**Birmingham City University**

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

**School of Education**

**Post Compulsory Education & Training Strategic Leadership Committee**

Minutes of meeting held on 12/10/16 from 10am-12pm Attwood 106a, City North Campus, Birmingham City University

**Present**

Damian Brant (Chair) Joseph Chamberlain College

Karen McGrath PCET Course Director, BCU

Jean Dyson Secondary/PCET Subject Tutor, BCU

Richard Bourne Joseph Chamberlain College

Debbie Filgate HMP

Yvonne Daniel Walsall Adult & Community College

Jane McCard Solihull Sixth Form College

Stuart Mitchell PCET Personal Development Tutor, BCU

Jacqui Hodges Walsall College

Chris House Birmingham Metropolitan College

Sian Davies PCET Personal Development Tutor, BCU

Kerry Adam South Staffordshire College

**Agenda**

1. Welcome and to receive apologies for absence

Navjot Kaur, Rob Delahay, Hafsa Shaikh, Sarah Westwood, Tony Armstrong, Kelly Davey Nicklin, Jacqui Robinson, Sue McGregor, Simon Spencer, Alison Bramham, Lisa Brown, Sally Whitehead and Kevin Mattinson.

1. To consider the minutes and matter arising for the meeting held on 8th June 2016

The Minutes were accepted as an accurate record.

1. To receive a presentation for Damian Brant

Damian Brant delivered a presentation on the CPD strategy at Joseph Chamberlain College. The three year strategic plan 2013-2016 has had a huge impact on the quality of Teaching & Learning, staff recruitment and outcomes for students. Damian wants to involve the committee and partners of JCC to create a network of sharing which involves trainees, subject experts and senior teams across the partnership. Also included was an invite to the International Learning & Teaching Conference. The presentation slides will be shared with the committee.

**Action**: CD to distribute presentation slides to committee.

1. To consider the External Examiner report

Karen McGrath summarized the key strengths outlines in the PCET External Examiner report 2016. Key strengths included the Level 7 provision, the strength of marking and feedback provided by BCU tutors, Exam boards and the overall PCET provision. Damian Brant offered congratulations for the successes.

Action: KM to share report with DB

1. To consider the PCET Strategic Improvement Plans: 2015/16 & 2016/17 with the PCET Key Priorities

Karen Mcgrath discussed the 2015/16 improvement plan. The committee agreed that all matters were closed except those priorities which will continue into 2016/17 and beyond.

On destinations data, Jean Dyson explained the establishment of an NQT programme to stretch across Early Years, Primary, Secondary and PCET. The NQT programme will form a module towards a Masters’ in Teaching and Learning. This forms part of the response to Ofsted target regarding University input in development of trainees into NQT year and beyond. Jean asked for any ideas to be submitted to her. Karen Mcgrath emphasized the importance of improving destinations data.

Damian Brant commented on the absence of FE colleges represented at a recent conference in Birmingham. The potential for Masters’ study was cited as a potential recruitment aid given the continuing difficulty of attracting new entrants to the profession.

Sian Davies explained the attainment of students from 2015/16. 100% of students averaged good or better over the 20 standards. All averaged 1a or 1b by the University guidelines – these don’t correspond with Ofsted grades but are based on the Teachers’ Standards published by the Department for Education.

1. To consider an update on Mentor Briefing Feedback from partners

Stuart Mitchell explained that dates are set for the Mentor Briefing Meeting and explained that it has been difficult to get mentors to attend these sessions in the past. Stuart is willing to deliver sessions in individual settings and can be contacted to arrange this. Colleges/Schools working in partnership with each other could hold a meeting at one of their venues. This has already been arranged for some schools in a Walsall multi-Academy Trust.

Stuart wants to change the structure of Mentor Briefing meetings to move away from a long explanation of documents and processes. In future it is hoped that the sessions will include more dialogue with mentors. More conversations will improve mentor training and trainee progress as a result. The mentoring carried out by TeachFirst was highly praised in their last Ofsted inspection. It was also pointed out that mentor briefings and training can help to recruit mentors for the future. While many aspects of mentoring are universal, it is important for BCU to deliver briefings and training because some colleges have trainees from different Universities and SCITTs. This will avoid confusion.

Stuart will ensure that every mentor gets a briefing session and that mentor training will be tracked. Online mentoring is still available, and Stuart will provide codes for this to be distributed with the next PCET newsletter.

**Action:** CD/SM to send out code for online mentor training.

Damian Brant praised the usefulness of online mentor training.

 7 To record how the Partnership is working together to improve the trainees’

experience and in supporting partners

Karen McGrath discussed placements for 2016/17. There have been more placement offers (and from a wider geographic area) than ever before. More trainees are volunteering for Prison Education placements. There is also wider participation from partners in the Strategic Leadership Committee.

Damian Brant added that the sharing of trainee pen-portraits with placement settings is very useful for mentors. Karen McGrath added that the Personal Development Profile has been developed further this year to include a CPD plan for use in NQT year as well.

**Action**: KM/CD share PDP at next SLCM

Damian Brant explained the importance of College ‘Prevent’ policies and their impact on Ofsted judgements. Inspectors are asking students what ‘Prevent’ is.

**Action**: DB/CD to share Ofsted Prevent information with the SLC

1. To consider developments in teaching and learning

Karen McGrath updated the committee on Erasmus students, there are two German students being supported by Joseph Chamberlain College and Halesowen College. Karen hopes to go to Helsinki in December to continue building partnerships.

Trainees have been introduced to Shareville. There are subject-specific workshops planned across this academic year. The course team will be holding seminars and hosting activities.

Damian Brant asked if partners could provide subject workshops. Karen McGrath liked this idea and Stuart Mitchell explained that this would be a good opportunity for teachers to share best practice (form of CPD). Jean Dyson explained that this happened in the Secondary PGCE course, particularly in specialist areas like Art & Design Technology.

 9 To consider recruitment and course developments

10.1 PGCE: PCET full-time

There are 88 full-time PCET trainees this year – the part-time route has ceased.

10.2 Collaborative Partnership with Bournville College

There are approximately 33 trainees at Bournville enrolled on the L5 diploma

10.3 Collaborative Partnership with Gloucestershire College

Gloucestershire have 11 full-time and 13 part-time trainees.

 10 To consider any other business

Jean Dyson announced the establishment of ‘Workshop Wednesdays’ – where trainees will run sessions for their peers and share practice throughout the PGCE year.

 11 To receive the dates of future meetings of the PCET Strategic Leadership Committee:

*Wednesday 1st February 2017 at 10:00am
Wednesday 31 May 2017 at 10:00am*