

Brooklands College

Minutes of the Curriculum and Performance Committee meeting held at 8.00am on
2 December 2015 in room MC5, Weybridge.

Present: Jackie Pearson (Chair)
Steve Brice
Maureen Kilminster
Katie Normington
Richard Rawes
Teresa Roberts

In Attendance: Nicki Adams Head of Student Experience and Quality
Mary Hughes Assistant Principal
Maureen Kilminster Principal
Gail Walker Deputy Principal
Ian Pocock Clerk to the Governing Body

Item 1 Action in the event of fire

CPR/12/15/1 Action in the event of fire was noted

Item 2 Welcome and apologies

CPR/12/15/2 The chair welcomed all attendees to the meeting. Apologies for absence were received from Jerry Tapp and Sheryl Simon (associate governor).

Item 3 Declarations of Interest

CPR/12/15/3 There were no declarations of interest

Item 4 Minutes

CPR/12/15/4 The minutes of the meeting held on 3 June 2015 were approved as a correct record.

Item 5 Matters Arising

CPR/12/15/5 The committee received the report on matters arising. There were no items to carry over.

Note: Agenda items 9, 11, 12 and 15 were considered at this point to enable the Head of Student Experience and Quality to leave the meeting early. The minutes however appear in the order of the agenda.

Item 6 Review of Quality Improvement Plan for 2014-15

CPR/12/15/6 The deputy principal introduced this item. She noted that it had been a disappointing year in the sense that English and mathematics requirements had impacted on success rates. However, this did apply nationally. Overall the Association of Colleges were reporting a likely 3% drop in success rates although Brooklands had improved marginally. In response to a question from Richard Rawes it was confirmed that English presented the slightly bigger challenge for the College. Additionally, the requirement for students to complete GCSE rather than functional skills created a further challenge.

- CPR/12/15/7 The timely apprenticeship target was not as good as had been hoped (67.5% as opposed to 80%), although an administrative error by the assessment administrator Pearson had artificially lowered this achievement.
- CPR/12/15/8 With reference to page 8, the deputy principal highlighted the emphasis that had been given to lesson observation, and the implementation of a revised system. The outcome had been 79% of lessons for English and mathematics being rated good or better. The emphasis on improvement would continue in 2015-16,
- CPR/12/15/9 With reference to page 10 it was noted that the target for attainment of higher grades had been achieved. It was clarified that this was for level 3.
- CPR/12/15/10 With reference to page 14 the committee noted (in respect of equality and diversity data) that females were out performing males for the first time. The College would continue to work to improve male student performance.
- CPR/12/15/11 There had been organisational problems in achieving events to increase understanding of lesbian, gay, bisexual and transgender issues.
- CPR/12/15/12 The committee noted that the College was discontinuing A level provision, with four courses in the current year and only one planned for 2015-16.
- CPR/12/15/13 Work placement targets information had not been received but it was confirmed that the College would meet its target for the current year
- CPR/12/15/14 STEM assured status had not been achieved due staffing difficulties and this item would be carried over to the 2015-16.

Item 7 College Self-Assessment report

- CPR/12/15/15 The deputy principal introduced this item, noting that the report had been the subject of whole day of external validation. Steve Brice commented that more governors could be encouraged to attend this event, particularly the newer governors, as it provided a good overview of College.
- CPR/12/15/16 The principal reported that the external assessors at the event felt that the College was quite self-critical of its performance. The deputy principal noted that if performance in English and mathematics was improved, there would be more higher ratings across the board. As things stood, if there were a rating of 'very good' the College would apply this.
- CPR/12/15/17 Richard Rawes suggested that the introduction could make a link between employers and the College's success in delivering apprenticeships.
- CPR/12/15/18 The committee discussed the report and the deputy principal answered a number of points on presentation. It was confirmed that areas for improvement had been included in the QIP for 2015-16.
- CPR/12/15/19 The committee approved the report for consideration by the full governing body. A section on English and mathematics would be included. The format was closely aligned with the new Ofsted report format.

Item 8 Quality Improvement Plan 2015-16

- CPR/12/15/20 The deputy principal noted that, following on from the SAR, the QIP identified areas of improvement. The committee consider the QIP and the following points were noted

- CPR/12/15/21 In respect of success rate targets on page 1, the deputy principal confirmed that national averages would be inserted when available, and this terminology would be used consistently in the QIP. The chair asked if the targets for attendance had increased. The deputy principal noted that attendance needed to be improved for adults and for English and mathematics
- CPR/12/15/22 Steve Brice asked about the target of page 5 of the report, for a minimum of 10 staff to achieve a level 3 qualification in literacy and numeracy, and how the impact of this could be measured. SLT members noted the difficulty of measuring but agreed to consider how this could be done, perhaps by looking at the impact of what this had achieved in 2014-15. The wording of the item would be clarified to confirm that this was a literacy qualification, which supported the teaching of mathematics. **Action: Deputy Principal.**
- CPR/12/15/23 In respect of lesson observation (page 7) it was confirmed that the new process was in place and Teresa Roberts confirmed that this was helpful to staff in identifying areas they needed to look at. Although the Ofsted inspection processes had changed, criteria for lesson observation had not.
- CPR/12/15/24 Steve Brice asked, with reference to page 7, how progress would be measured on some items that were not measurable, for example improving the identification and reporting of higher grades. The deputy principal confirmed that each department has its own QIP with targets,
- CPR/12/15/25 The committee approved the QIP with the changes identified above.

Item 9 Higher Education Quality Improvement Plan

- CPR/12/15/26 The head of student experience and quality introduced this item. She noted that this was produced with reference to the Quality Assurance Agency's requirements but had aspects in common with other College QIPs.
- CPR/12/15/27 With reference to page 1, the head of student experience noted the stress placed by the QAA on module evaluations. Page 3 referred to improved use of interactive technologies. This was not necessarily about additional investment but making best use of what was already available. The deputy principal noted the restructuring that had taken place of the IT function, with Patrick Hodgson now heading an IT and MIS department.
- CPR/12/15/28 With reference to page 4, and the KPI to share best practice in assessment at level 4, the head of student quality noted that the question of how to assess innovatively had been a key part of the higher education review. Steve Brice asked about how good practice was embedded. The head of student experience reported that good practice was shared in a standardisation forum and training sessions.

Item 10 Enrolments

- CPR/12/15/29 The deputy principal introduced this item. She noted with reference to the spreadsheet which was tabled that enrolments for 16-19 students were currently at 1648 against a target of 1884. With enrolments taking place throughout the year this target should be met. The committee's attention was drawn to the covering paper which included comparative information in respect of the recruitment position at December 2014.
- CPR/12/15/30 The committee noted that apprenticeship funding was a different stream which continued to be closely monitored. An additional £1m funding had been secured in the previous year. In response to a question the deputy principal

confirmed that the majority of this provision was delivered through sub contractors.

- CPR/12/15/31 Steve Brice asked about full cost recruitment and how this was progressing. SLT members confirmed that the College had met its target. Given other priorities during the year full cost recruitment was not being given priority for growth, but areas such as electrical qualifications and air frame mechanics might be areas for consideration in the future. Area reviews might also result in a particular direction being followed.
- CPR/12/15/32 Steve Brice asked how this thinking might be captured for other governors. The deputy principal noted that an LEP bid would go to the full governing body.

Item 11 Disciplinary Report

- CPR/12/15/33 The head of student experience presented this item. She noted that alongside an increase in cases it was important to note that there was now a more rigorous application of the process. The compulsory completion of English and mathematics had also had some impact where students had had difficulty conforming to this requirement.
- CPR/12/15/34 Richard Rawes asked if there any change in the nature of incidents. SLT members reported that trends varied from year to year, although there had been an increase in level 4 (exclusions) for 2014-15. The increase in level 1s, particularly in creative industries, was felt to be due to issues associated with English and mathematics.

Item 12 Learner Involvement Overview

- CPR/12/15/35 The committee received a summary of learner involvement activities for 2014-15, and noted the emphasis being placed on 'the learner voice'

Item 13 English and mathematics

- CPR/12/15/36 The committee received a report on English and mathematics. This subject had been considered at various points in the meeting. The committee noted the report and the QIP which was in development.

Item 14 Complaints 2014-15

- CPR/12/15/37 The committee noted the report, and the table summarising complaints received by the department over the last two years. The committee queried an increase in complaints against the business and marketing unit. The deputy principal clarified that this was due to the cancellation of a police course during the power problems experienced by the College. Conversely there was a decrease in complaints in design and technology which could be attributed to a new manager. Richard Rawes commented that complaints were low relative to the number of students. Two years comparison was helpful.

Item 15 Safeguarding Report

- CPR/12/15/38 The head of student experience introduced this item. The committee noted a continuing trend of an increase in mental health issues, and the difficulty of obtaining appropriate external support for students. It would be helpful if governors could help raise awareness of the issue with external agencies including Surrey County Council. Richard Rawes noted the threefold increase in referrals since 2019. SLT members felt that this was a mixture of increasing awareness alongside complexity of problems being experienced by students. In response to a question from Katie Normington it was confirmed that the

College was looking at a fitness to study policy **Action: Head of student experience.**

Item 16 Progression

CPR/12/15/39 The committee noted a report on student progression. This indicated that:

28.1% of students entered employment
7.5% of students progressed to higher education
8.6% of students entered other forms of education
50% of students remained in education with Brooklands College

CPR/12/15/40 Richard Rawes asked about the destination of the remaining 15% of students. The deputy principal clarified that there would be a proportion who took a gap year, had a break for child care or did not get a job. If students obtained a job later than College follow up in October in each year, national information might collect this data, but it was difficult for the College to capture a complete picture. The chair noted that the number of students not in any form of education or training was reduced which was positive.

Item 17 Committee Self-Assessment

CPR/12/15/41 The committee agreed to complete remaining returns by the full governing body on 16 December 2015.

Item 18 Information Items

Item 18.1 Admission Policy

CPR/12/15/42 The committee noted this policy for information. One spelling error at paragraph 2 was corrected.

Item 18.2 Special Educational Needs (SEND) Policy

CPR/12/15/43 The committee noted the outcome of the College's participation in a SEND review. The feedback had been very positive.

CPR/12/15/44 The committee additionally noted the additional learning support policy.

Item 18.3 The new Ofsted Inspection Framework

CPR/12/15/45 The committee noted that the new framework had been considered at training events and the governors' strategy day. There was considerable emphasis on leadership and management. The College SAR had been drafted to match the framework.

Item 19 Chair's business

Item 19.1 Review of committee business for emerging risks

CPR/12/15/46 The committee agreed that English and mathematics was already included. It also agreed that safeguarding was an area of concern and time consuming for staff although not a threat to the College itself.

CPR/12/15/47 Teresa Roberts flagged concern about how well the Prevent training was working on the basis of the material that had been provided. This would be discussed outside the committee **Action: Teresa Roberts and SLT.**

Item 20

Any other business

CPR/12/15/48

The date for the curriculum day was to be agreed and would be added to the minutes

CPR/12/15/49

Post meeting note: arranged for 23 February 2016.

Item 21

Date of next meeting

CPR/12/15/50

16 March 2016

Chair:

Date :