, Quality and Leadership Team (CQLT) had received additional training on issues arising from lesson observations and the actions to be taken.

Developing the 'community aspect' of the College provision:

[Confidential note].

The electronic car park system was discussed. This is operated by an external provider and it was clarified that number plates were read on entry and exit to the car park and if cars were spending more than 15 minutes within the car park without registering their vehicle details with reception, they would receive a £100 fine. The system would not affect Governors greatly as their vehicle details were already held on the system; however, if a Governor were to use a different vehicle to the one held on the system, they would need to register this at reception to avoid a fine. A small number of complaints had been received since the implementation of the new system in February and some amendments to its operation had been made while it was bedding in. The Committee agreed that Governors should be made aware of the implications of using the College car park in a non-registered vehicle; Governors had been advised of the new system when it was first introduced although the potential for a fine would be reiterated. It was noted that the system did not operate over the holidays and on Parents' Evenings or Open Evenings.

Quality of Teaching Learning and Assessment: 40 staff had attended the Teaching and Learning conference in June run by S7. It was agreed that S7 provided a valuable training resource, especially for those in minority and single teacher subjects. The support given through the network provided valuable opportunity to network with and learn from other sixth form colleges.

[Confidential note].

It was agreed that a key would be added to the first page of the QIP to clarify acronyms used within the document (CQLT, TLA, SPR etc.)

One Governor also suggested it would be beneficial for a RAG rating to be added to the QIP so it could be clearly demonstrated which areas the College considered to be 'on track' and those where further attention was required. The Principal agreed that this could be added to the QIP in future.

4. PROGRESS IN GRADE 3 CURRICULUM AREAS

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

[Confidential note]

The Committee noted the positive reports and the work that had been undertaken to improve performance in these areas.

5. EQUALITY AND DIVERSITY UPDATE

The Student Services Manager took her report as read and highlighted the following points:

- In keeping with the College's statutory duty under the Counter Terrorism and Security Act 2015, fundamental British values continued to be promoted through the tutorial programme and relevant topics in curriculum areas.
- E&D was firmly embedded in all areas of the College and the report highlighted how curriculum areas had taken on various E&D initiatives [Confidential note].
- The College's support of High Needs and Looked After (LAC) students was discussed. It was noted that students benefited from strong pastoral care and extra study support to keep them on course [Confidential note].
- The Sports Maker had encouraged female participation in physical activity with the introduction of female- only gym sessions and a female football team.
- International students were well integrated, contributing greatly to College life and they were very well represented on the student board.
- Human Resources would be reporting on the Gender Pay Gap later this year which was introduced as a statutory duty for all organisations employing more than 250 employees in April 2017. This was an area that would be flagged up on at the Governor's Training session being held on 19th June.

The Committee thanked the Student Services Manager for the impressive report and the Chair noted it was positive that International students were fully integrated with College life.

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6. **STRATEGIC UPDATE INCLUDING RETENTION & WITHDRAWAL SUMMARY:
JUNE 2017**

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

Post Area Review Activities

Some colleges in the Sussex Coast area were progressing preferred outcomes as a result of the review: i.e. the merger of City College Brighton and Northbrook College had taken place; the merger of Chichester College and Central Sussex College is due to take place later this year; BHASVIC and Worthing had decided not to pursue academy status; and Sussex Coast and Sussex Downs Colleges are exploring closer working together.

Grammar Schools

Although currently unconfirmed, it was believed that these plans would not be pursued following the General Election on 8th June (Chair's note: mention of this was omitted from The Queen's Speech on 21st June).

[Confidential note].

Skills Plan

No real change had been seen in this area since last reported to the Committee apart from the announcement that applied A Levels would remain and therefore students should be able to continue to mix academic and vocational courses.

[Confidential note]

ITEMS FOR NOTING

7. **RISK REVIEW**

There were 14 risks delegated to the Strategic Planning, Policy & QA Committee on the Risk Register; 13 risks were solely attributed to the Committee while one risk was attributed across three committees: Strategic Planning, Finance & Property and Personnel.

At the Risk Management meeting held in April 11 risks had remained unchanged with no changes made to the risks or the risk level score. One risk (8d) had been reduced as it was felt that recent issues with public transport had not had an impact on the College or students. The joint risk (8c) had remained unchanged and one risk (3b) was recommended to be removed from the monitoring list at the end of this meetings cycle as this risk had remained on a low score for a long period of time. The Committee were agreeable with this risk being removed and noted the risk register.

8. **REVIEW OF STRATEGIC PLANNING, POLICY AND QUALITY ASSURANCE COMMITTEE EFFECTIVENESS FOR 2016/2017**

The Review of Effectiveness, which demonstrated that the Committee was working effectively in line with their Terms of Reference, was noted along with the attendance figures for the year which were very good at 93%.

As an amendment to the 2016/17 process, Committee specific questions had been removed from the Corporation Self-Assessment Review and were included within the individual Committee Effectiveness Reviews for completion by the Committees alongside their Effectiveness Reviews. The Committee considered that some questions posed may be more effectively answered once the College outcomes were known; these would come through at the beginning of the 2017/18 academic year and it was therefore agreed that those questions would be reconsidered at the Committee's November meeting to be able to reflect fully.

9. **ANY OTHER NOTIFIED BUSINESS**

There was none.

MEETINGS FOR 2017-18

Monday 20 November 2017, Monday 19 March 2018 and Monday 11 June 2018 at 17.30 in the Principal's Office.

The meeting closed at 18.55.

Key points for Corporation to note:

- The progress made in the Grade 3 curriculum areas.
- The comprehensive work on Equality and Diversity throughout the College as outlined within the report provided by the Student Services Manager.
- The positive and increased recruitment of International students.