

# Minutes Part I

<b>Academic Committee</b>	
Meeting Time and Date	<b>1300 on 20 November 2018</b>
Meeting Location	<b>Room H2, Enfield</b>
Present	James Wisdom (Chair) Heather Barrett-Mold (Vice Chair) John Bennett Tony Leach Roger McClure (Observer) Andrew Smith (Staff Governor) Sarah Fray (Student Governor) Keerat Grewal (Student Governor) Deniz Yazgan (Student Governor)
	Malcolm Goodwin (Principal) Christine Bianchin (Academic) Susanne Datta (HR) Damien Fallon (Finance) Joanne Coffey (Clerk)
Apologies	Richard Prowse (Facilities)
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	<b>Action</b>
<p><b>1. Apologies</b></p> <p>1.1. Apologies were given for Richard Prowse.</p>	
<p><b>2. Declaration of Interests</b></p> <p>2.1. None.</p>	
<p><b>3. Timed update from Head of School</b></p> <p>3.1. Head of Floristry, Louise Quigley presented an interesting and informative 20-minute timed update on the 5 year strategy for the School of Floristry followed by questions and answers from Governors.</p>	
<p><b>4. Minutes</b></p> <p><b>Resolved to</b></p> <p>4.1. <b>Approve the minutes of the Academic Committee Part I meeting held on 18 June 2018 as a correct record and authorise the Chair to sign them.</b></p>	

<p><b>5. Matters Arising</b></p> <p>5.1. Governors requested that ongoing matters arising all state when they are due to complete.</p>	<p><b>Clerk</b></p>
<p><b>6. Review of Terms of Reference (Decision)</b></p> <p>6.1. The term referring to annually reviewing the Protection of Young People in Colleges Policy was removed as this is covered by the review of the College's Safeguarding Policy.</p> <p><b>Resolved to</b></p> <p>6.2. <b>Accept their amended Terms of Reference as attached and recommend them to the Governing Body for adoption.</b></p>	<p><b>Governing Body (Appendix I)</b></p>
<p><b>7. Review of Academic Risk (Decision)</b></p> <p>7.1. The Committee discussed Risk Appetite and whether 'Open' (between Cautious and Prepared) was the appropriate level of risk appetite for some risks.</p> <p>7.2. Governors challenged whether there was sufficient detail in risks relating to staff succession and whether planning at a departmental level (where resignations would have more impact) was more appropriate.</p> <p>7.3. Risk is delegated to Risk Managers who consider risks in their team and can create action plans and they are encouraged to consider succession and continuity in more detail.</p> <p>7.4. The Committee noted that the Finance and General Purposes risk relating to leases (20180331-007) should also state that 'a Contingency plan in place' to ensure the mitigation of the risk is explained.</p> <p><b>Resolved to</b></p> <p>7.5. <b>Enter any revisions or additions to the Risk Register.</b></p>	<p><b>Principal</b></p>
<p><b>8. Self-Assessment Report 2017-18 (Decision)</b></p> <p>8.1. The College's Self-Assessment Report (SAR) is in line with current inspection framework.</p> <p>8.2. The overall assessment of the College is 'Good'.</p> <p>8.3. Overall achievement rate of 85.7% (up 3.7% year-on-year) and the overall achievement rate for maths and English is</p>	

<p>69.4%, 19.6% above the national average for similar providers).</p> <p>8.4. The College has Outstanding retention at 96% (3% above national average and a 4% increase on the previous year).</p> <p>8.5. The College has a Good achievement rate for learners with known declared disabilities or learning difficulties all significantly above national average.</p> <p>8.6. Attendance rates at the College are very poor and significantly below the College's expectation of students' attendance (95%).</p> <p>8.7. The Student Governors concurred that attendance in some classes (notably amongst some 16-18's) is low. They felt it was strongly connected to self-motivation for some students and they need to be goal-focussed and to resist external distractions.</p> <p>8.8. The Committee discussed various strategies to motivate students to attend College including vocalising to students the correlation between attendance and results and installing this at the earliest opportunity.</p> <p>8.9. The Staff Governor, who is Centre Manager at Crystal Palace, explained that new attendance monitoring processes has been successful in positively impacting this area.</p> <p>8.10. Governors requested that the explanations of why the College is not yet Outstanding (Page 2) were rewritten to include the impact rather than the facts and to contextualise the Student Headcount figures Page 5). This was completed following the meeting.</p> <p>8.11. Governors praised the extremely good self-assessment and confirmed the overall achievement rate of Good. They felt it was a very sound achievement and that the College should be congratulated.</p> <p><b>Resolved to</b></p> <p>8.12. <b>Accept the 2017-18 SAR and recommend it to the Governing Body for approval.</b></p>	<p><b>Governing Body (Appendix II)</b></p>
<p><b>9. Ethical Framework Policy and Safeguarding Policy and Report 2017-18 (Decision)</b></p>	

<p>9.1. A new Ethical Framework Policy was produced for guidance on the learning and professional boundaries between staff and students.</p> <p>9.2. The College's Safeguarding Policy was updated in line with legislation and best practice to provide clear guidance on procedures.</p> <p>9.3. A minor typo on the Key Contacts names (Appendix E) was corrected.</p> <p>9.4. Both policies will form part of the College's staff inductions.</p> <p><b>Resolved to</b></p> <p>9.5. <b>Approve the new Ethical Framework Policy and revised Safeguarding Policy and recommend them to the Governing Body for adoption.</b></p>	<p><b>Governing Body (Appendix III)</b></p>
<p><b>10. Academic Policies (Decision)</b></p> <p>10.1. The Student Code of Conduct Disciplinary Policy 2018-19 has been revised with a detailed 'Fitness to Study' structure included to improve understanding of the context and provide better guidance for some students that become subject to disciplinary procedures.</p> <p>10.2. Governors requested that the Drugs and Alcohol guidance begins with a statement that 'Illegal drugs are prohibited from all College premises'. The document was updated following the meeting.</p> <p>10.3. Young Adult Carers' Guidelines 2018-19 have been produced to provide important guidance on the identification and support of these students.</p> <p><b>Resolved to</b></p> <p>10.4. <b>Accept the revised Student Code of Conduct and Disciplinary Policy and recommend it to the Governing Body for approval.</b></p>	<p><b>Academic</b></p> <p><b>Governing Body (Appendix IV)</b></p>
<p><b>11. Quality Improvement Plan 2017-18 (Decision)</b></p> <p>11.1. The Quality Improvement Plan (QIP) for 2017-18 demonstrates that out of 115 milestone steps undertaken for quality improvement last year, 10 are awaiting completion.</p> <p>11.2. The 10 outstanding milestone steps have been incorporated into more focussed actions for the current year's QIP.</p> <p>11.3. Key improvements resulting from the QIP include:</p>	



<p>12.2. The QIP is now re-split into specific academic areas to make tracking easier (once again) and an 'Update on Progress' column has been added to provide interim updates prior to the Final Impact Statement.</p> <p><b>Resolved to</b></p> <p>12.3. <b>Accept the 2018-19 QIP and recommend it to the Governing Body for acceptance.</b></p> <p><b>John Bennett left the meeting.</b></p>	<p><b>Governing Body (Appendix VI)</b></p>
<p><b>13. Academic Performance 2017-18</b></p> <p>13.1. The College enrolled 98 additional 16-18 students compared to the last academic year (compared to the year before that) providing a 2.6% increase in funding.</p> <p>13.2. Academic performance in 2017-18 resulted in a very good overall achievement (see above).</p> <p>13.3. Pro Monitor software is to be installed in 2018-19. It will live track students' progress to assess in real time and new apprentices are now being tracked through the SMART Assessor software.</p>	
<p><b>14. Learner Satisfaction Exit Survey 2017-18</b></p> <p>14.1. The response rate of the College's Learner Satisfaction Exit Survey 2017-18 was disappointingly low at 50.8%.</p> <p>14.2. Students Governors confirmed that in their experience, students need to be encouraged and motivated to complete the survey by staff.</p> <p>14.3. The student voice is key to the College's strategy and Governors felt it was imperative that students understood the impact that they have.</p> <p>14.4. Student Representatives are to be encouraged to play a much more active role in encouraging students to complete the surveys.</p> <p>14.5. As attendance rates are low for 2017-18, students being contacted if absent was noted as an important driver towards improvements in this key area. Student Governors confirmed that students were now telephoned if they were absent without prior notification.</p>	<p><b>Academic</b></p>
<p><b>15. Annual Student Equality, Diversity and Inclusion Data Report 2017-18</b></p>	

<p>15.1. The paper was corrected to read that the statistics were for student data only.</p> <p>15.2. There were no significant changes to student equality and diversity statistics in 2017-18, which remain in line with the FE sector.</p>	
<p><b>16. Safeguarding Report 2017-18</b></p> <p>16.1. The number of safeguarding issues in 2017-18 remains stable against previous years.</p> <p>16.2. 77% of referrals were in the 16-18 age group and females accounted for 51%.</p> <p>16.3. All 16-18 students complete the Level 1 Safeguarding exam and reporting awareness includes a 'Red Button' on Moodle (the College's intranet) and posters around the College centres.</p> <p>16.4. The College also provides tutorial-based and online PREVENT training and web content is filtered to reject terrorist material.</p> <p>16.5. The Safeguarding Team have increased to 14 staff members, who utilise the MyConcern system for improved reporting and outcomes at the key first stage of a safeguarding alert.</p> <p>16.6. Governors requested that the Primary Concerns table separates sexual abuse from domestic violence for improved context.</p>	<p><b>Academic</b></p>
<p><b>17. Higher Education</b></p> <p>17.1. The College has a total of 59 Higher Education students.</p> <p>17.2. The Vice-Chancellor of the Royal Agricultural University (RAU), Professor Joanna Price, presented the first cohort of graduates for the FdSc degrees in: Animal Management and Zoology; and Garden Design and Plantsmanship at the College's Awards Ceremony on 10 July 2018.</p> <p><b>Sarah Fray and Keerat Grewal left the meeting.</b></p>	
<p><b>18. Projects and Partnerships</b></p> <p>18.1. The College's partnership with the Historic and Botanical Garden Trainee Programme (HBGTP) produced an achievement rate of 100%.</p>	

<p>18.2. The College has applied to Barking Riverside Limited (BRL) to collaborate with the University of East London to build an educational ecology centre.</p>	
<p><b>19. Academic Board Minutes – 31 October 2018</b></p> <p>19.1. Two new Curriculum Quality Managers, Fernanda Chiappinelli and Sarah Seery, have been appointed and Governors requested that they present a timed update to the Academic Committee in 2019.</p>	<p><b>Academic</b></p>
<p><b>20. AOB</b></p> <p>20.1. None.</p>	
<p><b>21. Date of next meeting</b></p> <p>21.1. The next Academic Committee meeting will take place at 1300 on Monday 11 March, 2019.</p>	