

**CAPEL MANOR COLLEGE**  
**MINUTES OF THE**  
**ACADEMIC COMMITTEE**  
**WEDNESDAY 21 JUNE, 2017 AT 1.30PM**

<b>Members:</b>	James Wisdom (Chairman) John Bennett Heather Barrett-Mold OBE (Vice Chair) Stephen Dowbiggin OBE Joy Hillyer Tony Leach
<b>Staff Governor:</b>	Andrew Smith
<b>Student Governors:</b>	Mechelle Hemley-Francis Polly Robson-Halil
<b>Observers:</b>	Roger McClure (Chair of Governors) Lynn Hart (Vice Principal Designate)
<b>In attendance:</b>	Malcolm Goodwin, Deputy Principal Joanne Coffey, Clerk to the Governing Body Damien Fallon, Director of Finance Simon O'Hear, Director of Human Resources Richard Prowse, Assistant Principal Facilities, Health and Safety

**1. APOLOGIES FOR ABSENCE**

There were apologies from John Bennett, Joy Hillyer, Mechelle Hemley-Francis, Polly Robson-Halil and Damien Fallon.

**2. DECLARATION OF INTERESTS**

None.

**3. MINUTES OF THE ACADEMIC COMMITTEE HELD ON 20 FEBRUARY 2017**

RECEIVED: Paper 3 – Minutes of the Academic Committee held on 20 February 2017, for decision.

NOTED:

- i. The Government funding level (maximum) for Arboriculture apprenticeships is now £15k which fits comfortably with the College's competitive £12k fees, which includes end point assessment (Page 5, 11.iii).

**RESOLVED to:**

- i. **approve the minutes of the Academic Committee meeting held on 20 February 2017 as a correct record and authorise the Chair to sign them.**

**4. MATTERS ARISING FROM THE MINUTES OF THE MEETING 20 FEBRUARY 2017 NOT ELSEWHERE ON THE AGENDA**

RECEIVED: Paper 4 – Matters Arising, for information.

NOTED:

- i. As the Learner Satisfaction Survey questions and analysis were generating erroneous statistics, they will be reviewed for 2017-18 to give flexibility to the next survey.

**5. MINUTES OF THE MEETING OF ACADEMIC BOARD HELD ON 17 MAY 2017**

RECEIVED: Paper 5 – Minutes of the Academic Board held on 17 May 2017, for information.

NOTED:

- i. A discussion about the breadth of representation and concern that Garden Design and Plantsmanship were not directly represented.
- ii. That the Centre Manager of The Regent's Park Centre was at the meeting and represented Garden Design and Plantsmanship
- iii. The benefit of Centre Heads being represented at Academic Board was reaffirmed
- iv. For clarity, it was requested that sub-headings are added to the Projects and Partnerships Update minutes (Page 2, Minute 4)
- v. Governors were interested in the renewal of future funding of the Historic and Botanic Garden Bursary Scheme which is awaiting approval (4.vii). Other options are being explored.
- vi. The low pass rates for the Access to HE Diploma Land-Based (Animal Science) course reflected the high proportion of students who had not recently studied science. Advice on new entry requirements and additional training options were needed (6.vi)
- vii. The 55 Garden Design Students who were recorded as likely to fail have been followed-up outside of the meeting with the Head of School. This was a recording error and is no longer an issue (6.xv)
- viii. A misspelling of 'ESFA' to be corrected (7.i).

**6. TIMED ITEM 2.00-2.30PM  
UPDATE FROM SARAH SEERY, HEAD OF SCHOOL OF HORTICULTURE**

NOTED:

- i. An interesting and informative presentation on Growth and Development of the School of Horticulture and Landscaping was given by Sarah Seery
- ii. Student feedback provided qualitative analyses for the SAR, giving clarity on how they feel new courses could be improved
- iii. Governors discussed the importance of how Students perceived their learning and growth and felt this was as revealing as their perception of the teaching
- iv. Students had begun to acknowledge the significance of achievement in English and Maths with much stronger feedback about its teaching and impact on employability
- v. High teaching standards are making a difference but need to be balanced against time constraints to give realistic goals
- vi. Continue the careful management and need for further recruitment of HE

- vii. Offering a College bursary system for new courses, to raise the profile and attract sponsorship, was an important future goal
- viii. The aspirational future vision for horticulture includes:
  - a. micro-production in partnership with London horticulture businesses
  - b. the use of exciting technology such as drones, nutrient film and micro-propagation
- ix. Staff and Students were inspired to go beyond Ofsted Outstanding in order to realise their strong goal achievement
- x. Sarah Seery was thanked for her remarkable work and fascinating presentation.

