

Brooklands College

Minutes of the Curriculum and Performance Review Committee
held at 14.30 on 13th June 2018 in Room MC5, Weybridge Campus.

Present: Jackie Pearson (Chair)
Nick Vaughan-Barratt
Andrew Barrett (Staff Governor)
Teresa Roberts (Staff Governor)
Ariphon Farrell (Student Governor Ashford)
Paul Stedman

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

- Item 1**
CPR/06/18/1 **Action in the event of fire**
Action in the event of fire was noted.
- Item 2**
CPR/06/18/2 **Welcome and apologies**
Apologies were received from Richard Rawes, Barbara Spittle, Jerry Tapp, Terry Lazenby and Gail Walker. The meeting was confirmed as quorate.
- Item 3**
CPR/06/18/3 **Declarations of Interest**
There were no declarations of interest.
- Item 4**
CPR/06/18/4 **Departmental Presentation: Tutorial System** – Clare Wye, Head of Progression and Employability and Zoe Lead Progression Mentor (there are 6 Progression Mentors including Zoe).
CPR/06/18/4 The Deputy Principal advised the meeting that the centralised tutorial system was introduced in 2017/18. Clare leads on the centralised tutorial programme, providing wrap around support for students (16-19 and 14-16).
CPR/06/18/5 The PowerPoint presentation is available on the Governors' VLE
CPR/06/18/6 The centralised tutorial scheme has achieved the original intention of ensuring a consistency of message cross College and that students are aware of all the services available to them.
The Student Governor confirmed this summary.
- Item 5**
CPR/06/18/7 **Minutes**
The minutes of the meeting of 21st February 2018 were approved as a correct record. The Chair of CPR noted that there had been no opportunity to discuss point 11.2 (significant points arising from the meeting) at the FGB so both the March and July points should be taken to July FGB.
- Item 6**
CPR/06/18/8 **Matters Arising**
The report was noted and the IT Report presented to the June Resources Committee and IT issues were identified during the Teaching and Learning Day.
CPR/06/18/9 It is hoped that the new cabling in the Tower Block will make a significant improvement. It was also agreed that the Head of IT and MIS should make a presentation to the Committee during 2018/19. Action Clerk
- Item 7**
CPR/06/18/10 **Quality Improvement Plan 2017/18 Key Headlines**
The Deputy Principal confirmed that both Assistant Principals are leaving the College. The Deputy Principal confirmed that there are no further management level resignations to date. SLT have appointed Simon Lovegrove, as Assistant Principal for Curriculum
CPR/06/18/11 The Deputy Principal advised the meeting of curriculum development outlined in the paper.

CPR/06/18/12	The Brooklands Business Solutions Team have increased employer engagement through a variety of means, including the Apprenticeship Breakfast and employer visits and community events.
CPR/06/18/13	There are no available funds for the redecoration of the Weybridge Estate
CPR/06/18/14	The Estates Department have identified classrooms in poor conditions, which are not often used and is looking to decommission these; some of these are in the Tower Block. Any lessons in the decommissioned classrooms will be transferred to better suited classrooms.
Item 8	Curriculum Funding 2018/19
CPR/06/18/15	The report was discussed with governors
The Staff Governor (Teaching) left the meeting	
CPR/06/18/16	The Chair suggested the introduction of an incentive scheme for staff to increase their income. Possible summer courses in a designated part of the vacations might include a summer course for assisted learning; catering for going to university / preparing for university courses, exam revision courses, first aid courses and holiday courses for high needs students during the holidays to provide some additional activities and respite. These course may break-even in the first year but would include teaching costs (i.e. the teachers are paid for the additional holiday work. In a commercial organisation this initiative would be headed up by the marketing team who would be tasked to look at opportunities as opposed to the practitioners undertaking the research. The meeting agreed that the College needs to further increase the communities' interest in the College.
Item 9	For information
CPR/06/18/17	The Chair assumed that members had read the papers for information and asked if members had any comments to raise regarding Item 9
Item 9.1	English and Math report
CPR/06/18/18	Unless vocational students attain "C" or level 4 in GCSE English and Math, it is a requirement of the funding body (ESFA) that they study English and Maths at either Functional Level or GCSE alongside their vocational course.
Item 9.2	Student disciplinary report
CPR/06/18/19	The report was noted.
Item 9.3	Safeguarding report
CPR/06/18/20	The Safeguarding Officer is commencing maternity leave and the College is currently recruiting for maternity cover. The Deputy Principal will keep the Safeguarding Governor updated.
Item 9.4	Teaching and Learning Assessment Update
CPR/06/18/21	The report was noted.
Item 9.5	Retention and Attendance
CPR/06/18/22	This item was considered as part of the QIP
Item 9.6	Applications Update
CPR/06/18/23	The Deputy Principal advised the meeting that the Marketing Team were looking at specific areas where further promotion may be required.
Item 9.7, 9.8 and 9.9	
CPR/06/18/24	The respective reports were noted.
Item 10	Committee Business
Item 10.1	Committee Terms of Reference

CPR/06/18/25	The Chair asked the members to review the Terms of Reference again and email any comments directly to her for compilation.
Item 10.2 CPR/06/18/26	Business Calendar 2018/19 It was agreed that IT should become of the termly departmental presentations in 2018/19 as opposed to a termly business item.
CPR/06/18/27	The Committee considered whether there should be a specific item on minimum standards. It was agreed that this should be added as a termly item.
Item 10.3 CPR/06/18/28	Self-Assessment 2017-18 The Chair asked the Clerk to recirculate the self-assessment questionnaire to all members present and those absent for completion and return: Action Clerk
Item 11 Item 11.1 CPR/06/18/29	Chair's business Review of committee business for emerging risks The Chair advised that there were new emerging risks from the meeting.
Item 11 CPR/06/18/30	Any other business The Chair closed the meeting in the absence of any other business.
Item 12 CPR/06/18/31	Date of Next Meeting Wednesday 14 th November at 8 am

Actions:

1. It was also agreed that the Head of IT and MIS should make a departmental presentation to the Committee during 2018/19. Action Clerk
2. Deputy Principal to consider English and Math enrolment before that of vocational programme. Action Deputy Principal
3. Clerk to circulate self-assessment questionnaire to Committee members