



MINUTES

Inaugural Meeting of the Quality of Education Committee Tuesday 19 November 2019 at 4.30pm Jacob Bancks Room

Present:	Daniel Clawson	Frank Pitkin
	Chris Lambert	Janet Robertson
	Gillian May (<i>Principal</i>)	Jeremy Spooner
	Gareth Osborn	Daniela Shanly
Apologies:	Pippa Goodwin	
In attendance:	Anne Entwistle	<i>VP Curriculum & Students</i>
	Tracy Reeve	<i>Director of Governance</i>
	Daniel Fairbairn	<i>Assistant Principal</i>
	Liz Hadden	<i>Assistant Principal</i>
	Laura Peters	<i>Assistant Principal</i>
	Antonia Spinks	CEO Pioneer Learning Trust (<i>external adviser to committee</i>)

1/19 Election of Committee Chair

The Director of Governance (TR) opened the inaugural meeting of the Quality of Education Committee (QoE) and highlighted the Terms of Reference for this new committee which had been circulated with the meeting papers. TR sought nominations for the role of Committee Chair and it was noted that in her absence, Pippa Goodwin was nominating Daniela Shanly for this role (after prior consultation). In the absence of any further nominations, the nomination of Daniela Shanly (DS) was seconded by Gillian May and unanimously approved by the membership. The Director of Governance handed the meeting over to DS.

It was AGREED that Daniela Shanly be appointed as QoE Committee chair for a two-year term of office until November 2021.

2/19 Apologies

Apologies had been received from Pippa Goodwin.

3/19 Notification of any other business

There was no other business.

4/19 Notification of Members interests

There were no interests notified.

ITEMS FOR DECISION

5/19 LEP Bid

The Principal (GM) reminded the meeting that an Expression of Interest (EoI) had been submitted to the LEP in October 2019 based on a project to refurbish c400m² of space within the Residential Blocks E and F. The EoI, which was considered at the Corporation meeting on 25 September 2019, requested Skills Capital Funding of £850,000 to deliver this project, to be matched by the College through the value of the existing land and buildings.

The meeting noted that following assessment of the EoI by the LEP, the College had now been invited to submit a full Business Case and Application.

The meeting was reminded of the detail of the project to refurbish E and F Block which was a 400m² two storey building previously used for residential learners. Governors sought, and were given, confirmation that the College would not need any residential accommodation for students moving forward into 2020/21. The proposal was to develop a dedicated centre to provide practical and teaching space for learners studying Health and Social Care. In order to meet the growing learner numbers and the increased employer expectations for specialist training, specifically in the area of dementia and end of life care, it was critical for the College to be able to offer modern facilities with the space and appropriate equipment required. Governors noted that the space would be remodelled internally to provide both practical and learning spaces with appropriate resources which would be used flexibly to support a range of specialist needs for learners, employers and the local community including a café, teaching rooms, specialist practical spaces and personal care/hygiene facilities. The detail of the work required was noted as the removal of a number of internal walls to provide larger spaces, adjustments to the mechanical and electrical services, upgrading of the building fabric to meet current building regulations and creation of new corridor or gallery space to provide safe and compliant access. The meeting was assured that the costs had been assessed by an experienced quantity surveyor and the refurbishment figure of £850,000 was considered to be appropriate for the level of work required. The meeting was very supportive of this proposal and the new use of this space which would have a positive impact on a number of learners and stakeholders at BCA. The meeting noted that the Chair of Governors (PG), although absent from this meeting, was fully supportive of this proposal.

GM informed the meeting that the deadline required the bid for funding to be submitted to the LEP by 22 November; in advance of the next formal Corporation meeting on 11 December 2019. The meeting noted that the next stage of the application process would require a range of more detailed information to be submitted and would be assessed on the basis of supporting economic growth, delivering value for money, deliverability and addressing evidence of estate need. Governors were reminded that submission of the application would not commit the College to any actual expenditure on the project. The timeline for a final decision on the funding was confirmed as 31 March 2020 with all projects completed and funding claimed by 31 March 2021.

The meeting APPROVED the submission of the Detailed Application for Skills Capital Funding to the LEP in respect of the proposed Health Sciences Centre and also to approve the use of BCA land and building as the match of funding at 1:1 as required.

[This item would be taken to the full Corporation on 11 December 2019 for ratification.]

