

CAPEL MANOR COLLEGE

CURRICULUM AND QUALITY COMMITTEE

**MINUTES OF THE MEETING HELD ON
THURSDAY 17 MARCH 2011 AT 1.30PM**

Members:

Governors: James Wisdom (Chair)
John Bennett
Malcolm Parkinson
Irene Byard
Tony Leach
Madeline Hall

Staff Governor: Bob Mallick

Student Governors: Calie Potts
Jonathan Lamb

In attendance: Steve Dowbiggin, OBE, Principal Designate
Nicholas Evans, Director of Estates and Buildings
Simon O'Hear, Director of Human Resources

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mary Prince.

The Chair welcomed Tony Leach to his first meeting as a member of the Committee and Student Governor Jonathan Lamb.

**2. MINUTES OF THE CURRICULUM & QUALITY COMMITTEE HELD
ON 24 NOVEMBER 2010**

The minutes were agreed as an accurate record and signed by the Chair.

**3. MATTERS ARISING FROM THE MINUTES OF THE MEETING
24 NOVEMBER 2010 NOT ELSEWHERE ON THE AGENDA**

- i. Careers guidance question on the Learner Satisfaction Survey – Exit questionnaire to be reprinted for Summer 2011; **MP**
- ii. consistent protocols for completing the Action Plan to be agreed and actioned at Heads of School meeting 28 April 2011; **MP**
- iii. two agreed amendments to page 2 of the Learner Satisfaction Survey – Exit paper to the Committee made to the office copy; **MP**
- iv. confirmed that the NPTC Assessors contracted by the College's Assessment Centre have £2.5m professional and £10m public liability cover;

- v. paper focusing on moving from Grade 2 to Grade 1 for overall effectiveness and key questions to incorporate reference to actions from the Landex Report. Process of drawing document together needs to draw on input from Heads of School. MP to co-ordinate; **MP**
- vi. reduction in funded project activity acknowledged as opportunities have reduced in last two years. Noted that further project funding has been sourced: £340k of project activity has been secured out of applications for £460k;
- vii. following the annual review of the policy for protection of young people in colleges, and in line with Ofsted requirements, governors will complete awareness raising session on 13 April 2011. SMT to consider its recommendation on what further training should follow; **SMT**
- viii. process of slimming down meetings schedule is complete for this year;
- ix. it was clarified that the funding workshops being undertaken by SMT and managers focus on curriculum and sustained growth in recruitment which in turn should yield improved funding;
- x. clarification was given with reference to the Environment and Landbased diplomas report under item 7, Projects and Partnerships Update: schools in some south London boroughs are not aware of Capel's presence and curriculum offer.

5. LEARNER SATISFACTION SURVEY - ENTRY AND INDUCTION AUTUMN 2010

- i. The revised approach and administration of learner satisfaction surveys for 2010-2011, developed with guidance from committee members, was implemented successfully;
- ii. tutors found the process demanding, but appreciated the opportunity to gain immediate feedback;
- iii. although it is not possible to benchmark this in-house survey against previous years, as QDP did, questions are linked to a national database of questions and therefore comparison against past performance is possible – but would require further data review and analysis;
- iv. highlights from survey feedback were 'good progression information' and high levels of 'recommended to a friend'. Areas for improvement included 'classes are too large' (Floristry), and technical issues with Capella. Reports of occasional inaccurate information given by temporary staff in Student Registry is being addressed through a review and simplification of processes; **MP**
- v. discussion over presentation of data in the 'issues raised' column – reference to statistical data considered clearer than more descriptive commentary. This to be addressed in format of future action plans focused on SMART targets. **MP**

6. LEARNER SATISFACTION SURVEY ON PROGRAMME SPRING 2011

- i. Action Plans not completed in time for presentation at this meeting due to bringing the survey earlier in the year. However, members can review the reports and offer initial feedback;
- ii. questions that have elicited ambiguous responses have been deleted. This has highlighted positive responses;
- iii. overall score is high highlighting teaching strengths;
- iv. IT is an area for dissatisfaction being in the 3rd quartile. This is an improvement from last year when Capel was in the bottom quartile but requires further improvement. The benefit of WiFi across centre locations is not fully realised as breaks in service cause frustration for users;
- v. 'organising time' and 'assessment load' continue to cause some dissatisfaction - although still better than other colleges. Proposed to identify problems earlier using new solution software (to be in place next year). Pilot research project with Animal Care and Saddlery suggested;
- vi. perceptions about safety at Crystal Palace Park have brought ratings down;
- vii. Distance Travelled with levels of satisfaction and by School has moved up, back to the level of 2008-2009;
- viii. 16-19 year old ratings disappointing (Crystal Palace Park scores lowest) against the College's overall high benchmark. The College is ensuring that working well with this age group is a key performance criteria when considering staff appointments.

SRD

7. CURRICULUM UPDATES FROM HEADS AND DEPUTIES

14-19 Programmes

- i. Chantal Lommel, Head of Learning Support, outlined the programme strands for 14-19 year olds across all vocational schools of the College;
- ii. there are 129 school pupils at Entry level, and 60 pupils on the Heaven (14-16) programme. Students come from local mainstream and special schools;
- iii. income for Heaven group Level 1 has remained stable over past 3 years;
- iv. most popular area for 16-19 year olds is Animal Care and Saddlery with a 54% take up.
- v. 16-19 year olds all take Functional Skills;

- vi. coaching and mentoring is a major commitment for staff this year with an increase in attention on social needs (drug use and neglect). 84 students across the College are identified as being at high risk. However, it is good to recognise that peer support among students is high, as is support from staff;
- vii. Challenges:
 - Meet high demand for tutorials for Level 1 and Level 2;
 - consistent approach required for procedures and discipline;
 - more activities needed at lunch time to occupy students to keep them out of trouble. This is being explored through course representatives' meetings;
 - need to catch personal/emotional problems earlier – this can be high, but not immediately identified, among Level 3 students;
 - tutorials after college for those using mini bus is being explored through Course Representatives' meetings;
 - improve attendance monitoring to address non-attendance earlier;
 - train all staff to understand needs of 16-19 year old students;
 - tackle internet bullying consistently;
 - budget cuts to local authorities make it harder to retain local schools' contracts – need to convince schools, parents and students to sign up to projects;
 - keep pressure on social services to provide us help to support students;
 - use expertise of teaching staff and Learning Support staff in the most effective way;
- viii. Chantal was thanked for an illuminating and stimulating presentation.

MAH,MP

8. QUALITY IMPROVEMENT PLAN

- i. Quality Improvement Plan to become a rolling document rather than starting from scratch each year: actions to be refreshed/updated. Software solution to be sought from Capita/MIS to assist process. Investment in software required in June/July 2011 to use in Self Assessment Report and Quality Improvement Plan in autumn with use of SMART targets as part of process.

MP

9. QUALITY AND CURRICULUM UPDATE

- i. **Framework for Excellence Employer Review Survey**
Noted 10 month delay before we received report. In turn, this delayed TQS application – now planned for Summer term;
- ii. 2010-2011 software problems have meant results weren't accepted. Return to date is (27/104) 25%. Ipsos Mori to telephone employers to increase volume of responses.
- iii. **Higher Education**
Birkbeck not continuing funding due to Higher Education budget cuts. Capel is exploring other options. On a positive note, Foundation Garden Design students were awarded gold – best in show – for their Box Clever garden at the Ideal Home Exhibition.

MP

MP

- iv. **Project Activity**
The Real World project funded by London Borough of Enfield has exceeded expectations and been extremely successful. As a result, Capel to be paid for the entire project before full completion;
- v. Heart of Thameside project successful. Trustees of West Ham Park to visit Regent's Park on Tuesday 22 March, to see how the partnership with a prestigious park works in practice.
- vi. **Training Quality Standard**
Applying for accreditation at the end of July 2011.
- vii. **Landex Validation Visit**
2010 rating was green/amber reflecting 16-18 year olds success below national benchmarks. 2011 rating by Landex verifier is green. If downgrade is proposed, Capel would appeal. The Landex board will consider the report and recommendations; **MP**
- viii. Members expressed concern to a note in paragraph 'n' in the report: "The college is vulnerable should Ofsted conduct an inspection in that elements of self-assessment, such as an evaluation of Safeguarding are not presented in the SAR." An additional statement on safeguarding has been included in SAR as recommended. Safeguarding audit to take place w/c 21 March 2011. Members emphasised that we need to be in a strong position. MP to review further statement following audit; **MP**
- ix. report highlighted that Capel is strong in comparison to benchmarks for general further education, but below landbased providers benchmarks for 16-18 year olds;
- x. recommendation accepted for review of data interrogated and presentation in the Self Assessment Report and Quality Improvement Plan. Suggested that snap shots be produced via new software enabled QIP to be introduced in 2011-2012. This should be within paper to address moving from Grade 2 to Grade 1 (see earlier item 3v). **MP**
- xi. Members acknowledged the good report and requested a structured response to the concerns within it. **MP**

10. CURRICULUM UPDATES – STANDING ITEM SHARING INFORMATION FROM MEMBERS

No actions.

11. ANY OTHER BUSINESS

No other business.

**12. DATE AND TIME OF NEXT MEETING
Thursday 30 June 2011, 1.30pm, H17**