

CAPEL MANOR COLLEGE
CURRICULUM AND QUALITY COMMITTEE
MINUTES OF THE MEETING HELD ON
THURSDAY 5 MARCH 2015
PART I

Members:

Governors: James Wisdom (Chair)
John Bennett
Irene Byard
Stephen Dowbiggin OBE
Joy Hillyer
Tony Leach

Staff Governor: Andrew Smith

Student Governors: Simone Heaney
Lilly Wassell

Independent Member: Heather Barrett Mold

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 HR
Clare Kendle, Clerk to the Governing Body

1. APOLOGIES FOR ABSENCE

Heather Barrett Mold (prior commitment).
Lily Wassell – sickness

2. DECLARATIONS OF INTEREST

There were no new declarations of interest concerning items on the agenda.

3. ELECTION OF VICE CHAIR

NOTED:

- i. That the Governing Body had requested that Vice Chairs are elected for each sub-committee for a term no longer than three years.
- ii. The Chair proposed that John Bennett for the role of Vice Chair for the period of three years and this was unanimously supported by the Committee.

4. MINUTES OF THE CURRICULUM AND QUALITY COMMITTEE HELD ON 26 NOVEMBER 2014

RECEIVED: Paper 2, minutes of the Curriculum and Quality Committee for decision.

NOTED the following amendments:

- i. Page 2.iii, Simplified to be replaced by concise
- ii. Page 3.v. – ‘previously 9 schemes’ should read ‘previously 3 schemes which have now been made into a single scheme with 9 parts’
- iii. Page 4.ix. – ‘37%’ should read ‘66%’
- iv. Page 4.v. – ‘Governors’ should read ‘Strategic’
- v. Page 6.vi. – ‘(currently 2.08)’ should read ‘(currently 1.6)’
- vi. Page 6.xiii. – ‘delivering 10%’ should read ‘working towards 10%’
- vii. End of the document – John Bennett was Acting Chair, not Chair

RESOLVED: that the minutes of the Curriculum and Quality meeting held on 26 November 2014 be approved as a correct record with the above amendments and signed by the Chair.

5. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 26 NOVEMBER 2014 NOT ELSEWHERE ON THE AGENDA

RECEIVED: Paper 3 for information

Noted:

- i. That instead of using acronyms the full title should always be given with the first time they are used in a paper for clarity.
- ii. That the College prospectus is due to be published before Easter and has been significantly revised.

6. MINUTES OF THE MEETING OF ACADEMIC BOARD HELD ON 4 FEBRUARY 2015

RECEIVED: Paper 4, minutes of the Curriculum and Quality Committee for decision.

NOTED:

- i. That attendance was very good at the meetings including Centre Heads and this is really contributing to an effective meeting.
- ii. Need to manage learner’s expectations (as they can be high) and this

was a pragmatic approach and not meant to limit the College's ambitions.

- iii. Good success rates across the College.
- iv. That Centre Heads should be 'required' to attend curriculum planning, discussion around the time it takes to attend all meetings although Centre Heads do endeavour to prioritise attending the meetings.

RESOLVED: to receive the minutes and approve them to the minutes for information for the Full Governing Body.

7. CURRICULLUM & QUALITY RE: PERFORMANCE REVIEW

RECEIVED: Verbal report and Power Point Presentation from the Vice Principal for information.

Noted that:

- i. Performance reviews would:
 - Be undertaken termly, looking at the performance of each school.
 - Focus on key indicators (non-attendance/performance) and progress will be minuted for auditors (so key points can be developed).
- ii. The Committee explored whether focusing on targets improved the quality of the learning experience for students. The Vice Principal was clear that the focus on the current Performance Review is on the non-attendance and retention. The ongoing mentoring of learners experience and progress would improve the learner's experience.
- iii. The Committee wished to highlight the need for any system to support and realise the potential of high end achievers as well as identify support for any underachieving students.
- iv. The College is developing a system to predict grades as a dynamic process to raise aspirations, stretch learners attainment and identify students who could benefit from support. This process is not yet consistently applied across all schools.
- v. The College is working towards Ofsted's 'outstanding' and is seeking strengthening mechanisms such as Performance Review to underpin this development.
- vi. The College uses tutorials to 'individualise' learning with each student which are recorded on Individual learning Plans for most learners.
- vii. Progress in the development across college MIS is being made and the College hopes to continue the positive step forward in collecting

and evaluating data.

- viii. The capacity to compare year on year data will help with scrutiny in the future and in monitoring trends.

8. LEARNER SATISFACTION SURVEYS

RECEIVED: Paper 6 Learner Satisfaction Surveys for Information

NOTED:

- i. There was a good level of returns.
- ii. Results/Data has revealed the need to review the questions used in the surveys to ensure their analysis is as meaningful as possible when the questionnaire is circulated. The College will investigate different questions for different ages and types of courses.
- iii. Relationships between frontline staff and students have improved.
- iv. Governors commented that the presentation of data was clear and concise and easy to understand.

9. ANNUAL STUDENT EQUALITY, DIVERSITY AND INCLUSION REPORT 2013-14

RECEIVED: Paper 7, Vice Principal for Information

NOTED:

- i. New data on 'leavers' religion has been included for 2013/14 for the first time.
- ii. The College population was more balanced in items of male/female, and BME ethnic groups.
- iii. Discussion of how the 'suggestions' in the document are used and the need for these to be reviewed operational before they are incorporated into the QIP.
- iv. It was suggested that the document should have a preamble to give context and where suggestions are included it should be made clear if they are being actioned.

10. QUALITY IMPROVEMENT PLAN 2014-15

RECEIVED: Paper 8, Vice Principal for Information

NOTED:

- i. Governors felt that the report is set out clearly and was easy to understand.

- ii. The need for Governors to be given the opportunity to focus on the SAR/QIP so they can monitor progress effectively from both operational and strategic levels.
- iii. Teaching and learning is rated highly with good practice being witnessed across the Schools. Embedding quality and diversity into the curriculum is going well as is the completion of teaching observations and the attendance of staff at workshops on teaching and learning.
- iv. The College is monitoring the data carefully to identify any actions required.
- v. The College has changed teaching and learning strategies for different learners. Any changes are discussed across all Schools so that experiences are positive.

RESOLVED that:

- i. Audit committee to commission Scrutton Bland to sample an agreed selection of approximately 15% of the 2014-15 QIP which is representative of all Schools.**
- ii. The audit will look formatively (during the year) and summatively (at the end of the year) at the process with the first year looking at process and the accuracy of the plan and then the progress in second year to review the accuracy of the 2014-15 QIP.**

11. ANNUAL LANDEX PEER REVIEW REPORT 2014-15

RECEIVED: Paper 9, Vice Principal for information

NOTED:

- i. The LANDEX review is positive and aligns with the College's analysis in its Self-Assessment Report.
- ii. It is a summary of the key areas of interest to the Committee with the full report (appendix i) giving all the detail.
- iii. The Vice Principal summarised LANDEX's recommendations:
 - a. How the College supports and develops teaching staff when they are found to be grade 3 or 4 when observed for teaching.
 - b. The benefits of ensuring teaching observations take place earlier in the academic year so that any improvements can be made to optimize the learner's experience.
 - c. That School data is used effectively and consistently by all schools.

12. ANY OTHER BUSINESS

NOTED:

- i. The British HE sector has a national questionnaire in student engagement based on an American Survey (NESSIE) it asks different questions of learners to these of the Capel survey and, seems to correlate closely to student achievement.
- ii. The possibility of using a similar survey at Capel Manor College should be considered by SMT.

13. DATE OF NEXT MEETING

The date of the next meeting is Thursday 25 June 2015 at 1.30pm.

James Wisdom
Chair