

Minutes

Part I

Academic Committee	
Part I minutes	
Meeting Time and Date	1300 on 24 June 2019
Meeting Location	Room H2, Enfield
Present	James Wisdom (Chair) ^{1.1} Heather Barrett-Mold OBE (Vice Chair) ^{1.1} Tony Leach Roger McClure (Observer) Keerat Grewal (Student Governor) Christine Bianchin (Academic) Susanne Datta (HR) Damien Fallon (Finance) Steven Girling (Estates) Malcolm Goodwin (Principal)
Minute Taker	Joanne Coffey (Clerk)
Apologies	Marilyn Hawkins Andrew Smith (Staff Governor) Sarah Fray (Student Governor) Deniz Yazgan (Student Governor)
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	Action
1. Apologies 1.1. As the Chair of the Committee was delayed, the Vice Chair, Heather Barrett-Mold, was delegated to Chair the meeting for items 1-6. 1.2. Apologies were given for Marilyn Hawkins, Andrew Smith, Sarah Fray and Deniz Yazgan.	
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 11 March 2019 as a correct record and authorise the Chair to sign them.	

<p>4. Matters Arising</p> <p>4.1. Some matters are recorded as completed, once actions are scheduled. The committee agreed to mark them as Ongoing until their actual completion.</p> <p>James Wisdom joined the meeting.</p>	
<p>5. Academic Policies (Decision)</p> <p>5.1. The Curriculum Quality Policy 2018-19 document has been fully refreshed to provide clarity and articulation of the quality process and will be reviewed annually.</p> <p>5.2. The policy currently refers to the Ofsted Common Inspection Framework (CIF) (2015) and Skills Inspection Handbook, (April 2018). The Quality Policy will be updated in August 2019 to reflect the introduction of the Education Inspection Framework (EIF) is operation from September 2019.</p> <p>5.3. The Committee discussed the policy's balance of responsibility between managers and teachers. It was accepted that the overall aim was for all teaching staff to adopt a culture of excellence and the policy document defined processes, mainly for external agencies.</p> <p>5.4. The College's approach to English and maths was discussed. It is an integrated approach, embedding maths and English into all vocational activities focusing students on practical application, alongside a specialist department delivery the core learning and GCSEs. This is continually assessed and the new Head of English and Maths will also re-consider this strategic direction.</p> <p>5.5. The Committee confirmed the following amendments:</p> <ul style="list-style-type: none"> a) Rename it the Quality Improvement Policy. b) To clearly identify manager's responsibilities and alter the section on the 'Quality Improvement Plan's aims to be outstanding' (paragraph 16) to: Best practice is shared within and across all schools within the College. c) Governors felt that the policy assumed considerable influence from individuals and more focus should be given to group influence and activities. d) Once established, the developing Framework of Excellence to be added to the beginning of the document to demonstrate the context of the policy. 	<p>Academic</p>

<p>Resolved to</p> <p>5.6. Approve the policy and recommend it to the Governing Body for adoption.</p>	<p>Governing Body (Appendix I)</p>
<p>6. Review of Academic Risk (Decision)</p> <p>6.1. The descriptions of how the controls are assured, relating to 'planned curriculum' and 'the introduction of new qualifications and standards' (025 and 032) to be amended to include reference to the curriculum strategy 2019-23, as follows:</p> <p><i>Curriculum Strategy 2019-23 includes expansion of curriculum to meet needs of learners and employers, includes planned changes to qualification structures and the introduction of T levels.</i></p> <p>6.2. Governors again expressed the complexity of the current risk register and the difficulty of reading the table. The Principal recognised Governor's difficulties and proposed the Risk Register is re-considered and re-presented with a very few 'Super Risks' in line with practice in many other colleges. These will be umbrella risk for the full Risk Register that the Senior Leadership Team will continue to manage. A first draft will go to Audit Committee in autumn 2019 for their review.</p> <p>Resolved to</p> <p>6.3. Enter the revisions to the Risk Register.</p> <p>James Wisdom resumed his role as Chair of the meeting.</p>	
<p>7. Report of the Vice Principal</p> <p>7.1. The ProMonitor system for staff monitoring of student progress and achievement is being piloted by the Horticulture School and will go live to all Schools in September 2019.</p> <p>7.2. ProMonitor includes a 'traffic light' system to immediately alert the Curriculum and Quality team when students are flagged for non-attendance and progress issues.</p> <p>7.3. ProPortal, the access point for students and parents, will be activated once ProMonitor is thoroughly embedded.</p> <p>7.4. The Audit Committee approved that student progress and tracking will be audited as part of the College's internal audit schedule in 2020.</p> <p>7.5. The Committee discussed the forthcoming new technical qualifications, T-Levels, impact on the College. It was</p>	

