

Minutes of the Curriculum and Performance Review Committee held at 08.00 on 21st February 2018 in Room MC5, Weybridge Campus.

Present: Jackie Pearson (Chair)
Gail Walker (Principal)
Richard Rawes (Vice Chair)
Terry Lazenby
Barbara Spittle
Nick Vaughan-Barratt
Teresa Roberts (Staff Governor)

In Attendance:	Josephine Carr	Clerk to the Governing Body
	Christine Ricketts	Deputy Principal
	Paul Laver	Assistant Principal Curriculum
	Leanne Poynter	Assistant Principal

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| Item 1
CPR/02/18/1 | Action in the event of fire
Action in the event of fire was noted. |
| Item 2
CPR/02/18/2 | Welcome and apologies
Apologies were received from Jerry Tapp and Ariphon Farrell |
| Item 3
CPR/02/18/3 | Declarations of Interest
There were no declarations of interest. |
| Item 4
CPR/02/18/4 | Minutes
The minutes of the meeting of 22 nd November 2017 were approved as a correct record. Inland Homes are in discussion with the College with regard to the new Hair and Beauty facility at Ashford. |
| Item 5
CPR/02/18/5 | Matters Arising
The report was noted |
| CPR/02/18/6 | The IT report for the March Resources Committee will be circulated to CPR members by the Clerk: Action Clerk |
| CPR/02/18/7 | National Guidance Strategy: the College will be completing this and updating the matrix and is waiting for confirmation of the submission date. This is a Careers Advice standard which is a sign of good practice, which needs to be renewed every 4 years. |
| Item 6
CPR/02/18/8 | Quality Improvement Plan 2017/18 Term One Update
The Chair noted that the finance element is high on the risk register. The meeting agreed that the executive summary was helpful. |
| CPR/02/18/9 | The Chair noted the importance of CPR members attending the Performance Reviews and referencing this to the QIP. A minimum of one governor is scheduled to attend every Spring Term Performance Review. 5 Departments are currently receiving additional support: <ol style="list-style-type: none"> 1. Engineering 2. ESOL 3. Health & Social Care 4. Media 5. Hospitality & Catering |
| CPR/02/18/10 | The Deputy Principal confirmed that the organisation of the GSCE and functional skills exams for English and Maths exams has improved. Mocks for functional skills took place earlier this term and the GCSE mocks are scheduled for the last week of term. It is a major logistical exercise in terms of both the size of cohorts and planning for those students who have specific exam needs. |

