

CAPEL MANOR COLLEGE

CURRICULUM AND QUALITY COMMITTEE

**MINUTES OF THE MEETING HELD ON
WEDNESDAY 25 NOVEMBER 2009 AT 2.00PM**

Members:

Governors: James Wisdom (Chairman)
John Bennett
Malcolm Parkinson
Steve Dowbiggin, OBE
Irene Byard

Staff Governor: Bob Mallick

Student Governor: Monina Villaroman
Daniel Zoppellini

In attendance: Madeline Hall, Head of College
Nicholas Evans, Director of Estates and Buildings
Damien Fallon, Director of Finance
Simon O’Hear, Personnel Manager

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

**2. MINUTES OF THE CURRICULUM & QUALITY COMMITTEE
HELD ON 9 JULY 2009**

RECEIVED paper 2, minutes of the Curriculum and Quality Committee

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

**3. MATTERS ARISING FROM THE MINUTES OF THE MEETING
2009 NOT ELSEWHERE ON THE AGENDA**

RECEIVED paper 3, matters arising for information

NOTED:

- i. The National Student Survey is run alongside the Learner Satisfaction Survey. Students report overload of surveys and are not responding in large numbers to the on-line survey (273 responses of a minimum threshold of 1,100 to date).
- ii. Possibility of integration of the external survey with the internal survey next year – but must be administered on-line so may not be feasible.

4. MINUTES OF THE MEETING OF ACADEMIC BOARD HELD ON 4 NOVEMBER 2009

RECEIVED paper 4, minutes of the Academic Board Meeting held on 4 November 2009

NOTED:

- i. Apologies for absence included the School of Arboriculture and Countryside and the School of Floristry. This was due to heavy teaching loads. MAH had met with both Heads of School and the Deputies prior to the meeting to discuss the SAR and QIP and was therefore able to represent the views of those schools.
- ii. Discussion took place at the start of the meeting on membership and attendance at Academic Board. It was felt that the meeting should continue. Responsibility of those present at the meeting would be cross-college rather than individual schools or areas of representation.
- iii. The next meeting will be moved to 4.15pm with a 5.30pm finish which will enable those teaching to attend. The meeting will also be a pilot as a telephone conference. This will allow Centre Coordinators to participate.
- iv. MAH and SRD confirmed that the meeting was productive.

5. LEARNER SATISFACTION SURVEY

RECEIVED paper 4, Learner Satisfaction Survey for information

NOTED:

- i. Appendix A Distance Travelled: the two bottom line questions remain positive: would you recommend your college to a friend and would you recommend your course to a friend. There are some issues with general cross-college services such as toilets and car parking. Some criticism of IT also but it is tempered by appreciation of support for learning through IT. It is recognised that the college needs to work hard to keep up with expectations.
- ii. WiFi is being installed in the college at the House, restaurant and G4 at Enfield and in the library/learning resource base at all centres plus the Jubilee Stand at Crystal Palace Park. Students will then be able to bring their own laptops to college and plug in at these locations.
- iii. NE reported that there are measures in place to address facilities issues which have slipped. Car parking problems at Enfield due in part to some spaces being used for materials for renovations to the gardens.

- iv. Appendix B National Benchmarks: the college remains in the top quartile nationally for overall student satisfaction. Some dissatisfaction around services for 'next steps'. This is for adults and 16-18 year olds. Students' perception of customer care and efficiency at Reception and Registry remains below national benchmarks. Enfield and Gunnersbury Park have new Reception staff, Castle Green has now moved to Barking College. These new arrangements will alleviate the criticisms made.
- v. Discussion about possible complacency in being in the upper quartile took place. MP asked if we are being measured against other colleges which may not be very successful. SRD reassured the committee that the college is not only in comparison with other colleges but against 92% total satisfaction.
- vi. Careers advice is more prominent in the centres and in the curriculum. A careers week was held in November at all centres. It included a comprehensive programme of industry experts, including ex-students, coming into college to give insights into the next step following qualification. Tutors of part-time courses have been briefed to include a focus on progression throughout the programme of the course.
- vii. Possible additional question asking if the careers advice received is appropriate to your needs to be included in the survey. MAH to explore. MAH
- viii. Appendix C 16-19: sustained improvement in ratings over two years.
- ix. Appendix D 20+: these students report greater satisfaction than younger students. Adults highly satisfied with the respect afforded them.
- x. Adults make more use of facilities than younger students – for example attending advice sessions.
- xi. Appendix E Centres: Castle Green moved to Barking College at the start of the academic year. This will resolve the issues around services at Castle Green.
- xii. Crystal Palace Park students remain most critical. The college hopes to establish a Centre Head post in 2010-2011. In the interim a temporary internal position of Curriculum and Quality Coordinator has been advertised. Staff and students are working together to improve all the issues and students recognise that the college is moving forward.
- xiii. Appendix G Schools: Animal Care students' satisfaction was addressed in focus group. Students' performance has surged.

- xiv. Floristry students report dissatisfaction with parking facilities and ladies' loos. Teaching is well regarded but there was an issue with the cover of a level 3 course which has been addressed.
- xv. Saddlery students' satisfaction has stayed at the same relative lower point overall since last year. Tutors have explored this through focus groups. There do not appear any grounds for the dissatisfaction. The students respond critically to satisfaction surveys but they work very closely together. Possibly they feel isolated from the rest of the college. The skills swap activity has been very successful in integrating all students and will be repeated and extended.
- xvi. Appendix J Action Plans: the action plan was debated at Academic Board. Heads of School are asked to identify a target which has been addressed and how it has been progressed. Governors asked that staff be congratulated for their hard work on the action plans.

MAH

6. UPDATE ON QUALITY AND CURRICULUM

RECEIVED paper 6, report of Head of College for information

NOTED:

- i. MAH thanked John Bennett for his detailed work on this document. Governors noted that there was a significant improvement in reporting.
- ii. Six action points around specific student success improvements were not met.
- iii. One action point withdrawn as the Royal Forestry Society course was cancelled due to the withdrawal of funding.
- iv. One action point deferred for a year as the level 1 Countryside course did not recruit viable numbers in September 2009.
- v. Some turbulence in MIS with the imminent loss of Brian Hudgell will delay introducing electronic registration.
- vi. TQS accreditation will be sought when data and evaluation can be compiled. This is proving problematic as employers are not responding to the national survey.
- vii. The meeting discussed the process of re-observation of tutors. MAH confirmed that the action plan that comes from the observation is used to identify if improvement has been made. Peer observation is also practised regularly.
- viii. The Chairman raised the issue of the need to satisfy the inspectorate that this is a system which improves the college. Need to focus on what is done rather than the process.

- ix. MAH gave the example of the volume of Learning Support action points which have been discussed with the whole team. Learning Support encompasses Key Skills, Functional Skills and Counselling. It would be very difficult to shorten to broader points. Bob Mallick reported that this document is used to focus school meetings.

7. CURRICULUM UPDATES FROM HEADS AND DEPUTIES

7.2 Student Achievement

RECEIVED verbal report and presentation from Paul Bryant, Head of School of Animal Care and Saddlery

NOTED:

- i. Paul Bryant and Simon Vyle have worked on this presentation to the Committee. PB circulated a handout of the presentation.
- ii. Achievement percentages are those students who have completed their qualifications. 91% of 16-18 year olds have completed.
- iii. Lowest benchmark for achievement is 86%. Retention is very good.
- iv. 19+ achievement is very good.
- v. Explored data to see if there were any specific areas of under achievement. Level 1 16-18 year olds is good. There are difficulties at level 2 and level 3. During the last three years success has been sustained but not improved.
- vi. Short course achievement – last year capture of data was the reason why achievement was depressed. Large volume of short courses so data can sometimes get lost. Need to look at this carefully.
- vii. RHS exams are challenging. Success rate in the exams is variable from year to year. Need to ask whether we are preparing students effectively enough for the exams.
- viii. Calibre of students is an issue. There are initiatives in place to increase the achievements of 16-18 year olds.
- ix. Raising aspirations is a key to raising success. This has been successfully done in the schools of Garden Design and Floristry.
- x. Review of how students are performing to assess their progression to ensure they are on the correct course.
- xi. Performance based appraisal which will take account of teaching and learning which will have an impact on students.
- xii. The Committee thanked PB and SV for the interesting and useful insight to the detailed work that goes on and the strong ideas for moving forward.
- xiii. The findings of this review will be a focus for discussion at Academic Board.

