

# Brooklands College

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

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

In Attendance: Nicki Adams Head of Student Experience and Quality  
Mary Hughes Assistant Principal  
Gail Walker Deputy Principal  
Ian Pocock Clerk to the governing body

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

CPR/06/15/1 Action in the event of fire was noted

**Item 2 Welcome and apologies**

CPR/06/15/2 The chair welcomed all attendees to the meeting. There were no apologies for absence.

**Item 3 Declarations of Interest**

CPR/06/15/3 There were no declarations of interest

**Item 4 Minutes**

CPR/06/15/4 The minutes of the meeting held on 4 March 2015 were approved as a correct record with one amendment: the inclusion of apologies for absence from Steve Brice.

**Item 5 Matters Arising**

CPR/06/15/5 The committee received the report on matters arising, and noted that the items listed would be dealt with under the agenda item indicated for each.

*Note: Agenda items 12, 13, 14 and 15 were considered at this point to enable the Head of Student Experience and Quality to leave the meeting early to organise the student conference taking place that day. The minutes however appear in the order of the agenda.*

**Item 6 Curriculum Funding and Offer**

CPR/06/15/6 The deputy principal introduced this item. She confirmed that apprenticeships remained the priority area for growth. A declining demographic for the age group would however have an impact on full-time learners. Currently the College had forty apprenticeship vacancies. The requirement was for these to be advertised through the government website. Some flexibility for the College to advertise locally would be welcomed. There was still some work to achieve acceptance of the apprenticeship career route as opposed to A levels followed by university.

CPR/06/15/7 The committee approved the curriculum funding and offer for 2015-16.

**Item 7 Internal Quality Review Reports**

CPR/06/15/8 The committee received the internal quality reviews undertaken in 2014-15.

**Business and Marketing Unit**

CPR/06/15/9 The chair noted the rating of 'good' for overall effectiveness.

CPR/06/15/10 In response to questions from the committee, the deputy principal noted that there was still scope for improvement in English and mathematics. Under the 'areas for improvement' section, attention was drawn to the need for direct Brooklands delivery of apprenticeships to achieve the standard of sub contracted delivery. It was possible that the College's direct delivery was in more academic subjects but it was felt that there was room for improvement.

CPR/06/15/11 Work had also been undertaken to improve reporting on progression. This would be visible to governors in the annual report on progression in the autumn term.

**Design and Technology**

CPR/06/15/12 The committee noted the rating of 'requires improvement'.

CPR/06/15/13 The deputy principal noted that this rating reflected the need to ensure that the best of what the faculty offered was reflected in all teaching and learning. Consistency was still an issue in this area.

CPR/06/15/14 The attendance data for English and mathematics in the report highlighted some of the difficulties in achieving consistency with some of the highest and some of the poorest attendance within the same faculty.

**Creative and Service Industries**

CPR/06/15/15 The committee noted the overall rating of 'good.'

CPR/06/15/16 To move to 'outstanding' the faculty needed to address some areas of inconsistency, including success rates.

### **Human and Professional Services**

CPR/06/15/17 The committee noted the overall rating of 'good', with again some areas of inconsistency to resolve to move to 'outstanding'.

### **Learning and Development**

CPR/06/15/18 The committee noted that Learning and Development was also rated 'good'. Moving to 'outstanding' encompassed some of the same actions as in other areas, for example improving attendance at GCSE lessons.

### **GCSE English and mathematics**

CPR/06/15/19 The committee noted elements of 'inadequate' and 'requires improvement'. Discussion confirmed problems of achieving student attendance and punctuality.

CPR/06/15/20 Jackie Pearson asked about the need identified in the report to clarify responsibilities between vocational areas and the faculty. The assistant principal reported that following discussions, going forward targets for attendance would be the responsibility of vocational areas, and success rates the responsibility of English and mathematics teaching staff. Targets would be in appraisal documents.

### **Item 8**

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

CPR/06/15/21 The deputy principal introduced this item, noting that the SAR process would follow the same pattern as the previous year. A revised common inspection framework (CIF) was expected from Ofsted and the College internal documentation would be amended to reflect this. The collaboration with Bracknell and Woking and Aylesbury Colleges to provide external input to the process would continue.

