

CAPEL MANOR COLLEGE
CURRICULUM AND QUALITY COMMITTEE

MINUTES OF THE MEETING HELD ON
THURSDAY 13 March 2014
PART I

Members:

Governors:

James Wisdom (Chair)
John Bennett
Irene Byard (Vice Chair of the Governing Body)
Steve Dowbiggin, OBE
Tony Leach

Staff Governor: Andrew Smith

Student Governors: Wendy Fernandez
Joanna Seckl

In attendance: Malcolm Goodwin, Interim Director of Studies
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

Malcolm Parkinson, MBE (Chair of the Governing Body)
Wendy Fernandez, Student Governor
David Triggs, Clerk to the Governing Body

2. MINUTES OF THE CURRICULUM & QUALITY COMMITTEE HELD ON 21 NOVEMBER 2013

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

NOTED:

- i. All member names should remain on the membership list in the minutes and be shown again under apologies if received.

The minutes were accepted with the above amendment as a true record and signed by the Chair.

3. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 21 NOVEMBER 2013 NOT ELSEWHERE ON THE AGENDA

RECEIVED: paper 3 (for information)

3.1 10.ii Updated IT connectivity for Crystal Palace.

NOTED:

- i. This is due for completion by 1 April 2014 and that Gunnersbury Park is now fully networked.

3.2 11.iii sourcing the right level of training to suit the Lead Governors 'needs for safeguarding training.

NOTED:

- i. This is proving to be a challenge given the experience of the lead Governor has in this area already.

4. MINUTES OF THE ACADEMIC BOARD HELD ON 6TH NOVEMBER 2013.

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

NOTED:

- i. Governors sought to assure themselves that the meeting had representation from all areas and centres involved in academic delivery.
- ii. The meeting was felt to be very productive and there was excellent debate on a number of issues.
- iii. The meeting itself had reviewed representation to ensure most interests could be represented in the discussions.
- iv. The Chair has written to all members explaining the importance of Academic Board.
- v. Applications are being accepted for the English Heritage & Botanic Gardens Apprenticeships` programme which is due to start in September 2014.
- vi. A proposal for the block release delivery of training to groups of Arboriculture Apprentices has been submitted to Ground Control. (Which is a sizeable grounds maintenance company).

5. Academic Update

RECEIVED: paper 5, Academic Update (for information)

NOTED:

- i. Landex recently completed their annual review and the College satisfied the required criteria to renew full membership again this year.
- ii. The Landex review is a mutual support process and that it can be a powerful contributor to the Ofsted process.
- iii. The two vacant Head of School posts have now been appointed. The Floristry head will be in post in April. The Garden Design appointee is currently going through the recruitment process.

Agreed

- i. In future the full Landex report will be included in the papers.**
- ii. The 2013-14 Landex report to be e-mailed to the Curriculum & Quality Group**

6. CURRICULUM AND MANAGEMENT INFORMATION SYSTEMS UPDATE

RECEIVED: Paper 6 curriculum and Management Information Systems Update. (for information)

Rukhsana Sadiq and Malcolm Goodwin presented an update on The Curriculum and Management Information Systems (REMs).

NOTED:

6.1 Implementation

- i. The implementation of REM's in July 2013 has had a significant beneficial impact on many areas:
 - The refined enrolment process has saved a considerable amount of time for both staff and students.
 - The electronic registers provide access to up to date information on student retention and student attendance.
 - Curriculum planning has been improved allowing more effective planning and income forecasting.
 - Improved MIS data is supporting performance management reports to "traffic light" issues in year.
 - The refined application process has delivered further efficiencies and should improve progress tracking and distance travelled information.

- The systems reports can be “drilled down” to individual learner record if required and this supports academic teams in year and the self-assessment process.

6.2 Future Developments

- Directly uploaded course lists and fees from REM's to the prospectus and the website to be trialled by August 2014.
- Online Applications will be trialled in May 2014
- Online Enrolments will be trialled May 2014
- The Customer Relation Management (CRM) package to be fully embedded by September 2014.
- KPI Dashboard system to be piloted by September 2014
- Additional system consolidation and links including VLE system by September 2014.

7. LEARNER SATISFACTION SURVEYS

RECEIVED: paper 7, Satisfaction Surveys (for information)

NOTED:

- i. Overall return rates for 2013 induction survey are slightly down on last year but the sample is a statically value.
- ii. That normally, as sample size decreases, so do levels of satisfaction (as only those with a complaint are motivated to complete the survey) and between 90% and 100% of students strongly agree or agree that “I am enjoying college”, it is felt the headline results are encouraging.
- iii. Investigation has suggested that some “Unhappiness” is not actually directed at the college, but is to do with the curriculum format set. Further investigation is under way to understand these concerns.
- iv. Concern that poor feedback in certain areas could indicate that individual tutorials may be failing to identify and deal with student concerns. However, when the information was drilled down, it was found the issue was actually enrolment and confusion over fee policies which were changed by the Government very late in the year.
- v. It would be too difficult to formally record and monitor the information from tutorials (for survey purposes) but that they are a good source for gauging student feelings and feeding back into the system as an early warning indicator of any areas of concern.
- vi. An explanation is requested by the Interim Director of Studies from the bottom ten courses indicated in the survey and the information gained from this is used as an effective improvement tool.

- vii. That the bottom ten courses vary from year to year and are drawn from all schools and arise for a variety of reasons.
- viii. The student Governor had experience of one module where only one student achieved a merit and one other a distinction. The feeling was that there should have been more guidance from the tutor at the beginning of the module as it was difficult to know that a problem was arising. It only became apparent retrospectively when the feedback form on the paper was received (which was too late).
- ix. Bromley students were transferred without going through the normal Capel selection and screening process and they initially found Capel to have a much more structured environment than they were used to. This initially caused concerns but students are now happy as they feel they are receiving a much improved experience.

8. ANNUAL STUDENT EQUALITY, DIVERSITY AND INCLUSION REPORT 2012 - 13

NOTED:

- i. This report will go to the Equality & Diversity Committee to encourage debate and identify achievable targets.
- ii. Equality & Diversity is now embedded in Teaching & Learning and data is being used to ensure it is being carried forward.
- iii. That the actual examinations taken by all students studying for a qualification are the same regardless of any disability but the college does allow special support to enable all students to reach their potential.
- iv. There is a high resource implication in providing 1-1 counselling and the current trend is increasing in demand in this area.
- v. This was felt by Governors to be a particularly comprehensive piece of work which will come into its own next year.

9. QUALITY IMPROVEMENT PLAN 2013-2014

RECEIVED Paper 9, Quality Improvement Plan 2013-2014 (for information)

NOTED:

- i. Item 9 is an updated revision of the Quality Improvement Plan (QIP) and has been colour coded to differentiate between actions that are:
 - Complete
 - In progress and on track
 - In progress but behind
 - Not started or well behind schedule
- ii. Support for the contents of this style of report but that the colour in the highlight system makes some documents hard to read and that the tone needs to be taken down a point or two.

10. ANY OTHER BUSINESS

NOTED:

- i. The recent House of Commons reception sponsored by Richard Benyon MP, the contribution of Landex member colleges to the Agri-food industry and the economy was celebrated.
- ii. Landex were a little disappointed with the MP turnout at the House of Commons.
- iii. The need to ensure the needs of the whole Landbased sector were addressed and not just those of the rural agricultural colleges.

12. DATE OF NEXT MEETING

The date of the next meeting is scheduled for 1.30pm on Thursday 26th June 2014.