Capel Manor College

Minutes

Academic Committee
Minutes

Meeting Time and Date	1000 on 18 November 2024
Meeting Location	**Teams Online**
Members	Heather Barrett-Mold OBE (Chair) 🖥 Sheila Cunningham (Vice Chair) 🖥 Darrell DeSouza 🖥 Lorna Fitzjohn 🖥 Sarah Moreland MBE 🖥 Joanne Roxburgh 🖥 Stephen Way 🖥 Peter Brammall (Principal) 🖥 Milana Uginciute (Student Governor) 🖥 Richard Elliott (Student Governor) 🖥 Sebastian Calver (Student Governor) 🖥 Mei Lim 🖥
Observers	Amanda Evans (Director of Student Services / Staff Representative) 🖥 Paul Smith (Deputy Principal) Denise Lloyd (Vice Principal) 🖥
Minute Taker	Jennifer Swift (Director of Governance) 🖥

	Action
1. Apologies	
1.1. Apologies were received for Sheila Cunningham, Sarah Moreland and Milana Uginciute.	
1.2. The Student Governors were welcome to the meeting.	
2. Declaration of Interests	
2.1. None.	
3. Minutes **Resolved to** 3.1. **Agree the minutes of the Academic Committee meeting held on 20 June 2023 as a correct record and authorise the Chair to approve them.**	
4. Matters Arising 4.1. Governors received a verbal update on the Matters Arising. Usually this is updated as a Paper and issued 7 days before the meeting. On this occasion, the most up to date version was only issued a few days beforehand, as the new Director of	

	Governance was unaware of the usual process. This has now been resolved.	
4.2.	The Chair of the Committee concluded that it is evident that SLT are making a great difference to the College, and it was a great way to start the meeting.	
5.	**Report of the Vice Principal (Information)**	
	Academic Performance 2024/25 (including achievement, funding, enrolment)	
	5.1. As of 25 October 2024, the college had enrolled 907 16-18s (13 below the curriculum plan target), 1503 adults (98 below the target for Term 1 starts), 40 HE students (8 below target) and 160 Apprentices, of the these 25 are new starts (new start target 107)	
	5.2. Animal management & saddlery and Arboriculture, Agriculture & Environmental Conversation have exceed their 16-18 year-old-curriculum plan targets. While Horticulture 2 learners, Floristry 6 learners and Business & Future Skills 8 learners of target.	
	5.3. Animal Management & Saddlery, Business & Future Skills and Garden Design have exceeded their Adult Term 1 targets as of 25 October 2024.	
	5.4. Crystal Palace has exceeded its Term 1 recruitment target by 18.6% while Enfield has recruited to 77.0% target. Both Gunnersbury and Mottingham have recruited to 90% of their target to date.	
	5.5. Retention is strong at 99.8% compared to 99.5% in 2023/24. Attendance is 85.6% compared to 86.2% in 2022/23.	
	5.6. The vast majority of 16-18's on study programmes are Animal Management, risking the mix and balance of the College.	
	5.7. The Education and Skills Funding Agency (ESFA) 16-19 student allocation for 2024-25 is 916. The College is currently 94 learners above this target.	
	2023-24 Achievement	
	5.8. Overall achievement has continued to improve and stands at 87.6% an increase of 0.7% against 2022-23 (86.9%) and 12.3% above 2021-22 (75.3%). Adult achievement is excellent at 92.9% (91.5% in 2022-23) and 16-18 achievement continues to improve, albeit marginally, at 81.6% (81.5% in 2022-23). English and maths achievement has also continued to improve at 78.9% compared to 78.5% in 2022-23.	
	5.9. The achievement for apprentices has also increased and stands at 66.0% an increase of 2.4% on 2022-23. This continues to be below the 2021-22 achievement rate of 75.9% due, in part, to the increase in apprenticeship leavers (67.2% increase) combined with continued inconsistencies in management and staffing.	

