

Minutes

Part I

Academic Committee – Part I minutes

Meeting Time and Date	1300 on Monday 11 March, 2019
Meeting Location	Room H2, Enfield
Present	James Wisdom (Chair) Heather Barrett-Mold (Vice Chair) John Bennett Tony Leach Roger McClure (Observer) Christine Bianchin (Academic) Damien Fallon (Finance) Steven Girling (Estates) Malcolm Goodwin (Principal)
Minute Taker	Joanne Coffey (Clerk)
Apologies	Andrew Smith (Staff Governor) Sarah Fray (Student Governor) Keerat Grewal (Student Governor) Deniz Yazgan (Student Governor) Susanne Datta (HR)
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	Action
1. Apologies 1.1. Apologies were given for Andrew Smith, Sarah Fray, Keerat Grewal, Deniz Yazgan and Susanne Datta.	
2. Declaration of Interests 2.1. None.	
3. Minutes Resolved to 3.1. Approve the minutes of the Academic Committee Part I meeting held on 20 November 2018 as a correct record and authorise the Chair to sign them.	
4. Matters Arising 4.1. No matters arising from previous minutes were discussed.	
5. Quality Improvement Plan (QIP) 2018-19 Update (Decision)	

<p>5.1. The QIP for 2018-19 has progressed well, with over 50% of tasks completed and the remaining in progress.</p> <p>5.2. Study days for the Royal Horticulture Society (RHS) courses have been extended by one hour to bring forward the practical exams so that any required resits fall within the College's academic year.</p> <p>5.3. The RHS courses tend to attract students wanting more practical experience over theory. This has affected achievement rates and a process is now in place for early identification of 'at risk' learners so that intervention action plans can be put into place.</p> <p>5.4. The Committee discussed how non-accredited practical courses may be more suitable for adults, and this will be explored in the future if achievement rates do not improve.</p> <p>5.5. The Vice Principal was thanked for the continuing progress of the QIP.</p> <p>Resolved to</p> <p>5.6. Accept the updates to the QIP 2018-19 and recommend it to the Governing Body for approval.</p>	<p>Governing Body (Appendix I)</p>
<p>6. Academic Policies (Decision)</p> <p><u>Teaching and Learning Observations Policy</u></p> <p>6.1. The College's Teaching and Learning Observations Policy to be amended as follows:</p> <ul style="list-style-type: none"> a) The aim of the Teaching and Learning observations 'To provide evidence' for self-assessment to be revised to 'To self-assess', to clarify main intent (Page 3) b) It was also agreed to note that the observations should also be enjoyable, to express their supportive nature. c) To clarify that the teacher who is being observed will be given 2 working days formal notification, to allow time for communication with the observer over activities taking place the following week. <p>This was completed following the meeting.</p> <p>6.2. The observation process is linked to the capability processes when needed but has a focus on positive feedback and action plans to support and share best practice.</p> <p>6.3. The Committee agreed that 'Outstanding teaching' should be defined through a set of standards that can be</p>	<p>Academic</p>

<p>communicated to teaching staff so that they know what is expected of them in terms of quality.</p> <p>6.4. Governors suggested mentoring and peer observation to provide different perspectives of teaching styles, and peer-to-peer feedback to build new skills and techniques.</p> <p>Damien Fallon left the meeting.</p> <p><u>Employer Involvement and Work Experience Policy 2018-19</u></p> <p>6.5. Governors were encouraged by the thoroughness of this important policy.</p> <p>6.6. The following amendments were requested:</p> <ul style="list-style-type: none"> a) Page numbering to be added and minor typos corrected b) The guidance for ‘Excellent’ on the Work Supervisor Report on Student Performance (Form 2b) was felt to be too absolute for attendance and reliability and should instead read: ‘Up to 1 absence with a valid reason’ and ‘Can be trusted to complete all tasks without supervision, where possible’ c) Follow-up post-work experience documentation should also include ‘Is there anything taking place at your company that Capel Manor College could help with?’ to potentially provide further collaborations with the employer. <p>This was completed following the meeting.</p> <p>6.7. Governors requested that any amended policies going forwards should highlight the revisions made.</p> <p>Resolved to</p> <p>6.8. Approve the policies and recommend them to the Governing Body for adoption.</p>	<p align="center">Academic</p> <p align="center">Governing Body (Appendix II)</p>
<p>7. Review of Academic Risk (Decision)</p> <p>7.1. Risk Appetite descriptions were added to the Academic Risk paper for clarity.</p> <p>7.2. The risk appetite for Safeguarding has reduced to a low risk following tightened controls through a team-based approach to Safeguarding.</p> <p>Resolved to</p>	

7.3. Accept the standing Risk Register.	
8. Report of the Vice Principal (Academic) 8.1. From 1 August 2019 the Adult Education Budget (AEB) will be delegated from the Education and Skills Funding Agency (ESFA) to local area Mayoral Authorities i.e. the Greater London Authority (GLA) for London who will take on responsibility for the AEB to make sure learners, aged 19 and over, eligible for funding from that budget, who reside in their areas, have appropriate education and training. 8.2. Transition funding from the ESFA will be available to help fund the gap for the devolution. 8.3. Expressions of interest to teach the new T Levels in 2020, which are 2 year technical courses starting at Level 3 that include a 3 month industry placement, had omitted land-based subjects. These will follow for 2022 under 'Agriculture, Land Management and Production' and 'Animal Care and Management'.	
9. Academic Performance 2018-19 9.1. College retention rates continues to be outstanding at approximately 99%. 9.2. Attendance, which has been a key area of focus due to declining rates, is beginning to improve to a rate of 85% due to the positive processes established since autumn 2018. 9.3. The predicted achievement rate for 16-18 Year Old main aims (excluding maths and English, safeguarding and additional aims) stands at 87%. This is 0.2% above the national average and 1.2% above the final out-turn position for 2017-18. 9.4. Heads of Schools are reviewing their 'at risk' students, primarily in Horticulture and Garden Design, and ensuring measures are put in place to improve the outcome of these students both individually and within the course structure. 9.5. Governors were impressed with the early capture of 'at risk' students at the College through rigorous observation and feedback.	
10. Learner Satisfaction Survey 2018-19 - Induction 10.1. The response rate for the Induction Survey was 1,420, which represents a return rate of 81% which is 'good' (second	

<p>highest rating) compared to 93 colleges. The response rate is a 12.1% increase on year.</p> <p>10.2. 89% of students are enjoying their course and 92% felt that the College was a 'safe and fair place to study'.</p> <p>10.3. Food service and toilets remain an area of lower satisfaction but overall there was an 82% positive response regarding facilities and services.</p> <p>10.4. As some questions were not answered, Governors requested that student feedback is sought as to their reasons for not responding to all 32 statements, to assess how to manage this in future surveys.</p> <p>10.5. It was noted that students' interpretation could be subjective in their understanding of certain statements, such as 'The course is well organised', and that the timing of when they complete the induction survey may be too early to make a true assessment.</p>	Academic
<p>11. Academic Timed Update by Fernanda Chiappinelli, Curriculum Quality Manager</p> <p>11.1. An insightful and energetic presentation was given by Curriculum and Quality Manager, Fernanda Chiappinelli, on the improved Moodle intranet and the new ProMonitor software.</p> <p>Damien Fallon returned to the meeting.</p>	
<p>12. Curriculum Planning 2019-20</p> <p>12.1. The Vice Principal is devising a four year strategy in line with design principles and College strategic objectives for growth. This will be reported to the Committee in summer 2019.</p> <p>12.2. Governors requested that an historical item, 'Curriculum across Centres' is introduced back into the Academic Committee agendas, in order for the Committee to have a broader view of the curriculum.</p>	<p>Academic</p> <p>Academic</p>
<p>13. Higher Education</p> <p>13.1. The College's continuing collaboration with the Royal Agricultural University (RAU) has been agreed, following its revalidation visit in February 2019 which assesses that the College is working to RAU academic standards.</p> <p>13.2. The RAU reported that they were highly impressed by the academic standards of the students.</p>	

13.3. The Committee discussed the potential for the College to deliver Higher Education apprenticeships. This remains a future aspiration which would be driven by networking with other universities and land-based institutions.	
14. Academic Board meeting minutes 14.1. The Academic Board meeting minutes were received.	
15. AOB 15.1. None.	
16. Date of next meeting 16.1. The next Academic Committee meeting will take place at 1300 on Monday 24 June, 2019 at 1300.	