

# Brooklands College

Minutes of the Curriculum and Performance Committee meeting held at 8.00am on  
4 March 2015 in room MC5, Weybridge.

Present: Katie Normington (chair)  
Maureen Kilminster  
Terry Lazenby  
Jackie Pearson  
Richard Rawes  
Teresa Roberts  
Jerry Tapp

In Attendance: Gail Walker Deputy Principal  
Ian Pocock Clerk to the governing body

**Item 1 Action in the event of fire**

CPR/03/15/1 Action in the event of fire was noted

**Item 2 Welcome and apologies**

CPR/03/15/2 The chair welcomed all attendees to the meeting. Apologies for  
absence were received from Steve Brice.

**Item 3 Declarations of Interest**

CPR/03/15/3 There were no declarations of interest

**Item 4 Minutes**

CPR/03/15/4 The minutes of the meeting held on 3 December 2014 were approved  
as a correct record.

**Item 5 Matters Arising**

CPR/03/15/5 The committee noted the report on matters arising:

CPR/6/14/48 Lesson Observation update

A further update was included on the agenda for the current meeting.

CPR/12/14/11 Post Inspection Action Plan

To assist in assessing College performance, the committee noted that  
national average figures had been inserted where applicable. A  
separate paper was provided on minimum standards and qualification  
success rates.

CPR/12/14/22 Quality Improvement Plan

This was now being presented with a column linking items to the outcome of the governors' strategy day in September 2014.

CPR/12/14/27 Self Assessment Report

The grade judgement by category had been reinserted

CPR/12/14/50 Student Satisfaction Survey

This item would be carried over to provide a summary of the data as well as the interpretation when the report was next received by the committee.

CPR/12/14/54 English and mathematics

A further report was included on the current agenda

CPR/12/14/63 Student Progression

A report was included on the current agenda

**Item 6                      Minimum Standards and Qualification Success Rates 2013-14**

CPR/03/15/6              The deputy principal noted that the published QSR had been uploaded on e share.

CPR/03/15/7              The success rate measures had changed and the self assessment report (SAR) had been changed to match the data. For 16-18 learners the College became outstanding on the new measures for vocational programmes. For adults the College was below the national average. In general, the information confirmed the College's own assessment of strengths and the weaker areas that needed to be addressed.

CPR/03/15/8              Jerry Tapp asked if there were any reasons why shorter courses were performing less well than longer courses. The deputy principal felt that course design could be improved.

CPR/03/15/9              The deputy principal noted that another aspect to highlight was the need to improve adult success rates. For some learners the emphasis was on attending the learning and gaining the skills but not necessarily sitting examinations.

**Item 7                      Updated Self Assessment Report**

CPR/03/15/10             The committee noted the updated self-assessment report (SAR). As reported under matters arising, the grade judgement by category had been reinserted.

CPR/03/15/11             The committee agreed the updated SAR

**Item 8                      Updated Quality Improvement Plan**

- CPR/03/15/12            The deputy principal noted that revised success rates had been included where appropriate.
- CPR/03/15/13            The deputy principal highlighted significant issues within the paper.
- CPR/03/15/14            English and mathematics was also covered by a separate paper on the agenda. On line delivery was progressing following implementation of the new management structure. Progress was being made on the implementation of the 2:1:1 project.
- CPR/03/15/15            All courses were now on Moodle. Some work remained to ensure quality.
- CPR/03/15/16            In support of the objective of achieving greater understanding of lesbian, gay, bisexual and transgender (LGBT) issues amongst students and staff, diversity week would be taking place in March 2015. This would include a session with a speaker on LGBT issues.
- CPR/03/15/17            Remaining items on the QIP not discussed were not yet due for completion. The principal noted in respect of the final item, international work, that funding had been secured for a visit by herself and the deputy principal to follow up opportunities identified as a result of the recent visit by a Chinese delegation to Brooklands.

**Item 9                      English and Mathematics report**

- CPR/03/15/18            The paper demonstrated a significant increase in numbers of student studying for these qualifications, and in common with other Colleges Brooklands was experiencing some pressure on systems to manage GCSE assessments.
- CPR/03/15/19            Richard Rawes asked if identifying teaching staff were a difficulty. The deputy principal confirmed this was an issue.
- CPR/03/15/20            Jackie Pearson stressed that revision courses immediately before examinations could make a significant difference. The deputy principal confirmed that these were in place before and after Easter.
- CPR/03/15/21            The chair asked about targets for the achievement of grades A to C for 2014-15. The deputy principal confirmed that these were included in the QIP with higher grades to be 42% of results.
- CPR/03/15/22            The committee discussed accountability for achievement in this area. It was confirmed that overall College accountability was with Mary Hughes, assistant principal.

**Item 10                    Progression Report**

- CPR/03/15/23            The deputy principal noted that the report on student progression to employment or additional education had been requested by Steve

Brice, governor. The College had worked to improve its data in this area and the report provided a top level overview for governors. More detailed data could be provided if helpful.

