

Minutes of the Curriculum and Performance Review Committee held at 16.00 on 17th May 2017 in Room MC5, Weybridge Campus.

Present: Jackie Pearson (Chair)
Gail Walker (Principal)
Richard Rawes
Terry Lazenby
Barbara Spittle
Marcus Youden
Teresa Roberts (Staff Governor)

In Attendance: Josephine Carr Clerk to the Governing Body
Christine Ricketts Deputy Principal
Mary Hughes Assistant Principal

Item 1 Action in the event of fire

CPR/05/17/1 Action in the event of fire was noted.

Item 2 Welcome and apologies

CPR/05/17/2 Apologies were received from Jerry Tapp, Katie Normington and Nicki Adams. The Chair welcomed Diane Gregory and seven L2 students from the Media Department to the meeting.

Item 3 Declarations of Interest

CPR/05/17/3 There were no declarations of interest.

Item 4 Presentation from the Media Department: "What we do in Media" by Anna, Elliot, Heather, Jack, Megan, William and Hannah

The Media Department have new facilities in the Locke King Building and are working with a number of external agencies, which has generated exciting and challenging work placements and internships. There is a real buzz in the Department, which the students wish to showcase.

Jack, 2nd year Level 3 is hoping to progress to L5 talked about some projects and work experience undertaken during their course, but in particular, the homeless project with and ex BBC Producer and the creation of a promotional video for a charity, Faith in Action which will be showcased on 7th June. One student wrote and played the music

6 week Internship with Jungle Creations which is the 5th highest media property just below Disney

All the students at the meeting finish their current study programme in July 2017. Five students are looking for apprenticeships with BBC/ITV/Sky; 2 students are going to university (one to study media studies at Brighton and the other to study film-making at Bristol) and one student is staying at Brooklands to take Level 4 and hopefully 5 or start an apprenticeship.

CPR/05/17/4 The Chair welcomed Marcus and Barbara to the meeting and encouraged them to ask any questions during the meeting.

CPR/05/17/5 The Chair advised the meeting that this was the Assistant Principal, Mary Hughes's, last Committee meeting having first joined the College in 1984 and progressed to become Assistant Principal in 2007. Mary has seen the College through many changes and the Chair thanked her for her hard work and long service on behalf of Committee.

Item 5 Minutes

CPR/05/17/6 The minutes of the meeting of 1st February 2017 were approved as a correct record.

Item 6 Matters Arising

CPR/05/17/7 The ALP report is still outstanding, an update is included in QIP

CPR/05/17/8 IT minutes from last Resources Committee (8th March 2017) are included in the Matters Arising Paper. Krome did not produce a report as previously envisaged.

Another company, Silver Linings undertook the work and produced a detailed report. Particular points:

- Hardware problems (as per QIP)
- Issue of replacement programme Governors need to be aware of
- £82K spend for IT 17/18 –
- The IT strategy and IT disaster recovery strategy are in place and were recently tested when a virus was spotted and the system was closed down completely for 20 minutes. Ashford backs-up its data to Weybridge and vice versa

Item 7:

CPR/05/17/9

QIP One Update

The Deputy Principal highlight key points for Term 2:

P5 - Student Council together with the Student Conference captures the student voice and reflects the confidence of learners. The Student Governors have been proactive within the Student Council and at the Conference in addition to their reports to FGB and participation in Governor Committees.

CPR/05/17/10

The Deputy Principal re-iterated that the new and refurbished areas are being used for adult evening classes wherever possible to improve the student experience and ensure parity of experience with the daytime students. In addition to the College vending machines, the College bakery will be open on Wednesday evenings 5.30-6.30pm this term to provide sustenance before class. Any plans for the next academic year will be based upon usage rates.

CPR/05/17/11

P9 Student representatives is rated amber. The College is making progress in developing better consistency and capturing of the diverse student voice. The Student survey is about to be launched with a response rate target of 86%.

CPR/05/17/12

P12 – Quiet contemplation room whilst no student requests have been received for such a facility during 2016/17 to date a room will be made available during Ramadan.

