

# Brooklands College

Minutes of the Curriculum and Performance Committee meeting held at 8.00am on  
2 March 2016, Room MC5, Weybridge.

Present:	Jackie Pearson (Chair)	
	Steve Brice	
	Terry Lazenby	
	Katie Normington	
	Teresa Roberts	
In Attendance:	Nicki Adams	Head of Student Experience and Quality
	Mary Hughes	Assistant Principal
	Maureen Kilminster	Principal
	Gail Walker	Deputy Principal
	Josephine Carr	Clerk to the Governing Body

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

CPR/03/16/1 Action in the event of fire was noted.

## **Item 2 Welcome and apologies**

CPR/03/16/2 The chair welcomed all attendees to the meeting. Apologies for absence were received from Jerry Tapp and Richard Rawes.

## **Item 3 Declarations of Interest**

CPR/03/16/3 There were no declarations of interest.

## **Item 4 Minutes**

CPR/03/16/4 CPR/12/15/30 amended to "sub-contractors".  
The minutes of the meeting held on 2 December 2015 were approved as a correct record.

## **Item 5 Matters Arising**

CPR/03/16/5 The committee received the report on matters arising. There were no items to carry over.

## **Item 6 Updated Quality Improvement Plan (QIP 1) Aim 1 2015/16**

CPR/03/16/6 The Deputy Principal introduced the updated QIP and informed the meeting that this information had been shared with the Area Based Review Team. The updated QIP provides an honest reflection of the College mid-year 2015/16.

CPR/03/16/7 It was confirmed that all FE Colleges should have a QIP in some format and that each will be individualised (i.e. there is no standard format).

CPR/03/16/8 Attendance: 88% - represents a genuine improvement across the College. Attendance for English and Maths remains below target, however, there is a significant improvement compared to previous years.

There are significant improvements in some areas, notably Hair and Beauty with a 6% increase. Attendance has been improved by greater use of attendance alerts, warning and ultimately disciplinary cases. The internal performance review has also identified successful departmental strategies which are subsequently being implemented College-wide.

CPR/03/16/9 The recoding of punctuality is not as good as it should be College-wide. English is currently taught in the Locke King Building and this inevitably impacts upon students' travel time between lessons. This is a consideration for the preparation of timetables for the new academic year.

CPR/03/16/10 Overall higher grade attainment, there are currently two commercial packages, ALPs and ALICE (the latter being more A Level based and the former more vocational qualification based). The Head of Technical Services and MIS is currently undertaking a full review of the ALPS system with a view to purchasing the system, hopefully by Easter 2016.

The Governors asked for a one page summary of the ALPs programme and how this will improve the quality of the College data for the next meeting:  
**Action:** Deputy Principal/Head Technical Services.

CPR/03/16/11 Every course to have a presence on Moodle and to achieve a Bronze, Silver or Gold award by the end of the year. It is not known whether this target will be achieved by the end of the current academic year. All College courses have a Moodle presence, but it is the quality of presence which is currently inconsistent across the College. Some courses' use of Moodle is very good. This is a priority area for the Curriculum team.

If the target is not achievable by the end of the academic year, then what is a more realistic target? Curriculum Heads have agreed to the Gold/Silver/Bronze criteria, however, the change of staff in the IT Team has delayed the rolling out of this project. The Teaching and Learning mentors in some departments such as IT, Public Services and some Engineering have received training, other departments have not yet. Also the Supported Learners use a different system, Navigate which meets their learning needs far more than Moodle.

A numeric target of say 10% of courses was suggested – this may be considered when setting 2016/17 targets. **Action:** The Deputy Principal will provide an update report at the next meeting.

CPR/03/16/12 "Buzz the Boss" has been delayed until the new Principal formally starts.

CPR/03/16/13 Work placement targets are close to being achieved. The government places great emphasis on the employability skills of students and ensuring that students are ready for work when they have completed their course.

It was confirmed that work experience in a College department does not constitute work experience.

CPR/03/16/14 STEM assured status application has been delayed due to the Area Based Review. The application will be submitted by the end of April.

Terry Lazenby commented how much he had enjoyed his visit to Space Week.

CPR/03/16/15 Recruitment concern: there is a nationwide shortage of good maths teachers. The use of agency staff raises quality issues and impacts upon both the delivery

of the course material and the success rates of the students. The College is looking to develop existing staff and developing teaching packs which will support teachers when providing cover for English and Mathematics due to both shortage of teaching staff or sickness.

Teaching staff contracts include an expectation to cover lessons. The College must ensure that teaching staff are suitably trained and confident to be able to do so. FE and HE salaries are not as competitive to newly qualified graduates as the private schools; for instance Brooklands is able to pay £20K per annum, whilst Lady Eleanor Hollis pays £43K per annum.

The increased use and cost of Agency staff was discussed at the February Resources Committee. The meeting noted that the quality of the Agency staff teaching was also a matter of concern.

The meeting considered recruiting retired teachers and professionals to work part-time at the College and a buddy system with existing Brooklands staff to support these staff. However, unless retired teachers, the majority of these retired professionals will have none or little understanding of teaching, the College and the expectations of the students.

## **Item 7**

CPR/03/16/16

### **Funding**

The Deputy Principal presented the report. The College expects to achieve its year-end targets, with a further tranche of student enrolments after Easter. It was noted that the 19+ apprenticeships are above target, whilst the HND in Public Services is down. The Public Services decline is representative of a national decline and is an area of concern for the College.

