

CAPEL MANOR COLLEGE

CURRICULUM AND QUALITY COMMITTEE

**MINUTES OF THE MEETING HELD ON
WEDNESDAY 1 JULY 2010 AT 1.30PM**

Members:

Governors: James Wisdom (Chairman)
John Bennett
Malcolm Parkinson
Steve Dowbiggin, OBE
Irene Byard

Staff Governor: Bob Mallick

Student Governors: Monina Villaroman
Daniel Zoppellini

In attendance: Madeline Hall, Head of College
Nicholas Evans, Director of Estates and Buildings
Damien Fallon, Director of Finance
Simon O’Hear, Personnel Manager

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Malcolm Parkinson, Monina Villaroman.

**2. MINUTES OF THE CURRICULUM & QUALITY COMMITTEE
HELD ON 18 MARCH 2010**

RECEIVED paper 2, minutes of the Curriculum and Quality Committee

The minutes were agreed as an accurate record and signed by the Chairman.

**3. MATTERS ARISING FROM THE MINUTES OF THE MEETING
18 MARCH 2010 NOT ELSEWHERE ON THE AGENDA**

NOTED:

- i. MAH thanked the governors who formed an ad-hoc College group which met to discuss a new approach to gathering student feedback for 2010-2011.
- ii. The location of X (cross-college) section of QIP at the front of the document to be actioned from Autumn 2010.

4. MINUTES OF THE MEETING OF ACADEMIC BOARD HELD ON 26 MAY 2010

NOTED:

- i. Governors were pleased with the improvement in attendance and that arrangements for substitutes enables representation of all Schools at the meeting.
- ii. Concern was expressed about unreliable IT communications. This is not a reflection on IT staff but concerns the difficulties experienced in securing increased bandwidth for network connections with centres.
- iii. The 6.5mb link to Gunnersbury Park has been implemented. The students have expressed unsolicited appreciation to the Head of Centre. Regent's Park link will be live on 2 July 2010. Crystal Palace Park will have two links: one to the Croft for September, the other to the Stand when the building work has been completed.
- iv. Recruitment for 14-19 Diplomas for September 2010 has not attracted viable numbers. However, the profile of the college has been raised and a benefit of this is an increase in the number of 16-18 year olds applying for other vocational courses.
- v. Heads of School and Deputies have liaised with Connexions staff in Enfield re CPD programme for secondary school staff.
- vi. Discussion was undertaken about curriculum planning and the draft Business Plan for 2010-2011. The Chairman asked if anything had come out of the budget which would impact on the Business Plan. MAH responded that WBL provision may be increased.

5. LEARNER SATISFACTION SURVEY ON-PROGRAMME SPRING 2010

NOTED:

- i. Satisfaction with IT service is in the bottom quartile. As noted in 4iii, Virgin Media have now provided the college with a better alternative.
- ii. The Exit survey results arrived in college this week. The IT results again had a negative impact.
- iii. JW pointed out that young people today have a very high level of expectation of technology. The college is unable to keep up to date so a level of dissatisfaction is not surprising.
- iv. DF suggested letting students know when they start what to expect in real terms of the state of the college's IT facilities as a way forward of managing expectation.
- v. Wording of question 25 regarding the assessment appeal process may be the key as to why the rating is low. It should perhaps be answered by n/a as students may forget what the procedure is if they don't use it. Question 22 – assessment of my work is fair – rating is up which indicates there are no concerns about unresolved appeals.

- vi. Full-time students and 16-19 year olds remain less satisfied – the rating has increased but is not yet up to the benchmark across fall ages.
- vii. Gunnersbury Park rating has improved. Barking and Dagenham College centre has issues with IT services and the general college environment which is a cause for anxiety. Discussions continue. All acknowledge that there are challenges with some of the student body at Barking and Dagenham college.
- viii. Animal Care responses are below college average for all questions. However, the overall trend is upward. Animal Care staff have developed good practice which has been shared across the college.
- ix. The new report, Treated Fairly and Equally, showed a dip relating to level 3 FDS Sc Garden Design students. MAH explored this issue which related to the course rep not attending meetings. Two new course reps were nominated who have attended and contributed positively to recent meetings.
- x. The other new report, Feeling Safe, is an additional report generated by QDP to extract data on a key question for Ofsted inspection – are we safeguarding our students? This showed students on higher level courses were feeling less positive about attention to their safety than national averages. It was felt that this did not mean health and safety but was in terms of respect as some older students feel the younger students are challenging.
- xi. The difference in response between Arboriculture apprentices (exceptionally satisfied) and Horticulture apprentices (more critical) may be due in part to the pattern of attendance – Arboriculture are on block release, Horticulture are on day release. This is to be explored with respective teams.
- xii. MAH reported that the draft action plan was subjected to vigorous review by managers at the Quality meeting. Changes were made to tighten up targets and confirm that they are realistic. Governors had challenged staff to come up with a more structured document. They reported that they felt that it is not as wordy, issues have been identified and it is much easier to track action that comes from students' comments.

6. CURRICULUM UPDATES FROM HEADS AND DEPUTIES

6.1 Information and Learning Technology – presentation by Gavin Leonard

NOTED:

- i. Arboriculture and Countryside students rate IT quite highly overall.
- ii. The MoleNet project has brought in mobile technology. All students in the school get some exposure to this equipment.

