

CAPEL MANOR COLLEGE

CURRICULUM AND QUALITY COMMITTEE

**MINUTES OF THE MEETING HELD ON
THURSDAY 18 MARCH 2010 AT 1.30PM**

Members:

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

Staff Governor: Bob Mallick

Student Governor: 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 Bob Mallick and Monina Villaroman.

**2. MINUTES OF THE CURRICULUM & QUALITY COMMITTEE
HELD ON 25 NOVEMBER 2009**

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
2009 NOT ELSEWHERE ON THE AGENDA**

RECEIVED paper 3, matters arising for information

NOTED:

- i. WiFi installed successfully. Working very well at Gunnersbury Park. Highly regarded by students.
- ii. Meeting arranged for 14 April prior to full Governing Body meeting for MAH, James Wisdom, John Bennett and two student governors to discuss adjustments to methods (LSS, national survey, focus groups) of obtaining student feedback.

- iii. Appointment of fixed term Curriculum and Quality Coordinator, Christopher Loney, at Crystal Palace Park is going well.
- iv. At the full Governing Body meeting on 16 December 2009 governors agreed that the Horticulture grade in the Self Assessment Report should be altered to 3.

4. MINUTES OF THE MEETING OF THE ACADEMIC BOARD HELD ON 3 MARCH 2010

RECEIVED paper 4, minutes of the Academic Board Meeting held on 3 March 2010

NOTED:

- i. Learner Satisfaction Survey – good exercise for School managers to highlight action points demonstrating SMART targets from their plans and update on progress. Noted that enthusiasm often means more than two action points are highlighted. This is a work in progress and will continue to be tightened up.
- ii. Diplomas for north and east London – agreement of refurbishment for Stepping Stones Farm (for practical activity in east London) is underway.
- iii. Gateway 3 south London – Bromley College are the lead partner with some practical modules taking place at Crystal Palace Park.
- iv. Gateway 4 – notification on whether our applications are successful expected by the end of March. [Subsequently received email notification of success in all three applications for 2011.]
- v. Although national take up of Diplomas is low the profile of landbased qualifications has been raised.
- vi. Heartbeat Project – splendid project and very much appreciated by those taking part.
- vii. Adjustment of the Adult Responsive (AR) funding cut has been fast tracked: it is good news. The college's cut is in line with other colleges: 10% as opposed to the initial 25% cut.
- viii. The deficit will be partly reclaimed through the rise in course fees. Tuition fee waiver for full-time adults on Horticulture, Arboriculture Countryside and Animal Care has also ceased. To date, applicants are not deterred. It is hoped this will have an additional benefit in that those taking the courses will be fully committed.

5. LEARNER SATISFADTION SURVEY:ENTRY AND INDUCTION AUTUMN 2009

RECEIVED paper 5, Learner Satisfaction Survey for information

NOTED:

- i. Whilst informal immediate feedback on enrolment was good, this is a disappointing set of reports.
- ii. The committee discussed students' perceptions and agreed that they are not always accurate. There is a need to manage expectations but there will always be an element of unaccountable results.
- iii. The reported dip in food services is at variance with reports from students, particularly those at Course Representatives' meetings.
- iv. Q39 (help developing personal action plan, setting goals and objectives) was discussed at Academic Board as it is the lowest figure in the report. It was felt that students do not recognise they are receiving feedback when in actual fact they are. Suggested that tutors emphasise when they give feedback to reinforce the message to students.
- v. Floristry and Arboriculture students are happy. Arboriculture students are pleased with accommodation and equipment which was improved as a result of previous survey action points.
- vi. Barking College students are satisfied with teaching, organisation of courses and support from staff. Difficulties were highlighted with general college facilities and services. MAH emailed the distance travelled report to Barking College for their attention. Radical action was immediately taken. This has been followed in meetings with Barking College staff by both MAH and NE.
- vii. Cleanliness of buildings at Crystal Palace Park has been addressed.

6. CURRICULUM UPDATES FROM HEADS AND DEPUTIES

6.1 Integration of Functional Skills – presentation by Pamela Sladek

NOTED:

- i. The college moved from Key Skills to Functional Skills to participate in the last year of the pilot before change becomes compulsory. Decided to deliver Functional Skills to the entire cohort of full-time 16-19 year olds.
- ii. Key skills are competency based. Functional Skills tests the understanding of concepts and are more vocationally linked.
- iii. Problems have been experienced with Maths assessments as the questions were badly written and answers incorrect. This has been fed back to QCDA.
- iv. Independent learning is difficult for young students especially those who haven't got high GCSE grades. Functional Skills need to be integrated into vocational courses.