CPR/02/18/11	A Governor asked where the College obtains the evidence that the curriculum meets the needs of the locality. The Deputy Principal advised that there are a variety of sources including links with local employers and local analysis of skills needs together with the analysis reports from LEPS of skill needs (e.g. innovation South report). The Principals is a member of the Surrey Employment & Skills Board. Surrey CC also provide feedback
CPR/02/18/12	The Deputy Principal advised the meeting that the Assistant Principals have an operational QIP for the Curriculum which is presented at the Performance Review sessions. The principle goals being to better develop curriculum to meet local needs and attract more applicants
CPR/02/18/13	An external consultant has been appointed for four days in April to review the Engineering curriculum going forward. The Consultant is an OFSTED Inspector and an Ex-Head of Engineering at a FE College. In response to a Governor question, the College currently has no links with any manufacturers of hybrid vehicles. (We do have one link, TESLA)
CPR/02/18/14	The College is looking to set up an advisory panel of employers to work with the College to contribute to curriculum and offer master classes within engineering and then ideally extend to other areas of the College. The Deputy Principal and Director of Brooklands Business Solutions will be launching this with a presentation at the Employers Breakfast and asking Employers to pledge their help.
CPR/02/18/15	The Chair suggested that the title "Health Sciences" encompassing childcare and Health and Social care may be a deterrent to potential students – in particular 16 year olds who dislike like school science! The Deputy Principal acknowledged this point. The College is trying to ensure courses are industry sector appropriate especially for T Levels.
CPR/02/18/16	In response to a Governor question, the Principal advised that it was unlikely that the proposed plumbing programmes will be available for September 2018 principally due to the lack of investment. The recent meeting with Philip Hammond and Charlie Mullins, CEO of Pimlico Plumbers has not progressed further as originally anticipated. It was noted that East Surrey College has a sponsored Plumbing Centre. The Principal agreed to send information regarding this to Charlie Mullins.
CPR/02/18/17	The Deputy Principal and Assistant Principals work with all managers to ensure the correct programme provision for next year and not exclusively with the five identified departments.
CPR/02/18/18	The new College website is on target for the launch. Two draft design versions were created and the designers are now combining the best elements of the 2 versions. The new website is a key development for the College.
CPR/02/18/19	At Ashford the College is working with Thomas Knyvett to launch a small A level provision. The target for September 2018 is 16 students, which may be ambitious. Three A levels (English, Maths and PE) and vocational offering will be available. Development progress is slower than originally anticipated. The College is looking to open up these courses to Weybridge students in addition to Ashford students.
CPR/02/18/20	Thomas Knyvett will subcontract from the College to deliver the A levels on the College's behalf. The students will be enrolled with the College. The accompanying funding will be paid directly to the College who will in turn transfer the agreed sums to Thomas Knyvett. This is a long-term project which will need time to develop its reputation. It was noted that there is limited provision for A levels in Ashford, the options being schools with sixth form provision or Strodes College.
CPR/02/18/21	The College is looking to extend the curriculum offer at Ashford, in particular with

more daytime adult provision regarding literacy and digital skills. However, the College must be careful not to generate more than 5% of its income from adult provision at Ashford as there is a VAT covenant on the site; the College did not pay VAT on the build costs at Ashford (£1M) because the facility is used predominantly for 16-18 years. The 5% restriction does not include any government or community funding for adult courses.

CPR/02/18/22	The Deputy Principal confirmed that the Director of Brooklands Business Solutions and the Vice Principal has updated their sections of the QIP and asked members if they had any questions regarding these elements.
CPR/02/18/23	The Deputy Principal advised that themed employer forums to be held during 2018 (different to previously discussed forums). These are events around key areas of apprenticeships trying to raise awareness of levy funding. The Deputy Principal and Director of Brooklands Business Solutions are working closely together on these initiatives.
Item 7 Item 7.1 CPR/02/18/24	<p>Items for Information</p> <p>English and Math Report</p> <p>Attendance for English and Maths is a real concern particularly in Engineering, Construction and Sport. Attendance is 19% below the College's overall vocational attendance. The table provides further detail at vocational department level. There were timetabling changes at the beginning of term within the Construction and Engineering departments, which has impacted upon attendance. Managers and tutors are now targeting individual students regarding poor attendance at Maths and English. Some departments have convinced their students of the need to attend English and Maths sessions for their chosen future careers, some departments have not been so successful in doing so. During 2016/17 the Construction department required students not attending maths and English to undertake these studies during their practical vocational sessions. This measure was reasonably successful in encouraging greater attendance at English and Maths.</p>
CPR/02/18/25	In response to a Governor question the Assistant Principal advised that non-attendance at functional skills and GCSE maths and English sessions was consistent across the different qualifications. The Staff Governor advised the meeting that she had employed a range of motivators regarding attendance for English and Maths. Teachers and tutors are using positive feedback via ProMonitor to try and make students feel positive about English and Maths. The Progression team regularly highlight the need for English and Maths for career progression.
CPR/02/18/26	Attendance reports are now generated every month which enables staff to identify changes in attendance (better data quality) and praise students for improvement in a timely manner.
CPR/02/18/27	Use of Pro Monitor for English and Maths has improved compared to last year however, further work regarding target setting and monitoring is needed. Robustness of target setting is the key element. Staff are sharing good practice to enhance student motivation. One Progression Mentor will be attending a course on how to motivate the demotivated student.
CPR/02/18/28	The College has recently updated Pro Monitor to include Mark Book. This will enable all tracking documents to be added via Pro Monitor. The system generates email congratulations to students.
CPR/02/18/29	Mock exams: The Deputy Principal reported that she was pleased with the majority of students' approach to these exams (functional skills), namely preparation and taking them seriously. The students will have specific targets as a result of the mocks.
CPR/02/18/30	The College target for attendance is 90%. The Deputy Principal would like it to be 100%. Attendance does not always correlate with results but does with disciplinary statistics.

