



Growing your potential in the Natural Environment

**MINUTES OF THE CURRICULUM AND QUALITY COMMITTEE MEETING
HELD ON TUESDAY 8 MARCH 2016
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
Mechelle Hemley-Francis – Student Governor
Polly Robson-Halil – Student Governor
Clare Kendle (Clerk)

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Tony Leach and Mechelle Hemley-Francis.

DECLARATIONS OF INTEREST

There were no declarations raised in relation to this meeting.

2. MINUTES OF CURRICULUM & QUALITY COMMITTEE HELD ON 18 NOVEMBER 2015

Note:

- i. Governors commented that the way the minutes are written might appear to be 'passive' and does not reflect the challenge and debate which takes place in the meetings
- ii. The need to ensure that the correct balance is achieved as much store is put by OFSTED and others on ensuring there is challenge and open debate.

RESOLVED:

The Minutes of the meeting of the Committee held on 18 November 2015 were approved as a correct record and signed by the Chair.

3. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 18 NOVEMBER 2015 NOT ELSEWHERE ON THE AGENDA

RECEIVED Paper 4 Matters Arising for Information.

Noted:

- i. (6.vi) re Bench marking Functional Skills results. These are still not available nationally but the College is monitoring the situation carefully. Informed feedback suggests low success rates from functional skills in other colleges. Although it is not possible to guarantee improved results at Capel in 2016-17 students are attending and participating and doing well. The QAR (Quality Assessment Review) will be received at the end of the year.
- ii. (8.iv.) SMT have recommended that the QIP (Quality Improvement Plan) will be audited every 2 years, with an alternative matter to be audited on the remaining year and this was accepted by the Committee.
- iii. (9.xi.) The Committee received the update on the number of students receiving learner support as an annex to the matters arising. Following discussion concern was raised over the impact on the image of the sector if it was associated with such a high proportion of students with special needs and the need to differentiate between the needs of those studying for therapeutic reasons (who were less likely to progress into employment) and those who are vocationally focused. Governors were impressed with the level and range of support offered and reassured that the College were alert to those issues.

4. MINUTES OF THE MEETING OF ACADEMIC BOARD HELD ON 3 FEBRUARY 2016

RECEIVED Paper 5 for Information.

NOTED:

- i. 5.9 internal audit, take out the word 'therefore'
- ii. The project income for Crystal Palace (item 4.1.i) to create a wildlife space will be ring fenced for this project.
- iii. The College's aim to be a leader in the Floristry industry and as part of this role is holding a conference/workshop at the Enfield site in the Summer term to bring together employers and other colleges to define the new syllabus for City and Guilds Qualifications which will be 'white labelled' By Landex.
- iv. The National LANDBASED College initiative was discussed and its potential impact of the College.

- v. The College is working with City and Guilds to re-develop the Level 2 and Level 3 Qualifications.
- vi. The Committee's concern over the work load that such roles could entail was alleviated by reassurances of the Vice Principal that this was beneficial to the College and staff and was welcomed by them.
- vii. A discussion of the timetable of assessments that was included in all handbooks and confirmation that all summative assessments do not need to be at the end of the programme but could (as is the case) be formative monitoring progress throughout the course.

5. REPORT OF THE CLERK

RECEIVED Paper 5, for Decision.

RECOMMENDED TO THE GOVERNING BODY that:

they adopt the amended Terms of Reference for the Curriculum and Quality Committee. (as attached to the minutes)

6. REPORT OF THE VICE PRINCIPAL

RECEIVED Paper 6, from the Vice Principal for Information.

NOTED:

- i. New standards for Apprenticeships are being developed and implemented which are driven by employers (but that these are similar to the existing occupation frameworks).
- ii. The proposed new framework for Arboriculture may be a challenge to deliver with in the standard funding and time constraints available as many of the NPTC modules have been included in the standard. The College is keeping matters under review.
- iii. From August 2016 the current system of Advanced Learning Loans for students aged 24+ on level 3 programmes will be extended to all students aged 19+.
- iv. There are three new types of qualification being developed (focused on 16-19 year olds needs)
 - a. Level 3 Tech level; specialist leading primarily to employment
 - b. Level 2 Technical Advisor; leading to employment or progression
 - c. Applied General Qualifications; more of an academic focus

Generally however, programmes will have the same guided learning hours and quality of experience as the current qualifications.

- v. All qualifications will have defined levels as at present and will continue to allow progression and transfer between them.
- vi. The FE commissioner fed back that the College SAR (Self Assessment Report) is amongst the best she has seen nationally. It was suggested that the College runs a training day through the AoC to help other colleges improve their SAR and quality improvement processes.
The Committee wished to highlight this achievement and thanks all concerned especially the Vice Principal.
- vii. The Landex peer review had taken place and the verbal feedback was positive (and the written report is awaited)
Members of the committee asked that the report be circulated as soon as it becomes available.

7. LEARNER SATISFACTION SURVEY

RECEIVED Paper 7, for Information.

NOTED:

- i. This is the first survey of students in this current year and focuses on their recruitment, induction and initial perceptions of their courses, organisation and teaching. The overall student result is good with 94% satisfaction.
- ii. Individual student comments have been picked up and actions for improvement have been identified by schools.
- iii. By the Committee that it appeared that the enrolment process went smoothly (this was confirmed by the student governor who commented on how friendly staff were and how quick she was seen). This is a significant improvement from previous years.

8. ANNUAL STUDENT EQUALITY, DIVERSITY AND INCLUSION DATA REPORT 2014-15

RECEIVED Paper 8, for Information.

NOTED:

- i. The annual report will go to the equality and diversity group who will agree a draft action plan.
- ii. A slight decrease in the ethnic diversity of the student population overall.
- iii. That the monitoring of the relative success of various equality characteristics showed that variations identified generally, showed that any variation (achievement gap) was decreasing and that there are no areas which are cause for concern.
- iv. The equality journey progresses well, Equality issues are taken very seriously by staff and the College enjoys (and encourages others to enjoy) the richness in the diversity of its learners.

- v. The calendar program of events promoting diversity has been further developed and improved and it is implemented across the centres.
Events and campaigns e.g. LGBT (Lesbian Gay Bisexual and Transvestite) posters are left on display over the weekends so that members of the public can see the priorities for the students and the events that take place.

9. QUALITY IMPROVEMENT PLAN UPDATE MARCH 2016

RECEIVED Paper 9, for Information.

NOTED:

- i. In section 2, the number of individual and specific actions is 222 not 225 as stated in the report.
- ii. The QIP (Quality Improvement Plan) identifies improvements which it is judged will have a significant effect once they are made. Great care is now taken when wording these to set very SMART targets.
- iii. The QIP and the associated Quality improvement process is effective and is having a noticeable impact on the College.
- iv. The School of Arboriculture and Countryside seems to be highlighted as having challenges but this reflects the fact that the head of school is very cautious in his reporting. Staff challenges have put improvements behind schedule and the College is aware of the difficulty in recruiting specialist staff for this area and the challenges this presents.
- v. That the Committee asked if the Head of School of Arboriculture and Countryside needed additional support and an assurance from SMT that he is being supported and priorities have been agreed.
- vi. Extensive discussion about how the QIP can take the College from good to outstanding and the SMT view that the work that goes into the QIP can do this because;
 - a. The heads are starting to select the key changes to make that will have an impact on quality;
 - b. the Heads of schools have the ownership and are able to evaluate what has worked in the previous years;
 - c. there is a group approach so that people can learn from each other;
 - d. that documentation driving the process is detailed and accurate and aligns with the SAR/QIP);
 - e. the schools recognise the grade that their school is, and are clear of the improvement they need to make to work together to be able to achieve them;
 - f. the Heads of School are empowered to make the changes in their own school.

- vii. The schools who have used the QIP as an effective tool from the outset with a whole team approach are improving faster than those who deal with it in a more hierarchical manner and all heads are now moving towards a more inclusive approach with their staff.

10. BROOKS FARM

RECEIVED Paper 10, for Information.

NOTED:

- i. The plans to acquire a 25 year lease on Brooks farm is progressing well and the College is on track to take possession of the site from 15th April 2016.

ANY OTHER BUSINESS

NOTED:

- i. RAU (Royal Agriculture University) has validated the two further Foundation Degrees (Urban Greenspace Management and Animal Management and Zoology). This is very positive and the recruitment of students for a start in Sept 2016 is underway.
- ii. The UCAS approval has taken place in 2015 so there should not be the delays that this next phase has caused in previous years.

The College has planned ahead for an increase in the number of HE students in future years and there is the capacity for the additional students in the College.

The meeting finished at 3.45pm

The next meeting of Curriculum and Quality Committee will be on Thursday 30 June 2016 at 1:30pm