Minutes
Part I

Academic Committee	
Part I minutes	

Meeting Time and Date	**1300 on 11 November 2019**
Meeting Location	**Room H2, Enfield**
Members	**James Wisdom (Chair)**
	Heather Barrett-Mold OBE (Vice Chair)
	Malcolm Goodwin (Principal)
	Sarah Seery (Staff Governor)
	Carl Butler (Student Governor)
	Cecily Eltringham (Student Governor)
	Jarryd Russell (Student Governor)
Observers	Roger McClure (Chair of Governors)
	Christine Bianchin (Academic)
	Susanne Datta (HR)
	Damien Fallon (Finance)
	Steven Girling (Estates)
	Deborah Cullingford (PA to Principal)
Minute Taker	Joanne Coffey (Clerk)
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	Action
1. Apologies 1.1. Apologies were received for 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 24 June 2019 as a correct record and authorise the Chair to sign them.**	
4. Matters Arising 4.1. The four questions which could not be answered in the QDP provided Learner Satisfaction Survey were due to vagueness when a yes or no answer is not appropriate. 4.2. As it is not effective to operate an in-house survey, due to the loss of benchmarking capabilities, the college continues	

to use QDP standardised questions and a survey guide has been sent to tutors to assist students with any questions with ambiguous phrasing.	
5. Review of Terms of Reference (Decision) **Resolved to** 5.1. **Accept their standing Terms of Reference and recommend them to the Governing Body for adoption.**	**Governing Body (Appendix I)**
6. Self-Assessment Report 2018-19 (Decision) 6.1. The College's Self-Assessment Report (SAR) has now been aligned with the new Education and Inspection Framework (EIF) focus on implementation, intent and impact. 6.2. The overall self-assessment grade in 2018-19 was Good (Grade 2), with most schools maintaining their previous grades. 6.3. The School of Floristry, Floral Design and Balloon Artistry self-assessed as Outstanding (Grade 1) which the Vice Principal confirmed as doing very well and above the high national benchmark. 6.4. Apprenticeships and Business Development, who self-assessed as Requires Improvement (Grade 3), are documented through a separate SAR for improved context. They are continuing to improve their processes. 6.5. The School of Countryside, Arboriculture and Agriculture, who also self-assessed as Requires Improvement, are using the EIF to strengthen their core processes and foundations. 6.6. Although requiring improvement can suggest serious issues, specific improvements within the Schools are beginning to score as 'Good' but these are contextually lost in the overall average. 6.7. Staff have positively embraced evidencing their achievements, which is captured through: feedback from employers; self-assessment from students and; existing core processes. Documenting this is simply a presentational change rather than a fundamental one. 6.8. Governors found the SAR process to be solid and accurate with more constancy demonstrated across Schools. 6.9. To ensure quality, the Vice Principal has been seeking external validation through the swapping of SARs with other	

colleges and the results will be reported back to Governors at the spring 2020 meeting. **Post-meeting to note:** 6.10. The College undertook a SAR external validation exercise with Coventry College and Ambitious College which provided valuable external insight and rigorous professional challenge. 6.11. Both colleges agreed with the self-assessment grading of 'good' (grade 2). 6.12. Following discussions, the College SAR had been updated to reflect feedback: a) The executive summary has been updated to include student ethnicity, disability and learning difficulties. b) Metrics tables have been removed as they are potentially misleading, reporting by enrolment rather than headcount. c) 'What students say about Capel' now covers whole college feedback from LSS. d) Removal of 'employers like' section as this is repetitive and key points are covered in the main tables and more relevant in school context. e) An additional point has been added under 'Leadership and Management' (ALL109) to emphasise safeguarding as a strength. **Resolved to**	
6.13. **Accept the 2018-19 SAR and recommend it to the Governing Body for approval.**	**Governing Body (Appendix II)**
7. Quality Improvement Plan (QIP) 2018-19 (Decision) 7.1. The College had 47 full QIP action with 43 fully completed, 3 partially completed and 1 unresolved. 7.2. The QIP for 2018-19 had been effective with focused areas showing improvements, including: a) attendance, which has made strong inroads through strategies to motivate students to attend their lessons b) an improved learner voice with a 28.9% increase in completion of the Learner Satisfaction Survey	

	c) staff observation, resulting in 93% graded Good or Outstanding, reflecting the? hard work and quality of the team.	
7.3.	A Student Governor praised the rescheduling of English and maths to fit with their lesson timetable, rather than on a standalone day, which had resulted in higher attendance.	
7.4.	Governors suggested that when teaching staff embed English and maths into their lessons, that it should be highlighted to students so that they consciously recognise the value of it.	**Academic**
	Resolved to	
7.5.	**Accept the final update of the QIP 2018-19 and recommend it to the Governing Body for approval.**	**Governing Body (Appendix III)**
8.	**Quality Improvement Plan (QIP) 2019-20 (Decision)**	
8.1.	The College's 2019-20 QIP begins with 93 of its 105 milestone steps for 2018-19 having been reached. It was explained that some steps are repeated due to their relevance in more than one area.	
	Resolved to	**Governing Body (Appendix IV)**
8.2.	**Accept the 2019-20 QIP and recommend them to the Governing Body for approval.**	
	A timed update was from received by Nigel Thorne, Head of Garden Design.	
9.	**Updated Policies (Decision)**	
9.1.	A new Visits and Study Tours Policy was created due to the College's strategy to conduct more overseas trips for students. As the policy is new, it is likely to be revised in 2020.	
9.2.	The Teaching and Learning Policy had been updated to reflect the new Education and Inspection Framework (EIF).	
9.3.	The Committee discussed the necessity for grading of teaching observations. It was clarified that this acted only as a management tool, as content and professional dialogue are what drives improvement.	
	Resolved to	**Governing Body (Appendix V)**

9.4. **Accept the revised Visits and Study Tours Policy and the Teaching and Learning Observations Policy and recommend them to the Governing Body for approval.**	
10. Review of Academic Risk (Decision) **Resolved to** 10.1. **Accept the standing Risk Register.**	
11. Report of the Vice Principal (Information) 11.1. Recruitment of 866 for 16-18 year olds is 29 above the Education and Skills Funding Agency (ESFA) allocation but 72 below the College target of 938. 11.2. The new £6.4m Skills for Londoners Innovation Fund will support London's Adult Education Budget (AEB) grant-funded providers to deliver activity that meets the Mayor's priorities for education and skills in London, including digital skills and maths and English. It also aligns with the College vision to 'make learning and opportunity accessible to all Londoners'. 11.3. The College is collating a bid for funding to support additional adult maths and English courses which fits with the College curriculum strategy and its vision to 'Equip students of all ages with knowledge, skills and behaviours to support the green environment and land-based industries' 11.4. The planned introduction of Land-based T levels in 'Agriculture, Land Management and Production' and 'Animal Care and Management' has been pushed back a year and now confirmed as 2023. They do not currently include arboriculture.	
12. Learner Satisfaction Exit Survey 2018-19 (Information) 12.1. The 2018-19 Learner Satisfaction Exit Survey received 29% more returns compared to 2017-18. 12.2. Overall satisfaction remains high and the reported quality of education remains good.	
13. Academic Performance - Year to Date 2018-19 (Information) 13.1. Overall achievement for 16-18 Year olds was 84.4% (2.5% above national average) and Adults 89.8% (3.8% above national average), demonstrating a 1.3% increase on year with a 3-year positive trend.	

13.2. Apprenticeship income was £273k, which is just below the College's target and a £27k increase on the previous year.	
13.3. Overall, maths and English achievement at 70.9%, is 2.1% above the national average and a 1.5% increase on year, with a 3-year positive trend.	
13.4. The College remains focused on high grades achievement in maths and English, for which students are aiming to support their future employability. This is currently significantly below College expectations with overall high grades at 18% compared to the national average of 23%.	
14. Higher Education (Information) 14.1. The number of Animal Management degree students continues to rise. 14.2. The College is in discussions with the Royal Agricultural University (RAU) regarding HE fees for 2019-24. The RAU have a preference for a higher rate of £9,250 for all degrees from September 2020. 14.3. As the higher fees reflect the RAU's own high benefits package, the Committee suggested that the College negotiates for these, or for a specific set of benefits, to be dispersed to the College to ensure student value for money.	**Academic**
15. Safeguarding Report 2018-19 (Information) 15.1. The Committee found the College's Safeguarding Report for 2018-19 to be very effective in its demonstration of its safeguarding processes and data.	
16. Annual Student Equality, Diversity and Inclusion Data Report 2018-19 (Information) 16.1. The College's Black, Asian and Mixed Ethnicity (BAME) cohort is 17.5%, this is 3.8% below the sector data 2017-18 (21.3%) but remains high for a land-based college.	
17. Projects and Partnerships (Information) 17.1. The College is in discussions regarding a potential collaboration with the College of Haringey, Enfield and North East London (CONEL) which recently became the London Construction Academy hub in recognition of its high quality training. As part of their bid, they are looking at more sustainable technologies in construction. 17.2. This links with Capel when looking into green-roof technology, their design and horticultural maintenance and	

the need for associated training. The outcome of the discussions will be reported back to the Governing Body in due course.	
18. Academic Board Minutes (Information) 18.1. The Committee felt that the Academic Board minutes from October 2019 demonstrated an excellent meeting in terms of serious discussion and attendance. 18.2. The Vice Principal agreed that the meeting had improved due to the encouragement of all staff to contribute at the meetings.	
19. AOB 19.1. None.	