<p>affirmed that preparations are underway although this would not affect the College until 2022, when it is expected to offer a blend of both traditional technical qualifications and T-Levels to retain breadth.</p> <p>7.6. Funding from the Capacity and Delivery Fund (CDF) and the London Economic Action Partnership (LEAP) will contribute to the financing of T-Levels.</p>	
<p>8. Academic Performance</p> <p>8.1. Overall retention of students continues to be outstanding at 97.1%, which is 4.8% above the national average.</p> <p>8.2. Attendance stands at 84.1%. This is 5.9% below the College's target of 90%, although 3.5% higher than the previous year (80.6% 2017-18).</p> <p>8.3. A planned external evaluation of attendance will inform the College about where more focus and action are needed.</p> <p>8.4. As maths and English lessons receive the least attendance, the Vice Principal is considering shortening the sessions and rescheduling sessions to link with higher attended lessons to improve attendance.</p> <p>8.5. Governors discussed the psychology of expectation, where students can assume they are 'not good at' certain subjects which can create a self-fulfilling prophecy of failure. Individualised learning, to avoid repetition of a style of teaching that does not suit all students, is an important strategy to change this mind-set.</p> <p>8.6. The Predicted Achievements table, part of the academic KPIs, will include maths and English going forwards.</p> <p>8.7. Early monitoring of capturing students predictable grades has been successful and the College was able to identify and support an additional 72 'at risk' students to pass in 2018-19.</p> <p>8.8. Of the formal teaching and learning observations undertaken in 2018-19, 95% of teaching staff were good or outstanding. Eighteen staff still need an observation, and three need to be re-observed.</p> <p>8.9. Animal Management has the highest number of teaching staff.</p> <p>8.10. Due to many recent appointment of staff new to teaching, those who are graded as below outstanding are expected</p>	<p>Academic</p>

<p>to improve as they adapt to the College's culture of high quality driven by the new Quality Managers.</p> <p>8.11. As teachers are graded, based on a particular lesson, with a particular set of students, at a particular time, the Committee noted that the assessments are subjective to the overall effectiveness of the teacher. However, as this reflects what is actually experienced by the students, it was agreed that the strategy is fit for purpose.</p>	
<p>9. Higher Education</p> <p>9.1. The FdSc Animal Management and Zoology and the FdSc Garden Design and Plantsmanship are subject to revalidation by the Royal Agricultural University (RAU) in 2019-20.</p> <p>9.2. The re-write of the FdSc in Urban Green Space Management necessitated, by low recruitment, will effectively mean this degree is also up for revalidation by RAU in 2019-20.</p> <p>9.3. Both the Garden Design and Green Space Management programmes will be strategically restructured, following a planned consultation with the RAU on 25 June 2019, to ensure the degree appeals to business.</p> <p>9.4. Governors questioned why the College did not offer Level 4 courses in Horticulture and Arboriculture. To date, level 3 students have sought a practical-based qualification and then entered the workplace. New programmes are under-consideration.</p> <p>9.5. The Committee had a full discussion on the historical and future challenges involved in balancing both theoretical, academic and practical pathways.</p>	
<p>10. Quality Improvement Plan (QIP) May 2019 Update</p> <p>10.1. The Quality Improvement Plan is progressing well demonstrated by its final impact statements.</p>	
<p>11. Curriculum Planning 2019-23</p> <p>11.1. The vision of the College is to expand the curriculum offer in line with the Colleges specialist land-based resources, to meet the local needs of Londoners and prospective students.</p> <p>11.2. The strategy will ensure, not only are post-school-aged (16+) learners provided with a range of career opportunities, but also provide for those upskilling, re-skilling (career changes)</p>	

