

LONGLEY PARK SIXTH FORM COLLEGE

MINUTES of a meeting of the  
CURRICULUM & QUALITY COMMITTEE  
held on 15 OCTOBER 2008 at 5.00pm  
at the College, Horninglow Road, Sheffield

Present: Nick Duggan (Chair)  
Ali Ghalib  
Sue Jackson  
Mo Nisbet (Principal)  
Steve Robinson - from Minute 4  
Karen Squires (Vice-Chair)

In attendance: Sharon Langridge (Clerk to the Corporation)  
Donald McLean (Vice-Principal)

Apologies for absence were received from Chris Mallaband.

Action  
Who By

1 **ELECTION OF CHAIR AND VICE-CHAIR**

The Clerk sought nominations for the positions of Chair and Vice-Chair of the Committee. Nick Duggan was proposed as Chair and Karen Squires as Vice-Chair. The proposal was supported unanimously.

2 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3 **MINUTES OF THE MEETING HELD ON 30 APRIL 2008**

The Minutes were approved as an accurate record of the meeting and signed by the Chair.

4 **MATTERS ARISING**

**(a) Self Assessment Report (SAR) (Minute 4)**

Members noted that a series of assessments for students enrolled on science courses had been undertaken to ensure they had sufficient support to succeed.

**(b) College Charter/Student Charter (Minute 5)**

Sue Jackson informed Members that the new Student Representatives would be in post by the end of November and that this issue would be discussed with them at an early date.

**(c) Student Management (Minute 6)**

The Principal confirmed that the student management processes had been reviewed and that emphasis on the importance of student

behaviour was made at each stage. Three disciplinaries had taken place to date.

**(d) Drugs Policy Review: Update on Progress (Minute 8)**

Sue Jackson reported that a review of the policy had been undertaken with Chris Scott of the Burngreave Drugs Project. Some training for staff was now being planned for November/December.

**(e) Curriculum Provision/Admissions Policy (Minute 10)**

Members noted that the Vice-Principal and one of the Directors of Teaching & Learning had had a positive meeting with the Deputy Head Teacher at Eccesfield School on collaborative teaching.

**5 CAREERS EDUCATION AND GUIDANCE POLICY**

The Principal presented the draft Careers Education and Guidance Policy.

Members discussed the service provided by Sheffield Futures and noted that Sue Jackson had provided some INSET training for Personal Advisors last year and it was intended to run this again.

The Committee was pleased to note the conversion rate on Oxbridge applications.

The Committee **recommended** to the Governing Body that the Careers Education and Guidance Policy be approved.

Govs Dec '08

**6 VISITS, TRIPS AND OFF SITE ACTIVITY POLICY**

The Principal outlined the proposed changes to the policy.

Steve Robinson queried where liability would lie in the worst case scenario of a student fatality occurring. The Principal explained that this would depend on the circumstances, but that liability could lie with the College and believed that in such a case cover was included under the College's Public Liability Insurance. The Clerk agreed to check on the insurance position and advise Members on the cover the College had in place.

SL Oct '08

Members agreed that the policy needed to take account of the requirements of the Disability Discrimination Act and asked that it be amended and brought back to the next meeting.

CMT Jan '09

**7 OBSERVATION OF TEACHING AND LEARNING (OTL) POLICY AND PROCEDURE**

The Principal presented the revised OTL policy. She explained that some amendments had been made to reflect current practice. The policy would be discussed with the trade unions at the next meeting of

the Joint Association Forum.

Members noted that the OTL policy and procedure was a developmental tool which fed into performance reviews, training and development. The Chair asked that consideration be given to collaborative working on OTLs with the City Council and partner schools.

Members suggested that it would be worthwhile exploring whether to include the possibility of unannounced observations and also looking at reporting to Governors on outcomes. They noted that there appeared to be a move from OfSTED's position on OTLs and being able to demonstrate the level of good teaching. They also welcomed the trailing of student involvement in observations.

The Committee **recommended** to the Governing Body that the revised Observation of Teaching and Learning Policy and Procedure be approved.

Govs Dec '08

## 8 PLAGIARISM POLICY

The Committee considered the draft plagiarism policy and noted that there had been a number of distressing disciplinaries and appeals in the previous year. The aim of the policy was to make the position extremely clear and to that end all students were being required to undertake a project on plagiarism as a part of tutorials.

The Committee agreed that it would be useful to work with Year 11 pupils at partner schools on this issue.

The Committee **recommended** to the Governing Body that the Plagiarism Policy be approved.

Govs Dec '08

## 9 EXAM RESULTS

The Principal explained that the colours used on the spreadsheet denoted whether that particular aspect per subject was higher or lower than the national benchmark. Members noted that the benchmarks were now at least a year old. They were informed that under the Framework for Excellence floor targets had been set for the minimum level of performance on success rates.

Members queried whether the changes to A Level programmes had had an impact. The Vice-Principal said that it was too early to judge at this stage, but that this would be kept under review.

The Committee discussed entry requirements and accepted that they could have a demotivating effect. Members recognised the importance of engaging the community and, in particular, parents to promote aspiration. They also understood the need to be clear on equivalence with schools.

Steve Robinson believed that partner schools would welcome a mini-

conference on the entry requirements for particular courses and recommended that this be targeted at senior staff within the schools.

10 **DATE OF NEXT MEETING**

Wednesday 28<sup>th</sup> January 2009 at 5.00pm.

The Committee identified the following topics as potential agenda items:

- Diplomas
- Individual Curriculum areas
- 14-19 agenda.

The meeting ended at 6.20pm

Signed: ..... (Chair)

Date: .....