- iii. Training sessions have been held for Arboriculture and Environment staff to ensure they are able to use the equipment. The new technology is available for all staff to use. However, unfamiliarity with the equipment has limited its use cross-college.
- iv. The school make full use of the college's VLE – Capella. Some courses accept assignment submissions through VLE which gives students extra time – for example the deadline could be midnight on Sunday, giving students the whole weekend to work on their assignment. Feedback is also given through VLE.
- v. New content is added to the pages regularly to keep them fresh. Live news feeds added. Photos are taken of the students when they do practicals and on field trips. Students will check the photos and often click on to the live news feeds or extra resources whilst they are on the VLE.
- vi. The students are told that the IT infrastructure will be slower than they would wish but that the college is doing its best to improve it. This helps students accept the situation and work with it rather than have high expectations and become frustrated.
- vii. Staff need to ensure that they use the VLE to its full potential to improve students' perception of IT resources.
- viii. The Chairman thanked GL for his presentation which was focused and interesting.

6.2 Observation of Teaching and Learning – presentation by Lindsay Lederer and April Cameron

NOTED:

- i. Every school achieving more grade 1 and 2 than other grades.
- ii. In 2009-10 attainment of grade 1 has improved, attainment of grade 2 has reduced. The combined grades of 1 and 2 have improved by 1%.
- iii. Detailed action plans are put in place to move grades forward. Re-observations improved grades but they can be time consuming and put strain on individuals.
- iv. The process of re-observing those achieving a grade 3 or below improves teaching and learning. The progress in the majority of cases is sustained for at least another year.
- v. Grade 1 and 2 were not re-observed as the focus was moving forward the lower grades. It was found that the grade 1 and 2s did not decrease significantly through not being re-observed.
- vi. It was suggested that there is a need to motivate those getting a grade 2 to improve to a grade 1 as there is some complacency. Moving those who may be complacent as satisfactory with a 3 would benefit from coaching to move to consistently good – grade 2.

- vii. There are 2 years of data which show a group of staff who are consistently attaining grade 3. This will be explored with a view to taking action to achieve an improvement.
- viii. Peer mentoring has been trialled but there are time constraints.
- ix. The Chairman thanked both LL and AC for their informative and thorough presentation.

7. UPDATE ON QUALITY AND CURRICULUM

NOTED:

- i. An External Verification visit took place on 28th June 2010 covering all levels and specialisms for NPTC Horticulture qualifications. David Nye, lead Internal Verifier, was unfortunately off sick. However the visit was very positive and reflected the sustained effort over the last 9 months. The Committee asked the Head of College to write to DN and convey their thanks and appreciation of his work.
- ii. The college's Information, Advice and Guidance service to students and prospective students was formally reviewed against Matrix standards in April 2010.
- iii. The college demonstrated that it continues to meet the Matrix quality standard and was granted continued accreditation.
- iv. An action plan responding to recommendations for further development is under consideration by the Student Services Steering Group.
- v. Work Based Learning provision is now monitored by Skills Funding Agency (SFA). Account Managers access data reports submitted monthly by the college.
- vi. SRD and MAH met with National Apprenticeship Service three weeks ago. Officers were determining (re)distribution of unspent allocations and places held by underperforming providers. An additional allocation to the college is anticipated: its extent is unknown.
- vii. The report following the QAA IQER desk-bound summative review was received in college on 3 May 2010. The report confirmed the positive informal feedback reported at the previous meeting.
- viii. HEFCE cap on student numbers has resulted in anxiety over progression opportunities for HE students at the college on the FDS Garden Design course. Two students decided to move to an HEI. There are 7 full-time and 3 part-time students on the second year of the course which is only just viable. Decreased numbers in the first year could be a further casualty, or could be due to a decline in interest for Garden Design courses.
- ix. The proposed new arrangements for gathering Learner Satisfaction feedback will be explored by managers at the next Quality meeting.

MAH

Heads of School have looked at the draft proposals and are comfortable with the outcome of three surveys to be conducted: entry and exit to be administered by tutors and on-programme to be supported by QDP.

8. QUALITY AND IMPROVEMENT PLAN

NOTED:

- i. MAH asked governors to email comments on the cross college section prior to presentation to governing body.
- ii. The detailed document will go to governing body meeting on 14 July 2010.

9. REVIEW OF RISK MANAGEMENT FOR CURRIULUM AND QUALITY

NOTED:

- i. Minor amendments to reflect roles rather than individuals are being made as appropriate.

RECOMMENDED TO GOVERING BODY:

- i. **that Annexes B, C and D remain in the College's Risk Management Action Plan for 10/11;**
- ii. **that Annexes E and F are added as amended to the College's Risk Review register for 10/11;**
- iii. **that Appendices 2, 3, 4 and 5, as amended, are incorporated into the College's overall Risk Review Schedule and reported to Governors as part of the Risk Management Action Plan for 10/11.**

10. CURRICULUM UPDATES – STANDING ITEM SHARING INFORMATION FROM MEMBERS

JB reported he had attended a course for governors on the new Inspection process. Governance will have a higher profile than previously. Therefore it will be necessary to have an internal audit to look at processes for quality assurance which will require review by the Committee.

11. ANY OTHER BUSINESS

DZ, Student Governor, reported that he will be leaving the college to go to Aberystwyth University in September to study Animal Science. He thanked the committee and said that he had enjoyed attending meetings which had given him an insight as to how the college works.

The Chairman thanked DZ for his involvement and on behalf of the Committee wished him well in his future studies.

12. DATE OF THE NEXT MEETING IS 24 NOVEMBER 2010