

Minutes

Part I

Academic Committee	
Meeting Time and Date	1300 on 18 June 2018
Meeting Location	Room H2, Enfield
Present	James Wisdom (Chair) Heather Barrett-Mold (Vice Chair) John Bennett Tony Leach Andrew Smith (Staff Governor) Michelle Bavage (Student Governor) Niall O'Dea (Student Governor) Hazel Thomas (Student Governor) Christine Bianchin (Observer) Damien Fallon (Finance) Malcolm Goodwin (Principal) Richard Prowse (Facilities) Joanne Coffey (Clerk)
Apologies	Susanne Datta (HR) Lynn Hart (Academic) Roger McClure (Observer)
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	Action
1. Apologies 1.1. Apologies were given for Susanne Datta, Lynn Hart and Roger McClure. 1.2. Christine Bianchin is attending as an observer an Acting Vice Principal Academic.	
2. Declaration of Interests 2.1. None.	
3. Minutes 3.1. A correction was made to the minutes that predicted achievement rates for 16-18 year olds were above the National Average. Resolved to 3.2. Approve the minutes of the Academic Committee Part I meeting held on 5 March 2018 as a correct record and authorise the Chair to sign them.	

<p>4. Matters Arising</p> <p>4.1. The Committee felt that matters arising from previous minutes should be broken down into SMART tasks, if appropriate, and marked as completed once they are part of an SLT or other management action plan.</p> <p>4.2. The student satisfaction survey, currently operated by QDP Services, is being considered for splitting between QDP for the exit survey and internal systems to provide bespoke assessment criteria.</p> <p>4.3. As requested by the Audit Committee, consideration to be given to the wider Governing Body receiving either the full satisfaction survey or a higher level summary.</p> <p>4.4. Although Capel was not selected for Institute of Technology (IoT) status, the College will continue to move ahead with the concept as it remains vital to support the environment and higher level skills in London.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Academic</p>
<p>5. Review of Academic Risk (Decision)</p> <p>5.1. The Risk Register has been redrafted and sub-committees now evaluate their own risks.</p> <p>5.2. To mitigate risks relating to a lack of continuity from long-term staff absence or resignation, the College is trying to ensure sufficient numbers of quality of workforce (Risk 030) in every curriculum area.</p> <p>5.3. To provide increase support to the quality improvement processes, the College is recruiting an Academic Quality Enhancement Manager.</p> <p>5.4. Student Governors act as a point of contact for students who need to raise any new risks to Governors.</p> <p>5.5. The following risks were discussed that need to be incorporated into the risk register:</p> <ul style="list-style-type: none"> a) Competitors gaining status benefits, such as Institute of Technology, to detract from Capel. b) Student retention issues from inadequate information at the recruitment stages. <p>Resolved to</p> <p>5.6. Enter any revisions or additions to the Risk Register.</p>	<p style="text-align: center;">Principal</p>
<p>6. Academic Board Minutes</p>	

<p>6.1. Matrix Accreditation was lost in May 2017. The College is working towards its reinstatement and has seconded a member of staff with matrix experience to help. It is urgent that this is re-instated as soon as possible.</p> <p>6.2. As Animal Management continues to grow, the Committee discussed the importance of achieving a balance of risk between the popularity of courses versus workplace availability.</p>	Academic
<p>7. Academic Performance – Year to date 2017-18</p> <p>7.1. Whilst the Committee needs summarised and high level performance data it would be helpful if all measures such as retention, achievement, progression and attendance, as well as being presented as averages and comparisons were accompanied by the range in which the average sits. This would enable the governors to question what brought about the extremes of the range and to learn lessons from both ends.</p> <p>7.2. Landex reports provide comparisons with other land-based colleges but the context needs to be carefully considered for accurate comparison due to the different nature, mix and balance of the curriculum in other colleges.</p> <p>7.3. Capel achieved both Gold and Silver awards at the 2018 Chelsea Flower Show, establishing new benchmarks of excellence.</p>	Academic
<p>8. Higher Education 2017-18</p> <p>8.1. The Foundation Degree in Animal Management and Zoology remains strong on recruitment.</p> <p>8.2. Conversely, the Foundation Degree in Urban Green Space Management continues to recruit at a lower level which may be due to:</p> <ul style="list-style-type: none"> a) The 'Urban Green Space Management' title being indefinable for prospective students to be attracted to b) Employers being unable to release students for the part-time study due to the demands of the job. <p>8.3. Strategies to improve recruitment on Green Space courses to include:</p> <ul style="list-style-type: none"> a) Marketing strategies b) Industry advice from specialist authorities, such as the Landscape Institute c) Associations with park and green space local authorities 	Principal / Marketing

<p>d) A potential collaboration with the Heritage Lottery Fund.</p> <p>8.4. Low recruitment figures for the Foundation Degree in Garden Design and Plantsmanship is reflective of a smaller industry and the need for a replacement Head of School.</p> <p>8.5. The Committee discussed the different types of students that may be attracted to technological courses versus green courses and that this should be factored into course design and marketing.</p>	
<p>9. Quality Improvement Plan (QIP) May 2018 Update</p> <p>9.1. Impact statements are due to be incorporated into the QIP from the Self-Assessment Report at the end of the summer 2018 term.</p> <p>9.2. Achievement gaps between different genders and ethnicities to be addressed through accessibility awareness and ensuring diversity and inclusivity is fundamental to the College's curriculum strategy.</p>	
<p>10. Curriculum Planning 2018-19</p> <p>10.1. The College has exceeded its target learner numbers for 16-18 Year Olds to +5-10%.</p> <p>10.2. The new Agriculture Level 1 and 2 courses, planned by the Arboriculture team from Forty Hall Farm, are unique to Capel within London's land-based education sector.</p> <p>10.3. Whilst curriculum planning had removed the Safeguarding qualification for 2018-19, a review of student personal development outcomes and achievement predicted overall success would decline. Therefore, the external Safeguarding qualification will continue to be offered to students due to its high quality and external qualification status.</p> <p>10.4. Curriculum planning will be positively impacted by the growth expected from the:</p> <ul style="list-style-type: none"> a) Planned Enfield's Visitors Centre b) Lease extensions in progress at Gunnersbury Park, Crystal Palace and Regent's Park c) Potential East London campus which would also bring Brooks Farm into stronger context. 	
<p>11. AOB</p> <p>11.1. The College's internal auditors are assessing academic resources to ensure systems that generate them are reliable</p>	

<p>and this will be reported as a separate item at this Committee's November 2018 meeting.</p> <p>11.2. The Committee were asked to consider the aspect of the QIP to which they wanted Internal Audit to review and report. Management would find value in a review of how apprenticeship and employer links are incorporated into the QIP and Course Handbook.</p>	Finance
<p>12. Date of next meeting</p> <p>12.1. The next Academic Committee meeting will take place at 1300 on 20 November, 2018.</p>	