5.10. Overall apprenticeship performance at 66% is significantly above (9.1%) the national achievement rate of 56.9%.

5.11. Although the achievement rates for all Schools were above the national average rates 16-18 year olds main aim achievement remains an area of focus and in particular the performance of the Level 2 Technical Diploma in Animal Care which accounts for 25% of all 16-18 main aims with an achievement rate of 61.8% (6.6% below the national average).

Attendance

5.12. Attendance is currently 85.6% against 86.2% in 23/24. 16-18 attendance is 84.3%, Adults 88.5% against 85.1% and 88.9% in 23/24. The current figures are expected to increase as outstanding student withdrawals (and their associated non-attendance records) are removed from the system.

Teaching & Learning

5.13. Lesson observation continues to be an integral part of quality improvement, assurance and self-assessment. It is a key factor to support continuous improvement in the delivery of teaching, learning & assessment.

5.14. All teachers will continue to have at least one lesson observation each year to support them in reflective practice, sharing best practice, identification of strengths and areas for development planning.

5.15. The College has recently invested in a new CPD platform called TechingHOW2, which will support staff in further developing their pedagogical expertise and teaching practices.

5.16. The Vice Principal detailed many new initiatives the College has introduced such as a whole College CPD day, enrolling teaching staff on the Diploma in Education and Training and introducing the role of an Advanced Practitioner.

New Initiatives

5.17. The new Maple building at Mottingham officially opened on 7 October and houses 16-18 students and the new cohort of T Level students benefit from state-of-the-art Science facilities. The Willow block opened on 4 November.

5.18. The two new immersive suites at Gunnersbury Park and Enfield are now up and running and all staff were given an introduction to these facilities during the CPD day in October.

5.19. The successful Multiply project which is funded by the GLA will end in April 2024, however, the College have secured an 11.29% increase in funding which provides an additional £17,137.00 further to our agreed allocation of the £151,879.00, a total of £168,926.00.

5.20. A proposed restructure was shared with Governors. **The Qualification Landscape** 5.21. The College is in discussions with all Awarding Bodies regarding the de-funding of the majority of level 3 BTEC and City and Guilds courses. The College has secured a place at the AoC table to lobby the DfE about the financial impact this will have on the College. 5.22. The College will continue to delay across-the-board delivery of T Levels until the 'Curriculum Pause and Review' is completed in December 2024. 5.23. The SLT, Chair of Corporation and Director of Quality attended the AoC annual Conference in Birmingham on 12/13 November to obtain updates on a variety of current and future initiatives. A key challenge identified was English and Maths and this needs to be considered with curriculum planning and ensuring an appropriate offer. 5.24. The Chair thanked the Vice Principal for the report and had enjoyed reading this. The Chair queried whether the workshop sessions could be framed around teaching and learning rather than product.	 **Vice Principal**
6. Self-Assessment Report 2023-24 (Decision) 6.1. The overall self-assessment grade recorded for the College for 2023-24 was Grade 2 (Good). 6.2. Governors queried whether Teaching & Learning had improved at the College, and it was confirmed that it has, largely in part to teachers taking ownership and being aware of what meets the requirements which has impacted on higher achievement rates. 6.3. There is also evidence that targeted CPD has improved teaching and learning. 6.4. It was highlighted to Governors that Capel Manor have the highest % students with low starting points of any other land-based College in the Country. 6.5. Governors commended the Report and appreciated the honesty and work that has gone into the document. It is also reassuring to know that external checks on this grading had occurred so that it is a realistic assessment. 6.6. Governors were also notified that 'Destinations' is an area that the College needs to improve on and is particularly challenging on the Enfield Campus. 6.7. Governors queried why the College has graded themselves a '3' for English and Maths and asked what it would take over the next year to improve to a '2'.	