## **7. HIGHER EDUCATION 2016-17**

RECEIVED: Paper 7 – Report of the Deputy Principal, for information.

NOTED:

- i. The number of Higher Education (HE) students that the College can accept remains uncapped but is part of the business planning process
- ii. Overlap between the College's Academic Strategy and that of the Royal Agricultural University (RAU) is being explored to identify curriculum opportunities
- iii. The Higher Education Funding Council for England (HEFCE) and Quality Assurance Agency for Higher Education (QAA) are assessing providers against a new Teaching Excellence Framework (TEF) and clarifying them as Gold, Silver or Bronze
- iv. Once the criteria have been identified, the College will evaluate its own performance in these areas as part of the SAR process and report this to Governors
- v. The Government's anticipated shift of focus to technical and vocational colleges would put the College in a very strong position (as this was what the College does better).

## **8. REVIEW OF RISK MANAGEMENT FOR CURRICULUM AND QUALITY**

RECEIVED: Paper 8 – Report of the Deputy Principal, for decision.

NOTED:

- i. The annual appraisal of the Risk Review Schedule has provided reassurance that audits are reviewing performance in areas of highest risk
- ii. The possibility of closer alignment with the internal audit process to result in a more streamlined document
- iii. As highlighted by the Vice Principal Designate, the risk of using Social Media should be added to the Risk Review Schedule.

**RECOMMENDED TO THE GOVERNING BODY that:**

- i. the individual Risk Review Schedules considered (see Paper 8) be incorporated into the Risk Review Schedule reported to the full Governing Body at their next meeting and that Annex C is incorporated into the Risk Management Action Plan report to the same meeting.**

## **9. CURRICULUM PLANNING 2017-18**

RECEIVED: Paper 9 – Report of the Deputy Principal, for information.

NOTED:

- i. The targets used to steer the College's curriculum planning are reflected in the planning process
- ii. The Total for funded income on the last table to be corrected from 3356 to **3464** (Page 5).

## **10. AUDIT OF COURSE MANAGEMENT**

RECEIVED: Paper 10 – Report of the Deputy Principal, for information.

NOTED:

- i. The audit of Course Management resulted in a Significant outcome with two recommendations:
  - a. electronic storing of course management documentation to allow Heads of School to monitor compliance
  - b. electronic hyperlinks in the Guide for Course Managers to College policy documents for immediate support
- ii. The Learning Analytics software, which can predict future early leavers, should be used ethically in determining Student movement between courses and/or Schools
- iii. Current Moodle systems can provide volume and timing of usage data to Heads of Schools to conduct early reviews.

## **11. QUALITY IMPROVEMENT PLAN 2016-17**

RECEIVED: Paper 11 – Report of the Deputy Principal, for information.

NOTED:

- i. The 2016-17 QIP has had its third review (9 months) and this is what is reported
- ii. The report records where actions have been undertaken and, where possible, if this has led to the predicted outcomes
- iii. In some areas (especially in relation to student performance) it is impossible to record whether outcomes were achieved until the result are known
- iv. The lease postponement of New Covent Garden does not impact on the QIP as Students completed their studies at Enfield and new courses will resume there in 2018 when the teaching and learning space has been re-established
- v. The Vice Principal Designate was impressed with the comprehensive structure of the SAR and QIP
- vi. The balance between less overall actions and more individual steps to be improved
- vii. That a real effort has been made to complete tasks early in the year to benefit learners but the true outcomes/success is not evident until courses are complete.

## **12. ANY OTHER BUSINESS**

NOTED:

- i. When approving a new Arboriculture lecturer the College is seeking the skills and knowledge necessary to deal with the rising impact of science and technology in the land-based sector
- ii. A review will shortly be taking place regarding the College's Institute of Technology status.

**DATE AND TIME OF NEXT MEETING:** Wednesday 22 November 2017 at 1.30pm