

**CAPEL MANOR COLLEGE**  
**CURRICULUM AND QUALITY COMMITTEE**

**MINUTES OF THE MEETING HELD ON**  
**THURSDAY 26 JUNE 2014**  
**PART I**

**Members:**

**Governors:** James Wisdom (Chair)  
 John Bennett  
 Irene Byard  
 Steve Dowbiggin, OBE  
 Joy Hillyer  
 Tony Leach  
 Malcolm Parkinson MBE

**Staff Governor:** Andrew Smith

**Student Governors:** Wendy Fernandez  
 Joanna Seckl

**In attendance:** Malcolm Goodwin, Vice Principal Curriculum and Quality  
 Nicholas Evans, Director of Estates and Buildings  
 Damien Fallon, Director of Finance  
 Simon O'Hear, Director of Human Resources  
 David Triggs, Clerk to the Governing Body

1. **APOLOGIES FOR ABSENCE - None**
2. **MINUTES OF THE CURRICULUM & QUALITY COMMITTEE HELD ON 13 NOVEMBER 2014**

RECEIVED: paper 2, minutes of the Curriculum and Quality Committee (for decision)

**RESOLVED: that the minutes of the meeting held on 13 March 2014 be approved as a correct record and signed by the Chair subject to two corrections:**

- minute 5. iii delete recruitment process and replace this with "pre-employment checks"
- minute 7i to read " ... sample is statistically valid."

3. **MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 13 MARCH 2014 NOT ELSEWHERE ON THE AGENDA**

RECEIVED: paper 3 (for information)

- 3.1 Minute 3.1 10.ii – IT connectivity for Crystal Palace. The Director of Estates and Buildings reported that the improvements to IT connectivity were due to be implemented on Friday 27 June.
- 3.2 Minute 3.2 1.iii – The Director HR reported on the outcome of the recent Safeguarding Audit which had been given a ‘Significant’ assurance with 3 low recommendations which concerned:
- Implementation of the Bullying and Harassment Procedure for students
  - The practice of monitoring students on work experience via a consistent template
  - Ensuring new starters complete Child Protection training and existing employees trained every 3 years

Minute 4 iv – The Principal as Chair of Academic Board had written to members of AB.

#### **4. MINUTES OF THE ACADEMIC BOARD HELD ON 7 MAY 2014.**

RECEIVED: paper 4. Minutes of the Academic Board meetings (for information).

##### **NOTED:**

- i. Membership and attendance at the Academic Board was representative of all interested parties (although only one of the three Centre Coordinators had attended). This was expected to improve but consideration should be given to enabling contributions via telephone or using other IT possibilities (once new networks available in 2015);
- ii. Minute 4.1 v – response rates to the staff survey had improved to 45% helped by making completion possible online;
- iii. Minute 4.1 vi – that the discussion about marketing had been very positive (not reflected in minutes);
- iv. Minute 4.3 i – that David Nye (who was leaving the College) had made a significant contribution to Capel;
- v. Minute 9 – changes to courses – the fact that there were no changes reflected improved course planning.

#### **5. EMPLOYER RESPONSIVE – PRESENTATION BY DAVID BOYER, BUSINESS DEVELOPMENT MANAGER**

The Chair welcomed David Boyer as the newly appointed Business Development Manager and introduced members of the Committee.

##### **NOTED:**

- i an overview of the impact from changing Government priorities including:
  - Increased funding for apprenticeships
  - Decreased funding for 19+
  - The introduction of Traineeships aimed at 16 to 23 year olds;
- ii the move towards employers ‘owning’ budgets for skills training;
- iii the importance of the College developing a strong link with the London Enterprise Panel (LEP);
- iv implications for Capel include:
  - Growth potential for apprenticeships – most of these so far in Horticulture
  - Need to develop Traineeships

- The need to grow and diversify full cost courses
- v during questions and discussion:
- Tony Leach willing to be used as contact for the London Parks

The Chair thanked David for his very clear presentation.

