**Minutes of the PCET Strategic Leadership Committee meeting held on Wednesday 7th June 2017 at 10am, Attwood building Room 106a.**

Chair Damian Brant

Clerk Kuljit Sanghera

Present:

Damian Brant Joseph Chamberlain College

Karen McGrath PGCE PCET Programme Leader, BCU

Stuart Mitchell PGCE PCET Tutor, BCU

Sandra Parsons PGCE PCET Tutor, BCU

Lynzi Tanner Solihull College

Jane McCard Solihull sixth Form College

Kelly Rogers Bournville College

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

Sian Davies, Sarah Westwood, Kevin Mattinson, Sally Whitehead, Marianne Fogarty, Simon Spencer, Angela Hughes, Craig Tucker, Juliette Harrison, Anna Lines, Nicky Wojciekowski, Andrew Commander, Martin Sutton, Kerry Adam, Jacqui Hodges, Debbie Fligate and Richard Bourne.

1. **To consider the minutes and matters arising from the meeting held on 1st February 2017**

The minutes were accepted as an accurate record.

1. **To consider updates from partner colleges on placement activity.**

Bourneville College – Kelly Rogers

The merge with South City College is going ahead as planned. The restructure is set for October 1st 2017.

Birmingham City University – Sandra Parsons

Everything is on track, even students who had fallen behind, are now on target to complete.

Birmingham City University – Karen McGrath

Evaluations are being collated and analysed, KMC will send this information over to Damian Brant as soon as it is ready. A point of interest that has been highlighted is how best to support the more able students and ensuring they feel “stretched and challenged”. Damian mentioned Newman’s Enhanced Project initiative which caters for this type of student. Perhaps this could be implemented here.

**AP:** DM to find out further information about Enhancement Project.

Solihull Sixth Form College - Jane McCard

Merger with Ninestiles is still going ahead, though there should be limited impact on PCET placements. They have only had one placement this year. There is still some concern about the level of professionalism that is coming through over the last few years.

Solihull College – Lynzi Tanner

Introductions as she is new to the role. Happy to still take PCET students. Lynzi advised to simply get in touch when placements were needed and she would be happy to support as much as possible.

Joseph Chamberlain College – Damian Brant

Joseph Chamberlain have had two trainees, one has done particularly well and secured a job. As a college they have had to reduce the number of placements they can offer, but this will not affect BCU.

There was a discussion around Level 5 Apprenticeships, BCU are awaiting to be reinstated onto the Providers’ register.

Discussion of related issues

Damian discussed Ofsted. The course is rated at “Good” at the moment. Since last inspection, Ofsted criteria has changed which has made it harder to achieve “Good” ratings. There has been an increase in colleges achieving the “requires improvement” rating. It was suggested that the English and Mathematics GCSE re-sits were partly responsible for this and more needs to be done to promote this part of the course.

There was a discussion on how the Enhancement Project could be linked back to supporting a better Ofsted grade. Its aim to try and get trainees involved in wider tutorial activities that would enrich their experience and their personal development.

**AP:** Karen to draft a template of activities for colleges to work through as part of this activity.

1. **Connecting Teachers – Teaching Conference**

There is a big Connecting Teachers Conference to be held on 6th and 7th July. It will cover Primary, Secondary, Post 16 and Adult education> will have guest speakers and talks, for example The Power of Google.

Joseph Chamberlain are offering discounted tickets for members of this committee and their trainees.

**Special offer**

£149 per person, per day for staff and **buy one, get a second half price**

£49 for trainees

1. **The Great Get Together (promoting British Values)**

Joseph Chamberlain are holding an event over summer in Birmingham focusing on promoting respect and tolerance. The events will be held on the 16th June. There will be a breaking of fast at sunset for all the local community.

Damian discussed how colleges could do more to celebrate and promote different events. He suggested www.awarenessday.com as a great resource to plan celebrations within colleges. Partaking in these events could also help with personal development task of the students.

Karen thought this was a great idea as tutors could model something for the trainees to replicate in their class.

1. **Improvement Plan**

Karen gave an overview of the improvement plans and asked members to digest the information and give feedback. She also pointed out that Damian’s comment thus far had been very useful.

One of the main focuses was the Personal Development Plans and stretch and challenge. Damian suggested that there should be some work done to evaluate the impact of actions/changes and how can you measure it, as this is what is most important to the university and to Ofsted.

AP Karen to add an “Impact” statement to each of the actions on the improvement plan.

The main point arising from PTES survey was many students felt that the workload was unmanageable. Six trainees withdrew and four interrupted their studies. Karen confirms a lot of work has been done to ensure the students’ expectation were managed and they were aware of workload before embarking on the course. Hopefully this year’s survey will reflect this.

The final version of the Improvement Plan will be presented in October 2017.

Damian confirmed that many changes and improvements had been made since the birth of the plan.

1. **Updates from Erasmus activities**

The current picture for Erasmus is as follows:

2 trainees out in Germany

1 trainee out in Madrid

2 trainees here in UK from Germany

The two based in the UK are keeping busy and are enjoying their experience. One is at Joseph Chamberlain College and the other at Halesowen College.

There is also interest from another German student who would like to come to the UK.

Joseph Chamberlain hold an International summer school for 18 -24 year olds. It is a 6 week course that can be done a week at a time and focuses on personal development. Erasmus trainees can be referred to this.

1. **Recruitment and course developments**

**Birmingham City University:** Karen indicated that recruitment to the course has been extremely slow; out of 80 places, there are only 32 firm acceptances. She suggested perhaps the City North campus may deter students from applying, hopefully this will not be an issue when the move to City South Campus next year. There are plans to ring around all potential students to identify why they may have not made the application. Damian added that this was the general trend across the board and perhaps the bad press the teaching profession attracts is having this impact. He also suggested that Birmingham University events where past graduates will come in and do a talk to potential trainees to try and promote the course and profession. This is something perhaps that could be introduced.

**Bourneville College:** Recruitment to their course continues with a steady flow and they have a fair number of students already recruited.

**Gloucestershire College:** Recruitment is going well and they have a healthy intake for their course.

1. **Changes to the 2017/18 academic year plan and course changes**

Feedback from past students has been that by Christmas time, students feel burnt out by their workload. As a result of this, post-Christmas Thursdays will be a self-study day. They will attend all University on Mondays, self-study day on Thursdays and placement for the remaining 3 days. The first 5 weeks of term will concentrate on teaching/lectures. They will start placements after the half term.

Kelly Rogers asked how this would affect the students in terms of the college group moving ahead. Karen indicated that with the 5 weeks of full teaching, the students will hopefully feel more prepared and have a full tool kit to be able to successfully complete their placements. This should result in them feeling more confident in their abilities and hopefully reduce the number of withdrawals from the course.

Lynzi Tanner asked if the trainees would still be expected to attend induction days and other important days at college. Karen agreed that trainees would be released to attend these events.

Damian requested that the Employability Skills module needs to be bought in earlier in the first term as most are applying for jobs pre-Christmas. They need support with Interview techniques, how to effectively answer interview questions.

**AP**: Karen to forward dates of employability skills to Damian.

1. **Any Other Business**

Stuart Mitchell is awaiting confirmation of winning funding to run a small project to support mentors. This will involve Birmingham City University, Bournville and Gloucester College. It will allow mentors to develop a whole toolkit for themselves and will ensure consistency in the support they offer.

1. **To receive the dates of future meetings of the PCET Strategic Leadership Committee.**

The next meeting will take place on Wednesday 11th October 2017 Time and location TBC

**AP**: Damian to ask question to SLC – would there be a better time to ensure same lessons were not disrupted with members absence?