### **Item 9**

#### **QIP Aim 1 Update**

CPR/06/15/22 The chair noted that, as the current meeting was fairly early in the term, the status of many of the items was unchanged from the last meeting. She had therefore agreed with the deputy principal that a further copy of the QIP would be circulated once it had been updated in the light of work in the summer term **Action: Deputy Principal.**

CPR/06/15/23 The committee reviewed the items flagged red. The committee noted IT items and staffing shortages in that department which had been discussed under item 12. Steve Brice, as chair of resources committee, asked that this be flagged for discussion by the resources committee at its next meeting **Action: Clerk.**

CPR/06/15/24 Work on achieving STEM status had been deferred pending other priorities.

**Item 10 Terms of reference and self-assessment**

CPR/06/15/25 The committee considered and agreed a number of amendments to the terms of reference, in particular to make the roles of associate and full governors clear.

CPR/06/15/26 The committee also agreed a format for committee self-assessment. This would be separately circulated, to be returned to the clerk to the governing body by the end of June 2015 **Action: Clerk and Committee members.**

**Item 11 Business Calendar 2015-16**

CPR/06/15/27 The committee received the proposed calendar of business for 2015-16. This was approved with one amendment, the consideration of the progression report in December 2015 rather than May 2016.

**Item 12 Student Satisfaction Survey (2014/15 Mid-year survey)**

CPR/06/15/28 The head of student experience and quality introduced this item.

CPR/06/15/29 She noted that in response to previous comments from governors, comparative data had been included from a similar point in 2013-14. Some changes had been made to omit questions used in the induction survey but essentially the approach allowed for like with like comparisons. The results were available for all faculties to use in evaluating their performance.

CPR/06/15/30 In discussion governors highlighted the following points.

CPR/06/15/31 The chair questioned the low numbers responding to the *Which Department are you from?* question at the beginning of the report, and whether this impacted on the conclusions that could be drawn from the data. The head of student experience and quality noted that one third of students had participated overall which was an improvement on the previous year. Measures were being taken to improve the response rate and the student conference taking place that day would be used to stress its value.

CPR/06/15/32 Steve Brice noted that no responses had been received from hospitality and catering. The head of student quality and experience noted that this would be followed up in the department's performance review meeting.

CPR/06/15/33 The chair commented that for the first six questions in the comparative data section there appeared to be decline in satisfaction levels. The head of student experience and quality confirmed that reason for this would be explored with the relevant curriculum areas.

CPR/06/15/34 The committee noted the low levels of satisfaction with the catering service. The deputy principal reported that the contract would be reviewed in 2015-16.

CPR/06/15/35 Jackie Pearson questioned the low level of satisfaction with placements. While there were quite a number of responses in the 'not applicable section' it was agreed that further investigation and context would be helpful.

CPR/06/15/36 Steve Brice also noted that Moodle and the library also had lower levels of satisfaction. The deputy principal noted the problems there had been with the library roof and temporary closures during the year. Moodle implementation had been affected by staffing shortages in the IT department.

CPR/06/15/37 The chair highlighted the three principle areas for follow up action: uptake of the survey, placements, Moodle and the library **Action: Deputy Principal/Head of Student Experience and Quality.**

### **Item 13 Student Involvement Strategy**

CPR/06/15/38 The head of quality and student experience introduced this item. She noted that the strategy aimed to embed a culture of student involvement. The report noted the various mechanisms by which students were represented. Whilst the offer of a students' union at Brooklands was not taken up by students this year, measures such as the student ambassador scheme had been successful in working on various recruitment and outreach activities. Two student governors were also elected from the course representatives to serve on the governing body during the course of the year. Surveys of the student population were also carried out. Events such as the student conference were also valuable, and might be held earlier in 2015-16 to maximise attendance

CPR/06/15/39 Discussions by the committee noted the success of the student ambassador scheme, and whether opportunities to meet student ambassadors could be built into governors' events at the College. It might be possible that lessons from this positive engagement could be drawn over into other areas of student representation such as student governors.