Item 7.2

CPR/11/18/30

Student Disciplinary Report

The Assistant Principal summarised the report. The link/relationship between subject teacher and progression mentors is essential as everyone is responsible for encouraging the students to attend sessions and duly updating Pro monitor. The new system is embedding as the year progresses. Some managers found the sharing of accountability with Progression Mentors difficult and so the relationship between Progression Mentors and Subject teachers is better in some areas than others. Ultimately the Head of Department is responsible and they should ensure the Progression Mentor is doing everything that they should be to ensure student attendance

CPR/02/18/31

When asked how the students feel this system is working, the Assistant Principal advised that the first year students like the new system (as evidenced by student feedback) however the College needs to fine tune delivery to meet the different student levels (L1 – L3). The Second and subsequent year students appear to be adapting to the new system.

CPR/02/18/32

Safeguarding problems, in particular mental health and anxiety affect student attendance

CPR/02/18/33

Attendance is a major issue regarding College disciplinary statistics, accounting for some 75% of cases. The Assistant Principal hopes that the new monthly attendance data will begin to improve after early stage disciplinary cases. However, she acknowledged that the disciplinary process will work for some students and not others. It is essential that there is a consistent approach for all students. The Level 3 disciplinary cases reported, relate to both attendance and conduct.

Item 7.3

CPR/02/18/34

Lesson Observation

The Deputy Principal acknowledged that there had been some teething problems regarding the implementation of the new system. Every teacher completed a self-assessment activity which they then used this to produce an overall grade 0-5. The Deputy Principal is cautious regarding high levels of confidence by some teachers.

CPR/02/18/34

Six Development Coaches, two appointed during the academic year, have been assigned to work with departments. Most teachers have now had 1-2-1 sessions with a development coach. The Head of Development, Amanda Wayling, reported progress to date at the Outstanding Performance Committee on 19th February and two points of action have been agreed and implemented as a result.

CPR/02/18/35

The College launched its first newsletter for Teaching and Learning across the College this term; the emphasis being on good practice and personal development.

CPR/02/18/36

The summary outcomes of Learner Walks in Term one and Term Two are employed by the development coaches in their targeted support work for individual departments. A Staff Teaching and Learning Conference is planned for the end of the current academic year.

CPR/02/18/37

When asked whether the new system is working and effective, the Deputy Principal advised that on the whole the feedback from teachers is positive. However, there are various levels of engagement from teachers and further work is required to engage some teachers. The lowest level of confidence is concerned with pace, in particular with regard to lesson planning and the intended outcomes for the lesson. Many teachers have the challenge of a diverse cohort within their lessons. Despite this there needs to be a sense of urgency to achieve outcomes, teachers need to maximise the achievement levels of their students and in particular the higher grades. More effective lesson planning is needed to stretch and challenge students and to encompass the varying abilities within classes.