6.8. The Vice Principal confirmed that this had been the area of most debate but this should improve with the introduction of a new system of progress tracking. The new system will now allow individualised target setting which should improve outcomes.		
6.9. Governors were pleased to hear about the new systems in place to give students shorter term targets and track progress, as they believe this will drive individual interventions considering their low starting points.		
Resolved to		
6.10. **Accept the 2023-24 SAR and recommend it to the Governing Body for approval**.	**A: Governing Body (Appendix I)**	
7. Quality Improvement Plans (QIP) 2023-24 (Decision) **QIP 2023-24** 7.1. The QIP for 2023-24 was first agreed in September 2023, and subsequently endorsed by the Governing Body in December 2023. 7.2. The QIP highlights actions, progress and impact where possible, with a traffic light colour coded status using a White-Red-Amber-Green (WRAG) relating to the timeliness of progress/completion. **Final Update (September 2024)** 7.3. Following extensive discussion at Academic Directors meeting, it was agreed that out of the 30 actions, 19 are complete and 11 will be embedded into the QIP 2024-25. **Resolved to** 7.4. **The Academic Committee accepts the final update of the QIP 2023-24 and recommends it to the Governing Body for approval.** **Quality Improvement Plan (QIP) for the current Academic year (2024-25)** *7.5.* Governors were updated on the actions that had been embedded in the 2024-25 QIP. These included achievement, attendance, Maths and English, Foundation and high needs. *7.6.* New actions were also introduced such as retention. 7.7. The Vice Principal informed Governors that there will be a greater focus on the QIP being a document with broader ownership so that all at the College are responsible. *7.8.* It was queried whether the QIP 2024-25 would address support for Mental Health and it was confirmed that this would be covered under Leadership and management. **Resolved to**	**B: Governing Body (Appendix II)**	

7.9. **Accept the QIP 2024-25 and recommend it to the Governing Body for approval.**	**C: Governing Body (Appendix III)**
8. Verbal Report of the Safeguarding Link Governor 8.1. Safeguarding reports had been impacted with the new systems coming in and Governors had not been receiving these. The Vice Principal will ensure that Safeguarding reports are shared with Governors. 8.2. The Safeguarding link Governors requested that termly meetings are scheduled to review the previous term. It was confirmed that these will be scheduled.	**Vice Principal** **Director for Student Services**
9. Review of Academic Risk 9.1. Governors were asked to review the areas of Academic Risk that were specific to their Committee. 9.2. Two risks have been downgraded with all others remaining unchanged. **Resolved to** 9.3. **Note and agree to the Academic Principal Risks.**	
10. Learner Voice 2023-24 (Information) 10.1. The survey aims to capture student perception of their experience at three points within the academic year and provides a summary of the key strengths and areas for development for each survey. 10.2. As a result of last year's survey results, departments and campuses produced action plans. **Induction Survey** 10.3. This takes place in the first 6-8 weeks and focuses on the students first few weeks at College. 10.4. The College has a target response rate of 90%. Whilst significantly more students completed the survey it was just shy of the target at 89.5%. However, after data cleansing this will be over target for the first time in 2 years. 10.5. Governors were provided with key strengths identified from the survey and areas for improvement. **In- year Survey** 10.6. The In-year student survey ran for 2 weeks commencing 29 January – 9 February 2024. The response rate for 23-24 was 81.7% (1392/1704) a 0.5% increase from last year's survey. 10.7. Governors were informed of the key strengths and areas for improvement. **Student Satisfaction Survey 2023/4**	

10.8. The student satisfaction survey ran for 2 weeks commencing 13 May-24 May 2024. The Response rate was 79.8% (1404/1760), which is much improved from the 22/23 response rate of 47%.	
10.9. Governors were informed of the key strengths and areas for improvement.	
10.10. A discussion took place around a key theme which keeps occurring in the satisfaction surveys around written feedback and how this is difficult to do in practical subjects. The student governors confirmed that they often receive verbal feedback from their teachers, and it was suggested that this question be rearticulated moving forwards to ensure participants are fully aware of what they are being asked.	**Vice Principal**
10.11. Student Governors expressed dissatisfaction about the survey eating into their teaching time and asked if it could be considered that moving forwards, this is completed outside of their lessons.	
10.12. The survey does only take 5 minutes to complete so it was identified the main reasons why this took up so much learning time was due to Network and Device issues.	
11. Annual Safeguarding Report **Safeguarding Referrals by type** 11.1. Total referrals for 2023-24 totalled 81 compared to 109 the previous year. 11.2. Suicidal ideation (38%) continues to be the biggest cause of safeguarding referrals (an increase of 13.3% from previous year). Cyberbullying/inappropriate behaviour accounted for 10% of referrals (an increase of 6.4% last year) and sexual assault and sexual behaviours had increased and amounted to 9% of referrals (an increase of 6.3% from previous year). **Criminal Disclosures** 11.3. Criminal Disclosures were up by 6 in 2023-24. 3 disclosures were not permitted to enrol due to the risk to the wider College population. **Looked After Children (LAC)** 11.4. There was an increase in LAC in 2023-24 by 10 students. 11.5. All of these students are closely monitored through the PEP process and there is multi-agency involvement with these students providing a comprehensive support network. **Key Safeguarding Developments 2023-24** 11.6. Governors were provided with an extensive review of the Key Safeguarding Developments that have taken place in 2023-24 in the Annual Safeguarding Report. 11.7. Governors thanked Amanda Evans for her time and how much effort has gone into improving Safeguarding across the College	

