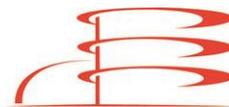


APPROVED:
Chair

DATED:

OPEN MINUTES OF STRATEGIC PLANNING, POLICY & QUALITY ASSURANCE MEETING Monday 15 June 2020 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
Karen Hucker (Principal)
- In attendance:** Dave Brown (Vice Principal)
Linda Johnson (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 new declarations of interests were made in respect of items on the agenda. Lloyd Taylor reiterated his previously declared interest.

MINUTES OF PREVIOUS MEETING

It was noted that the date on the Confidential Minutes was incorrect and would be amended. Subject to this amendment, the Open and Confidential Minutes of the Strategic Planning, Policy & Quality Assurance Committee meeting held on 16 March 2020 were agreed. A copy would be emailed to the Chair after the meeting to be signed electronically.

MATTERS ARISING FROM PREVIOUS MEETING

There were none.

MAIN AGENDA

- SPPQ19/19. APPOINTMENT OF CHAIR & VICE-CHAIR 2020/21
The Committee considered the appointment of Chair and Vice-Chair for 2019/20. The current Chair and Vice-Chair were happy to continue in their roles and were therefore reappointed by the Committee.
Resolved: The Committee resolved to approve the appointment of the Chair and Vice-Chair for 2020/21.
- SPPQ19/20. QUALITY PROCESSES FOR 2020/21
The Principal reported that the quality processes were reviewed by the SLT every year. [Confidential note].
- SPPQ19/21. 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**
A: Training had focused on developing Teaching staff skills to be able to deliver teaching effectively online and this would continue over the summer in preparation for continued remote learning in September.
[Confidential note].
Governors discussed the issue of the availability of public transport for students. Although it was known that current provision had been reduced with regards to the regular service bus services,

APPROVED: <i>Chair</i>	DATED:
----------------------------------	---------------

some buses in rural areas such as Peasmarsh and Brede are run through a contract with East Sussex County Council and the College was aware these are not currently running. Therefore students in those areas would have to find alternative ways to College at the moment. It was hoped that those returning before the Summer would be able to make alternate arrangements if these were available to them. With increasing numbers of students returning to schools and colleges, it was hoped that this would mean that increased public transport services would be able to run by September.

[Confidential note].

B: It was reported that the College's centre assessed grades had been submitted after a complex process. It was noted that the grades submitted could be subject to scaling by the awarding bodies.

Vulnerable students had been supported throughout lockdown either online or in the College. This had expanded to students finding it difficult to engage in online learning at home over the period of lockdown.

C: NTA

Behaviour and Attitudes

D: English and Maths results from the January exams were roughly in line with previous years. Grades for this summer were being awarded via a Centre Assessed Grade process which proposed a slight improvement in Grade 4s and was reflective of previous year's results.

Personal Development

E: It was felt that the changed approach to tutorial being across the week for 2019/20 had not been as effective as would have been liked and therefore this would be reversed for 2020/21 with a common tutor period being re-established.

F: Enrichment activity had been stopped due to the current situation although prior to this progress had been made to increase opportunities. A number of trips had been cancelled as the College moved towards lockdown.

G: Work Placement had been significantly hit by the impact of Covid-19 as employers made changes to operations as a result of the pandemic. The College had already met its industrial placement target of 96 students undertaking work placement, although it was noted that a number of those students would not meet the required 315 hours. The Principal advised that this had been accepted by the ESFA due to the current situation and funding would not be impacted. It would be a challenge to re-build employer links in September.

Governors questioned how those students whose final grade required an element of work placement to be undertaken had achieved that element of their courses. It was clarified that for those subjects where grades are not dependant on a specified amount of placement hours – such as Health – a calculated grade had been adopted based on the units that had been completed. For subjects such as Early Years which gave a licence to practice, the awarding body has adapted the assessment model to allow students to generate additional evidence related to work placement without returning to the workplace. This has included holding professional discussions and setting up scenarios for students to take part in as if they were on placement.

Leadership and Management

H: Industry Days for staff had been planned for over the summer period. These were cancelled due to Covid-19 and would be built into the next academic year. It was reported that the ETF (Education and Training Foundation) was developing some support for industry placements which was a positive step.

I: As previously advised to Governors, an increase had been made to the base rate for 16-19 students with no significant change to the funding formula.

[Confidential note].

It was noted that Governors would receive a briefing on T Levels from the Vice Principal on 22 June.

J: Work towards improving partnerships had been progressing well, however, little had happened recently due to Covid-19.

APPROVED: <i>Chair</i>	DATED:
----------------------------------	---------------

SPPQ19/22. PROGRESS IN GRADE 3 CURRICULUM AREAS

The Vice Principals gave reports on progress in grade 3 curriculum areas.
[Confidential note].

SPPQ19/23. HE POLICY REVIEW

The Committee was required to review the Student Protection Plan which applies only to HE students.

The Student Protection Plan is reviewed annually and outlined how the College would mitigate issues related to changes, suspension or withdrawal of courses which could happen for a range of reasons.

The version presented to the Committee was the first annual update to the Plan which outlined what protection would be offered to students joining the College to study an HE course.

The Plan described how the College would plan and mitigate for issues such as non-delivery of courses or refunding of tuition fees. The Plan also highlighted how the plan itself would be communicated with students by the College.

Governors questioned whether there had been any cases of students taking legal action against a provider that failed to deliver an HE course. The Vice Principal advised that the reason for the existence of a Student Protection Plan for all HE providers was to prevent that from happening and to ensure the protection of students undertaking HE. There would be an issue if the College failed to deliver an HE course when it had made offers which meant that students enrolled on that course lost their opportunity to secure a place elsewhere.

[Confidential note].

The Committee were happy to support the Student Protection Plan for submission to the Office for Students.

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

SPPQ19/24. STRATEGIC UPDATE INCLUDING EQUALITY AND DIVERSITY UPDATE AND RETENTION SUMMARY: JUNE 2020

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

- Covid-19:** The Centre Assessed Grades (CAG) process had been completed with grades having been moderated by the Principal / Vice Principals / Assistant Principal and had now been submitted; in the main, it was felt that staff could justify the grades that had been awarded with very few being sent back to teaching staff to be reconsidered. With regards to the final grades that would be returned to the College on 13th August, it was noted that some may have been dropped down or pushed up as a result of scaling based on statistical analysis run by the exam boards.

In terms of the financial impact of Covid-19, the College's areas of commercial income had been performing well prior to lockdown (nursery, sports centre, international student programme). It was advised that some accommodation refunds had been issued for international students and, although the nursery had remained open, this was only been for key worker children and therefore income would be decreased in these areas. It was predicted that turnover would be similar to 2018/9 figures, whereas if performance had continued at pre-lockdown figures large increases had been predicted.

Government guidance had been issued with regards to re-opening to more students from 15th June and the College had begun planning for this accordingly. A pragmatic approach would be taken involving relatively small numbers of students. A model for re-opening the College in September was also being developed.
- Funding and Budget:** a realistic but tight budget had been planned for 2020/21 with a small surplus. It was expected to be a tough financial year with a number of unknowns going forward.
- Curriculum Change:** the second phase of the Applied Generals consultation had not yet been released; the impact of the first phase of the consultation was that courses with very few student numbers had been removed, none of which were offered by the College. It was believed now that there may now be some flexibility with regards to keeping certain applied generals and Sixth Form Colleges Association and the AOC were working together to promote the importance of these qualifications with the DfE for many students and their futures.
- Technical Levels:** a third return of the College's implementation plan had been submitted which detailed how T Levels would be run at the College from September 2021. T Levels qualifications had received industry involvement in their design and would offer students a very different qualification. There would be a challenge in securing work placements as expectations of both students and the industry were increased.

APPROVED: <i>Chair</i>	DATED:
----------------------------------	---------------

- Equality, Diversity & Inclusion:** once the College entered into lockdown, the focus had been on the College's vulnerable students which included those on an Education and Healthcare Plan, Looked After Children, Children in Need or Child Protection, Young Carers and Young Offenders.

The Governments focus from the initial stages of lockdown wa to ensure these students were continually supported. Regular contact had been maintained with vulnerable students and if no engagement had been made through regular email contact a different contact method was used. The College was required to submit a monthly return to the County Council on the vulnerable student cohort clarifying the contact that has been made with each student and identifying any escalating concerns.

Provision was also made in the LRC on a Tuesday, Wednesday and Thursday morning from 21st April for vulnerable students, and those not coping with home learning, with Section TAs being on site to supervise the students. Those vulnerable students who did not want to come into the College for health reasons were being contacted daily by the Study Centre TAs to ensure continuity of support.

Laptops had been issued to those students in receipt of the bursary and to vulnerable students.

It was noted that work in this area had seen a significant increase with lockdown and it was considered that the College was providing a level of support to its vulnerable students that it seems was not necessarily being offered in other post 16 providers.
- Recruitment:** application numbers for September 2020 continued to look strong and it was anticipated the College would reach its target of 1,909 although these were unprecedented times.
[Confidential note].

ITEMS FOR NOTING

- SPPQ19/25. **RISK REVIEW**
 There were 12 risks delegated to the Strategic Planning, Policy & QA Committee on the Risk Register; 11 were solely attributed to the Committee while one risk was attributed across three committees.
 [Confidential note].
 Governors were advised that a new joint risk had been added to the register relating to the impact of Covid-19 across all areas of the College.
- SPPQ19/26. **REVIEW OF STRATEGIC PLANNING, POLICY AND QUALITY ASSURANCE COMMITTEE EFFECTIVENESS FOR 2019/20**
 The Review of Effectiveness, which demonstrated that the Committee was working effectively meeting all points within their Terms of Reference.
 The review had been updated to reflect a new point within the Committee's Terms of Reference to give the Committee oversight of the College's HE provision to reflect the College's registration with the Office for Students. This area had been marked as 'emerging' as it was a developing and complex area although it was considered the Committee had met the appropriate reporting requirements to date.
 Overall attendance figures were good at 85% was an increase from 74% in 2018/19.
- SPPQ19/27. **ANY OTHER NOTIFIED BUSINESS**
 There was none.

MEETINGS FOR 2020/21

Monday 23 November 2020, Monday 15 March 2021 and Monday 14 June 2021 at 17.30 with a venue to be confirmed at this point, although it was possible that Governor meetings would continue to be held remotely until the end of the year.

It was also confirmed that there would be a Governor Training Meeting held on Monday 22nd June at 5.30pm via Zoom.

The meeting closed at 18.52.