Item 7.4 CPR/02/18/38	Retention Update The Assistant Principal (Curriculum) introduced his report. Current figures are inline or slightly higher compared with those of Term Two 2016/17. English and Maths GCSE retention of 99% is 6% higher than in 2016/17. Whilst 19+ remains the same as 2016/17 at 94% and 16-18 is 99%, a 5% increase compared to 2016/17. The retention figures are currently positive and the improvements reflect the College wide work to ensure attendance.
Item 7.6 CPR/02/18/39	Funding for 2018/19 (before Departmental presentation) The Deputy Principal presented her report. Higher Education numbers are particularly challenging together with Adult Apprenticeships. Following the restructure last year, the College has a dedicated Head of HE and Professional Development providing a cross-College focus for HE. Each manager has a HE student target and the Head of Department, the Assistant Principals and Deputy Principals are working together to ensure the managers are supported in achieving these targets. The Marketing Team has separate targets for applications, which do not necessarily correlate to the individual departmental targets.
CPR/02/18/40	Each manager is advised of their programme's contribution rate to the College and this will be included in the Spring Term Performance Reviews for the first time. The meeting noted that cost centre management is significantly better than some 3 years ago.
Item 9	Departmental Presentation: Child Studies and Health & Social Care by Julia Chaplin, Head of Curriculum.
CPR/02/18/41	The Department prepares students for work with nursery children and health & social care industries. The NHS cadet programme prepares students for work in nursing/midwifery/paediatrics which includes working alongside care assistants in St Peters and Ashford hospitals.
CPR/02/18/42	The Programme encompasses, the vocational course, English and Math for those with GCSE level 3 or below, work experience, weekly tutorials and enrichment opportunities (competitions, community days and volunteering at Walton Firs).
CPR/02/18/43	<p>Why should students choose Brooklands?</p> <ul style="list-style-type: none"> • All teaching staff have current industry experience • the programme provides a level of study to suit all abilities and a pathway from Level 1 to Foundation degrees, university and full-time employment • The staff are supportive and committed to the well-being and success of the students • The students gain hands on relevant experience • The Brooklands programmes meet industry standards • Brooklands students are professional and have confidence in the workplace (both during work experience and when entering paid employment). All of the 2016/17 Child Studies cohort are now in FT employment and keep in touch with their Brooklands tutors. One of the Health & Social Care students 2016/17 won the Brooklands Student of the Year award and is now at university.
CPR/02/18/44	Further developments include higher level courses, teaching assistants and apprenticeships. The Department is encouraging male applications and currently Health and Social Care has two male students. The Department hopes that the foundation pathway for care working and teaching assistants will encourage more male students (as opposed to the traditional nursery provision).
CPR/02/18/45	Applications for Health & Social Care 2018/19 are the same as for 2017/18. Childcare studies are an increasingly competitive market. However, with the increase in Government funded childcare there are more nurseries opening and the department is hoping this will result in an increase of potential students.

- CPR/02/18/46 The Teaching Assistants programme has been running for 2 years. The Programme has seen increased interest, particularly from the Ashford area. These students are often people returning to work after having children.
- CPR/02/18/47 The Department is currently receiving additional support from SLT as part of the Impact. One of the biggest challenges for the Department is the success rates of the BTEC Health & Social Care students in 2016/17 where they only had one opportunity to sit the examinations and this resulted in a significant impact upon the success rates. There will be 2 opportunities in 2017/18; May and a re-sit in the summer.
- CPR/02/18/48 The College is supporting the Department with more focussed/directed workshops with study skills tutors to help improve/maximise achievement rates. Students need to be prepared to sit an exam; understand the language and terminology and format of the examination and what is expected of them by the awarding body.

The meeting thanked Julia for her presentation and a useful insight to her department.