CPR/03/15/24 Jackie Pearson also asked how the information was used to review the curriculum offered. The deputy principal confirmed that the information was used when looking at changes to the curriculum. For example, art courses were being reduced as progression from this subject was poor. The data and follow up work also, for example, indicated that level 2 learners who were not progressing in motor engineering to level 3 were gaining employment but not sufficiently in motor engineering, but there was a need in the area for engineering. For September the course offer has been modified to ensure learners stepping off at level 2 could go into the engineering sector. This information was used to guide learners in their choice of courses.

CPR/03/15/25 Terry Lazenby asked if students were fully aware of the careers service. The deputy head and Teresa Roberts confirmed that first point of contact was with the tutors and then an appointment with the career adviser would be made if assistance could not be provided by the tutor. Sessions with speakers were also organised by curriculum areas. The college has plans in place to focus on future progression after Easter.

#### **Item 11                      Student Disciplinary Report**

CPR/03/15/26                      The committee received the student disciplinary report.

CPR/03/15/27                      The committee noted that work to improve the procedure appeared to be showing benefit with a reduced number of disciplinary cases. It was agreed that it would be useful to have curriculum area identified rather than name of faculty head **Action Deputy Principal**. It was noted that some areas that looked high compared to others included engineering and design where more formalised systems had been introduced than had existed previously.

#### **Item 12                      Safeguarding**

CPR/03/15/28                      The committee received a termly update on safeguarding.

CPR/03/15/29                      The committee noted a continued rise in demand for the safeguarding team's services. The complexity of cases had also increased. Mental and homelessness were particular issues, and the 'Prevent' agenda also contributed to growth.

CPR/03/15/30                      The College sought assistance through Surrey social services and there were occasions when this support could be improved.

CPR/03/15/31                      The committee noted the report.

#### **Item 13                      Funding and Planning 2014-15**

CPR/03/15/32                      The committee received a paper identifying planned changes in the curriculum. The changes were in response to learner demand,

potential cuts in funding as well as the need to identify ongoing improvements. The deputy principal highlighted significant issues from the paper.

- CPR/03/15/33      In respect of 16-18 learners, recruitment had not reached its target for 2014-15. There would be no claw back in funding as allocations were on a lagged numbers formula. The College had not yet received its allocations for 2015-16 but an indicative allocation received in January suggested a reduction in funding of £800,000. The College would be putting in case for increase funding based on the more favourable recruitment shown by the February 2015 return.
- CPR/03/15/34      16-18 apprenticeships continued to grow, both those directly provided by the College and through sub-contractors.
- CPR/03/15/35      In adult delivery, 20% of funding was reserved until the year end and based on achievement. No additional funding was allocated if targets were achieved but funding would be clawed back if targets were not met. An additional £200,000 had been secured for adult delivery and consideration was currently being given to how this could be achieved.
- CPR/03/15/36      Higher education had recruited to target, although not as well to part time courses which was part of a national pattern. ESF courses had delivered to target. Brooklands would continue to offer ESF contracts as they became available. Full cost programmes had recruited to target.
- CPR/03/15/37      The deputy principal referred the committee to section 3 of the paper which outlined a number of changes proposed for 2015-16. This encompassed ceasing some areas of activity and some new areas of activity. A restructuring document had been sent to all governors. The paper now before the committee contained some further detail.
- CPR/03/15/38      Terry Lazenby asked if cutting courses presented a reputational issue for the College. The principal and deputy principal did not feel this was the case as there was not a significant demand for the courses that were being discontinued.
- CPR/03/15/39      Areas of development included traineeships, and on line delivery for 16-18 learners who had difficulty accessing College education, in conjunction with Surrey County Council.
- CPR/03/15/40      The committee noted the report.

#### **Item 14**

#### **Lesson observation update**

- CPR/03/15/41      The deputy principal introduced a report outlining changes to the lesson observation process. Teresa Roberts confirmed that the revised process had been well received by staff and was helpful in reviewing practice.
- CPR/03/15/42      The deputy principal confirmed that the data would be broken down by gender when complete (**Action: Deputy Principal**), and that appropriate use of IT in teaching was encompassed by the process.

**Item 15                      Retention Update**

CPR/03/15/43              The committee received a report on retention as at 16 February 2014. Overall retention was 96.7% compared with 96.29% at the equivalent time in 2014. 16-18 classroom retention was 99.66% which was a decline of 0.30%. For adults classroom learning retention was 99.35%, compared with 99.74%.

CPR/03/15/44              Discussion noted the slight drop for 16-18, although this was not statistically significant. It was felt that the best basis for comparison was year on year within the College rather than looking at other Colleges.

CPR/03/15/45              The committee noted the report.

**Item 16                      Chair's business**

**Item 16.1                      Review of committee business for emerging risks**

CPR/03/15/46              No new risks were identified.

**Item 17                      Any other business**

CPR/03/15/47              There were no items of any other business.

**Item 18                      Date of next meeting**

CPR/03/15/48              3 June 2015 at 8.00am

Chair                      .....

Date                      .....