**Birmingham City University**

**Faculty of Health, Education and Life Sciences**

**School of Education**

Post Compulsory Education & Training Strategic Leadership Committee

Minutes of the meeting held on Wednesday, 3rd February 2016 at 10.00am in Room 106a, Attwood Building, City North Campus, Birmingham City University.

**Chair: Damian Brant**

**Clerk: Craig Davis**

**Present**

Damian Brant (Chair) Joseph Chamberlain College

Richard Bourne Joseph Chamberlain College

Sally Whitehead Solihull College

Jane McCard Sixth Form College, Solihull

Simon Spencer Deputy Head of School of Education

Stuart Mitchell PGCE PCET Personal Development Tutor (PDT)

Kelly Davey-Nicklin PGCE PCET Personal Development Tutor (PDT)

David Hassall Data Manager, School of Education

1. **To receive apologies for absence**

Karen McGrath, Tony Armstrong, Jean Dyson, Kevin Mattinson, Kerry Adam, Craig Tucker, Julie Groom, Alison Bramham, Emma Clark, Helen Cartwright, Sian Davies, Jacqui Robinson, Sandra Parsons, Sharon May, Navjot Kaur, Rob Delaney, Hafsa Shaikh.

1. **To consider the minutes and matters arising from the meeting held on 14th October 2015**

The minutes of the previous meeting were accepted as an accurate record.

Damian Brant gave a presentation on the CPD Mark initiative at JCC. Slides were distributed to the committee.

The committee discussed the disparity between the grading system used on the PCET course and grades received during NQT induction. Simon Spencer noted the difference between the formative nature of PCET grades and the summative grades of in-school and Ofsted observations.

The document entitled ‘Action Plan arising from the PGCE PCET Strategic Leadership Committee Meetings was discussed. It was agreed that completed actions would be removed from the document. The committee discussed the following matters:

The continuing issue of mentor training.

Stuart Mitchell suggested the focus should remain with the online training module and persuading potential mentors to complete it.

Action: Stuart Mitchell: collate figures on how many mentors have completed online training and to increase these numbers through regular email reminders.

A hyperlink to the online training will be included in the final minutes.

Standardising resources across the Partnership

Damian Brant distributed a document from JCCs CPD program for NQTs. The document is a tick list containing the development areas relating to the teacher standards.

Action: Kelly Davey-Nicklin to create a one-page document to incorporate into the CEDP following the lead of Damian Brant’s document.

JCC sharing grading descriptors

Action: Damian Brant to share grading descriptors with the committee.

Mentors providing examples of best practice

The committee discussed mentors sharing best practice. Stuart Mitchell suggested incorporating these examples into the newsletter. Jane McCard suggested this could take the form of specific examples of standards being met.

David Hassall presented TAD (Trainee Assessment Data) document to the committee

David explained the colour-coding on the document and the correlation with students’ progress against Teacher Standards.

Damian Brant suggested that the information might be shared with partner institutions as an aid for mentors. It was pointed out that there may be data protection concerns. Stuart Mitchell explained that mentors could collate their data to share.

1. **To consider updates from Partner Colleges on placement activity**

Solihull College – Sally Whitehead

There is still a Business trainee unplaced. SW will speak to relevant colleagues.

Are very happy with a current trainee and the quality and inclusiveness of their resources.

Sixth Form College, Solihull – Jane McCard

There has been a Breakdown of Placement this year so have only hosted one placement.

Sports trainee is making good progress.

An enquiry from the Maths department: they would like a trainee next year but they don’t offer GCSE Maths, only A-Level and Adult Numeracy.

Psychology would like to offer a placement next year.

The Committee discussed the difficulty in recruiting Maths teachers in FE.

Damian Brant pointed out that NQTs employed by FE institutions who offer GCSE can receive a golden hello.

Joseph Chamberlain College – Damian Brant and Richard Bourne

Trainees are doing very well but opportunities to deal with low-level disruption are small at JCC. This may limit preparation for potential behavioural issues during their NQT year.

Damian Brant offered thanks to Karen McGrath for the speed with which she removed two trainees this year.

Richard Bourne reported that trainee (Claire) making great contributions to CPD sessions.

Justin and Steph are using their skills well to set-up workshops.

Richard raised concerns from mentors who are unsure what they/University tutors should be grading. Mentors are finding the PDPs ‘heavy going’ and are unclear what they should be assessing.

Kelly Davey-Nicklin explained the usefulness of PDPs in giving trainees a means of evidencing standards outside the remit of lesson observations. Some standards are very difficult to see in a lesson observation. The guidance is that there should be at least 1 piece of graded evidence per standard.

Stuart Mitchell confirms that mentors only need to grade what they see in action. PDTs can take the lead on what constitutes good evidence. Tutors can carry out lengthier discussions.

The CEDP document to be made by Kelly Davey-Nicklin (Agenda item 2) will be a step towards simplifying mentor responsibilities.

1. **To consider how institutions will work with BCU to support employment opportunities and NQTs**

Stuart Mitchell reported on a recent employability session along with an upcoming session carried out by an external agency.

Simon Spencer suggested the possibility of centres setting up mock interviews,

Damian Brant reported the issue of trainees performing well in interview but struggling with interview lessons. Could employability sessions be arranged earlier in the year?

Stuart Mitchell reports that sessions held by outside institutions seem to have higher engagement from trainees.

Action: Course team – review the timing of employability sessions in the academic year.

Additional discussion centred on the incorporation of Literacy/Numeracy skills tests in the FE employment process. These are not a requirement for entry to the PCET course yet are integral to teaching and learning across the sector.

Action: Course team – continue to review the incorporation of Literacy/Numeracy in the course.

1. **To consider an update on Mentor training, documentation, Mentor Newsletter and proposed Roadshows**

Stuart Mitchell reports that all current mentors have completed briefing/training. This has happened much earlier than last year.

Stuart also reported the ongoing production of the Mentor Newsletter. Suggests the arrangement of pre-course briefings to encourage mentor numbers and placements. Will liaise with mentors to try and arrange a roadshow – discussing possible venue and potential incentives.

1. **To consider the Improvement Plan**

Action: Karen McGrath – present a year-plan in diagram form for mentors.

Action: Karen McGrath – Provide evidence for the improvement plan.

Damian Brant and Simon Spencer thank the committee for their continued commitment to improvement.

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

7.1 PGCE: PCET full-time: numbers are currently lower than last year but this is not a cause for concern as PCET recruits late every year and numbers are rising.

7.2 PGCE: PCET part-time: this route is closing following the next 2nd year cohort.

7.3 Partnership Development for Teaching and Learning: approval for partnership with Gloucestershire College is imminent.

7.4 Collaborative Partnership with Solihull College: Course is being franchised to Solihull College. This is an ongoing process.

1. **To consider any other business; agenda items for Partner colleges**

Kelly Davey-Nicklin reports upcoming Twitter chat set up by TES. All trainees will be participating by preparing questions. The chat will occur on Thursday 11th February and can be found by searching #ukfechat

Simon Spencer told the committee about the ‘transforming the curriculum’ initiative. All BCU courses will be re-written over time – starting with a ‘blank page’.

Stuart Mitchell handed out a flyer advertising a 1 day conference.

Damian Brant expressed a wish for minutes to be approved shortly after the meeting and raised financial issues as a result of mentors attending BCU events during the school day. Simon Spencer to pass these concerns on.

 8.1 Mentor Remission: discussed in agenda item 5.

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

*Wednesday 8th June 2016 at 10:00 am*