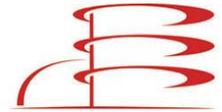


APPROVED: <i>Chair</i>	DATED:
----------------------------------	---------------

MINUTES OF STRATEGIC PLANNING, POLICY AND QUALITY ASSURANCE COMMITTEE
Monday 20 November 2017 at 17.30 in the Principal's Office



Bexhill 6th Form College

Present: Lloyd Taylor (Chair)
Jessica Stubbings (Vice Chair)
Sue Taylor
Karen Hucker (Principal)
Elisabeth Lawrence (Staff Governor)

In Attendance: Dave Brown (Vice Principal)
Jackie Taylor (Director of Services Supporting Learner)
Melissa Drayson (Interim Clerk to the Corporation)

Apologies: Carole Shaves (Governor)
Linda Johnson (Vice Principal)

Total meeting length: 17.35 – 19.32

STANDING ITEMS

WELCOME AND INTRODUCTIONS

The Chair welcomed Governors and staff in attendance to the meeting.

APOLOGIES FOR ABSENCE

Apologies were as listed above.

NOTIFICATION OF ANY OTHER BUSINESS

There had been no notifications of any items of urgent other business.

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 Committee held on 12 June 2017 were approved as an accurate record and signed by the Chair

MATTERS ARISING FROM PREVIOUS MEETING

There were no matters arising

MAIN AGENDA

- 1. COMPLAINTS REPORT 2016/17**
Supporting paper by the Principal

The report summarised the formal complaints which had been dealt with by the Principal's office. It was noted that informal complaints were handled by curriculum and support staff.

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

The number of formal complaints was considered very small and had decreased compared to the previous year. It was also noted that there were no particular themes to the complaints.

[Confidential Minute]

Governors noted that a couple of complaints related to students whose parents said they had mental health issues. It was confirmed that the college is thorough in terms of encouraging initial disclosure of MH issues on the application form, and raising awareness through the tutorial programme.

The attendance and withdrawals policy was clarified: if students failed to attend for three weeks without authorisation, they would be withdrawn from a course. The appeals process provided an opportunity to discuss options to return.

2. CURRENT STRATEGIC UPDATE

Supporting paper by the Principal

The committee considered the Sussex Downs and Sussex Coast merger consultation document. [Confidential Minute]

An update was given on the impact of the introduction of linear A Levels. Following the first set of results in the summer, staff had been given a choice about whether to convert completely to a linear programme. In most subject areas, a decision had been made to retain AS levels because of greater benefits for students.

The introduction of the new T-Levels was considered. It was uncertain how pilot colleges would be selected. [Confidential Minute]

It was understood that the number of bids submitted for the non-levy Apprenticeship delivery after December 2017 had been so high that the government would not be releasing results in November as expected. [Confidential Minute]

3 COLLEGE SELF ASSESSMENT REPORT 2016/17

Supporting paper by the Principal and Vice Principals

The Committee noted that 2016/17 had been a very strong year and that outcomes for learners had improved yet further, supported by strong evidence and consistently high performance in individual sections. Governors commented on the trend of consistent improvement over the past three to four years.

The CQLT had been involved in a validation process the previous week to ensure that the commentary and evidence fully reflected data and other evidence. The following headlines were discussed:

[Confidential Minute]

The Committee expressed its confidence in supporting and recommending the overall judgements and grades in the SAR.

RESOLVED: that the Self-Assessment Report 2016-17 be recommended to the Corporation for approval.

4 QUALITY IMPROVEMENT PLAN 2017/18

Supporting paper by the Principal and Vice Principals

The Committee noted the QIP and suggested the following additions and amendments:

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

- The inclusion of high grades in the range of impact measures for the QTLA objective
- Moving English and Maths to the Outcomes for Learners section.

The Committee noted the actions being taken by management to increase college security. There was also a discussion of the introduction of GDPR in May 2018. It was reported that Personnel Committee had approved an updated policy the previous week, and there would be a staff training activity in January to raise awareness further of data security. It was confirmed that there was a range of good guidance for colleges provided by sector organisations.

RESOLVED: that the Quality Improvement Plan 2017-18 be recommended to the Corporation for approval.

5 COLLEGE TARGETS

Supporting paper by the Principal and Vice Principals

It was reported that targets had been set against the previous year's outcomes and national rates (NR), where these were available. The following were discussed.

Achievement: The Principal took the Committee through each achievement target. Where there had been 100% achievement in 16/17, especially in areas with small student numbers, a 90% target had been proposed.

Value Added: Ambitious targets were proposed to move VA in AS and Level 3 to a Grade 3

Lesson observations were currently underway, using external observers. The outcomes so far were positive and a report would be brought to the Corporation on 11 December.

Student destinations: The target was that 90% of students would have a positive destination recorded, i.e. Higher or Further Education, or employment (including apprenticeships).

The targets for educational inclusion, student views and enrolments were all considered to be realistic and challenging.

RESOLVED: that the 2017-18 targets be recommended to the Corporation for approval.

6 GRADE 3 CURRICULUM AREAS

Oral report by the Vice Principals

[Confidential Minute]

AGREED: that an update would be brought to the next Committee meeting, including a summary of subjects with good pass-rates but less good value-added, along with actions being taken to improve value added.

7 INTERNATIONAL STUDENTS

Oral report by the Director of Services Supporting Learning

[Confidential Minute] The focus with international students was on ensuring that their experience was positive as student testimony was considered to be one of the most valuable marketing tools. All housing would be fully occupied in January. Recruitment continued to be strong and there was confidence that student targets would be reached next year.

[Confidential Minute]. Governors commented that it was good to see how well integrated the international students were. This had been deliberate policy and feedback demonstrated the positive impact on the student experience.

8 RISK REVIEW

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

Supporting paper by the Principal

The Committee had oversight of ten risks, with one shared with the Personnel and Finance Committees.

[Confidential Minute]

9 URGENT OTHER BUSINESS

There was no other business

The meeting closed at 19.32.