CPR/06/15/40 Discussion also noted the need to maximise engagement through social media and surveys accessible for completion in a number of ways.

CPR/06/15/41 Steve Brice asked if section 7 (Measuring and Reporting on Impact) on impact could include some more specific measures, and an indication of how the document supported the overall College strategy.

CPR/06/15/42 The final version would be circulated remotely for agreement in advance of 2015-16. **Action: Head of Quality and Student Experience.**

### **Item 14 Student Disciplinary Report**

CPR/06/15/43 The committee noted the report on student disciplinary issues to 24 April 2015. In response to question from the committee, the deputy principal confirmed that the reported numbers included a wide range of issues such as attendance, failure to hand in work and behaviour.

CPR/06/15/44 It was noted that there had been improvements in both the disciplinary process and in safeguarding procedures, and cases were dealt with by the appropriate route. Improvements in teaching and learning had also supported a reduction in the number of disciplinary cases.

**Item 15 Safeguarding Report**

CPR/06/15/45 The committee received an update on the work of the safeguarding team to 12 May 2014.

CPR/06/15/46 The committee noted an increase in cases and also the number of mental health issues that were being dealt with by the team.

CPR/06/15/47 The deputy principal confirmed processes were in place to support students who had been subject to alleged sexual assault.

CPR/06/15/48 The committee noted the report.

**Item 15.1 Prevention Strategy**

CPR/06/15/49 The committee noted work that had been undertaken to self-assess and develop an action plan for the College in respect of a Prevent strategy. This work would be taken forward during the summer term. The interim head of HR would also be looking at how this work could encompass volunteers. A meeting with the police lead for Prevent would take place in June 2015.

CPR/06/15/50 The committee noted the report

*[Richard Rawes left the meeting at this point]*

**Item 16 Lesson Observation Update**

CPR/06/15/51 The deputy principal introduced this item, noting that the overall message was positive with 85% of lessons achieving good or better observations.

CPR/06/15/52 The committee noted that work was still being undertaken to develop reporting following the implementation of the Agresso system. Unfortunately it was not therefore possible to provide comparative data. This would however be provided for 2015-16.

CPR/06/15/53 The committee noted the report

**Item 17 Retention and attendance update**

CPR/06/15/54 The committee received an update on retention and attendance.

The deputy principal noted that retention was currently at 96%, and it was anticipated the figure for 2014-15 would be an improvement on that for 2013-14 which was 93.6%.

CPR/06/15/55 The committee noted the report.

**Item 18 Applications Update**

CPR/06/15/56 The committee received an update on applications that had been received until 20 May 2015. The deputy principal reported that applications were down which was a concern.

CPR/06/15/57 Discussion by the committee noted the demographic dip which was impacting on recruitment, and the steps that had been taken to market College courses such as events within schools.

CPR/06/15/58 The committee noted the report.

**Item 19 English and Mathematics Update**

CPR/06/15/59 The committee received any update on English and mathematics delivery, which confirmed aspects of discussion which had taken place elsewhere on the agenda.

CPR/06/15/60 The assistant principal noted that additional sessions had worked well for those students who had attended. A small cohort of students had undertaken the Cambridge English IGCSE as an alternative to the assessment offered by AQA and Edexcel. The assistant principal noted the percentage of students requiring assistance with access, 23% for English and 14% for mathematics. Around 300 students were sitting the examinations.

CPR/06/15/61 The committee noted that students who failed the examinations would be required to re-sit, and funding for student's vocational programmes was dependent upon study for GCES English and mathematics if they had not achieved grade C or above.

**Item 20 Chair's business**

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

CPR/06/15/62 The chair noted the main risks discussed during the meeting were English and mathematics, and IT, both of which were already on the risk register.

**Item 21 Any other business**

CPR/06/15/63 There were no items of any other business.

**Item 22 Date of next meeting**

CPR/06/15/64 2 December 2015 at 8.00am.