

Minutes of the Curriculum and Performance Review Committee held at 08.00 on 22nd November 2017 in Room MC5, Weybridge Campus.

Present: Jackie Pearson (Chair)
Gail Walker (Principal)
Richard Rawes
Terry Lazenby
Barbara Spittle
Brian Harris
Nick Vaughan-Barratt
David Howard
Teresa Roberts (Staff Governor)

In Attendance:	Josephine Carr	Clerk to the Governing Body
	Christine Ricketts	Deputy Principal
	Paul Laver	Assistant Principal Curriculum

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| Item 1
CPR/11/18/1 | Action in the event of fire
Action in the event of fire was noted. |
| Item 2
CPR/11/18/2 | Welcome and apologies
Apologies were received from Jerry Tapp. The Chair welcomed Nick and Paul to the meeting. |
| Item 3
CPR/11/18/3 | Declarations of Interest
There were no declarations of interest. |
| Item 4
CPR/11/18/4 | Minutes
The minutes of the meeting of 17 th May 2017 were approved as a correct record. |
| Item 5
CPR/11/18/5 | Matters Arising
CPR/05/17/55 The Chair advised the meeting that the suggestion on how to update other governors regarding the work of other committees has been superseded by a series of brief points at the end of the meeting. |
| CPR/11/18/6 | The IT report from last Resources Committee of 8 th November 2017. The motivation behind student hacking attempts is usually because students are able to hack; the attempts are not sinister. The meeting noted that it was reassuring that the College coped well with the Cyber events of last year which disrupted public sector organisations, particularly the NHS. |
| CPR/11/18/7 | In response to a Governor question regarding the cost of replacing Cabling, the Principal advised that it was the Head of IT's decision how best to spend his capital budget. The impact of not replacing the cabling is speed of data. |
| CPR/11/18/8 | Next steps element of the report priority is to resolve front end of provision (in particular for students) together with the cabling. The Principal confirmed that there are separate back-up systems for both campuses. |
| CPR/11/18/9 | The College IT systems now have a stable backbone, which works; this was confirmed by the Silver Lining survey last term. IT remains on the Risk Register, but is perceived as a smaller risk than in previous years. |
| CPR/11/18/10 | The College is developing an IT strategy concentrating on Teaching & Learning and Assessment; i.e. the front end provision. Members of the Resources Committee had no further points to add regarding the discussion of IT at the Resources meeting. |
| Item 6.1
CPR/11/18/11 | QIP One: Update 2016/17
The Chair thanked the Deputy Principal for the detailed QIP and the accompanying executive summary and proposed discussing the summary and then take questions. |

