

CAPEL MANOR COLLEGE
CURRICULUM AND QUALITY COMMITTEE

MINUTES OF THE MEETING HELD ON
THURSDAY 9 JULY 2009 AT 2.00PM

Members:

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

Staff Governor: Bob Mallick

Student Governor: Cecilia Henze

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

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from John Bennett.

2. MINUTES OF THE CURRICULUM & QUALITY COMMITTEE HELD ON 19 MARCH 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 19 MARCH--` 2009 NOT ELSEWHERE ON THE AGENDA

RECEIVED paper 3, matters arising for information

NOTED:

- i. Student ethnicity figures were extracted from the College Management Information Systems (CMIS) and brought to the meeting for information and interest.
- ii. MAH reported that BAME students are on average performing better than white students. Governors were reassured by the evidence provided that non-white students were not being disadvantaged. Governors requested that the information be provided next year with figures side by side for ease of reference.

- iii. Re-submission of TQS had been planned for July 2009. TQS accreditation is reliant on two years of sound data. Framework for Excellence published reports following the employer survey administered nationally on 18 May 2009 (6 months after the questionnaire). Employers who did not respond were not followed up. Therefore, although responses received were good the low number of respondents were not enough to validate the results. Application for TQS is therefore deferred to December 2010 to allow the opportunity for two years' responses to surveys administered direct by the college.
- iv. JW reported that the National Student Survey conducted by Ipsos MORI has a very high return of response which gives validity to the survey. Returns to date have shown a reported dissatisfaction by HE students of assessment and feedback. MAH requested the summary for the assessment and feedback questions to gauge the benchmark. JW to provide such information as he had available.

4. MINUTES OF THE MEETING OF ACADEMIC BOARD HELD ON 3 JUNE 2009

RECEIVED paper 4, minutes of the Academic board Meeting held on 3 June 2009

NOTED:

- i. MP questioned whether students who had removed the anti-smoking posters should be listened to. MAH confirmed that students were consulted regarding the smoking policy, that they were very supportive. Course Reps were in favour of the whole college being a non-smoking environment. However, smoking areas have been identified to give provision for students and staff who wish to smoke. It was felt that the students who removed the anti-smoking posters were making a point but were not indicative of the student body.
- ii. Governors felt that the way in which the On-Programme Action Plans had been discussed at the Academic Board meeting was very successful and hoped that this would continue.
- iii. MAH reported that the college had just been notified that the Beacon ABC: At Barking and Capel project application has been unsuccessful as it was felt that it wasn't innovative enough. Governors were reassured that this would not affect the move to Barking College.
- iv. Barking College has asked that staff funnel all questions through one manager at Barking to allow for a cohesive flow of information. It was acknowledged that this arrangement would bring some difficulties but that there are secure links at senior level.

5. LEARNER SATISFACTION SURVEY

RECEIVED paper 5, Learner Satisfaction Survey for information

NOTED:

- i. IT ratings are in the bottom quartile which is a significant fall from last year. The survey was undertaken in February when difficulties were being experienced at Gunnersbury Park and Crystal Palace Park. These have since been overcome. Reports for the Exit survey have just been received in college and it is hoped that these will reflect improvements made.
- ii. JW asked whether it would be possible for staff to be updated with new technology in terms of Facebook and Twitter. SO'H reported that two members of staff had undertaken some external training regarding raising awareness of new technology but that it had not been as useful as hoped. It was suggested that a twilight session may be arranged for a staff workshop on the use of social networking technology for students.
- iii. MAH reported that the MoLeNET project has raised the awareness of technology supporting practical science and has been very successful.
- iv. Garden Design students who are ambivalent about assessment load on this questionnaire are grateful for being driven to achieve good results by the end of the course. It was accepted that adults have different expectations from their course.
- v. Following disappointment that the level of satisfaction slipped a little amongst students with learning difficulties MAH undertook a similar exercise as done with the BAME students. It appears that the students with learning difficulties achieve better than those students without identified difficulties. Student perception of achievement rather than the actual achievement appears to be a factor in levels of reported satisfaction.
- vi. Animal Care and Saddlery students report satisfaction below college averages – six points below on average. However this is five points up on last year: the distance travelled is at the fastest rate of improvement in the college.
- vii. WBL – level of satisfaction across Horticulture and Arboriculture is exceptional.
- viii. Results in comparison with participating landbased colleges are very pleasing.
- ix. Student comments are helpful and on the whole positive. Governors felt that the volume of constructive comments reflected students' opinion that issues are dealt with when raised.
- x. SRD reassured governors that MAH and HoS look at the action plans closely to ensure they are a reflection of the college's aims and objectives. MAH noted that the targets are not yet quite SMART enough but that HoS are working towards this. IB felt this action plan is a significant improvement and that it relates to college targets.

6. UPDATE ON QUALITY AND CURRICULUM

RECEIVED paper 6, report of Head of College for information

NOTED:

- i. External Verification reports have been a pleasure to receive. Good relationships with awarding bodies allow for robust discussions as was proved when earlier samples than agreed deadlines were requested by verifiers. Some accommodation was made to meet the request but verifiers accepted that early return is not always feasible.
- ii. The Ofsted Annual Monitoring visit took place on Monday 29th June 2009 – in the final teaching week of the academic year. Inspectors felt that the meetings were professional and constructive. They commented particularly on the high level of enthusiasm from all staff participating.
- iii. Each of the six themes were awarded ‘reasonable progress’ which is equivalent to a grade 2. The college has demonstrated good capacity to improve. The full report will be received in college in two weeks’ time.
- iv. WBL funding is an issue. The college will honour training for trainees who are progressing to further study as well as those trainees on the waiting list to start in September 2009.
- v. There have only been four applicants for the Foundation Degree (WBL) in Horticulture which does not allow for a viable course. Birkbeck have initiated a promotional campaign on their website. There is a possibility of the four applicants undertaking modules in the FD Garden Design which is secure with 12 students enrolled.
- vi. Deferral for the QAA review scheduled for the Autumn term has been agreed by QAA and HEFCE.
- vii. Meeting arranged for 29th July with Natural England to discuss the Access to Nature application.
- viii. As reported previously, the Beacon project for partnership ABC (At Barking and Capel) has been unsuccessful.

7. QUALITY IMPROVEMENT PLAN

RECEIVED paper 7, Quality Improvement Plan for information

NOTED:

- i. SO’H reported that Equality Impact Assessments on all policies, procedures and practice will be completed in December 2009.
- ii. MAH confirmed that course reviews are used as evidence when completing the mid-year update.

- iii. Agreed to put this item earlier on the agenda in future meetings to allow for full consideration. JB will be making comments directly to MAH for inclusion in the Governing Body paper for the meeting on 22nd July 2009.

8. REVIEW OF RISK MANAGEMENT FOR CURRICULUM AND QUALITY

RECEIVED, paper 8 Review of Risk Management

NOTED:

- i. Minor amendments to reflect roles rather than individuals are being made as appropriate.
- ii. A numerical value for residual risk will be calculated across all college risk assessments and incorporated in the full register to be recommended to Governing Body.

RECOMMENDED TO GOVERNING BODY:

- i. that Annex B and D be added to the College's Risk Management Action Plan for 09/10;**
- ii. that Annex C be added as amended;**
- iii. that Appendix II, Appendix III and Appendix IV are incorporated into the College's overall Risk Review Schedule and reported to Governors as part of the Risk Management Action Plan for 09/10.**

9. ANY OTHER BUSINESS

NOTED:

- i. Terms of Reference were circulated for review at the Chairman's request.
- ii. Curriculum reports by Heads of School have not been given this year due to the volume of other agenda items.
- iii. Governors felt that this was a very worthwhile exercise both for the committee to gain insight and for the Heads of School. It was agreed to reinstate these reports.
- iv. It was suggested that two Heads of School come to each meeting which would enable all Schools to be represented in the cycle of meetings.
- v. Each report to focus on two themes from the Annual Monitoring visit.

10. DATE AND TIME OF NEXT MEETING

Wednesday, 25th November 2009.