CPR/03/16/17

September 2016 enrolments for the Oxford Brookes programme are less than expected. It was noted that Bridgewater was not running a cohort in 2016/17. There will only be one group of Foundation level students this year. This reflects the national trend of universities lowering their entry grades and so having a knock-on effect for the HE Colleges. This trend is not affecting the Brooklands/Kingston provision due to its niche market status. It was noted that both the Oxford Brookes and Kingston programmes remain cost effective for the College.

CPR/03/16/18

The ESF provision is on hold until the outcome of the European referendum.

CPR/03/16/19

The College's profit and loss account remains in positive.

## **Item 8**

### **Items for information**

### **Item 8.1**

#### **English and Mathematics Report**

CPR/03/16/20

The Assistant Principal introduced this report, noting that this curriculum area had been included in the January 2016 IQR and that the report was a summary of this review. Whilst this area requires improvement, the IQR noted improvement in this area of the curriculum and good performance and achievement levels in some areas.

A new Director of Faculty has been appointed and commences in April. The English and Maths teaching staff are working more closely with the vocational course staff, and with other Colleges and external trainers. The provision and achievement rates for English and Mathematics are common problems for FE Colleges.

**Item 8.2                    Disciplinary Report**

CPR/03/16/21            The Head of Student Experience presented this item. The increase in cases is a direct result of staff instigating level one case, for non-attendance (predominantly English and Mathematics). In the autumn term there was also an increase of unpleasant issues such as students being on bail, probation or having mental health problems. The cumulative increase in disciplinary cases is a combination of increasing disciplinary problems and staff applying the policies more rigorously (particularly with regard to Level 1).

CPR/03/16/22            Student attendance levels have been discussed during item 6 (QIP).

**Item 8.2                    Safeguarding**

CPR/03/16/23            The report confirmed the increasing number of referrals to Surrey County Council. This is a sector-wide problem. The increase in referrals places an additional strain on staff. Improved communications with Surrey Social Services are required, as currently College staff do not receive invitations to case meetings until the day of the meeting. It was noted that communication with the London Borough of Ealing was considerably better. The increase in referrals may also be a reflection of parents struggling to cope and in need of support.

CPR/03/16/24            Improved awareness of safeguarding within the College has led to an increase in referrals and hopefully, identifying problems earlier than in previous years.

**Item 8.4                    Lesson Observations**

CPR/03/16/25            The Deputy Principal noted that there had been a change in the reporting of Lesson Observations this term. 53 new teachers/teachers in need of support and teachers close to a higher grade have been targeted. Of these 53, 43 have been observed, with 10 to finish. Sickness and covering for other lessons have caused some delays in completing these outstanding 10 observations. The lesson observation cycle will be finished by the end of this term.

CPR/03/16/26            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.

CPR/03/16/27            It was noted Brooklands was awarded the Bronze Award at the Annual Apprenticeship Awards Ceremony at the Emirate Stadium on 25<sup>th</sup> February. Barnsley won Gold and Kirklees Silver.

**Item 8.5                    Retention**

CPR/03/16/28            It was noted that the target is 95% and current data, including Mathematics and English is 97% overall – 97% for 16-18 year olds and 96% for 19+.

CPR/03/16/29            The Deputy Principal tabled a summary of applications, offers made and accepted to date. It was noted that the figures were encouraging and higher than for the same period 2014/15.

CPR/03/16/30            There has been a significant curriculum change to the Art and Design department resulting in a much smaller department and subsequently less applications.

**Item 9 Chair's business**

**Item 9.1 Review of committee business for emerging risks**

CPR/03/16/31 A new member of staff with responsibility for Mathematics/ English and SEND has been appointed and commences on 11<sup>th</sup> April. A handover is proposed with the existing post holder.

CPR/03/16/32 Recruitment of good quality teaching staff remains a concern. This is included in both the College and Curriculum risk registers.

**Item 10 Any other business**

CPR/03/16/33 Area Review Summary: The Review Team will meet with the Chairs of Committees on Friday 11<sup>th</sup> March at 11am.

CPR/03/16/34 The Assistant Principal gave a brief overview of the process and the findings of the Comparative Review of Provisions report commissioned by the four Surrey FE Colleges. The PowerPoint slides were emailed to the Committee members and are on the Knowledge section of Board packs.

CPR/03/16/35 The data is based on 2013/14 figures, Brooklands' performance has continued to improve for both 2014/15 and the current academic year.

CPR/03/16/36 Brooklands provision is meeting many of the LEP priority areas and the quality of provision is deemed to be good. NEScott sub-contract the vast majority of their apprenticeships whereas Brooklands does not.

CPR/03/16/37 The SWOT analysis identifies the lack of professional courses and adult courses as a gap in Brooklands portfolio of provision.

CPR/03/16/38 The Report confirmed that there is little crossover of students or provision within four Surrey FE Colleges.

**Item 11 Date of next meeting**

CPR/03/16/39 15 June 2016

**Action Points**

1. One page summary of the ALP programme and how this will improve the quality of the College data: **Action:** Deputy Principal/Head Technical Services.
2. Update report regarding the use of Moodle College-wide to be presented at the next meeting.  
**Action:** Deputy Principal