## 6. REVIEW OF RISK MANAGEMENT FOR CURRICULUM AND QUALITY

RECEIVED Paper 6, the review of risk management for Curriculum and Quality for decision.

### NOTED:

- i the Senior Management Team is in the process of developing a Risk Assurance model and piloting this on the risks identified in the Risk Management Action Plan. However, the existing Risk Management Policy will continue to be in use for 2014-15 while the potential of a revised system is being evaluated;
- ii the Committee reviewed the risks as detailed in the Risk Review Schedule that would be presented to the Governing Body on 9 July 2014 and the following is highlighted
  - Teaching/Academic - further detail attached in annexes B, C and D
  - Student Support – has no Risk Management Action plan
  - IT (academic and admin) - need for continued development of this area and further investment. The College needs to review management and responsibilities in this area. A revised IT strategy is being circulated to staff for comments;
  - Management Information Systems - further detail in Annex F;
  - Partnership activities – has no separate Risk Management Action Plan
- iii that in discussing the need to mitigate against the risk of entering or being in a partnership that could damage the College reputation this risk was already covered within the F & GP schedule CS3;
- iv the Committee discussed the risk that in the current environment the College could be drawn to follow Government priorities too closely with the potential damage that if a government changes or priorities change then the College is investing too heavily in areas that have questionable lifespan.

### RECOMMENDED TO THE GOVERNING BODY that:

**The attached Risk Review be incorporated into the Risk Review Schedule and Annexes B, C D and F are incorporated into the Risk Management Action Plan subject to the comments in iv and v be evaluated by SMT.**

## 7. CURRICULUM PLANNING 2014/15

RECEIVED Paper 7, Curriculum Planning 2014-2015 (for information)

### NOTED:

- i Curriculum Planning for 2014/15 has been completed by Heads of Schools;
- ii the following rationale has been applied so that the Plan meets internal and external requirements
  - a) all learning aims are fundable in line with the current methodology.

- b) Where learning aims are not fundable, alternatives or full-cost options are identified.
- c) each School's Plan is viable and at or above the target 60% contribution.
- d) adequate staffing resources.
- e) the Plan meets Government priorities.
- iii a summary of targets for 2014/15
  - **16-18 Provision:** minimum targets that would give over achievement of 63 students and increased income in 2015/16 of approximately £400k);
  - **Adult (Classroom) Provision:** planned targets for schools include an 18% reduction in provision to reflect the Government's reduced funding. The challenge being to redeploy resources to priority areas;
  - **Apprenticeship Targets:** planned targets for schools;
  - **Full Cost and 24+ Loans:** ambitious targets have been set for schools to achieve for Full Cost growth and 24+ loans allocation (and clarification of the link between sums of money and student number)
- iv whether business skills is a separate option or if there is a need to rebrand courses to indicate the content;
- v the need for students to have outcome based targets to reach level 3;
- vi possibility of merging areas of levels 2 and 3 or 3 and 4, to introduce progression steps and push student aspirations.

## 8. QUALITY IMPROVEMENT PLAN 2013-2014

RECEIVED Paper 8, Quality Improvement Plan 2013-2014 (for information)

### NOTED:

- i a mid-year update on the high level QIP 2013-14 action points
- ii the traffic light system indicated 31 of 44 actions complete
- iii the final QIP for 2013-14 will be reported in the Autumn term
- iv a discussion about the completion of objectives in the QIP and how governors could be reassured that there was sufficient evidence that the objectives had been met;
- v a suggestion that SMT consider using some of the spare capacity within the Internal Audit Plan to conduct an internal Audit of one or more areas to review the evidence in the QIP;
- vi a suggestion that the format of the report be amended to show the individual actions on the same line as progress;
- vii recognition that the QIP needed to also seek to develop a system to enable Governors to analyse the impact of the outcomes;
- viii the Committee expressed its satisfaction with the improvements as presented.

## 9 ACADEMIC UPDATE

RECEIVED Paper 9, Academic Update on Government changes and Priorities (for information).

### NOTED:

- i Learner Responsive:
  - most Balloon and Floral Design courses had been removed from the list which qualifies for Government funding
  - SFA have reduced the funding allocation of 19+ learners for 2014-15 by £1.1m

- Government announced a 17% cut to the funding of 18 year old students to reflect a lower teaching input required in the second year of a two year study programme (capped reduction for the next academic year);
- 24+ Advanced Learning Loans a priority for Level 3 courses. (This may be extended to Level 2 courses);
- an increased allocation for loans in 2014-15 (£575K) for Capel;
- schools have been targeted with revised targets to meet this allocation
- ii Employer Responsive: The Richard's Report on Apprenticeships empowers employers with setting the standards for work-based delivery and the buying power to be able to select providers;
- iii Higher Education: opportunities for delivery of Level 4 and higher courses are being considered for 2015-16 and delivery partners are being investigated;
- iv Standardisation of processes:
  - the need to encourage innovation but equally to capture good practice and apply it consistently to the benefit of all students;
  - Course Management: the need to develop a common understanding of the meaning of course management supported by the Course Managers Handbook;
  - Individual Learning Plans (ILP): development of a single ILP linked to the central MIS systems to record each and every student's "learner journey", to reduce the duplication of effort and to be used effectively by tutors and course managers;
  - Observation of Teaching and Learning (OTL): Standardisation to ensure consistency based on the new policy for the OTL as introduced at the start of the academic year in combination with a new Teaching and Learning Observation Form
  - Work-based Progress Monitoring: more closely linking the systems in the Business Development area with the main MIS systems including the installation of a Customer Relationship Management (CRM) system to support tracking apprentices progress against their framework;
- v Improvements to performance management by standardising the format and use of formal performance reviews for each School as introduced last year;
- vi agreement that the Course Managers Handbook includes a clear note of the version and date of the Handbook (to avoid confusion);
- vii Governors were very supportive of the improvements in the revised Handbook.

## **10 TEACHING LEARNING AND ASSESSMENT – DEVELOPING ROLE OF THE GOVERNORS IN MONITORING QUALITY**

RECEIVED Paper 10, a discussion paper by John Bennett (for information).

### **NOTED:**

- i messages arising from recent inspection reports highlighted at a recent AoC Workshop including:
  - Changes to the Inspection Framework
  - the larger/increased role of the Governor;
- ii Teaching, Learning and Assessment related issues for Governors included:
  - the greater emphasis on Teaching, Learning and Assessment in inspections
  - higher expectations from Governor involvement in improving Quality Assurance and the SAR;
  - inspection of Governance itself;
  - data, information and reporting needed by Governors;

- learner outcomes;
  - action for improvement;
  - the need to keep a balance between strategic and day-to-day issues;
- iii issues surrounding a more active Governor involvement in monitoring Teaching, Learning and Assessment:
- Crossing the line between governance and management;
  - the importance of practical teaching and learning concepts;
  - the use of benchmarking;
  - differences in expectations between courses at different levels;
  - the questionable value of greater Governor involvement and the lack of a professional grounding of many governors
- iv Governors agreed the need to understand the College and its environment rather than judge at an operational level;
- v the Search and Governance Committee is proposing the appointment of one or two specialist governors (with experience of teaching and learning) who may be appointed as independent members on a Committee.

## 11 ANY OTHER BUSINESS

### Local Population Studies

**Noted:** the Chair introduced the above referring to London's Changing Ethnic Landscape 2001 – 2011 by Ron Johnston, Michael Poulsen and James Forrest. This mapped the changes to ethnic population and challenges the idea that there had been an expansion of ethnic minority groups at the expense of the predominantly white population. This information could help the College to better understand its communities.

## 12. DATE OF NEXT MEETING

The date of the next meeting has been rescheduled for 1.30pm on Wednesday 26 November 2014

The meeting commenced at 1.30 and closed at 3.45pm

James Wisdom  
Chair