**PCET Strategic Leadership Committee**

**Minutes of the meeting held on 11/10/2017 in room A043, City North Campus, Birmingham City University**

Present:

Damian Brant (Chair) Joseph Chamberlain College

Karen McGrath Programme Leader, PGCE PCET

Stuart Mitchell BCU Tutor, PGCE PCET

Mike Corbally Birmingham Metropolitan College

Jean Dyson BCU Tutor, PGCE PCET & PGCE Secondary Art & Design

Lynzi Tanner Solihull College

Kerry Adam South Staffordshire College

Kelly Rogers Bournville College

Sandra Parsons BCU Tutor, PGCE PCET

Craig Tucker Halesowen College

Chair: Damian Brant

Clerk: Craig Davis

1. **Welcome and to receive apologies for absence**

Sian Davies, Sally Alexander, Jacqui Robinson, Jane McCard, Juliette Harrison, Andrew Commander, Richard Bourne, Sarah Westwood.

1. **To consider the minutes and matters arising from the meeting held on 7th June 2017**

The minutes were accepted as an accurate record.

Additional comments:

Damian Brant reported on the success of the ‘Connecting Teachers’ Conference in July 2017. There was a lot of engagement from Primary school teachers. Lots of positive feedback was received.

 There is a renewed focus on ‘British Values’ in Ofsted inspections.

 Matters arising from the previous meeting:

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| **Agenda Item**  | **Action Point** | **Progress reported/Further Comments** |
| 3 | Damian Brant to find out further information about ‘Enhancement Project’ for more able students. | * Funding is available for shortage subjects.
* There is a link between teacher subject-knowledge and exam success.

**Action Point**: DB to circulate information following this meeting. |
| 3 | Karen McGrath to draft a template of activities for colleges to work through. | * Stretch & Challenge is incorporated through PDP+, peer-support, observing other departments.
* The team want to encourage this sharing of experience.
* DB reports that this is incorporated into staff-development at Joseph Chamberlain College.
* Stuart Mitchell added that combining NQT sessions in colleges/schools with trainee development will help support this culture.
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| 9 | Karen McGrath to forward dates of employability skills session(s) to Damian Brant | Complete |
| 11 | Damian Brant to ask SLC whether an alternative day/time/venue for future meetings will be helpful. | January meeting to be held at a Bournville College. |

**Action Point**: DB and KM to write terms of reference for SLC meetings.

**Action Point**: KM to create a template for stretch & challenge

Additional comments:

Damian Brant explained how JCC have changed their lesson observation templates. Best practice’ has been removed and replaced with ‘good’ practice although the College is considering, ‘highly effective’ practice. This is to match observers’ approach to the College’s ethos, that it is not prescriptive about how teachers should teach and observers are to judge the effectiveness of the teaching on learning. Best practice suggests there is a single context for teaching and learning and this is not the case. This view is supported by academic research; Frank Coffield’s *No Best Practice*.

**Action Point**: DB/CD to circulate article to SLC

1. **To consider the External Examiner report**

Karen McGrath explained the feedback from the External Examiner report 2016/17

Carol Dennis gave positive feedback on:

* The range of assessment strategies used.
* The PCET team’s willingness to explore varied practice.
* Teaching Practice being integral to the course.
* The high standard of work produced by trainees
* Outstanding practice observed
* Strength of feedback received from students.

**Action Point:** KM to share External examiner reports with SLC

1. **To consider the PCET Strategic Improvement plans: 2016/17 & 2017/18 with the PCET Key Priorities and final outcomes.**

The SLC approved the removal of the following points from the improvement plan as they are now embedded into the course:

* Incorporating an awareness of initiatives/policies/changes within the FE sector.
* Stretch & Challenge of high-performing trainees.
* Trainee awareness of data and its impact on learners’ progress.

The rest of the points from the Improvement plan have remained as they are continuing targets.

1. **Ofsted Updates**

The School of Education at BCU is on ‘Ofsted alert’ – an inspection is expected this academic year.

Karen McGrath has delivered a session on Ofsted to the PCET cohort. This session emphasized the importance of trainees’ PDP files. Karen has asked mentors to reinforce this, especially given the absence of an NQT process for QTLS.

Trainees advised to use PDP file in first IPR meeting when employed in first position.

1. **To consider an update on mentor training.**

Stuart Mitchell has planned mentor training events at BCU, JCC and other partner colleges.

Those who can’t attend any meetings will be visited by a member of the PCET team.

Mentor materials are available on the Partnership website and in the Partnership handbook.

Mentors to receive materials before the training/briefing sessions so the actual meetings can be more of a discussion.

Stuart has submitted a bid for partnership work to support mentors. The plan is to build a framework of ‘effective practice’ to serve as a knowledge bank across different subject areas to aid consistency. The project is a response to previous Ofsted targets and will be beneficial for mentors and students. All mentors will be invited to engage with the pilot project.

1. **Opportunities for Peer-support.**

Damian Brant proposed the sharing of expertise between the University and Partner Colleges. Joseph Chamberlain College are open to have people in for peer-support, particularly in the area of GCSE resits in core subjects.

Damian also asked whether BCU might be able to share expertise in the areas of Childcare and Performing Arts. Joseph Chamberlain College are developing HND courses in these areas.

**Action Point:** Stuart Mitchell to include this information in the next PCET Newsletter.

1. **To consider any course developments**

Karen McGrath is in talks with South & City College and Bournville College regarding apprenticeships. The hope is to run Level 5 apprenticeship courses. These talks are ongoing.

Craig Tucker is involved in a group which includes other colleges and employers and can share information on training events. ESFA standards are yet to be agreed.

An 18 month course is being proposed for in-service unqualified teachers. Will likely consist of 1 day a week in University or University visits to employers.

1. **To consider recruitment and course developments.**

There are 71 PGCE PCET students at BCU

Bournville College have 22 students. There will also be a cohort enrolling in January.

Gloucestershire College have a mix of approx. 20 PG Diploma/DET students.

There are a lot of trainees specialising in Performing Arts and Maths this year. Karen McGrath has noted the number of well-qualified Maths specialists from overseas. The availability of bursaries has helped recruitment.

Karen McGrath explained that there is a Science specialist still in need of a placement.

1. **Any other business.**

The merger between Bournville and South & City College is now complete. A new principal is in place and Ofsted are expected this academic year.

Congratulations to Solihull College on their TEF Gold rating.

Jean Dyson invites any Art & Design specialists to subject workshops at BCU Perry Barr on Wednesday evenings.

Jean is also looking for speakers/panel members for the upcoming NQT conference – any subject area welcome.

The NQT conference takes place on 11/1/2017.

Action Point: CD to send out flyer advertising conference.

Jean Dyson to discuss the conference at the next SLC.

1. **To receive the date of future meetings of the PCET SLC.**

Wednesday 31st January 2018 at 10am – at Bournville College

Wednesday 6th June 2018 at 10am – at Joseph Chamberlain College