

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

CURRICULUM & QUALITY COMMITTEE

MINUTES OF A MEETING HELD ON THURSDAY 21 NOVEMBER 2024

Membership (7):	*	Steve Fussey	External Member	Chair
	*	Anthony Bravo	Principal	
	*	Priya Brown	External Member	Vice Chair
	*	Terry Clarke	Staff Member	
		Sophie Hallum Barnard	Co-opted Member	
	*	Martin Slatford	External Member	
		Colin Willoughby	External Member	
Quorum:		3 Members required	5 Members present	Meeting quorate
In Attendance:	*	Simon Burrell	Clerk to the Corporation (Clerk)	
	*	Lorraine Heath	Deputy Principal: Curriculum, Performance & Innovation (DPCPI)	
Present at meeting:	*			

5.02pm		ACTION
	<p>DEPARTMENTAL BRIEFING</p> <p>Kath Howarth, Head of Apprenticeships (HoA)</p> <p>Key points from the presentation included:</p> <p>2024/25 Enrolment</p> <ul style="list-style-type: none"> • 198 new apprentices across sectors including engineering, healthcare, business and professional and construction • Returning employers – Hampshire County Council, Serco and NHS Property Services • Over 50 new employers including Tarmac and Surrey University <p>Quality of Provision</p> <ul style="list-style-type: none"> • 48 overstayers carried into the current academic year, significantly fewer than in previous years • Completions to date: 54 completed training in 2024/25, 10 entered Gateway 	

New initiatives

- Early Years Educator Course now fully online
- Expanded offerings – more standards being delivered in Engineering
- Streamlined enrolment via a bespoke online enrolment system
- Strengthening employer engagement via a bi-monthly newsletter
- Updates planned for the employer section of the BCoT website

Potential Impact of Changes to Apprenticeship Levy

- BCoT was well prepared to navigate the proposed upcoming changes in apprenticeship funding
- Expanded opportunities
- Support for SMEs
- Green skills focus
- Adapting to industry need
- Readiness for increased demand

At the conclusion of the presentation the Ctte sought and received clarification on a wide range of matters highlighted. Specially, the HoA advised that in order to continue to make positive progress she needed to ensure that:

- All apprentice reviews were undertaken on time
- All funding rules must be adhered to
- Continue to work positively with employers

(Kath Howarth left the meeting)

PART 1 – NON-CONFIDENTIAL MINUTES

(5.33pm)		ACTION
830.	<p>APOLOGIES FOR ABSENCE</p> <p>Sophie Hallam Barnard, Colin Willoughby.</p>	
831.	<p>DECLARATION OF INTERESTS</p> <p>There were no Declarations of Interest made.</p>	
832.	<p>ELECTION OF CHAIR OF THE CURRICULUM & QUALITY COMMITTEE</p> <p>The Clerk called for nominations for Chair of the Curriculum & Quality Ctte. One nomination was received.</p> <p style="text-align: center;">It was RESOLVED that Steve Fussey be elected Chair of the Curriculum & Quality Ctte for a two-year term of office. (Proposed by Anthony Bravo, Seconded by Priya Brown)</p>	
833.	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The Minutes of the meeting held on 13 June 2024 were confirmed as a correct record and were signed by the Chair.</p>	
834.	<p>MATTERS ARISING</p> <p>There were no Matters Arising discussed that were not due to be considered elsewhere at the meeting.</p>	
835. (5.35pm)	<p>SELF-ASSESSMENT REPORT (SAR) 2023/24</p> <p>A written report was received and considered. The Chair advised that the SAR had been through a very good, detailed and robust validation process, and that a number of Members of the Corporation had been involved in it. He stressed that the development of the SAR had also been a very embedded process.</p> <p>The Committee congratulated the DPCPI and her team on the very good process undertaken.</p> <p style="text-align: center;">It was RESOLVED to RECOMMEND to the CORPORATION that the Self-Assessment Report be approved.</p>	Corp
836. (5.37pm)	<p>QUALITY IMPROVEMENT PLAN (QIP) 2023/24</p> <p>A written report was received and considered. The DPCPI advised that the process for the development of the QIP was based on:</p> <ul style="list-style-type: none"> • A detailed review of the SAR, identify all areas highlighted for improvement, • Draft the QIP and allocate responsibility for each area, • Undertake termly reviews with the managers responsible for each area and the QIP updated, • Updated QIP reviewed at every C&Q Ctte meeting. <p>In response to a question from a Member it was noted that each Faculty also had its own QIP that fed into the overall College QIP.</p> <p>The DPCPI took Members through the QIP and updated them on progress, with detailed outcomes being included in the report.</p>	

<p>836. (cont)</p>	<p>It was noted that the QIP covered ten key areas of intent covering:</p> <ol style="list-style-type: none"> 1. Further improve teaching, learning and assessment to enhance the learning experience leading to continual improvement of learner outcomes, 2. Further increase opportunities for learners to engage in skills competitions and community activities, 3. Address inconsistencies with attendance and punctuality to bring all areas up to the standard of the best, 4. Increase the number of learners participating in high quality work experience, 5. Further increase engagement with adult learners to ensure their feedback is collected and actioned as part of learner voice activities, 6. Expand the range and accessibility of enrichment activities to increase learner participation, 7. Continue to implement strategies that effectively manage the performance of teachers and managers so that key initiatives have the maximum impact on the quality of education, 8. Further develop teaching and learning strategies to enhance the quality of education for adult learners, 9. Further improve outcomes for specialist provision learners and ensure high needs learners are more supported to develop the skills they need for adult life, 10. Significantly increase the proportion of apprentices achieving their apprenticeships within the planned timescales. <p>During the DPCPI's update on the QIP, the Members sought and received clarification on a number of matters highlighted.</p> <p>The Committee was satisfied that the QIP demonstrated the ongoing drive to outstanding through a robust, consistent, and honest process, and that the College was moving in the right direction to achieve it.</p>	
<p>837. (6.22pm)</p>	<p>LEARNER OUTCOMES 2023/24</p> <p>A written report was received and considered. It was noted that a detailed update had been given to the Corporation at the Development Day held earlier that month. Headline results (detailed in the report) showed that:</p> <ul style="list-style-type: none"> • The overall achievement rate at all ages continued to improve against previous years, • Continuing positive increases in overall achievement for 16–18-year-olds for vocational courses (excl English and maths), GCSE English and Maths, and Functional Skills English and Maths, • The first cohort of T Level learners had completed in June 2024, covering three curriculum areas (Education & Childcare, Engineering, Health), • T Level comparisons to national averages showed the College compared very favourably (above the national average in all measures), • 19+ vocational and GCSE English and Maths achievement rates continued to show a positive improvement against previous years, • Apprenticeship data also continued to improve year on year. 	
<p>838. (6.26pm)</p>	<p>COMPLAINTS 2023/24</p> <p>A written report was received and considered. It was noted that there had been a total of 24 complaints made, of which 11 (46%) had been upheld, 1 (4%) partially upheld, and 12 (50%) not upheld.</p> <p>The DPCPI advised that the complaints covered a wide range of issues (detailed in the report); the 11 complaints upheld covered five different categories.</p>	

838. (cont)	In response to a question from a Member the DPCPI advised that the number of complaints had increased over those received in 2022/23 but was below those for 2021/22. In addition, she advised further that there was no one area of concern highlighted by the wide range of matters covered by them.	
<u>ITEMS FOR INFORMATION</u>		
839. (6.32pm)	<p>ENGLISH AND MATHS UPDATE</p> <p>A written report was received for information and noted. It was noted that much of the report had already been discussed elsewhere at the meeting.</p> <p>Reviewing the results from 2023/24 exams, the DPCPI advised that action plans had been developed to ensure the College maintained and built upon the current successes.</p> <p>With regards to the high level of learners due to sit English and Maths exams in summer 2025 logistics planning had already begun.</p>	
840. (6.37pm)	<p>TEACHING, LEARNING AND DIGITAL UPDATE</p> <p>A written report was received for information and noted. The DPCPI advised that the 'grading system' related to staff observations had been changed to: Advanced Practitioner/ Progressing Practitioner/ Emerging Practitioner. During the first half term of the Autumn Term, 93% of teaching staff observed had achieved Advanced Practitioner (outstanding/good). Observations included curriculum teachers, RAP tutors, training consultants and assessors.</p> <p>The DPCPI highlighted various changes to teacher training. She advised that because of the changes made to the teacher training requirements from September 2024 the College was now in scope for an Ofsted inspection under the Initial Teacher Education framework.</p>	
841. (6.52pm)	<p>AI UPDATE</p> <p>A written report was received for information and noted. The DPCPI advised that AI developments continued to be made to a wide range of elements in the curriculum.</p> <p>In response to a question from a Member it was noted that there had been some cases of misuse of AI by some students.</p> <p>The DPCPI also advised that a number of staff had highlighted the positive improvements in using AI as part of their operational 'tools'.</p>	
842. (7.01pm)	<p>AUTUMN TERM RESPONSIBILITIES</p> <p>A written report was received for information and noted. The DPCPI advised that her report covered a range of activities that updated the Ctte on progress to date.</p>	
843.	<p>CORPORATION MEMBERS' CURRICULUM LINK VISIT UPDATES</p> <p>Three Link Visit reports undertaken by Corporation Members' were received and noted.</p>	

844.	<p>ANY OTHER BUSINESS</p> <p>1. Hairdressing Apprenticeships</p> <p>A Member raised his concerns regarding hairdressing apprentices and the impact of the Chancellor's recent budget regarding raising employers NI tax rates would have on employment opportunities. It was noted that employers would be facing additional financial pressures related to staff costs and other rising costs. The DPCPI advised that those students that were not able to successfully obtain employment as an apprenticeship would be able to join the College as a full-time student and transfer to an apprenticeship when a suitable opportunity arose.</p>	
845.	<p>DATES OF FUTURE MEETINGS <i>(Meetings commence at 5.00pm unless stated)</i></p> <p>Thursday 13 March 2025 Thursday 12 June 2025</p>	
(7.08pm)	Meeting closed	

Confirmed as a correct record:		13 March 2025
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