



Minutes of the Curriculum and Performance Committee meeting held at 8.00am on  
23<sup>rd</sup> November 2016, Room MC5, Weybridge.

Present: Jackie Pearson (Chair)  
Jerry Tapp  
Steve Brice  
Terry Lazenby  
Richard Rawes  
Katie Normington  
Gail Walker (Principal)

In Attendance: Christine Ricketts Deputy Principal

- Item 1**  
CPR/11/16/1 **Action in the event of fire**  
Action in the event of fire was noted.
- Item 2**  
CPR/11/16/2 **Welcome and apologies**  
Apologies were received from the Clerk and the meeting was recorded. The Chair welcomed all attendees to the meeting.
- Item 3**  
CPR/11/16/3 **Declarations of Interest**  
There were no declarations of interest.
- Item 4**  
CPR/11/16/4 **Minutes**  
The minutes of the meeting held on 15<sup>th</sup> June 2016 were approved as a correct record with Richard Rawes added to the attendance list and correction of numerical items and one typographical error – Item 15.
- Item 5**  
CPR/11/16/5 **Matters Arising**  
The Committee received the report on matters arising. Meisha Harding from Learning and Development has given a presentation to this meeting. It was agreed that the next presentation will be an area which is good or requires improvement (not outstanding). The meeting agreed that the next departmental presentation will be Engineering and that 30 minutes should be allowed for the Head of Faculty and a Manager to speak with the Committee. It was noted that the engineering department has had some recent staff changes and some areas requiring further work. The external Reviewer in 2016 believed Engineering to be “good”.
- CPR/11/16/6  
Update on ALPS – at enrolment staff were instructed to ensure that all student prior attainment was logged onto Pro Monitor. The Head of IT, Patrick Hodgson is currently auditing the data. In order to produce the ALPS report each student must have at least 2 qualifications to be included in the report. There have been some delays regarding the Ashford data because of the IT problems at the new Ashford Campus at the beginning of term. It is hoped that the first ALPs report will be produced by the end of the week.
- CPR/11/16/7  
It was confirmed that Prevent items are included within the termly safeguarding report.
- It was agreed to bring forward Item 8: HEFCE as the Head of Student Experience had another meeting to attend
- Item 8**  
**Item 8.2**  
CPR/11/16/8 **HEFCE**  
**HE QIP 2016-17**  
The Head of Student Experience presented the HE QIP 2016-17. The key actions relate to further use of Student Voice, increased use of IT, more sharing

of best practice at Level 4 and above and continuing with the Surrey-wide College collaboration.

- CPR/11/16/9 For 2017/18 the College is looking to increase marketing to prevent reliance on current students progressing from Level 3 to 4 and above. There has been a decline in the number of students progressing internally for the last 2-3 years. Thus the College needs to broaden its catchment areas, in particular the other Surrey GE Colleges. There have also been a reduced number of students coming through clearing, particularly via the Oxford Brookes programmes.
- CPR/11/16/10 The College will also work with its current Level 3 students to prepare them for successful transition to Level 4 and higher studies.
- CPR/11/16/11 The College will have a better perspective regarding HE student numbers at the February meeting by which time UCAS applications will have closed. Action: Update re HE applications for 2017-18 at the February meeting.
- CPR/11/16/12 In response to a Governor question, the Head of Student Experience confirmed that the College's HE provision will not be assessed during an OFSTED inspection. QAA conducted a review some 3 years ago thus providing an external measure of quality. The awarding institutions and awarding bodies have regular meetings and measures in place to assess the quality of provision and student achievement. Also the importance of Learner Voice at HE is far more vigorous and robust than for the FE students and Colleges are rated by the students in a national survey. In addition the Curriculum area self-assessment identifies areas for improvement within the College provision of HE.
- CPR/11/16/13 In response to a Governor Question, the Head of Student Experience confirmed that increasing its HE provision is linked to the aim to increase the number of degree level apprenticeships. Perhaps this should be made more explicit within the HE QIP. SLT have identified appropriate areas for growth including STEM based subjects.
- Head of Student Experience left the meeting.

## **Item 8.1**

### **HE Assurance:**

- CPR/11/16/14 The Deputy Principal highlighted the key elements of the supporting report. In March 2016 HEFCE published their revised operating quality assessment model; 2016/17 is a transition year. All HEFCE funded providers are required to provide a set of assurances by Thursday 1<sup>st</sup> December 2016. The second page of report outlines the template. The purpose of the Committee paper is to discuss which measures Governors wish to see to enable them to provide this assurance. The report suggests two key suggestions:
1. Add HE as a standing agenda item for the Committee
  2. Termly monitoring of the HE QIP at each Committee
- The report suggests that HE achievement data and emerging trends as other possibilities.
- CPR/11/16/15 The Chair of Governors agreed that the meeting should consider whether the Governors feel fully appraised to give the full assurance. The aim of this discussion is to agree which measures and information Governors require to be able to give the assurances required by HEFCE by 1<sup>st</sup> December 2016.
- CPR/11/16/16 The meeting asked if there will be a SAR for HE. The Deputy Principal advised that each area of the College which has HE provision has submitted a SAR and that the HE QIP is a summary of their combined HE submissions of how to drive the HE provision forward

- CPR/11/16/17      The meeting agreed that the monitoring of the HE QIP should be undertaken on a termly basis and requested a two page document providing key information regarding a summary overview of the College's HE provision in 2016/17 including the number of students, the courses and qualifications which they are working towards, the achievement data and viability of the courses. The document should also highlight the key strengths and key areas for development going forward.
- The template will be submitted and signed by the Principal on behalf of the Governors. The Deputy Principal will circulate the document by Monday 28<sup>th</sup> November and Governors to respond by Wednesday 30<sup>th</sup> November. The Deputy Principal confirmed that the curriculum SARs include the Student feedback.
- CPR/11/16/18      The College receives an HE Summary Review each year from each of the awarding Institutions and Bodies (external review). If they had any concerns they would raise these within the report. Going forward Governors would like to see these.
- CPR/11/16/19      The Assistant Principal confirmed to the meeting that the College is seeking to provide pathways of progression for its students. Where the College is able to provide the higher level (HE) provision (i.e. has the higher level expertise) then it does so and collaborates with an HE Institution or awarding body. For areas where the other Surrey Colleges have the expertise and provide the course, The College will inform its students of these options and vice versa. Progression is the key.
- CPR/11/16/20      The Meeting agreed that HE should be added as a standing agenda item for the Committee and that the Committee should consider the HE QIP on a termly basis.
- Item 6                      Quality Improvement Plan 1**
- Item 6.1                  QIP 1 2015-16 year end**
- CPR/11/16/22      The Deputy Principal advised the meeting that the report updated the year end year position against actions agreed during the last academic year. The meeting considered the document.
- CPR/11/16/23      Retention at year end: -1% below College target but above the national average. This remains an excellent rate but changed colour because it had dropped. This was principally due to difficulties in tracking the data for Adult ESOL. The Deputy Principal confirmed that these had now been resolved.
- CPR/11/16/24      Student spelling, dictation and grammar deteriorated February – June 2016 the grading reflects consistency of practice and not actual declining of standards.
- CPR/11/16/25      IT is a recurring theme in particular whether it is able to support initiatives. The Deputy Principal advised the meeting that an IT company, Chrome who the College works with, will be assessing the current IT provision and preparing an IT strategy for the next 3 years. The report should be submitted in January 2017. IT is a high priority for the College and is now a standing item for the Resources Committee. There were significant problems with the lack of IT provision at the beginning of term at the Ashford campus. These have now been resolved.
- CPR/11/16/26      The Deputy Principal considers that the priority going forward is how best to use IT for the Teaching, Learning and delivery of the Curriculum College-wide. There needs to be a more consistent use of the VLE across the College – some

areas are excellent such as English and the Hairdressers, other departments make less use of the VLE. Access problems have been resolved.

- CPR/11/16/27 The meeting requested an overall KPI regarding achievement rates of white students compared to all other ethnic backgrounds. This data is available by category in the College SAR but not as an overall figure. There are some specific group targets in the 2016-17 QIP.
- CPR/11/16/28 Buzz the Boss is now working and a number of submissions have been received. The Public Service Areas have been incredibly vocal in presenting their views.
- CPR/11/16/29 STEM: an award has not been achieved during the last 2 years. Now the ABR has finished will the submission be made? The Deputy Principal will discuss whether the application is to be made with the Principal and report back to the Committee regarding STEM recognition.
- CPR/11/16/30 The Space week was deemed highly successful but no applications for the course were received. The issue is to attract the higher level students and this will be addressed by marketing in the coming year.
- CPR/11/16/31 China representatives visited the College and Oxford Brookes last month and so the Partnership continues to develop. No further development regarding the Cape Town College.

**Item 6.2 QIP 1 2016-17 and SAR (Item 7)**

- CPR/11/16/32 It was agreed to link item 7 SAR with QIP 2016/17. All Governors have received an electronic copy; printed copies may be made available. All members of PRG should have a printed copy of the College SAR. Action Deputy Principal.
- CPR/11/16/33 Leads for each area were tasked with making a judgement and providing the evidence to support the judgement. The meeting agreed that it was an excellent well-prepared document. The meeting asked that the Governance SAR and HE SAR be added to the final College SAR for final printing.
- CPR/11/16/34 The College SAR assessment for 2015/16 is Grade 2 with some outstanding features. The key points emerging from the document are:
- The College is able to demonstrate year on year improvements
  - Sustained and continued improved leadership and strong governance
  - 2015/16 was a period of significant change with a change of 3 members of SLT mid-year, significant building projects and the opening of the specialist Autism Centre.
  - All the objectives within the Strategic Plan 2012-16 were achieved and a work preparing a new Strategic Plan commenced during 2015/16.
  - Overall effectiveness good – with some areas moving towards outstanding and Apprenticeships, the Princes' Trust, Supported Learning and High Needs graded as 1.
  - Grading Table P2 External observation – the intention of the report and the evidence within articulates that the College is moving towards outstanding. In particular there is a relentless improvement which has brought about this change. A continuing focus on working collaboratively with the other Surrey FE Colleges and local SEN Colleges
  - The College has seen significant improvement in the achievement rates for GCSE English but acknowledges further work is need to sustain this and to improve the achievement rates for GCSE maths.
  - The College continues to promote wider student experience to best prepare students for future employment

- There were increased competition entries with local, regional and national success with the Construction, Catering and Hair and Beauty departments.
- The Prevent agenda has been included within the College and now needs to be embedded in the Culture of the College. This is a key focus
- The College has very good relationships with Governors. A position paper with regard to Governance is currently being prepared.

The College SAR has been externally validated by members of SLT from 2 other FE Colleges.

- CPR/11/16/35      P5 – College not o/s yet because it needs to improve its achievement rates for GCSE maths and ..... However, there is nothing specific in the actions listed need to improve the maths achievement rates directly. The Deputy Principal advised that all action points apply to the provision of maths and that there is a separate and more detailed QIP for English and Math.
- CPR/11/16/36      The meeting thanked the Deputy Principal for an excellent document. The Marketing Team together with the Deputy Principal to produce the actual report. The College SAR report must be submitted to OFSTED in January 2017 as a reference document and it is essential that this is a professional document. THE CPR Chair asked that FGB be advised of the importance of this document and the essential summary information contained at the back of the report.
- CPR/11/16/37      The meeting noted that the overall effectiveness of Engineering has moved from 2 to 3. The meeting asked that the report stated that the bracketed figure relates to last year's grade. Science has also moved from a 2 to a 3. 6 out of 22 Curriculum areas overall grading has declined and only 2 have improved. This is in part due to the College taking a far more critical approach when appraising itself. Do these summary grades suggest that the College is plateauing. Some grades have improved in the final version. The College has robust plans in place to address these issues. Many of these are related to specific blips during 2015/16 and there is evidence to support these. The meeting agreed that a sentence should be added after the text "improvement over a period of 3 years" – "the College self-assessment is now more exacting and has raised the bar for expectations".
- CPR/11/16/38      The 2016/17 QIP includes actions for all areas of improvement identified in the SAR. The Deputy agreed to include the 10 steps to outstanding as a reference point.
- The Headline objectives are:
- Improve and develop Student voice further
  - Look at and develop IT to support delivery
  - Further improve the quality of teaching and assessment
  - Greater proportion of o/s practice within the College
  - Continue to increase achievement rates
  - Ensure the progression and retention of key groups of students continues to improve
  - Celebrating and embedding Brooklands values whilst promoting equality (prevent)
- CPR/11/16/39      P8 Use of technology – this has been recurring theme during the meeting; in terms of achievement in 2016/17 do SLT have an action plan which needs resourcing? Is this anything which Governors need to be considering now to facilitate this? The Deputy Principal advised that Governors should wait for the Chrome report in January 2017. Additional resources may be needed to implement their proposals.
- CPR/11/16/40      The College has identified some "quick" fixes for IT and the capital funds to enable undertake these and so increase the student experience in 2016/17. The meeting request that the College produce a short note saying whether they

have sufficient resources to implement in-year IT improvements to support the QIP or whether they need additional resources. There will then be a discussion at the March FGB regarding the Chrome proposals for a 3 year IT strategy.

CPR/11/16/41

The ethnicity data is provided nationally and OFSTED use this data. The meeting wish to be reassured that there is not a significant gap when comparing white students with those of other ethnicities.

CPR/11/16/42

The reference to the China project to be added to the QIP long term aims. The High Street venue for Hair and Beauty should remain. The meeting agreed that STEM should be added as it fits with LEP priorities. IT to support learning should also be added.

#### **Item 9**

#### **Enrolments**

CPR/11/16/43

The Committee noted the report

#### **Item 10**

#### **Student Disciplinary Report**

CPR/11/16/44

The Chair of Governors asked if anymore information was available regarding the prevent referral in order for the Governors to have a better understanding of the problem. The referral relates to a student within Supported Learning who was displaying symptoms/aspects of radicalisation. A referral was made to Channel who met with the Team and investigated the matter and support has been put in place for the student and the father. Positive feedback has been received from the Police and Channel who praised the Team's excellent management of the situation which they deemed to be significantly better than a number of other Colleges which they have worked with.

The student has been suspended (not excluded) until the investigation has been completed. The College has regular communication with the student's Father and work is sent to the student to maintain his studies.

CPR/11/16/45

The Governor with a particular interest in Prevent (the Chair of PRG) will be invited to the next College Prevent meeting in the Spring Term.

CPR/11/16/46

If students are permanently excluded they are listed as a withdrawal from study and a fail (unless this occurs within the first 42 days of their course).

#### **Item 11**

#### **Learner Involvement**

CPR/11/16/47

The Committee noted the report

#### **Item 12**

#### **English and Math QIP 2015/16 and 2016/17**

CPR/11/16/48

The Committee noted the report.

CPR/11/16/49

2015/16 Outcomes: GCSE English 90% target of pass rates achieved. 60% relates to the higher grade achievement (A-C). The performance targets for 2017/18 were set before the summer GCSE results were known and the initial assessments of the current cohort and agreed a lower target was more realistic. The College is currently maintaining a higher rate (20%) than the national average for IGCSE English.

#### **Item 13**

#### **Complaints Report 2015-16**

CPR/11/16/50

The meeting noted the report. The summary spreadsheet was not easy to read on an ipad. 60 formal complaints were received compared to 61 in 2014/15. It was noted that there were no formal complaints regarding IT or its misuse.

#### **Item 14**

#### **Safeguarding Report**

CPR/11/16/51

The Committee noted the report.

#### **Item 15**

#### **Progression Report**

CPR/11/16/52

The meeting noted the report

**Item 16                      Chair's business**

- CPR/11/16/52              The Chair of CPR congratulated the College in its standing in the recent national league tables. Gail will include the Governors' commendation regarding the league tables in her weekly update.
- CPR/11/16/53              Prospectus – Chair of CPR offered Committee members paper copies of the College prospectus and recommended them to this excellent document.
- CPR/11/16/54              Curriculum and Performance Review Self-Assessment: The meeting agreed to ask regular members of the Committee to complete review form and return to the Clerk by 5<sup>th</sup> December.

**Item 20.1                      Review of committee business for emerging risks**

CPR/11/16/55              None

**Item 21                      Any other business**

CPR/11/16/56              None; the meeting closed at 11am.

**Item 22                      Date of next meeting**

CPR/11/16/57              1<sup>st</sup> February 2017

**Action Points**

1. The next Departmental presentation should be given by the Head of Faculty and a Manager of the Engineering department.
2. Deputy Principal to provide an update on HE applications at the February meeting.
3. The Deputy Principal to discuss with the Principal and report back to the Committee regarding STEM status
4. All members of PRG to have a printed copy of the College SAR
5. The Governance SAR and HE SAR be added to the final College SAR for final printing.
6. The meeting request that the College produce a short note saying whether they have sufficient resources to implement in-year IT improvements to support the QIP or whether they need additional resources.
7. Regular members to complete the Self-Assessment Review forms and return to the Clerk by 5<sup>th</sup> December.

**Decisions taken**

1. The Meeting agreed that HE should be added as a standing agenda item for the Committee and that the Committee should consider the HE QIP on a termly basis.

**Chair:**                      .....

**Date :**                      .....