

*Growing your potential in the Natural Environment*

**MINUTES OF THE CURRICULUM AND QUALITY COMMITTEE MEETING  
HELD ON THURSDAY 25 JUNE 2015  
AT CAPEL MANOR COLLEGE (ENFIELD CENTRE)**

**MEMBERS:**

Governors: James Wisdom  
John Bennett  
Heather Barrett-Mold  
Joy Hillyer  
Tony Leach

In attendance: Stephen Dowbiggin  
Nicholas Evans  
Damien Fallon  
Simon O'Hear  
Nadia Khan  
Clare Kendle (Clerk)

Observer: Lisa Westray

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from:

Heather Barrett-Mold  
Nicholas Evans

**2.**

**DECLARATIONS OF INTEREST**

Malcolm Goodwin declared two new declarations of interests, these have been recorded by the Clerk.

**3. MINUTES OF CURRICULUM & QUALITY COMMITTEE HELD ON 5 MARCH 2015**

**RESOLVED:** The Minutes of the meeting of the Committee held on 5 March 2015 were approved as a correct record and signed by the Chair.

**4. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 5 MARCH 2015 NOT ELSEWHERE ON THE AGENDA**

RECEIVED Paper 4 Matters Arising for Information.

Noted: there were no matters to discuss that were not part of the

agenda.

**5. MINUTES OF THE ACADEMIC BOARD COMMITTEE HELD ON 3 JUNE 2015**

RECEIVED Paper 5, for Information.

**NOTED:**

- i. The need to adopt the protocol requested by Governors that in papers reported to Governors all abbreviations are explained the first time they are used. **MG**
- ii. That the Historic Botanic Garden Bursary Scheme had 10 starts of which 7 completed in the first year of delivery.
- iii. The disappointing completion rate had been investigated and whilst each case had been unavoidable due to personal reasons, it had been agreed that clearer delegation in terms of monitoring students would be beneficial to enable potential problems to be identified and addressed earlier.
- iv. 160 applications were received for the 16 places available in 2015-16.
- v. Tony Leach offered his support in relation to the possible development of delivery in East London with a potential site at West Ham Park.
- vi. Discussion ensued on QIP action point Q54 regarding the difficulties of monitoring online learning and the need for individual Schools to record online delivery/use in their own programmes to enable monitoring for 2015-16.
- vii. There is the potential for data on Moodle to be used unethically and the paper on ethical practice (written by learning analytics) gives a clear statement about collecting data from students and how it should be used.

**6. TIMED ITEM – UPDATE FROM THE HEAD OF FLORISTRY AND BALLOON ARTISTRY**

**NOTED:**

- i. A presentation was given by Natalie Revett, the Head of School on the past, present and future of the School of Floristry and Balloon Artistry which included an update on the development of the School at all centres.
- ii. That the proposed courses at the New Covent Garden Market centre focus on Apprenticeships and Professional Floristry.
- iii. That balloon artistry courses have been restructured so they are full cost and/or embedded in full time floristry provision.
- iv. Approaches to employers and industry about the trailblazing for

apprenticeships and the hope that New Convent Garden Market and the British Floristry Association will work with the College to progress this.

- v. A number of charity projects using students (e.g. Floral Angels) have taken place which gave learners access to realistic and relevant opportunities (such as British flowers week).
- vi. Possibilities of international aspects to future delivery are being developed so that different floristry techniques are celebrated or overseas students attracted to study.
- vii. The College is developing a degree level Floristry provision.
- viii. Management and business are part of future degrees and covered to prepare learner for business management.
- ix. The need for a strategy to guide development of Floral Art provision as this was not only about flower arranging but also encompasses the higher level floristry skills.
- x. There are challenges in recruiting students at east London and (to a lesser degree) west London especially amongst ethnic minorities.
- xi. There is a high number of Asian families that live in the Gunnersbury Park area and recruitment to Floristry courses by the Asian community is still lower than expected and the College's on-going strategy to address this was explained.