6/19 BCA Self-Assessment report (SAR)

The meeting noted and approved the draft Self-Assessment Report 2018/19 which was structured to reflect the categories within the new Ofsted Education Inspection Framework. The SAR was also shorter and more focussed on the College's strengths and weaknesses. Governors commended the data tables and the associated graphs which made the report much clearer to read. The summary judgements were noted as:

- Overall effectiveness – 2 (good)
- Quality of Education – 2
- Behaviour and Attitudes – 1 (outstanding)
- Personal Development – 1
- Leadership & management - 2

The Principal highlighted that the data outcomes were now at a level which would justify an 'outstanding' grade but at the moment the lesson observation data would only justify a 'good'

grade. BCA overall results 2018/19 were now 6% above the National Average and the College was definitely within the upper quartile for all college performance with no significant gaps in the QAR performance data. The destination data at 93% positive was highlighted as a particular strength. The meeting considered the data outcomes split by age and sought clarification on why the pass rate data for 19+ was highlighted as 'red' when it was so close to the National Average (NA) – it was agreed to reclassify this as 'amber'. Governors sought clarification on why the pass rate was lower for 19+ and noted that this age group often had more other things to deal with in their lives alongside their studies. The meeting discussed the large number of ALFIE short programmes that had been run for 19+ learners which had a hugely beneficial impact on the participants. The meeting sought clarification on the results in relation to progress against target grades and noted that anecdotally Year 1 learners always found strong progress harder to achieve partly due to the negative impact of practical assessments. The meeting considered the data showing the achievement by gender and ethnicity. The meeting spent some time discussing the English and maths results and noted the improvement in the maths outcomes which were now just above the national average. English results were still above NA but had shown a decline on the prior year. However, DF confirmed that the value-added figure for English was positive and this fact would be added to the draft report before final completion. The meeting spent some time discussing the College policy of entering all learners for GCSE's as the numerical grading enabled them to see some progression; this helped with their motivation. The meeting agreed that the College needed to focus on the 'intent' remit of maths and English so that learners really understood why they needed to achieve in these areas to help with their employability. The College was also developing tracking which enabled learners to see their progress in different skills within maths - and to some extent English – this also helped to motivate them to succeed. AS suggested that the College should regularly review the 'spec.' of the examination that learners were entered for to ensure that it was the best one to maximise achievement. LP confirmed that this had been recently reviewed but that it would be kept under regular review. AS suggested that the BCA management should consider whether the i-GCSE would be more appropriate for learners but there was a question on whether this would meet the condition of funding. The meeting discussed the advent of T Levels over the next few years which would demand higher levels of English and maths for entry.

The SAR 2018/19 was APPROVED for submission to the Corporation.

It was AGREED that management should investigate whether the i-GCSE qualification met the ESFA condition of funding rules.

The Quality Improvement Plan (QIP) for 2019/20 was noted; this was also a more concise document which enabled the clear identification of areas for improvement (Afls). There were four areas for improvement during the current academic year:

- Improving the quality of education by maintaining achievement rates and further improving student progress through confident teaching and use of pedagogy practices
- Improve our achievements in GCSE English & maths to exceed National Rate (NR)
- Develop a cross college Digital Strategy to enhance student and staff experience and to ensure GDPR compliance
- Review of our work-based qualification provision

The meeting was given more detail on the teacher training work that was being undertaken in partnership with Pioneer Educational Trust.

The Quality Improvement Plan was APPROVED; it would be recommended to Corporation for approval (11/12/19)

7/19 Feedback from October 2019 Quality Review Boards (QRB)

The meeting received feedback from Governors who had attended their Link Area QRB meetings in October; all agreed that this had been a really useful experience to understand the issues faced by staff and to evaluate the strengths and weaknesses. The Assistant Principals asserted the value of having the Link Governors in attendance at QRBs, they often brought a different perspective to the discussions.

AE confirmed that the next step in the QRB process would be a data check-in in December 2019 with further formal QRBs in March 2020.

Invitations to attend QRBs be sent to all Governors as soon as March 2020 dates known.

8/19 Minutes from Higher Education (HE) Oversight Committee

The meeting received the minutes from HE Oversight Committee 2 October 2019. A further meeting would be held on 28 November 2019.

The Principal informed the meeting that BCA would be subject to an inspection of its Higher Education provision in January 2020. This three day process-driven inspection would be undertaken by an organisation called QAA and would cost the College £16,500. The meeting was reminded that BCA only had 102 HE learners.

The meeting was pleased to note that the previous issue with the Student Loan Company removing access to maintenance loans for BSc Vet Physio learners had now been resolved. This was due to the tenacity of BCA's Director of HE who had lobbied a number of external stakeholders to get the decision overturned.

FP highlighted that this agenda item should be within the 'For Information' section of the agenda – TR to remedy for the next meeting.

The minutes from HE Oversight Committee were RECEIVED

9/19 In-Year Monitoring: Performance v Target 2019/20

VP Curriculum and Students informed the meeting that a data dashboard was currently being constructed to give governors access to up-to-date data. Current thinking that this dashboard would include: finance, curriculum, safeguarding and staff retention data. The external adviser (AS) suggested that the College would also need to think more holistically in terms of data provision to meet the requirements of the EIF. The use of additional sources of external assurance around lesson observations and peer review e.g. Landex Reviews, would become more important.

Governors sought clarity on how often the curriculum was reviewed in the context of whether it was relevant to what was required by employers. AE confirmed that the College sought a lot of input from employers and encouraged teaching staff to update their industry experience in order to stay current. It was agreed that this data should be included in the dashboard so that Governors fully understood the 'intent element of the new EIF. The extensive programme of work-experience for learners was also relevant and data on this should be included in the dashboard.

The meeting AGREED that the in-year monitoring dashboard should be kept to a clear one-page summary but Governors should have the ability to drill-down behind the dashboard on-line to see detailed data.

10/19 Quality of Education Update

The meeting noted an outline of the new Teaching Continuous Professional Development (CPD) programme that BCA had put in place for teaching staff. The meeting discussed the training pilot that was being undertaken with the Pioneer Educational Trust – 22 BCA staff

would be taking part. AE outlined the Passport to Teach and Passport to Support provision at the College and highlighted that this had been updated for 2019/20. She informed the meeting that staff at BCA were very positive about ongoing CPD and the Passport to teach sessions were well attended.

Learning Observations 2019/20: AE presented a paper which outlined the new process for lesson observations during 2019/20. These would now be RAG rated rather than graded and would mirror what would be seen within an Ofsted inspection under the EIF. The new process would recognise the role of the Heads of Department as nominees within the new EIF and give them more accountability for lesson observations; SLT would not be part of the formal lesson observation team. AE highlighted that the new system was more honest and supportive for staff. DC highlighted that staff CPD had not been wholly favourable in the recent staff survey and sought what action was being taken to correct this. Staff Governor (CL) confirmed that the access to targeted CPD for teachers at BCA had now really improved. There was always a demand from teachers for more up-skilling but staff understood the cost constraints. The Principal reminded the meeting that staff development and access to CPD was an item on the College Risk Register to recognise its importance in working to achieve BCA's corporate goals.

NOTED

11/19 Information and Guidance (I&G)

The meeting noted the new Gatsby benchmarks which covered the Information and Guidance services for learners at BCA. Governors were pleased to be reminded that the College had successfully achieved the Matrix Accreditation during 2018/19 for I&G.

NOTED

12/19 Complaints Report

The meeting received the Complaints Report 2018/19 and were given assurance that complaints were being dealt with on a timely basis. This annual report would enable the Governors to see any trends in complaints over time. The Director of Governance asked that any legal risks associated with complaints be included in future reports.

NOTED

13/19 Ofsted Update: Education and Inspection Framework

The meeting noted a paper which reminded them of the structure of future Ofsted inspections under the new Education and Inspection Framework. The enhanced role of the curriculum managers and HoDs was noted; they would be required to be able to explain the intent of the curriculum 'fluently, with simplicity and elegance'. The Principal introduced a presentation on BCA's experience during the March 2019 inspection under the EIF pilot. GM and AE had successfully delivered this presentation at several AoC conferences/ workshops in order to share their experience.

The meeting was reminded that Ofsted Inspection Reports under the new EIF were shorter and blander; AS highlighted that the new format was aimed at a reading age of 14.

NOTED

14/09 Dates of future meetings

The meeting dates for 2019/20 were noted as:

- Tuesday 17 March 2020 at 4.30pm
- Tuesday 9 June 2020 at 4.30pm

15/09 Any Other Business

- **Positive Feedback on new QoE Committee**

Governors in attendance commended the value of the new Quality of Education committee. Attendees agreed that an increased focus on academic performance and closer scrutiny of this area of the College by Governors was now key to taking BCA from 'good' to 'outstanding'. This meeting had enabled them to have a thorough discussion around academic issues that was not feasible at Corporation meetings.

The Director of Governance reminded the meeting that the Corporation Chair was keen for all Governors to attend at least one Quality of Education committee meeting each year.

NOTED

There was no other business, the meeting closed at 6.20pm

Chair:.....
(Daniela Shanly)

Date:

SUMMARY ACTION POINTS

Minute Ref	Action	By who	By when
1/19	Daniela Shanly elected as Chair of Quality of Education Committee for a two-year term of office.	Quality of Education Committee	19/11/19
2/19	LEP Bid for Health Sciences Centre approved, to be taken to Corporation for ratification on 11/12/19.	Dir of Governance	11/12/19
3/19	BCA Self-Assessment Report (SAR) 2018/19 and Quality Improvement Plan (QIP) 2019/20 approved; to be taken to Corporation for approval.	VP Curriculum & Quality	11/12/19
	Management to investigate the option of the i-GCSE for English and maths and whether they met the ESFA conditions of funding.	VP Curriculum & Quality	January 2020
7/19	Dates for Quality Review Boards (March 2020) to be circulated ASAP.	VP Curriculum & Quality	January 2020
8/19	HE Oversight Minutes to be noted as For Information only on future QoE Committee Agenda.	Dir of Governance	10 th March 2020
9/19	All Corporation Members to attend at least one meeting of QoE Committee each year. A reminder to be attached when QoE minutes circulated for information.	All Governors	Ongoing
		Dir of Governance	January 2020