7.1 Self Assessment and Target Setting

RECEIVED verbal report from Chantal Lommel, Deputy Head of School of Learning Support

NOTED:

- i. Aim is to work with staff teams across the college.
- ii. Learning Support has worked closely with Animal Care, Horticulture and Arboriculture where there are a lot of 16-18 year olds who need support.
- iii. Learning Support is represented at all centres except Barking College. The focus is to help students and tutors to achieve better and to support students to become independent.
- iv. Targets are based on course reviews and informal feedback. The Learning Support School meets every five weeks. Students' progress is reviewed on a termly basis with each of the schools. All the meetings are minuted
- v. SAR is reviewed continually. Targets set for the next term as well as the next year.
- vi. Good practice is shared continuously within Learning Support and with other Schools.
- vii. The Committee thanked Chantal for the informative report.

8. SELF ASSESSMENT REPORT

RECEIVED paper 8, Self Assessment Report for information

NOTED:

- i. Proposed grades are as follows (last year's grades in brackets):

Animal Care and Saddlery	Grade 2 (3)
Arboriculture and Countryside	Grade 3 (2)
Floristry	Grade 2 (1)
Garden Design	Grade 1 (1)
Horticulture	Grade 2 (2)
Learning Support	Grade 2 (2)
Business Development Unit (BDU)	Grade 2 (-)
- ii. Animal Care and Saddlery – increase in level 3 success at 16-18 and progression is also good. Increase in level 1 and level 2 achievement has been in partnership with Learning Support.

- iii. Arboriculture – last year achievement at level 3 was high but this year it has come down slightly. The figures as they stand at the moment would not support a grade 2. Issues have arisen as 16-18 year olds have attempted to complete level 3 in one year. This will now change from four terms to six terms to gain qualification. It is anticipated that the grade will revert to a 2 next year.
- iv. Floristry – has been a grade 1 for a number of years. The data at level 3 does not support a grade 1 this year. The Head of School was on sick leave for six months and her replacement on the ANC course was not of the same calibre. This issue has been addressed. If students pass the retake of the exam the grade could be reconsidered. The single end exam has caused concern nationally. From next year the exam will be changed to 1½ hours on two modules rather than 3 hours on 10 modules.
- v. Garden Design – high success rates maintained. The Garden Design School are early adopters of completing level 3 over two years. This has cut the cohort in half so will have a depressing impact on the overall college achievement rate at this level.
- vi. Horticulture – marginal because the ups and downs of different cohorts. Information is less complete than any other year. There are a number of level 3 courses with a 100% success rate which have not yet been included in the figures. Full data will be available for full Governing Body meeting. Possibility of a change of Grade noted.
- vii. Business Development Unit – only six weeks old. Astounding success at level 2 and horticulture and arboriculture noted.
- viii. Governors agreed they would support these grades.

9. **QUALITY AND CURRICULUM UPDATE**

RECEIVED paper 9, report of Head of College for information

NOTED:

- i. The date of the Ofsted Annual Monitoring Visit to be amended to June 2009 rather than April 2009.
- ii. Employers have not been responsive to the Framework for Excellence Employer Survey. The college is following up the letter from the LSC with telephone calls.
- iii. Train to Gain success at level 2 was noted at the recent review meeting on 28 September 2009. Achievement, particularly timely success, for level 3 and level 4 is an area for improvement.

10. PROTECTION OF YOUNG PEOPLE IN COLLEGES – ANNUAL REVIEW OF POLICY

RECEIVED paper 10, report of the Head of College for decision
NOTED:

- i. the Policy is reviewed annually to ensure currency and compliance with any changes in law. Irene Byard undertook to keep the Committee abreast of changes as and when they occur;
- ii. Irene Byard reported to the Committee that she had read through the policy thoroughly and was happy with it.
- iii. MAH reported that there are 30 students accessing counselling. Three are serious child protection issues. One resolved and one left and we are still in negotiations with social services and one still with us.
- iv. The policy is fully supported by staff development on child protection. Three members of staff are being trained to enable them to deliver sessions on child protection to all fractional staff.
- v. Minor punctuation amendments to be made.

RECOMMENDED TO GOVERNING BODY that they

- i. **commend the policy as amended following review;**
- ii. **record that annual review will continue to be undertaken by the Committee each November prior to final consideration by the full Governing Body.**

11. CURRICULUM UPDATES

- i. None to report.

12. ANY OTHER BUSINESS

- i. None to report.

13. DATE AND TIME OF NEXT MEETING

The next meeting is scheduled for Thursday 18 March 2010 at 1.30pm