CPR/05/17/13

P13 – SLT and Managers mentoring Level 3 and HE students via the Champion a Student Pilot project. Originally commenced with direct mentoring and has now developed into industry mentoring. This is amber rated because the direction of project changed.

CPR/05/17/14

P16 – the use of Pro Monitor and Navigate. The use of Pro Monitor continues to improve but is not used consistently across the College. The Deputy Principal advised that there has been significant improvement in its usage during 2016/17 compared to that of 2015/16. Staff are finding the updates (share comments, group emails) useful and so using the system more.

CPR/05/17/15

The Staff Governor advised the meeting that Pro Monitor was useful for recording work experience and the progress of students. There is a confidential element within the system; learners have restricted access to Pro Monitor. However, staff are aware of the possibility of Freedom of Information requests when populating student records. Pro Monitor also assists with Cross College communication, as evidenced by the English, Maths and vocational departments.

CPR/05/17/16

P16 VLE usage – The Deputy Principal advised that the usage statistics produce a spikey profile for both staff and students. The statistics also indicate that the VLE is used at peak times as opposed to throughout year, which SLT are to investigate further. The English department make good use of the VLE, but Art and Design considerably less.

CPR/05/17/17

P17 – value added data for target setting the Deputy Principal advised that Staff were inputting all GCSE data for current students onto Pro Monitor, which will enable the College to have a baseline ALPs report 17/18 for existing students. There is an Enrolment working group identifying how to capture the required data at enrolment for an ALPs baseline report for new students 2017/18. The Deputy Principal advised that 2 GCSEs are the bare minimum for a baseline report. SLT recognise that this is a clear level of activity and a priority for the College. The Committee noted that the importance of skills development should also be acknowledged and not merely value added.

CPR/05/17/18	P19 – Learning Walk 2 included 91 teachers. The second learner walk demonstrated positive responses to comments and suggestions made during Learner Walk 2. Learner Walk 3 is currently taking place.
CPR/05/17/19	Attendance rates as at 23 rd January 2017 were 88.05% (compared to 86.95% in 2015/16) and for retention for all ages 99%. The gap between vocational attendance and English and Maths is reducing. The meeting noted that it is impossible to achieve 100% attendance. There is no national average for attendance in FE and no standard measure for attendance. The meeting was advised that Brooklands does not differentiate between authorised and non-authorised absence. A discussion ensued regarding absences. The meeting agreed that the improving trend is the key indicator and to know that it is improving and will continue to improve.
CPR/05/17/20	Retention data – the College lost more students in Term 2 than Term1. The meeting asked the Deputy Principal to compare this data with previous years and to see if there are any trends within departments occurring. Action: Deputy Principal
CPR/05/17/21	P26 & 27 – The Staff Development day in March promoted well-being and was very well received. 69.3% of staff attended, however, a number of staff do not work on Thursdays.
CPR/05/17/22	The Teaching and Learning Mentors will facilitate CPD. The top 10 Brooklands teaching and learning standards have been agreed and these incorporate comments from the Governors. This is a bottom-up process with the training needs identified by Managers as opposed to SLT.
CPR/05/17/23	P28 promotion of diversity – The Equality & Diversity week in April ran a series of events and workshops. The hair & beauty and construction teams working together in their respective departments were a particular success! The Art & Design exhibition was entitled “Everyone is different”.
CPR/05/17/24	LT Developments – IT the College is commencing the second phase of support with Krome and is looking for L3 remote support.
CPR/05/17/25	There have been no further developments regarding the STEM assured status.
CPR/05/17/26	There have been no further developments regarding the High Street outlet for Ashford Hair and Beauty. Inland Homes are contracted to provide this and the College will fit the facility out.
CPR/05/17/27	The meeting discussed whether a summary graphical display of achievement to date/ chart representation showing whether the steps to outstanding were on track or behind plan overview. The meeting concurred that the QIP provides an indication that individual items are on track or not whilst Performance Reviews provide the detail.
Item 8	Draft Curriculum Strategy and curriculum funding document
CPR/05/17/28	The Deputy Principal advised the meeting that this was a draft document, which was discussed at SLT last Friday and has had a number of small amendments as a result of the discussions tweaks others are in progress
CPR/05/17/29	The meeting asked that the document be entitled 2017-2021 as opposed to 2016-2019. Action Deputy Principal
CPR/05/17/30	The document looks to set the current scene, acknowledge the pace of change, particularly with respect to areas such as artificial intelligence and IT developing so quickly. The document then addresses how is Brooklands going to react; how it will be responsive to changes going forward
CPR/05/17/31	Brooklands currently accommodates some 35 14-16 year old learners. This group of learners represent a mix of young people who are not in full-time, many are home educated, home schooled, or those who refuse to attend school. Many of who, respond better to a vocational training and the College environment as opposed to fulltime secondary school. Currently these 14-16 students join

existing classes. However, such is the growth, there will be a discrete group pre 16's hair & beauty. There is local demand for FT provision 14-16 which the College is well placed to accommodate.

CPR/05/17/32	Another growth area is providing ESOL (English as a Second Language) for all ages, but also 14-16 years old school pupils. The College considers school pupils on case-by-case basis and then agrees a programme with their school. Brooklands has specialist ESOL teachers whilst the majority of local schools do not.
CPR/05/17/33	The meeting agreed that the Appendix 2 –Curriculum Strategy Delivery Plan was clear and useful.
CPR/05/17/34	The meeting agreed that the “Principles of Curriculum Funding” paper was a useful document for non-educationalists. It is essential to know that the curriculum strategy is financially viable. However, the College must also be mindful of its reputational risk and not just the funding risks.
CPR/05/17/35	<p>The Deputy Principal assured the meeting that the new structure of college will be responsive to changes going forward and in supporting the Curriculum strategy and responding to funding cuts. The College is constraining its curriculum planning for 2017/18 to enable the College to meet its allocation. The College is also looking at average class size and will agree target sizes at start of the academic year. For instance, Level 3 classes being 18+. However, if the class is a second year Level 3 programme with only 12 students, the College will be honour bound to run this class. Departments have clear guidance regarding class sizes:</p> <ul style="list-style-type: none">• Supported learning – at least 8• Workshops are set up for 16
CPR/05/17/36	The Heads of Faculty have a budget, which is reported upon in Performance Review. The meeting asked how do Governors assess VFM? They may look at departmental contributions. However, it was agreed that this was a matter for the Resources Committee.
CPR/05/17/37	Structure diagram. Currently there are 3 Directors of Faculty and 1 Head of Stud Experience & Quality together with an Assistant Principal. Going forward there will be 2 Assistant Principals; 1 leading Curriculum with realigned curriculum areas and the other leading Progression. Tutorials will move to a central model (as opposed to curriculum areas). The Head of Progression for Employability, Clare Wye, will be responsible for Safeguarding. The current Safeguarding Officer's contract will be renewed at the end of June.
CPR/05/17/38	When asked if the new structure was sufficiently robust for the increase in demographics or will another reorganisation be needed, the Principal confirmed that the structure may be tweaked to reflect specific growth or decline.
CPR/05/17/39	The updated Curriculum Strategy will be presented at next CPR meet. The draft document will be shared with the Capital Strategy consultants as this is a pivotal document.
CPR/05/17/40	The Principal explained that the Curriculum strategic plan sits under the umbrella of the College strategy. The College needs to identify steps towards its long term development and address what education is going to look like in 5/10 years plus. It is essential that the Curriculum Plan and the Master Estate Plan ensure the flexibility of staff and College buildings to ensure that the College is responsive to the needs of the community. For example, there is a virtual reality app for travel and tourism, which places all students inside an airplane. Such technology enhances the learning experience of students and the College wants to enhance new technology but this will not replace the essential student and teacher interaction in College classroom settings, which develops employability and sociability skills.
CPR/05/17/41	The meeting agreed the Curriculum strategy reflected that the student interest at the heart of everything Brooklands does. Perhaps this, and the need to ensure

flexibility of staff and facilities should be further emphasised in the overall College Strategy/mission?

Item 9

Item 9.1

CPR/05/17/42

For Information

English & Math Report

English and Maths Attendance: 16-18 target 83% and 19+ 80%. In some curriculum areas these targets are not being achieved.

Item 9.2

CPR/05/17/43

Student Disciplinary Report

The meeting noted the report.

Item 9.3

CPR/05/17/44

Safeguarding Report

The meeting noted the report. The Chair of CPR will be invited to future College Safeguarding meetings. The Chair has met with key members of the safeguarding team.

Item 9.4

CPR/05/17/45

Funding and Planning for 2017/18

The Principal advised the meeting that she was confident that the College will meet its annual budget. The Adult education budget should be achieved as the College is working hard with in-year recruitment, particularly with ESOL students. Specific programmes have been designed for pupils from Mathew Arnold and Bishop David Brown Schools whose first language is not English. The pupils will attend College on a day release basis and their schools pay their fees.

CPR/05/17/46

The Pre-access programmes for adults, study skills programme preparing them for HE and access to teacher training are increasing their capacity. Adults pay for pre-access courses; student loans are available for these courses.

CPR/05/17/47

The Deputy Principal thanked the Director of BMU and his team for their contribution to the successful grants regarding apprentices, trainees and European funded students. The BMU Team and SLT continue to establish sustainable partnerships with people in industry. These relationships take time to develop and support (i.e. use resources e.g. McLaren).

CPR/05/17/48

The Deputy Principal assured the meeting that the Directors and Assistant Heads of Faculty look at trends and what is viable when curriculum planning before establishing target recruitment going forward. However, the specialist courses such as engineering are use considerably more College facilities than the classroom based ESOL courses. A balanced portfolio of programmes, which respond to local need is the principal driver. Similarly, the College needs to be careful not to disengage students with significant problems; these students may be challenging as they do not have communication skills inter-personal skills et al. The College continues to support these students to prepare them for their next steps.

Item 9.5-9

CPR/05/17/49

Reports for information

The meeting noted the reports.

Item 10

CPR/05/17/50

Safeguarding Policy for Approval

The Deputy Principal advised that there were minimal changes to the updated Safeguarding policy. The meeting enquired whether the process for vulnerable children the same as vulnerable adults? The meeting suggested that a more explicit reference to self-harm be included in the policy. Action Deputy Principal.

CPR/05/17/51

Section 5 – Governing Body: The Chair of CPR, not the Chair FGB is the nominated Governor to liaise with Local Authorities. Action Deputy Principal to amend

CPR/05/17/52

The designated safeguarding lead is the Deputy Principal

Item 19

Item 19.1

CPR/05/17/53

Chair's business

Review of committee business for emerging risks

The Chair advised that there were no new emerging risks from the meeting. The committee noted that English and Maths were already included in the risk

register. It also agreed that safeguarding was an area of concern and time consuming for staff although not a threat to the College itself.

Item 12

CPR/05/17/54

Any other business

The Chair asked which department should be asked to give a presentation at the next meeting? The meeting agreed to alternate between looking at the student experience within specific departments and how departments are outstanding or their plans to achieve this

CPR/05/17/55

The meeting considered how best to provide summary information for governors not attending the Committee or not members of the Committee given the size of the Boardpack for the meeting. All agreed that the QIP with an introductory synopsis on the front page was the best methodology.

Item 21

Date of next meeting

CPR/05/17/56

22 November 2017 at 08.00

The meeting closed at 10:50

Action points

1. The Deputy Principal to see if a comparison of departmental retention data with previous years is available.
2. The Deputy Principal to consider if a more explicit reference to self-harm should be included in the safeguarding policy.
3. Section 5 – Governing Body: The Chair of CPR, not the Chair FGB is the nominated Governor to liaise with Local Authorities. Action Deputy Principal to amend
4. The Deputy Principal to include a synopsis at the beginning of the QIP.

Chair:

Date :