

# Minutes Part I

<b>Academic Committee</b>	
Meeting Time and Date	<b>1300 on Monday 5 March, 2018</b>
Meeting Location	<b>Room H2, Enfield</b>
Present	James Wisdom (Chair) Heather Barrett-Mold (Vice Chair) John Bennett Joy Hillyer Tony Leach Niall O'Dea (Student Governor) Susanne Datta (HR) Damien Fallon (Finance) Malcolm Goodwin (Principal) Lynn Hart (Academic) Richard Prowse (Facilities) Joanne Coffey (Clerk)
Apologies	Roger McClure (Observer) Andrew Smith (Staff Governor) Michelle Bavage (Student Governor) Hazel Thomas (Student Governor)
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<p><b>1. Apologies</b></p> <p>1.1. Apologies were given for Roger McClure, Andrew Smith, Michelle Bavage and Hazel Thomas.</p>
<p><b>2. Declaration of Interests</b></p> <p>2.1. None.</p>
<p><b>3. Minutes</b></p> <p><b>Resolved to</b></p> <p>3.1. <b>Approve the minutes of the Academic Committee Part I meeting held on 21 November 2017 as a correct record and authorise the Chair to sign them.</b></p>
<p><b>4. Matters Arising</b></p> <p>4.1. The College has collaborated with 15 other colleges to form the to create a vehicle for an End Point Assessment Organisation (EPAO) by setting up a new company called Land Based Assessment Limited (LBAL) (Minute 10, 5 May 2017).</p>

- 4.2. Apprenticeship registration for the College is underway and aligns well with the College's Apprenticeship timetable.
- 4.3. Negotiations for a partnership agreement with Myerscough College is being progressed by the Director of Apprenticeships to mitigate risk.
- 4.4. The Committee discussed the importance of Higher Education (HE) being factored into the end point assessment.
- 4.5. The College's application to become an Institute of Technology (IoT) included post-graduate apprenticeships to address the focus on higher level skill requirements.

#### **5. Quality Improvement Plan (QIP) 2017-2018 - Update (Decision)**

- 5.1. The updated QIP showed significant progress where 70% had been achieved or was on target.
- 5.2. English and maths improvements are progressing through innovative solutions, including an inspiring presentation by Martin Stanton (London Sports Turf Academy Manager) showcasing 'Embedding Maths' and taking advantage of prize-giving opportunities.
- 5.3. The teaching, learning and assessment observation form has been amended to separate English and maths to clarify and inform specific CPD needs for staff.

#### **Resolved to**

- 5.4. **Accept the updates and progress of the Quality Improvement Plan.**

#### **6. Academic Performance – Year to date 2017-18**

- 6.1. The predicted achievement rate for 16-18 Year Olds is 7.3% above the National Average and 5.7% above the previous year (excluding English and maths).
- 6.2. Overall College attendance is 3.6% above the previous year.
- 6.3. Identifying academically 'at risk' learners (currently 52 adults), through analytical projections, facilitates early intervention to make them aware and steer them closer to success.
- 6.4. As the umbrella of 'at risk' learners covers a variety of issues (e.g. English and maths, mental health issues, self-funded RHS adult learners who choose not to take final examinations), further analysis to be made to articulate the true position, thus facilitating the QIP and KPIs.
- 6.5. The Committee discussed the value of existing adult learners' shared experiences to allay exam fears in new students.

- 6.6. Completion of the Safeguarding qualification (currently 96% complete) acts as both a motivator to the learner, through early achievement, and a demonstration of commitment.

## **7. Academic Board Minutes**

- 7.1. The structure of the attendees' page to separate out SLT and list attendees' titles and sites to clarify representation.
- 7.2. The Young Adult Carers funding programme, a quality standard in caring support for which the College was selected along with only five other colleges, invited Capel Manor to a Learning and Work Institute event with Her Royal Highness the Princess Royal to showcase the College's progress.
- 7.3. The latest statistics state that 8% of 16-24 Years Olds are in a caring role.
- 7.4. As Young Adult Carers does not include young mothers, the College will offer support to this group and targeted recruitment training to be put in place to encourage more young mothers to enrol.
- 7.5. The referral process can act as a two-way process where achievements can be promoted on the Young Adult Carer's website.

## **8. Higher Education (HE)**

- 8.1. Total retention of HE learners currently stands at 89.7%.
- 8.2. The Foundation Degree in Animal Management and Zoology received 72 applications for 2018-19.
- 8.3. The College has organised a Students' trip to Peru to educate and incentivise students to higher study.
- 8.4. Capel Manor College featured in a guide of 'Good Parks for London - 2017', issued by Parks for London, due to the high reputation of the College's Urban Green Space Management foundation degree. Very many thanks to Tony Leach.
- 8.5. The Committee agreed that a consultation with students and potential employers would provide feedback to ascertain if a potential revision of the title of 'Urban Green Space Management' would add value.
- 8.6. Further emphasis on the community management element of Commercial Events Management to be considered in curriculum planning.
- 8.7. Future HE aspirations include post-graduate professional accreditation, Masters Degrees and overseas students.
- 8.8. Displays of HE students' work at College events and open days serve to promote the College to potential students and their families.

## **9. Learner Satisfaction Exit Survey 2017-2018 - Induction**

- 9.1. The Learner Satisfaction Induction Survey 2017-18 received the highest response rate since 2014-15 due to Staff's robust promotion and tenacity in motivating learners to take part.
- 9.2. The broadness of the statement 'The Course is well organised' (under Teaching and Learning) was debated by the Committee as being too vague. The VP will review the use of QDP as a tool for the 2018/19 academic year and such questions will be made clearer, should an internal survey tool be created.
- 9.3. A low return received for 'The guidance I was given was good' (under Before Starting at the College) to be followed up via a students' focus group to improve communication during the recruitment phase.
- 9.4. A 'Not Applicable' option to be considered to improve validity of data.

#### **10. Report of the Vice Principal (Academic)**

- 10.1. Qualification reform in the form of T-Levels are to be introduced from 2020 and available from 2022 within land based pathways.
- 10.2. Work placements are a requirement to completion of T-Levels, which equate to 45-60 days (or 900 hours) and funding of approximately £125k to be awarded to the College to support the transition of resources.
- 10.3. The Committee noted the additional safeguarding risk required during work placements, particularly in land based employment.
- 10.4. Technical and legal advice to be sought as to the employment status of work place students in terms of Health and Safety policy.
- 10.5. Technological 'heat mapping' software to serve as a communicative tool between the College and potential employers to coordinate work placements in a timely fashion.

#### **11. AOB**

- 11.1. None.

#### **12. Date of next meeting**

- 12.1. The next Academic Committee meeting will take place on Monday 18 June, 2018 at 1300.