Teresa Roberts left at 9.53

Item 7.5

Enrolments 2017/18 and looking forward Application for 2018/19

- CPR/02/18/49 The Deputy Principal introduced her report and confirmed that applications are 15% less than for 2016/17. The Fast track event on 7th February resulted in 75 successful student applications. Construction was particularly busy; Sport and Public Services were less busy. The College will run both fast track and twilight sessions again. The Marketing team have increased leaflet drops to include a wider remit including Bedfont (West Thames).
- CPR/02/18/50 The College is also promoting a number of Industry days with Design, Health & Social Care and Child Studies and promoting the year of Engineering. It was noted that the current Year 11 cohort is at its lowest point (2018/19) before it begins an upward trajectory. Mathew Arnold is reporting a 36% decrease this year. The College will also benefit from the delayed reaction from lower performing students who tend to leave things to the last minute and will enrol after receipt of their school examination results (23rd August).
- CPR/02/18/51 The meeting noted that the Fast Track enrolment sessions provide students with a boost and an incentive to work for the remainder of their last year at school: After walking into Reception they are given a fast track interview and signed up and offer on the same night.
- CPR/02/18/52 Marketing activities of West Thames and Richmond Colleges. West Thames was recently graded 3 by Ofsted. Richmond has published very glossy advertising regarding its new build and is taking this information into schools. Should Brooklands flag up its investment when going into schools? The Principal advised that Richmond College has sold some of their land to finance the new build. They are promoting this very well and generating good responses from students. However, this is not impacting upon Brooklands' students. Richmond are looking to expand their catchment area.
- CPR/02/18/53 The meeting asked why Thamesmead and other Sunbury Schools are no longer part of the College's top six feeder schools. The Principal and Deputy Principal were not aware of any specific reasons which may have caused this decline. The College is looking at more specific targeted work for feeder schools. The meeting noted that there is a new Head at Thamesmead School.
- CPR/02/18/54 The meeting enquired if there were any specific reasons for the reduction in Business Studies students. The Deputy Principal advised that many schools will be looking to encourage their Y11 pupils to get highest grades and encourage them to undertake the A level and university route for Business Studies. The College anticipates that more students will enrol with the College after GCSE results and the College will recruit up to October half-term; Business Studies

traditionally recruits late particularly for students who start A levels and decide that the greater emphasis on academic studies is not for them.

CPR/02/18/55	Recruitment for Engineering is challenging because of school curriculum changes, in particular with the reduction in technology and design. Also the increase in Construction students (possibly perceived by students as an easier option to engineering) will be detrimental to Engineering. The Deputy Principal advised the meeting that further work regarding the marketing of the Engineering provision at Brooklands is needed. It is not merely about motor vehicles, but is a good choice for product design. The College needs to target the aspirational group (Level 4 and 5).
CPR/02/18/56	The Vice Chair of Governors advised the meeting of the Panasonic Trust (£1M) for the Welsh Valleys engineering project which aims to connect schools with Colleges and Universities; would something similar be appropriate to Weybridge? The Vice Chair of Governors to discuss with the Deputy Principal. Action
Item 7.7 CPR/11/18/57	HE and Professional Development Plan Point of clarification: KG = Karen Griffiths. The Deputy Principal advised the meeting that there is a better focus on HE College wide as a result of the restructure and SLT are looking to maximise this momentum. However, HE development requires an inordinate amount of time compared to College programme development. The degree course validation process with universities takes a minimum of 6 months and more depending upon their validation cycle. The College wishes to build and further develop its Higher Level qualifications. For instance, the development of teacher training. The College is looking for a partner university and is currently exploring this option with Greenwich. The College has worked with Greenwich in the past and both institutions are keen to do so again. The meeting asked if there were sufficient resources to undertake this development work. The Deputy Principal advised that the College was using existing resources and that monthly meetings are held to monitor and support progress. Similarly, whilst the Government has mooted a national degree for policing, Surrey, Metropolitan and Thames Valley forces are looking for more local level provision.
Item 8 CPR/02/18/58	Safeguarding Report The meeting noted the report; the Assistant Principal, Progression confirmed that the table had been amended as previously discussed. The number of referrals continues to increase, this is in part due to the format of the Team changing, more staff training and the safeguarding log being updated more regularly and effectively. As a result the reporting data is more accurate. The majority of referrals relate to mental health. The Assistant Principal has not yet analysed the referral data to see if there are any specific categories of mental health (self-harming, anxiety and depression) within the recent referrals. The new Student Counsellor has been appointed and will commence working at the College in the next two weeks.
CPR/02/18/59	The CPR Chair attended the College Safeguarding meeting on 19 th February and was most impressed to see some 30 members of staff in attendance. This helps to ensure consistency.
CPR/02/18/60	The Principal advised that there is concern with a student with regard to Prevent. A multi-agency is scheduled for next Monday. The College is completing a risk assessment regarding this student but is waiting for information from 2 other organisations. At this juncture, SLT do not believe there to be a risk to either the College or other students.
CPR/02/18/61	The Principal advised that plans regarding the Brooklands Students' Court Case are in place and communicated with all staff and students with the trial scheduled to commence next week. Three members of staff witnesses and two students have been called as witnesses. The Principal confirmed that there are plans to