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

RECEIVED Paper 7, from the Vice Principal for Decision

### **NOTED:**

- i. Schedule 3.5 (PA2 – Partnership arrangements are appropriately monitored to ensure the College receives funding and maintains reputation) Current evaluation did not identify this as being sufficient risk to warrant inclusion in the Risk Management Action Plan (although the matter would be kept under review).
- ii. The importance of partnerships and the benefit in maintaining them.
- iii. An amendment to TA7 (Risk of failure of the College's Child Protection and Vulnerable Adults Policy - Safeguarding) as the risk champion is the Assistant Principal Student Services. **SRD**
- iv. Feedback from SMT (through their staff teams) that the correct process is deemed adequate by staff with regards to the risk management needs of the College.
- v. The Committee asked for a key to the factors and scoring and for the acronyms to be explained. **SRD**

**RESOLVED that:**

**The Risks identified and considered be incorporated into the Risk Review Schedule (with amendments to PA1, PA2 and TA7 as suggested and agreed in the meeting) and that Annex C is incorporated into the Risk Management Action Plan.**

**8. CURRICULUM PLANNING 2015-16**

RECEIVED Paper 8, from the Vice Principal for Information

**NOTED:**

- i. The completion of curriculum planning process has been delayed due to the SFA allocation coming through late. The College has worked through these allocations and amended targets for Schools to align with planned numbers and income.
- ii. The 16-18 Apprenticeship target has been reduced to reflect 2014-15 outturn but the College is confident any over achievement in this area will be funded in 2015-16.
- iii. The new Head of MIS has managed to achieve significant results which is demonstrable in the clarity of targets for 2015-16.
- iv. Heads of Schools have been given clear targets and they have devised action plans with their teams. Expectations have been managed for the enrolment targets for September 2015 and although the targets set are still challenging they are achievable for all Schools (and motivation and enthusiasm are high).

**9. REVIEW OF AUDIT REPORTS 2014-15**

RECEIVED Paper 9, from the Vice Principal for Decision.

**NOTED:**

- i. All audits have taken place.
- ii. There was a STRONG (the highest) level of assurance given for Curriculum Planning.
- iii. The audit of Quality Improvement gave a SATISFACTORY assurance with 5 of the 6 actions reviewed being confirmed as accurately reported.
- iv. There was one recommendation which related to interpretation of an action point in the QIP which highlighted the need to use clear and achievable targets.
- v. The Curriculum and Quality Committee are reassured that the quality of the data that is produced for the Quality Improvement Plan is achievable and the process that is being undertaken is effective and cost efficient.

**RESOLVED that:**

- i. **The Vice Principal Curriculum and Quality should make the proposed changes (in section 4 above) to the template for the Quality Improvement Plan for 2015-16.** MG
- ii. **The revised template be used for the 2015-16 Quality Improvement Plan.**

## **10. QUALITY IMPROVEMENT PLAN 2014-15**

RECEIVED

Paper 10, from the Vice Principal for Information.

### **NOTED:**

- i. This has been reviewed – detail at Academic Board.
- ii. Governors explored progress in some areas by seeking clarification of certain points.

## **11. UPDATES TO POLICIES**

RECEIVED Paper 11, from the Vice Principal for Information.

Three Policies were reviewed:

- Tutorial Policy
- Further Education Student Assessment, Appeals and Malpractice Policy (FESAAM)
- 'Prevent' strategy for inclusion in the Safeguarding Policy.

### **NOTED:**

- i. The need to ensure all policies follow a similar format and consistent level of detail.
- ii. The PREVENT strategy has been included in the Safeguarding Policy; the Committee will evaluate the Safeguarding Policy at the November 2015 meeting.
- iii. The Committee asked for an index of the College policies and ownership together with review dates. The Vice Principal explained that this was currently being prepared. MG
- iv. That the FESAAM Policy does not at present apply to students taking full cost qualifications (as they are covered by the Controlled Assessments and Examination Policy).

## **12. LANDEX VALIDATION OF TEACHING OBSERVATIONS 2014-15**

RECEIVED Paper 12, from the Vice Principal for Information.

### **NOTED:**

- i. LANDEX Peer Review as a form of external validation was very helpful and welcome but this is separate to this LANDEX visit for

validation of Teaching and Learning and Observation practice.

- ii. This LANDEX validation confirmed that the observed teaching was GOOD and that the observers were accurate in their judgements and developmental feedback was also good.
- iii. As a value added point the Landex review suggested there was potential for even greater use of Information and Learning Technologies in the classroom. (There was discussion around how courses used technology and how it is applied and made use on in the wider sense, developing materials relevant and that appropriate champions have been trained throughout the College staff team to roll this point out across the College.)
- iv. The benefits to using expertise from General Further Education Colleges (as well as LANDEX) to provide a wider base for benchmarking (and the Vice Principal should explore this).
- v. The grades given by the Landex moderator (that were seen) were close to outstanding and the informal feedback was clearly positive.

**MG**

**The meeting finished at 3.45pm**

**The next meeting of Curriculum and Quality Committee will be on Wednesday 18 November 2015 at 1.30pm in Enfield.**