as evidenced in just how many new initiatives have been implemented in the past year.	
12. Annual Student and Staff Equality, Diversity and Inclusion (EDI) Data Report 2022-23 (Information)	

12. Annual Student and Staff Equality, Diversity and Inclusion (EDI) Data Report 2022-23 (Information)

12.1. Capel Manor College's Student body does not at the current time reflect London's population. Asian and Black learners are not accurately represented, though we do recruit a higher amount of 'mixed or multiple backgrounds' than is reflected across the London profile.

12.2. Achievement: There were 992 learners with a declared SEN need and 206 with an EHCP, the majority of which were high needs learners (HNS).

12.3. Females continue to achieve higher than males both at 16-18 (by 1.5%) and in the 19+ category (3.5%)

12.4. The College's mean gender pay gap is 3.33%. This is a decrease of 4.66% from the previous year, when the mean gender pay gap was 7.99%. Closing this gap has been achieved through a flexible working policy, ensuring EDI is discussed at a Senior Level and ensuring job adverts are written with Gender-free bias.

12.5. New EDI initiatives were introduced in 2023/24 such as CPD for all staff around SEN and EHCP at 2 of the College wide CPD days to raise awareness around teaching strategies to support this cohort and better understand the challenges these learners may face. Other strategies included bite sized CPD sessions, improved monitoring & Tracking and strengthening the tutorial offer.

12.6. Many of these will continue in 2024/25 along with other planned initiatives.

Staff data

12.7. The ethnic profile of staff has not changed from 2022/23. We currently have a higher proportion of white staff than is representative of the wider London population, suggesting we are not currently successful from recruiting from a wide range of diverse backgrounds.

12.8. The gender profile remains largely the same from 2022/23 with 71.16% female staff. This is higher than the FE sector where the average is 65% female employees.

12.9. The number of staff declaring a disability is down by 1.7%, The FE sector average is 7.3% (9% of Capel Manor staff declared a disability).

12.10. The Age profile remains unchanged, with the 55-64 age group making up the biggest proportion of the workforce. This is in contrast to the sector where the average age of an FE employee is 46.

12.11. Sexual orientation and Religion also remained largely unchanged.

12.12. Student data remains largely unchanged since 2022/23. However, there has been a significant increase in the number of students refusing to disclose their religion from 29% in 22/23 to 65.4% in 2023/24. Further examination as to why this may be needs to be undertaken.	
13. Student Disciplinary 2023-24 (Information) 13.1. There have been 2 resolved Gross Misconduct Disciplinary Hearings undertaken for the year, compared to 1 in the previous year. 13.2. There are 5 students Currently suspended.	
14. Student Complaints 2023-24 (Information) 14.1. There has been 1 resolved student complaint for the year so far.	
15. AOB 15.1. None.	
16. Date of next meeting 16.1. The next Academic Committee meeting will take place on Tuesday 4 March, 2024 at 1000.	

APPROVED MINUTES			
CHAIR:	Heather Barrett-Mold	**DATE:**	5 March 2024
APPROVAL:	**Remote confirmation:** **Or signed:**		