support the grandchild of the foster family who is a current student at Brooklands. It was agreed that the Clerk should advise Governors of any media involvement:
Action Clerk

Item 10

CPR/02/18/62

Learner Involvement Overview

The meeting noted the report and noted the significant increase in submitted student induction survey results. The Assistant Principal Progression is currently waiting for the breakdown of the data by individual departments.

CPR/02/18/63

The Student Conference on 14th March will consider well-being and progression.

CPR/02/18/64

Community Day March 5th is the inaugural event. College departments are working with different community entities, a number of which for the first time. SLT hope to develop the Community Day for future years.

CPR/02/18/65

The changes in the HUB have been well received by students (undertaken as a result of student survey data and other feedback provided).

Item 11

Item 11.1

CPR/02/18/66

Chair's business

Review of committee business for emerging risks

The Chair advised that there were new emerging risks from the meeting. The on-going prevent issue was noted.

Item 11.2

Summary of the main issues/decisions/topics that have arisen during the meeting and that would help other governors, not at the meeting, better understand what is happening in the College

CPR/02/18/67

Discussions regarding the provision of new Hair & Beauty facilities at Ashford have commenced with Inland Homes.

CPR/02/18/68

The College QIP, the Committee likes the new format and finds the headlines useful and at right level of detail.

5 departments at impact assessment:

1. Engineering
2. ESOL
3. Health & Social Care
4. Media
5. Hospitality & Catering

CPR/02/18/69

Plumbing is not anticipated for 2018/19 as no major investor has been found to date (Pimlico Plumbers has not progressed as original anticipated).

CPR/02/18/70

SLT are investigating the provision of A Levels at Thomas Knyvett and the Ashford campus; initially 3 (Maths, English and PE) the Committee will monitor progress.

CPR/02/18/71

A review of the Engineering provision at Brooklands will be undertaken by an external engineering consultant in April.

CPR/02/18/72

The Committee discussed attendance and its links/impact to disciplinaries, safeguarding and achievement. The Committee feel assured that there is monitoring in place to ensure best outcome for students.

CPR/02/18/73

Enrolment for 2018/19 is challenging with lowest student numbers (demographics) before the numbers of 16-18 year olds begin to increase (2019/20). The fast track twilight enrolment session was very successful and will be repeated in the future.

CPR/02/18/74

Departmental Contribution levels will be discussed at Performance Review sessions

CPR/02/18/75

There is a more systematic approach to safeguarding across the College and a new Counsellor appointed

CPR/02/18/76

Employer advisory panels to be launched at Employers Breakfast

Item 12

CPR/02/18/77

Any other business

There being no other business the Chair closed the meeting.

Item 13

CPR/02/18/78

Date of next meetingWednesday 13th June 2018 at 14.30

The meeting closed at 10.35

Decisions

Action points

1. The IT report for the March Resources Committee will be circulated to CPR members by the Clerk: Action Clerk
2. The Vice Chair of Governors to discuss the Panasonic Trust project for the Welsh Valleys with the Deputy Principal.
3. It was agreed that the Clerk should advise Governors of any media involvement regarding the College during the forthcoming trial: Action Clerk

Chair:

Date: