

Brooklands College

Minutes of the Curriculum and Performance Review Committee held at 08.00 on 1st February 2017 in Room MC5, Weybridge Campus.

Present: Jackie Pearson (Chair)
Gail Walker (Principal)
Katie Normington
Terry Lazenby
Jerry Tapp
Teresa Roberts (Staff Governor)
Savio Fernandes (Student Governor)

In Attendance: Josephine Carr Clerk to the Governing Body
Christine Ricketts Deputy Principal
Mary Hughes Assistant Principal
Nicki Adams Head of Student Experience

Item 1 Action in the event of fire
CPR/02/17/1 Action in the event of fire was noted.

Item 2 Welcome and apologies
CPR/02/17/2 Apologies were received from Richard Rawes. The Chair welcomed Michael Pearson AHOE and Richard Green AOE HE Engineering to the meeting. Savio Fernandes was welcomed and introduced to the meeting

Item 3 Declarations of Interest
CPR/02/17/3 There were no declarations of interest.

Presentation from Engineering Department

The Engineering department has been working in partnership with Oxford Brookes for over 15 years.

2015/16: 100% success rate with 86% full award (16 modules), 14% Cert HE (8 modules+), BSc Top up 100% - 4 students not honours – 14 students in total

Brooklands is in the top 10 percentile for National Student satisfaction survey (higher than those at Oxford Brookes and other colleges within this scheme) Brooklands scored highly on supporting students.

Recruitment and investment – currently there is only 1 member of staff with CAD (computer aided drawing) skills. Being able to use CAD is essential for both the students' coursework and their employability. The Governors asked if the Department had investigated possible partnership with an engineering company. McLaren staff used to come in and work with Brooklands students developing CAD skills but no longer do so. Brooklands work with the software company NT CAD Cam and use Solid Works as a drawing package. However most motorsport companies use Cateer. However, the educational version cost for 1 licence £360 – for 6 >£1k (share with other colleges within the Oxford Brookes Engineering?). CAD is essential for the employability of students, even a taster, work on rotation; The Department is looking at options for 2017/18.

Currently there are no new students coming through from McLaren for part-time degrees (2 evenings per week over 3 years). The Engineering Department need to rebuild their links with McLaren. Teresa Roberts has an ex-Business student, Alex Taylor, working in McLaren HR.

Entry Level (1 – 3) manufacturing and may transfer to motorsport at a later date. Re-introduced core engineering this September, where students are unsure of their career aspirations and need to build upon their maths skills. Student employability is currently very good.

Equipment and facilities are now over 9 years old and need to upgrade equipment in order to replicate external companies facilities – must not lag behind and avoid reputational risk. The College is waiting to hear whether the LEP bid for the Aircraft hangar and teaching facilities will be agreed (LEP bid £1.7m, the College will need to fund 50%).

The Chair thanked the Engineering Team for their presentation. A discussion ensued regarding the quality of Brooklands' engineering facilities.

Item 4

CPR/02/17/4

Minutes

The minutes of the meeting of 23rd November 2016 were approved as a correct record. Teresa Roberts to be added to the attendance list. The Chair requested that future meetings should always have a person present taking minutes as opposed to a recording.

Item 5

CPR/02/17/5

Matters Arising

The ALP report is still outstanding; the MIS manager is still working on the data, which has not yet submitted to the ALPs system (value-added process for students at L3). The MIS Manager, Patrick Hodgson, has contacted the National Student Record Office for the student attainment records pre attending Brooklands. The revised review date is now end March. For the September 2017 enrolments it is essential that all qualifications (regardless of the achievement rate) are populated into Pro Monitor. The College needs to erase inconsistencies of recording GCSE at enrolment and ensure that the students provide all of their results to date when they enrol to enable a meaningful ALPs report to be created.

CPR/02/17/6

The College SAR has been finalised and was submitted to OFSTED yesterday. The Marketing Department will produce printed copies for Governors and the Clerk will distribute. Action.

CPR/02/17/7

HE assurance was given to HEFCE on 1st December

CPR/02/17/8

IT is now a standing item on Resources. IT strategy: Krome quoted £900+vat per day to investigate and produce a report. SLT are looking for alternative providers and are meeting another company, Silver Linings, this week. They have undertaken a piece of free mapping work for the College, which the Head of MIS is very happy with. Silver Linings will produce a quotation, next week, which will then provide a comparison with the Krome quotation. SLT will then decide which company to work with. The subsequent report will be presented to both CPR and Resources Committees.

CPR/02/12/9

Committee Self Assessment; two responses have been received. The Clerk will compile these and circulate 2015/16 assessment. The Committee will complete the 2016/17 assessment at the June meeting. **Action** Clerk

Item 6:

CPR/02/17/10

QIP One

The Deputy Principal gave contextual background regarding the QIP for Savio, the Student Governor: the QIP contains key areas for development during the year and an action plan which, is updated during the year and presented to every Committee meeting.

CPR/02/17/11

A Governor asked why many items are shown as amber. The Deputy Principal advised that at this point in the year she would not expect the actions to be green as the majority are in progress and not yet complete and she has adopted a cautious approach. For instance, the Student Council is amber, as work is on going given that the Conference will not take place until March. The Deputy Principal acknowledged that this approach might make it difficult for Governors to identify the real risks. The Deputy Principal confirmed that she had no major concerns regarding progress; items marked red = at risk, amber = where you want it to be and green = complete. The meeting felt more comfortable with this clarification of the rag rating of the QIP for this meeting.

CPR/02/17/12

Student Framework/report devised for Student Governors to report to Governors to be used for the FGB March and July meetings

CPR/02/17/13

Pro monitor: there has been a significant improvement in usage across the College; a definite step forward. SLT are now looking at inconsistencies of usage and the quality of usage (in particular, smart targets and comments). NESOT currently makes greater use of the system than Brooklands and have developed a series of bespoke reports. MIS are looking to develop this function for Brooklands with NESOT's assistance. (Sharing best practice).

CPR/02/17/14	The Rising Star Pilot Project – 3 students have been identified and 1 is actively participating (target is 6). The focus of the project has changed/amended; the consensus was that the project was more suited to lower level students (I1-3) than higher level. The mentors are meeting on Friday to review progress to date.
CPR/02/17/15	VLE: Target 92% of L3 students will have a maximum of 90 hours of directed study. Some curriculum areas such as the Faculty of Human and Professional Studies have achieved this. However, some faculties such as Technology and Creative and Service Industries have not achieved this. The Deputy Principal advised that some curriculum areas have not transferred their materials from the old version to the new version of the VLE and that this is due to a mixture of cultural and practical problems. Some curriculum areas do not see the value of putting their resources on the VLE. This target is currently work in progress.
CPR/02/17/16	The Learner walks have produced positive results; just embarking on the second phase. The Learner walks are a better system in particular; more time is spent speaking with students and more emphasis on the student experience. The perception of staff is far more positive and more supportive of the process. Every teacher has a professional development plan as a result of the walk; subsequent walks during the year will be a development process.
CPR/02/17/17	Student Attendance: improvement compared to 15/16 was noted but comparison with national averages would also be helpful. How may attendance be further improved? What do other Colleges do? Brooklands is taking a more targeted approach re individual groups of students, in particular underperforming students.
CPR/02/17/18	A discussion ensued regarding whether Brooklands is plateauing; are the targets sufficiently stretching? SLT believe that the targets are both achievable and realistic. These are monitored and regularly reviewed during the academic year. The summer meeting QIP will include these updates.
CPR/02/17/19	The Staff Development Day in January seems to have gone well. Staff attendance record is unfortunately not accurate as not all staff attending signed in. Managers have held follow-up meetings with staff who not attend the day. The staff feedback included staff appreciated the Governor attendance and contribution to the day.
CPR/02/17/20	<p>*Long Term Strategic aims – IT strategy work-in-progress</p> <p>*STEM assured award update – no real progress to report. This is not currently a priority given the recent significant staffing issues in Engineering. The College will work towards the currency (STEM assured badge) and developing the STEM curriculum, however, importance of achieving the STEM assured badge has diminished in the FE sector.</p> <p>*Ashford Hair & Beauty – the planning application by Inland Homes is on-going. There us no indication that Inland Homes have changed their plans, the stumbling block appears to be the provision of affordable housing. The Hair and Beauty provision is not at risk as it is integral part of the sale contract.</p> <p>Applications for Hair & Beauty are 50% up at both campuses. The Ashford students like being in their own centre in Ashford and the behaviour of most students has subsequently improved. The atmosphere is more like a professional saloon than a teaching facility.</p>

Item 7

CPR/02/17/21

7.1 English and Maths QIP

The Assistant Principal confirmed that some of the 2017/18 targets, such as 19+ maths and overall English GCSE achievement rates are lower than the 2016/17. A discussion ensued regarding whether the targets are appropriately stretching and achievable given the cohort of students and the tracking data.

The English staff believe that it is an ambitious target this year, but are reasonably optimistic given current progress in year. This is the last year of IGCSE and the new syllabus is significantly more difficult. Teaching staff are receiving training for the new syllabus. There has been considerable press coverage regarding the new syllabus. Currently teachers deliver Maths GCSE in 3 hours per week: is this sufficient? May this time be used more effectively? In theory, this should be a revision provision given the students' school curriculum years 7-11.

CPR/02/17/22

English and Maths Attendance: The meeting noted the variety of attendance levels between faculties, Supported Learning and Science attendance is in line with targets, Engineering is much improved, but Arts and Public Services are not so good. Attendance has improved since the Faculties became responsible for their students' attendance at Maths and English last academic year. The Student Governor confirmed this. Non-attendance is followed-up in the vocational curriculum areas and this is reflected in the increase of lower level of disciplinaries due to attendance issues. The Committee was advised that there are some problems with the registers, particularly with Public Services, and timetabling issues, if maths is the first lesson of the morning.

The Deputy Principal appreciates the need to instigate disciplinary matters for non-attendance but the stick approach will not make students attend. The students need to see the value of English and Maths, and have a good/inspiring experience in the classroom. This is a cultural issue and some vocational teachers need to value the importance of English and Maths and improve the classroom experience for these students who have struggled with English and Maths throughout their secondary school education. In some curriculum areas this is not being achieved, compared to the whole departmental approach in Engineering.

CPR/02/17/23

The first Learner Walks included 110 observation rag rated green, with 75% for English and Maths embedded in main curriculum, this has been slightly amended as a result of verification, but remains most pleasing indicator of the culture shift.

Item 7.1

CPR/02/17/24

English & Maths Report

Many of the points in the Assistant Principal's report have been included in earlier discussion. However, the GCSE November 2016 re-take achievement rates are to be commended:

IGSCE English: 10 students were entered (who had been borderline fails from the June diet), 9 sat the examination, 5 achieved grade C and 4 achieved grade D.

GCSE Maths: 42 students were entered, 2 did not attend the examination. 11 students achieved A*-C. In 2015/16 there were no A-C passes at the November diet. Many of the successful 11 students were taught in the autumn 2016 term by the new maths lecturer and maths co-ordinator, Claire Dunning. Claire is a Specialist maths teacher who has worked with borderline students in schools. Whilst many of the Brooklands' teachers have developed as maths teachers, it is not necessarily their primary subject. Hopefully, Claire will be able to share best practice across the College.

Item 7.2

CPR/02/17/25

Student Disciplinary Report

The report encompasses the Autumn Term and January 2017. As discussed earlier, there is an increase in lower level disciplinaries due to poor attendance for English and Maths. The meeting agreed that these should be a supportive process, emphasising the importance of the qualification for student's employability skills.

The Student Governor confirmed that many students do not see the importance of English and Maths both for employment and for matriculation at university. The meeting agreed that Course Tutors and AoHFs must ensure that the students understand the importance of English and Maths.

Item 7.3

CPR/02/17/26

Lesson Observation Update

The meeting noted the report, having discussed earlier, the learner walks and attendance.

CPR/02/17/27

It is essential that Governors understand the rag rating within the learner walk process: would it be beneficial to have a short training session for Governors to go through the process of arriving at the data? The Principal gave a brief overview and it was agreed that a short training session would be given at the beginning of the Curriculum Day?
Action Deputy Principal

Items 7.7 (HE QIP), 7.8 (Student Survey) and 8 (Safeguarding) were brought forward

Item 7.7

CPR/02/17/28

HE QIP update

QIP – Differentiated training is rated as amber as this is on-going as opposed to a concern.

CPR/02/17/29

Improvement regarding the recruitment of students, this was also referred to in the earlier Engineering presentation. The HE student numbers trend 13/14 to 17/18 show an overall decline in numbers, in part due to removal of number caps from universities and also as a result of the increase in provision of professional courses where students are generally employed and studying at the same time (CIPD and AAT). The College should explore increasing recruitment from external sources and reduce its reliance on internal progression. These matters are being discussed with Marketing and the four Surrey GE Colleges, in particular with an increased use of social media.

CPR/02/17/30

As part of the curriculum planning, which will commence after half-term, SLT will revisit HE provision. They will also look to promote the HNC provision within departments as a progression route. For instance, Media has lovely new facilities and students should be encouraged to progress within the College.

The early year student numbers are worrying particularly given that employers are no longer releasing staff for daytime courses; evening provision was suggested? It was noted that Kingston applications for early years are currently down 25% compared to previous years.

Item 7.8

CPR/02/17/31

Student Survey

The Induction Student Survey generated good detailed commentary with positive feedback. The responses to questions 18-19 (I know who to go to if I have a problem; I feel safe in College and If I did not feel safe I would know what to do) have been broken down into departmental areas for the departments to address their student cohort responses.

Item 8

CPR/02/17/32

Safeguarding Report

Reporting on the Autumn Term and January 2017, the focus of the report is to provide information regarding the succession planning for the replacement of Penny Dinning who retires this week. Her role is being split between counselling and mentoring: pre-counselling needs (anxiety and anger management issues) workshops et al and external training resources, such as Charity Icon, where available. An open email regarding the provision of counselling after Penny's retirement has been sent to all staff and students.

A counsellor will be available at Ashford on Wednesdays. In response to the question what happens if there is an urgent case on a day where no counsellor is on site, the meeting was advised that all cases are prioritised and an immediate meeting with a safeguarding officer would be arranged. Esher College use an online counselling service and Brooklands is looking at this provision. Guildford College has no counselling services and East Surrey College is cutting their provision.

The meeting concurred that Safeguarding is a high priority within the College. The Governors asked the Clerk to convey their thanks and best wishes to Penny. The Committee will monitor the changes going forward.

The Chair of CPR will be invited to future College Safeguarding meetings.

The Head of Quality Services left the meeting at 10.15

Item 7.6 Funding and Planning (incorporating retention and enrolment)

CPR/02/17/33 The Deputy Principal asked for questions regarding these areas and her report. The Deputy Principal noted that the Retention rate of 99% is very good. However, the meeting should be slightly cautious as the College is awaiting the latest data return and expects a slight dip as a result of withdrawals from study.

CPR/02/17/34 Enrolment for 16-18 students is currently 1,466 – below the target of 1,807. The difference of 341 excludes 54 High needs (54) and there are two Princes Trust 2 groups due to start. The College is exploring other avenues for new students in particular with apprenticeships.

CPR/02/17/35 Adult education budget: SLT are working with curriculum areas to develop in-year recruitment, in particular with regard to ESOL, AAT and professional areas. The decline in adult education students is principally due to a change in the funding rules: the adult education funding may not be utilised to support Adult apprenticeships.

The Deputy Principal thanked the Director of Business and Marketing for his contribution to the report (apprentices, trainees and European funded courses). The Principal is confident that the College will meet its annual budget.

CPR/02/17/36 Curriculum planning update: the Deputy and Vice Principal are working with the September 2017 timeline. They are looking to enhance the process link between staffing costs and planning. The Head of MIS has enhanced the forecasting tool with a more refined hourly rate of teachers. The Directors and AHOFs are looking at trends to establish which courses are viable when curriculum planning and to establish a target recruitment going forward; i.e. use data more effectively.

CPR/02/17/37 Full-cost recovery - Courses include:
Cross college level entry: there are day-release options from schools, SLT are also looking for full-time provision options.

Pre-access programme for adults – study skills programme preparing for HE and access to teacher training.

ESOL programme for Mathew Arnold and Bishop David Brown schools which have a high level of students who first language is not English. They attend ESOL programmes at the College as day release students. These programmes are fully funded by the secondary schools.

CPR/02/17/38 Curriculum Development: SLT are preparing a curriculum strategic plan to sit under College strategy. The curriculum strategy will address the long term development of College and consider what education may look like in 5/10 years plus. The strategy will address possible changes necessary to ensure that the College is responsive to the needs of the community: its facilities and staff develop flexibility.
For instance there is a virtual reality app for travel and tourism which envisages students inside an airplane. Such an app enhances the learning experience of students and the College needs the flexibility to enhance new technology but this will not replace face-to-face teaching. Interaction in College classroom settings is essential to develop employability and sociability skills.

CPR/02/17/39 The Capital Strategy helps deliver this flexibility, whilst the curriculum strategy ensures that student interest at the heart of everything Brooklands does. The meeting agreed that flexibility is fundamental to the future strategy of the College. And that the CPR Committee should be seen to champion this. The draft Curriculum Strategy will be presented at the June meeting.

Item 12

Any other business

CPR/02/17/40

Staff Development day on 30th March: Terry Lazenby will attend

CPR/02/17/41

Presentation of Governor information. The Principal and Clerk are investigating the collation of information for Governor meetings. A paper will be tabled at the June meeting.

CPR/02/17/42

The Staff Governor, Teresa Roberts, informed the meeting that Dale Brunt of forensic sciences had asked her to inform the Committee of the intention to run a pilot scheme with the aim of attaining accreditation. The Governors asked Teresa Roberts to pass on their congratulations and support to Dale and look forward to hearing updates regarding progression of the scheme.

The meeting closed at 10:50

Action points

1. Paper copies of the College SAR to be distributed to Governors: Clerk
2. Clerk to compile CPR Committee self-assessment and circulate.
3. The Deputy Principal to give a training session regarding Learner Walks for the Governors

Chair:

Date :