<p>and for those who wish to pursue land-based study for more personal reasons.</p> <p>11.3. New apprenticeships underway include Horticulture Supervisor, Zoo Keeper, Equine Groom and Landscape Technician.</p> <p>11.4. The College will also provide business support courses to gain entrepreneurial skills for the land-based industry and also, HE studies and preparation courses.</p> <p>11.5. Hydroponic-style food production is expected to be provided in 2021-23 and likely to be based at Forty Hall Farm. This may benefit from LEAP funding.</p> <p>11.6. Landex have established a falling trend in the number of 16-18 year old students nationally both in education and in colleges in 2018-19, with only 9 out of 52 colleges experiencing growth. Capel Manor College is one of the nine.</p> <p>11.7. To date (4 June 2019), there have been 1125 applications for 2019-20, 576 of which are 16-18 years old. This is 223 more (including 98 more 16-18's) applications, than the same time last year.</p> <p>11.8. The Committee congratulated the Vice Principal on the quality of the curriculum plans and noted that the Curriculum Planning paper did not require as much operational content, such as staff utilisation figures, for their strategic reviewing purposes.</p>	<p>Academic</p>
<p>12. Landex Peer Review 2018-19</p> <p>12.1. A two-day peer review was carried out by Alex Payne of Landex and Sharon Sheppard, Director Curriculum, Askham Bryan College on 5-6 March 2019.</p> <p>12.2. The College found the process to be highly supportive and Landex felt that Capel were open to advice and that the College's processes, as examined, were robust.</p> <p>12.3. Inclusion of maths and English targets within Individualised Learning Plans (ILP's) continues to be an area for improvement in some Schools as identified in the QIP. Although significant progress has been made towards standardising ILPs, this will be further enhanced by the introduction of ProMonitor, to provide more evidence of distance travelled.</p> <p>12.4. As the College is in the process of researching best practice for maths, a new Head of English and Maths has been</p>	

<p>recruited to improve outcomes and to engage the College with the Institute for Excellence in Maths.</p> <p>12.5. Human Resources are reviewing their recruitment strategy for teaching staff to require a minimum qualification of level 2 in maths and English for all teaching staff. HR will research this further by establishing targets and KPIs through the Finance and General Purposes Committee.</p>	
<p>13. Projects and Partnerships</p> <p>13.1. Graduating RAU students studying at Capel will now be able to attend either the College's awards day on 9 July 2019 or the RAU's graduation ceremony on 25 July 2019.</p>	
<p>14. Academic Board Minutes</p> <p>14.1. As the Academic Board members cannot always attend meetings, it was agreed that they should provide a substitute/deputy to ensure that all centres/curriculum areas/teams are represented.</p>	Academic
<p>15. AOB</p> <p>15.1. As the meeting was the Student Governor in attendance, Keerat Grewal's, last meeting for 2018-19, the Committee thanked him for his dedication and helpful contributions that he had made during meetings.</p> <p>15.2. Keerat thanked Governors for the opportunity to have served a term of office as Student Governor and expressed his interest in being considered for a further term of office.</p>	
<p>16. Date of next meeting</p> <p>16.1. The next Academic Committee meeting will take place on Monday 11 November, 2019 at 1300.</p>	