

# Brooklands College

Minutes of the Curriculum and Performance Committee meeting held at 10.00am on  
15 June 2016, Room MA1, Weybridge.

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

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

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

CPR/06/16/1 Action in the event of fire was noted.

## **Item 2 Welcome and apologies**

CPR/06/16/2 The Chair welcomed all attendees to the meeting.

## **Item 3 Declarations of Interest**

CPR/06/16/3 There were no declarations of interest.

## **Item 4 Minutes**

CPR/06/16/4 CPR/03/16/15 it was confirmed that Lady Eleanor Hollis School advertised graduate maths posts for £43,000 pa and that grants of up to £30,000 were available for maths teachers. This contrasts starkly with the FE teaching salaries of £38,000 pa.

The minutes of the meeting held on 2 March 2016 were approved as a correct record.

## **Item 5 Matters Arising**

CPR/06/16/5 The Committee received the report on matters arising. There were no items to carry over.

CPR/03/16/10: ALPS – Report from the Deputy Principal outlined the 6 principal benefits of the software.

It is essential that the student's results data (both passes and failures) is captured at the point of enrolment at Brooklands. The software then creates an average score which the student's progress during the year may be measured against.

The software provides both evidence and the support systems to monitor student progress throughout the year which is an OFSTED priority. The Committee were asked to support the purchase and implementation of ALPS for 2016/17.

The use of ALPS will not increase the workload of staff. The software will also provide a consistent approach College-wide.

The Committee agreed to approve the purchase and introduction of ALPS for 2016/17. The Committee asked that all staff be made aware of the importance of the complete results data to be obtained at the point of September 2016 enrolment. **Action:** Deputy Principal

CPR/03/16/11: Moodle presence – The report from Deputy Principal outlining the current use of the College VLE (Moodle) was included in the meeting papers and included in the Principal's report. A checklist of minimum VLE expectations per course is to be introduced College-wide for the 2016/17 academic year. A copy of the checklist is included in the Committee papers.

The Student Voice Conference in April 2016, with 42 student representatives reported 55% were aware of and used the VLE for their course.

The expectation is that every course will have a VLE providing directed independent learning for its current cohort of students in 2016/17.

### **Item 6**

CPR/06/16/6

#### **Curriculum funding and offer**

The Deputy Principal report detailed the decline in student numbers and associated funding formulae.

CPR/06/16/7

Reflecting the decline in numbers, there has been a revision of Art & Design courses with a greater emphasis towards the design element and a proposed change of Board from BTEC to the University of the Arts London. The later has a greater element of project based work and so allows for greater creativity. The UoA, London qualifications are more welcomed by other Colleges than the BTEC qualifications.

CPR/06/16/8

L3 Business Studies is only available at Ashford where there are some 32 students, this provision may become available at the Weybridge campus should there be sufficient demand.

CPR/06/16/9

A small increase in traineeships and apprenticeships is forecast for 2016/17.

### **Item 7**

CPR/06/16/10

#### **Internal Quality Reviews Update**

The Deputy Principal presented the report and confirmed that the grading scheme denotes 1 as excellent and 4 as not good.

### **Item 19**

CPR/03/16/11

#### **English and Maths**

From September 2016 there will be 2 cross College Co-ordinators, one for English and one for Maths. The English Co-ordinator is an internal promotion. The Co-ordinators will have 6 hours remission per week from their teaching commitments. In addition an administrator will be appointed to facilitate the work of the coordinators and support in the monitoring of attendance patterns for individual students and by curriculum area.

CPR06/16/12

All students passed the listening and speaking element of the IGCSE English and 440 sat the written papers in June with only 6 "no shows". The "no shows" for maths were slightly higher than those for English – 30+.

A discussion ensued regarding College processes with "no shows":

- ALPS will provide centralised tracking of English and maths students including attendance, grades for submitted work et al
- What proportion of "no shows" have had poor attendance during this year – has this been properly addressed during the academic year?
- Tutors meet with students who do not attend either/or English and Maths examinations to discuss the reasons why and to agree a way forward.

- A letter is not currently sent home – letters are sent home for non-attendance regarding lessons and disciplinary issues but not for non-attendance for an external examination.

The Governors noted the 100% pass rate of the listening and speaking element and hoped that the final results reflected the significant support given to this mandatory but challenging requirement.

CPR/06/16/13

The retention and recruitment of good quality English and Maths teachers remains a problem for the College and the FE sector as a whole. The College has an unfilled maths vacancy and continues to look to develop in-house provision of English and maths.

**Item 8**

CPR/06/16/14

**Self-Assessment Report (SAR) format and timetable**

The Deputy Principal introduced this report, noting the process was being revised for the next cycle. At the Managers' Day, they were tasked with identifying 10 steps to achieve outstanding status mapped to each of the College's strategic aims. SLT is now looking to refine these 10 steps to 5-6 for each aim.

CPR/06/16/15

Governors will be invited to both internal and external SAR validation panels – dates will be confirmed later this summer.

**Item 9**

CPR/06/16/16

**QIP Aim 1 update**

"Buzz the Boss" will be fully launched in September 2016.

**Item 10**

CPR/06/16/17

**Terms of reference and self-assessment**

A specific reference to English and maths should be included given its significance to the College

CPR/06/16/18

The Committee should be more mindful of the efficiency of the Curriculum, in particular the self-sufficiency of courses unless a decision has been made to provide a loss-making/ loss-leader course. The efficiency of delivery is also a consideration; Resources Committee also consider this matter.

CPR/06/16/19

Remove reference to "every child matters" as the safeguarding and prevent requirements. **Action** Clerk

**Item 11**

CPR/06/16/20

**Business Calendar for 2016/17**

It was confirmed that any prevent issues would be included in the safeguarding report.

**Item 12**

CPR/06/16/21

**Student Satisfaction Survey**

The Deputy Principal presented the report and confirmed that the principal sources of feedback are the Student Voice Conference (42 Student representatives) and campus walkabout interviews of 223 students (some 10% of the student population). Both sources revealed a concern regarding the Careers fair and advice regarding the next steps once their current course finishes.

**Item 13**

CPR/06/16/22

**Learner Involvement Strategy**

The Deputy Principal presented this item for information.

**Item 14**

CPR/06/16/22

**Student Disciplinary Report**

The Deputy Principal presented this item. As reported at the last meeting the increase in cases is a direct result of staff instigating level one case, for non-attendance. Staffs within Creative Technology have been particularly rigorous in applying the policy.

- CPR/06/16/23 The rise in Level 3 cases is largely a result of the accumulation of the Level 1 and 2 cases instigated earlier in the academic year.
- Item 15**  
CPR/06/16/24 **Safeguarding Report**  
The annual report and updated policy were presented to the meeting. It was noted that the policy updated included reference to children's sexual exploitation. The meeting approved the amended policy. The impact assessment was last undertaken in 2014, when will an update be undertaken?
- CPR/06/16/25 The meeting noted that the Governor Safeguarding training session on 18<sup>th</sup> May was very useful.
- CPR/06/16/26 In line with the Term 1 and 2 reports, the annual report recorded an almost 100% increase in the number of reported cases. This reflects increased awareness by staff but also an inordinate increase in the FE sector.
- The Governors asked if the College has the capacity to manage the ever-increasing number of reported incidents. This is placing an additional burden on staff. The College will also miss the support of the student councillor placement from Roehampton University in 2016/17.
- The meeting asked that the Annual Safeguarding Report be presented to the July Full Governing Body meeting. **Action:** Clerk
- Item 16**  
CPR/06/16/27 **Lesson Observations**  
The Deputy Principal reminded the meeting that for 2016/17 only new teaching staff and staff within the capability process had been formally observed. Page two of the report summarises the progress made during the year and given the cohort these are realistic grades.
- CPR/06/16/28 It was noted that the College has a responsibility to develop its staff and not merely measure their activity. There will be a full cycle of lesson observation in 2016/17 in order to assess levels of improvement.
- Item 17**  
CPR/06/16/29 **Retention and attendance update**  
The report was noted, in particular the small increases in attendance and retention.
- CPR/06/16/30 The Deputy Principal advised the meeting that the College was looking at the structure of the day in order to improve the attendance of English and Maths lessons by avoiding period 5 (immediately after lunch).
- Item 18**  
CPR/06/16/31 **Applications Update**  
The application report confirms the anticipated decline in student numbers – whilst applications have increased in some curriculum areas, accepted places have declined at this stage compared to 2014/15. The Deputy Principal confirmed that the Curriculum provision reflects the anticipated drop in student numbers. This is a demographic trend which is expected to increase in 2017/18. The College will continue to accept applications and interview students for the remainder of this term and throughout the summer holidays.
- CPR/06/16/32 There are currently 389 bookings for the upcoming Yr10 Brooklands Experience Days with Engineering, Science and Design the most popular programmes areas. The Chair asked that the College ensured that it promoted its Level 3 courses at these sessions. **Action:** Deputy Principal

CPR/06/16/33 The Governors asked if the current building work at both campuses had had a negative impact upon applications for 2016/17. The Deputy Principal did not think that it has. However, re-iterated that 2016/17 was the lowest demographic number for 16-19 year olds for many years and that this was predicted to rise for 2017/18.

**Item 19 English and Maths**

CPR/06/16/34 The paper was noted and the results awaited 18<sup>th</sup> and 24<sup>th</sup> August

**Item 20 Chair's business**

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

CPR/06/16/35 The Chair requested an update Applications report for the July Governors' Board.

**Item 21 Any other business**

CPR06/16/36 The Chair asked if SEN should be a separate item in the Agenda, given the number of references to this provision elsewhere in the discussions. No decision was reached.

CPR/06/16/37 It was agreed that there should be a short presentation (no more than 10-15 minutes) regarding a curriculum area at each meeting in 2016/17 followed by an opportunity to discuss: **Action** Deputy Principal

**Item 22 Date of next meeting**

CPR/06/16/38 23<sup>rd</sup> November 2016

**Action Points**

1. All staff to be reminded of the importance of obtaining all results data at the point of enrolment: Deputy Principal
2. Remove reference to "every child matters" as the safeguarding and prevent requirements: Clerk
3. The meeting asked that the Annual Safeguarding Report be presented to the July Full Governing Body meeting: Clerk
4. The Chair asked that the College ensured that it promoted its Level 3 courses at year 10 Experience days: Deputy Principal
5. The Chair requested an update Applications report for the July Governors' Board: Deputy Principal
6. It was agreed that there should be a short presentation regarding a curriculum area at each meeting in 2016/17 followed by an opportunity to discuss: Deputy Principal

**Decisions taken**

1. Agreement to purchase the ALPs programme for implementation 2016/2017 academic year. The funds have been identified in the current budget

**Chair:** .....

**Date :** .....