CPR/11/18/12	During 2016/17 good progress regarding improving the student experience framework was made; data supporting this is included in the QIP and other Committee papers.
CPR/11/18/13	The use of ProMonitor significantly increased in 2016/17 however, further work is required in particular with regard to the quality of the target setting and students' comments.
CPR/11/18/14	The quality of teaching, learning and assessment continued to improve and good progress/ distance travelled was evidenced between Learner walks.
CPR/11/18/15	High grade achievement slightly improved during 2016/17; the College has further work to undertake to ensure students meet their potential.
CPR/11/18/16	Achievement rates reflected a steady increase at all levels; particularly Adult learners. A small number of programmes require intervention during 2017/18.
CPR/11/18/17	Very good progress in the promotion and celebration of the College values was made during 2016/17. Feedback from staff has been excellent and they really enjoyed the recent staff development day, which addressed Prevent and Motivation as its main themes. The Staff Governor reported that it was the best development day for years, in particular the quality of speakers.
David Howard joined the meeting	
CPR/11/18/18	The meeting found the overview helpful. All agreed that the key criteria was to ensure that the students feel the impact of these improvements. In previous years, the student survey response rates have been low. For 2017/18 the College is changing the way the student survey is managed. It is now timetabled into the tutorials and promoted at student rep meetings.
CPR/11/18/19	QIP Page 20: Value added data: the input of previous attainment data was not successful at 2016 enrolment. Greater emphasis was placed on the input of this data for 2017 enrolment, and together with outcomes from initial assessments enabled staff to tailor lesson plans to the student cohort. The Deputy Principal advised that the College is currently not looking to use ALPS and is waiting for the amended accountability measures (currently Progress, Retention English & Math, Achievement and Progression). At the recent OFSTED inspection, the inspectors did not look at value added data. At the recent AoC annual conference, the Chief Inspector advised that a number of FE colleges have a small number of courses that would be accounted for in the value added measures. However, Colleges need to ensure that students make the progress they are capable of. At Brooklands students are passing their programmes but not always achieving the high grades they deserve.
CPR/11/18/20	QIP Page 26 The achievement data for GCSE Maths and English is not correct; maths 17% English 45%. The difference has arisen due to a misalignment of data on ProAchieve and the national reported data and MIS are correcting this.
CPR/11/18/21	Apprenticeship data is not complete as there is a 3 month window to complete the data after ILR submission.
CPR/11/18/22	<p>QIP Page 36 Long term developments for 2017/18 will not include</p> <ul style="list-style-type: none"> • Stem assured as this status no longer exists outside of College • High street outlet: Inland Homes received planning permission this week which will enable Hair and Beauty to have their new facility on the high street. However, the timescales are unknown. There are certain milestone dates within the sale contract. This is a Capital Strategy Committee responsibility. <p>The 2017/18 Long Term developments should include IT Strategy, incorporating an updated post inspection plan.</p>
CPR/11/18/23	David Howard asked for clarification regarding the QIP; in particular the use of tenses in the comments and how often the Committee reviews the documents. The Deputy Principal confirmed that the QIP is updated on a termly basis and reviewed at each committee meeting. The thread of the termly comments may be a little confusing when read in isolation.

Item 6.2

CPR/11/18/24

QIP/Post OFSTED Action Plan 2017/18

The College is waiting for the formal letter from OFSTED confirming the College's grade inspection. The Post OFSTED Action Plan is based on the Inspectors' verbal feedback and will be updated when the formal letter has been received. It is recommended to have a post OFSTED inspection plan, but there is no set format. The Inspection had 6 lines of enquiry and these have formed the basis of the Plan, which is effectively the Aim One QIP 2017/18

CPR/11/18/25

Inspection 6 key areas of enquiry:

Safeguarding

English & Math

Teaching & Learning

Achievement rates

Target setting

Self-Assessment

CPR/11/18/26

During the Inspection and, in particular during the meeting with Governors, the Inspectors asked whether 3 College QIPs were required and whether one College-wide QIP should be used. Originally Governors asked SLT for 3 QIPs to address the 3 strategic aims and to facilitate the work of individual Committees. SLT will consider whether the 3 QIPs should be combined going forward. However, the meeting agreed that the format should be that which works best for the College.

CPR/11/18/27

The Deputy Principal confirmed that some of the area/items identified during the inspection had been identified as College priorities as part of the College's self-assessment processes. The resultant plan is more encompassing of College activities than that of the OFSTED 6 lines of enquiry; for instance the Inspectors did not look at Apprenticeships in any detail and did not talk to any employers

CPR/11/18/28

The meeting suggested that if the 3 QIPs were collated into one, then there should be a termly executive summary prepared for Governors with the QIP as supporting evidence/greater detail as in the example prepared by the Deputy Principal.

Item 7

CPR/11/18/29

SAR

The Deputy asked governors to confirm receipt of the draft SAR; printed copies were distributed at the meeting. The draft SAR is also on the Knowledge section of BoardPacks. The final data is being collated and added to the document but the judgements are expected to remain the same.

David Howard left the meeting

CPR/11/18/30

The SAR validation session with Aylesbury & Bracknell on 2nd November was postponed because of the OFSTED inspection. The Deputy Principal asked the Committee to validate the 2017/17 SAR as this must be posted on the OFSTED portal no later than January 2018. The OFSTED Inspectors assessed the College as Good and during their verbal feedback session advised that they were confident that Brooklands knew itself well and its assessment processes were good. The Final SAR including all data will be presented to the December FGB.

CPR/11/18/31

One of the key findings of Ofsted was that the SAR focuses on College strengths and weaknesses but should better advise how weaknesses will be addressed. The document was produced before OFSTED arrived and intentionally celebrates the many strengths and successes of the College. When the Inspector met with Governors he said that the document was too wordy and suggested a briefer document with more focus on key areas of development together with an on-going action plan. Whilst the Committee and SLT acknowledged this perspective, this may change with different inspectors. The Committee agreed that the SAR is the College's document and should be in the format, which is right for the College. SLT had included as much evidence as possible to support staff during the forthcoming OFSTED inspection and celebrated good practice which we do not do enough of as a College. Essentially the 2016/17 SAR set the scene for the inspectors before their actual visit. SLT advised that they might change the format of the document but not the detail. They will also review the link between the SAR and QIP to ensure continuity of progress.

CPR/11/18/32	The Principal explained that due to the Ofsted inspection that OFSTED would be the verifiers of the College SAR; and that not all Colleges hold external validation panels; some elect to send copies of the SAR to another College for comment. The Chair of Governors stated his concern at the lack of a College verification panel, but was happy to recommend the SAR to the December FGB if the Committee agreed to do so. The Committee recommended the approval of the 2016/17 SAR (including data) to December FGB.
Item 8	HE Assurance
CPR/11/18/33	HEFCE required Governor assurance regarding HE provision for the first instance in December 2016 and then annually each December. At last November's meeting the Governors requested more information and so a range of external examiner's reports and HE results data have been included in the Meeting pack. The Chair of CPR noted that overall the external examiner reports provided positive feedback regarding the College's HE provision and no significant concerns were raised.
CPR/11/18/34	The 2016/17 Achievements data show that only 23% of AAT Level 4 Diploma in Accounting passed the qualification (9 out of 39). The Deputy Principal advised the Committee that there was a national issue with the achievement and that the College has received an email acknowledging the problem from the awarding body. The issue concerned the submission of online assessments throughout the academic year (2016/17). AAT have confirmed that the issue is related to their systems and have offered another window for students to re-sit the qualification. However, this additional window fell outside that of the ILR closing date return. Brooklands and other Colleges are currently looking at other providers than AAT.
CPR/11/18/35	The Principal confirmed that the Brooklands students have not been disadvantaged; they will receive their qualification (provided they pass their re-sits). The meeting suggested that the data should be annotated as a reminder of the difficulty.
CPR/11/18/36	The Committee noted that only 50% of Creative Media were successful. The Deputy Principal advised that there is a considerable distance between Level 3 and Level 4 qualifications and that some students found the progression very difficult.
CPR/11/18/37	The Deputy summarised the College's HE provision and advised that further work was needed particularly with regard to recruitment. The College has a dedicated manager in place to ensure progress. HE is a challenge in terms of recruitment for all Colleges. In 2016/17 Public Services and Early Years had a slight increase whilst the total number of HE students in the College decreased. The College is currently reviewing its media programmes and is developing a digital industries programme to commence in September 2018. It is hoped that a more generic foundation style programme will attract a wider cohort
CPR/11/18/38	The Committee was assured that the proposed programme meets local community needs and will also compliment the Institute of Technology bid, if successful by providing feeder programmes.
CPR/11/18/39	The Committee agreed, that the papers presented to the meeting and the HE QIP together with assurance from SLT provided sufficient information for Governors and requested the summary paper with supporting documentation, should Governors wish to delve deeper, for next year. The HE QIP 2017/18 has been delayed as the course level HE QIPs were in the process of being finalised however this will be presented at the next and subsequent meetings.
Teresa Roberts left the meeting at 9.27	
CPR/11/18/40	The Deputy Principal assured the meeting that all of Brooklands HE provision is awarded by external bodies, which oversee the QA processes and recommended to the Committee that the Governors provide HEFCE with the assurance required with the Chair of CPR as the named signatory. The meeting recommended the assurance to HEFCE be given to FGB and noted that the assurance must actually be provided to OFSTED by 1 st December 2017 (before the December FGB).

Item 9

CPR/11/18/41

Enrolments

The Deputy Principal introduced her report and noted the key headlines:

16-18 year olds: Target 1,668 Enrolments to date 1,510, a current shortfall of 158 which should be met during the year with Princes' Trust, Head Starts and High Needs students.

CPR/11/18/41

Engineering, Construction, SEND and Transition curriculum areas have seen significant increase in numbers whilst Design, Music, Health and Social care are areas which require further support to improve recruitment. Similarly HE is an area requiring support in recruitment as discussed earlier in the meeting.

CPR/11/18/42

The part-time/day release 14-16 year old students have decreased in 2017/18 from 55 to 35. This is in part due to schools being reluctant to release pupils and retain all funding relating to these pupils. However there has been a significant increase in fulltime 14-16 year olds with 47, representing a mixture of home schooled students or pupils who have come off school roll for whatever reason. These students are primarily studying Construction, Hair & Beauty, Childcare and transition.

CPR/11/18/43

The Deputy Principal asked the meeting to note the closure of music provision for 2018/19. In previous years the subject area has been popular but has faced considerable competition from the specialist college in Guildford, ACM Guildford. Other FE Colleges have similar declines in students enrolling for music programmes, in part due to the significant reduction in funding for the arts (including music) in secondary school budgets reducing the pool of potential students. SLT considered closing the music provision about a year ago, however the Music staff put forward a strong bid to continue with music provision. However, the Team now acknowledge music provision no longer viable. Significant investment would be needed to change the programmes to attract new students. Viability of programmes within the College varies between 9 and 12 students depending upon programme. The Committee reluctantly agreed that music provision would not be offered by the College in 2018/19.

CPR/11/18/44

The Deputy Principal assured the meeting that SLT had no intention to close Design. Rather they are looking to strength links with University of the Arts. Managers are running taster events and competitions for students/pupils (either in schools or at College. The change in secondary school curriculum where pupils may only take one arts option is impacting upon students being able to make decisions regarding design and arts programmes.

CPR/11/18/45

The Deputy Principal assured the meeting that the College was constantly looking at innovative and different ways to market its provision to potential students.

Item 10

CPR/11/18/46

Student Disciplinary Report

The Assistant Principal Progression introduced the report and advised the meeting that curriculum area year on year trends are not possible because of the recent change of College structure.

CPR/11/18/47

The meeting noted the BME 15% of emerging totals for 2017/18. The Deputy Principal confirmed that the College has a higher proportion of female students and some 64% of students are reported as of white British origin. College student %ge will be added to the table headings to help interpret the relevance of the data.

CPR/11/18/48

Attendance at English and Maths remains a recurrent problem and a principal cause for lower level disciplinarys.

CPR/11/18/49

In response to a Governor question the Deputy Principal assured the meeting that there were no detectable links between Safeguarding & Prevent and disciplinary cases (misbehaving because of an underlying problem). The College maintains a bullying log and to date only 1 student listed has been linked to a safeguarding issue.

CPR/11/18/50

The meeting noted that the number of disciplinary cases within digital industries is quite high. The Assistant Principal advised that this was in part due to a new manager who was very vigilant regarding attendance issues. There will be different management styles within different departments.

CPR/11/18/51 The meeting agreed that a comparison of disciplinary cases with the number of students in each department would be of contextual assistance. The Deputy Principal agreed to do so in future reports but suggested caution given the diverse nature of the College's student population. **Action** Assistant Principal Progression

Item 11
CPR/11/18/52 **Learner Involvement:** Discussed student survey under Item 6
The Assistant Principal Progression introduced the report and highlighted the significant changes in the tutorial programme and the new structure of Student College Representatives and Student Council. Students are currently voting via survey monkey for the Student Council in particular, the Presidents and Vice Presidents.

CPR/11/18/53 The Progression Mentors are leading tutorials and student surveys and so will ensure greater involvement of students. Progression Mentors more visible within the College, which is further supported by Progression noticeboards in each department.

Barbara Spittle left the meeting at 10.00

Item 12
CPR/11/18/54 **English & Math Report**
The meeting noted that English and Maths had been included in a number of the previous agenda items. The focus for 2017/18 is to improve the achievement rate of A*-C (now 9-4) in Maths. There is a new strategy and structure together with staff in place. A new maths teacher has joined the College, having previously been an accountant and then retrained as a maths teacher and worked in a secondary school. He is engaging the students and sharing best practice with colleagues. OFSTED were pleased with the College's English and Maths provisions noting that students were engaged and staff enthusiastic. OFSTED suggested that vocational teaching staff would benefit from more CPD. A SPAG (spelling punctuation and grammar when marking work) session has been included in the Staff Development Day on 3rd January 2018

CPR/11/18/55 Having lessons in one building is promoting good team building and further promoting the sharing of resources and good practice. SLT is pleased with the progress being made this term.

Item 13
CPR/11/18/56 **Safeguarding Report**
The meeting noted the report. Surrey CC advisory visited the College in October and made some recommendations. There will be a review visit in January and a sign-off report is expected after that.

CPR/11/18/57 OFSTED found the College effective in Safeguarding

CPR/11/18/58 The prevent referrals include the referral which Governors were previously aware of. The meeting noted the significant increase in Looked After Children

Item 14
CPR/11/18/59 **Progression Report**
The Assistant Principal Curriculum introduced the report and advised the meeting to treat the data with caution as some of the data is currently being re-checked due to a glitch in the reporting process. The meeting asked for an updated report for the December FGB to include updates re key figures relating to progression and NEETs. Action Assistant Principal Curriculum.

Item 15
Item 15.1
CPR/11/18/60 **Chair's business**
Review of committee business for emerging risks
The Chair advised that there were new emerging risks from the meeting. There is a concern that the data regarding NEETS and progression is incomplete. The SLT advise that the risk relates to the quality of the data and is being resolved, it is not that the students have not progressed.

CPR/11/18/61 IT remains on Risk register albeit at a lower rating than in previous years. The declining number of students enrolling on HE programmes at the College is a concern. The focus on Maths and English must be maintained. This item may be moved earlier in the Agenda for subsequent meetings?

Item 15.2**Summary of the main issues/decisions/topics that have arisen during the meeting and that would help other governors, not at the meeting, better understand what is happening in the College**

CPR/11/18/62

The meeting agreed that the following points/information should be shared with Governors not attending the meeting:

- Encourage Governors to read 2016/17 SAR in advance of December FGB
- Final A*-C Achievement rates for 2016/17 were 45% for English and 17% for Maths
- Maths remains a concern with a new strategy and staff in place for 2017/18.
- The Progression report will be updated for the December FGB but the 100% success rate for Apprenticeships and Trainees is outstanding.
- That problems with AAT L4 Accounting adversely impacted on the College HE achievement results for 2016/17
- Recruitment: the College confirmed that the college will no longer recruit music students.
- Learner engagement is more visible this year
- Safeguarding referrals continue to increase because the needs of students are increasing (particularly mental health which in turn reflects the national picture). The Surrey CC review has taken place and the follow-up visit is due in January 2018. Staff found the Prevent session at the October Staff Development Day very helpful and engaging.

Item 16**Any other business**

CPR/11/18/63

There being no other business the Chair closed the meeting.

Item 17**Date of next meeting**

CPR/11/18/64

21st February 2018 at 08.00

The meeting closed at 10.18

Decisions

1. The Committee recommended the SAR 2016/17 to the December FGB for approval.
2. The meeting recommended the assurance to HEFCE be given to FGB and noted that the assurance must actually be provided to OFSTED by 1st December 2017 (before the December FGB).
3. The Committee confirmed that music provision would not be offered by the College in 2018/19.

Action points

1. The student disciplinary report to contain number of students in each curriculum area: Action Assistant Principal Progression.
2. Updated Progression Report for December FGB: Action Assistant Principal Curriculum.

Chair:

Date: