

APPROVED: <i>Chair</i>	DATED:
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OPEN MINUTES OF STRATEGIC PLANNING, POLICY & QUALITY ASSURANCE MEETING

Monday 14 June 2021 17.30 via Microsoft Teams



Bexhill 6th Form College

STANDING ITEMS

ATTENDANCE AND APOLOGIES

- Present:** Lloyd Taylor (Chair)
Marie-Ange Coxhead (Vice-Chair)
David Kelly
Mpanji Simfukwe (Parent Governor)
Karen Hucker (Principal)
- In attendance:** Dave Brown (Vice Principal)
Elisabeth Lawrence (Staff Governor / Assistant Principal)
Jackie Taylor (Director of Services Supporting Learning)
- Minutes:** Alison Dennett (Clerk to the Corporation)
- Apologies:** None

NOTIFICATION OF ANY OTHER BUSINESS

There was none.

DECLARATION OF INTERESTS

No declarations of interests were made in respect of items on the agenda.

MINUTES OF PREVIOUS MEETING

The Open and Confidential Minutes of the Strategic Planning, Policy & Quality Assurance Committee meeting held on 15 March 2021 were agreed.

MATTERS ARISING FROM PREVIOUS MEETING

There were none.

MAIN AGENDA

- SPPQ20/19. APPOINTMENT OF CHAIR & VICE-CHAIR 2021/22**
As the current Chair would be stepping down as a Governor in July, the Committee was required to appoint a new Chair and Vice-Chair for 2021/22.
The Committee was unanimous in their appointment of a new Committee Chair and Vice-Chair for 2021/22.
Resolved: The Committee resolved to approve the appointment of the Chair and Vice-Chair for 2021/22.
- SPPQ20/20. STRATEGIC PLAN 2021 – 2024**
The Strategic Plan encompassed the Vision, Mission and Strategic Objectives and was reviewed every three years. The Plan was a high level document, used to guide the work of the College. For the 2021-24 review, it was proposed for the Vision to remain as 'Outstanding College, Outstanding Opportunities'; this was considered to be well embedded in the work of the College and clearly communicated the message of what the College was trying to achieve. This was supported by the Committee.
The Mission reflected the changing environment in which the College operated. It was proposed for this to be updated as follows to reflect nuances from key bodies whose focus and policies influenced the operations of the College: [Confidential note].
- The Committee were asked to consider the proposed new Strategic Objectives (SOs) which had been narrowed down to four, from five in the previous Strategic Plan. For 2018-21 the SOs had focused on: Curriculum; Quality of Teaching & Learning; Equality & Diversity; Safe & Inspiring Learning Environment; and Finances. For 2021-24 a different approach had been taken with the SOs being focused on key headings as follows below, along with an explanation of how the College would work to achieve these: [Confidential note].

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With reference to the amendments discussed, the Committee were happy to recommend the Strategic Plan 2021-24 to Corporation for approval.
It was noted that the full Corporation would be considering the draft Strategic Plan as part of a forthcoming training session, through which all Governors would be given an opportunity to contribute to the final document.

RESOLVED: That the Strategic Plan 2021 – 2024 be recommended to Corporation for approval.

ITEMS FOR NOTING

SPPQ20/21. QUALITY PROCESSES FOR 2021/22

The Principal reported that the quality processes were reviewed by the SLT every year. Minor amendments had been made to the documentation and processes for 2019/20 which had not been implemented due to lockdown. Therefore, no further changes were proposed for 2020/21 other than to include online lessons in the observation process.

SPPQ20/22. QUALITY IMPROVEMENT PLAN (UPDATE)

The Principal advised that limited update had been made due to the impact of Covid-19. Comments had been highlighted within the QIP for Governors where updates had been possible as follows:

Quality of Education

C: Level 2 Student progress continued to be monitored during lockdown.

Personal Development

E: Tutorial delivery had been amended during lockdown.

F: Enrichment had been understandably hit by lockdown. It was noted that some trips were taking place virtually and some had changed to online enrichment activities. Sports enrichment had been re-started in line with Government guidelines and some sports matches had taken place. It was noted that there had been some real successes in online enrichment activities which would be retained in future practices.

G: Work placement had been heavily impacted by Covid. It was hoped that placements would fully recommence from September. It was advised there had been some virtual work experience opportunities available for students which various subject areas had taken advantage of.

Leadership and Management

H: The mass testing of staff and students had successfully taken place; students and staff now had access to lateral flow tests twice a week. Covid safety measures remained in place across the College.

I: Staff had worked hard to ensure a high quality level of online provision during times of lockdown.

K: All was progressing with capital priorities for 2021/22 having been identified. The Engineering block was now up and running and along with a new online payment system.

[Confidential note taken of some discussions].

SPPQ20/23. PROGRESS IN GRADE 3 CURRICULUM AREAS

The Vice and Assistant Principal gave reports on progress in grade 3 curriculum areas.
[Confidential Note].

SPPQ20/24. HE POLICY REVIEW

The Committee was required to review the Student Protection Plan which applied only to HE students. The Plan outlined how the College would mitigate issues related to changes, suspension or withdrawal of courses.

The minor changes proposed were demonstrated within the Policy for Governors and included reference to the Student Protection Plan being drawn to the attention of HE students as part of their induction programme.

The Committee were happy to support the Student Protection Plan.

RESOLVED: That the Student Protection Plan is submitted to the Office for Students.

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SPPQ20/25. STRATEGIC UPDATE INCLUDING EQUALITY AND DIVERSITY UPDATE AND RETENTION SUMMARY: JUNE 2021

The report gave an update on key strategic issues impacting on the College as follows:

- **Covid-19:** NTA
- **Curriculum Changes:** The results of the Applied Generals consultation were awaited and it was advised that there was pressure for any changes to be delayed or introduced slowly, due to Covid.
- **T Levels:** A £1,000 incentive for employers had been announced to attempt to boost T Level numbers, in recognition of the work required from employers. Students were required to learn skills to enable them to pass the courses as part of T Level placements, which they needed to learn in the workplace.
- **HE Update:** The issue that had been seen nationally of students not being provided with normal teaching due to Covid, had not been experienced by the College. Due to the small number of students involved, HE students had returned to face to face learning as soon as they were able to. Work continued to promote the College's HND offer.
- **HESA Progression Report:** Annual report comparing the performance of former College students in HE compared to Sixth Form College (SFC), Independent Schools and state school averages. The report for 2019/20 read very positively for College students which demonstrated how much support students were given in preparation for effective independent study.
- **Equality, Diversity & Inclusion:** An update was provided which outlined the support given to students, particularly during periods of lockdown.

[Confidential note taken of some discussions].

The Committee were pleased to note the update which demonstrated the continued strong performance of the College during difficult times.

SPPQ20/26. RISK REVIEW

There were 14 risks delegated to the Strategic Planning, Policy & QA Committee on the Risk Register; 12 were solely attributed to the Committee while two risks were attributed across three committees.

- [Confidential Note].

All other risks attributed to the Committee, including the second joint risk in relation to Covid-19, had not changed in terms of rating, however amendments to the risk text had been highlighted for Governors.

[Confidential Note].

SPPQ20/27. REVIEW OF STRATEGIC PLANNING, POLICY AND QUALITY ASSURANCE COMMITTEE EFFECTIVENESS FOR 2020/21

The Review of Effectiveness, which demonstrated that the Committee was working effectively meeting all points within their Terms of Reference.

Overall attendance figures were very good at 94% was an marked increase from 85% in 2019/20.

SPPQ20/28. ANY OTHER NOTIFIED BUSINESS

[Confidential Note].

MEETINGS FOR 2021/22

Monday 22 November 2021, Monday 14 March 2022 and Monday 13 June 2022 at 17.30 with a venue to be confirmed at this point.

The meeting closed at 19.05.