- v. Issue with lack of level 3 Functional Skills for those students with A levels.
- vi. Staffing gaps at centres have caused some problems as it is difficult to find a single tutor who can teach maths, English and IT up to level 2.
- vii. Successful delivery technique of Functional Skills has been developed which enables the students to feel it is an integral part of the course: the vocational tutor leads and the functional skills tutor supports.
- viii. PS has been attending QCDA meetings to feed back the college's findings and solutions.
- ix. The Chairman suggested an award be presented to the member of staff who has driven this initiative forward in the most innovative way. The award would be presented at the Awards Ceremony on 12 July 2010.
- x. The Committee agreed to write to QCDA to put forward the college's point of view of the pilot. PS to inform this response.

6.2 Group Tutorials – presentation by David Nye

NOTED:

- i. It is college policy that all full-time students are entitled to two individual tutorials and five group tutorials per term. Part-time students are entitled to five individual tutorials per term. Evening students do not specifically have individual tutorials but as with all other students they may request an individual tutorial at any time.
- ii. Full-time students in all schools receive individual tutorials. Animal Care and Saddlery are the only school meeting policy targets in full.
- iii. Lots of tutorial activity occurs but is not always recorded. Students email tutors directly with requests for guidance. These are dealt with promptly but the evidence trail may be incomplete.
- iv. A new online tutorial service developed by Lantra Awards linked to land based industries has been trialled. However, this has not been entirely successful and tutors have reverted to paper based systems.
- v. An example of group tutorial practice from the School of Horticulture was given. A new member of staff, tutor to BTEC level 1 students, has worked with the students to negotiate a set of rules from within the framework of the college rules. Students have set their own targets and therefore feel they have ownership of their course.
- vi. This group of students is very happy with individuals working at a higher level than previous level 1 horticulture courses.

- vii. Development to spread good practice with level 2 groups has been initiated. The new group tutorial approach will be shared across college.
- viii. Animal Care good practice will be shared in Development Days in May 2010.

The Chairman thanked both PS and DN for their interesting and valuable input to their comprehensive presentations.

7. QUALITY IMPROVEMENT PLAN

RECEIVED paper 7, Quality Improvement Plan for information

NOTED:

- i. The QIP is a working document subject to further changes. Comments and advice welcomed at any time. An interim report on progress will be compiled for the summer 2010 meeting of Governing Body.
- ii. The Chairman asked the Committee if the SMART targets were discernible. IB felt that the overall document had been tightened. However, it was felt that there are significant differences between schools. Agreed that more crossover work would be done at managers' meetings.
- iii. MAH explained that paired monitoring of the SAR will be undertaken from September and will be carried through to the QIP. In this process a more experienced Head of School will be paired with a less experienced Head of School. Other managers will also be invited to review documents.
- iv. It was suggested that the X section be brought to the front of the document to set the standard. However points for this section are not agreed until the SAR has been looked at and QIP areas decided. Enable the X section to be moved to the front of the QIP requires an extra cycle within the process. This will be trialled in Autumn 2010. MAH

8. QUALITY AND CURRICULUM UPDATE

RECEIVED paper 8, report of the Head of College for information

NOTED:

- i. The college continues to receive positive reports from external verifiers. However, service from a small and diminished team of internal verifiers is not sustainable. Relevant members of staff have been pinpointed and are undergoing training to strengthen the internal verification team.

- ii. Reapplication of the Training Quality Standard is proposed for November 2010. MAH
- iii. Landex re-accreditation has been confirmed. Surgery sessions with individual managers provided valued feedback as did the teaching observations.
- iv. The full Landex report circulated to the Committee will be available for all governors to see on request.
- v. The QAA IQER desk-based summative review raised some issues on administrative protocols undertaken by Birkbeck. [Subsequently Capel Manor College and Birkbeck College received a provisional judgement letter of confidence in provision and processes.]

9 CURRICULUM UPDATES

JB reported that RHS level 3 is now within the curriculum qualifications framework.

10. ANY OTHER BUSINESS

- i. None to report.

11. DATE OF NEXT MEETING

The date of the next meeting is 1st July 2010 at 1.30pm.