

LONGLEY PARK SIXTH FORM COLLEGE

MINUTES of the meeting of
CURRICULUM & QUALITY COMMITTEE
held on **17 NOVEMBER 2010** at 5.00pm
at the College, Horninglow Road, Sheffield S5 6SG

Present: Karen Squires (Vice-Chair) (in the chair)
Jeremy Lonsdale
Mo Nisbet (Principal)
Carmel Page

In attendance: Sharon Langridge (Clerk to the Corporation)
Donald McLean (Vice-Principal (Student Engagement))
Alison Megahy (Vice-Principal (Curriculum & Quality))

Apologies for absence were received from Nick Duggan and Steve Robinson.

**Action by
Who When**

1 **CHAIR**

In the absence of the Chair, it was agreed that the Vice-Chair should chair the meeting.

2 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3 **SAFE WEEK**

The Principal gave a presentation on behalf of the Student Services Manager on the activities that had taken place during Safe Week held from 1st to 5th November. Members noted that both the Respect Week and Safe Week had been very positive and would feature in the College calendar in future years. They recorded their thanks to the Student Services and HR Teams for organising the two events.

4 **MINUTES OF THE MEETING HELD ON 29 SEPTEMBER 2010**

The Minutes of the meeting held on 29th September 2010 were approved as an accurate record and signed by the Chair.

5 **MATTERS ARISING**

(a) Exam Results (Minute 4)

Members noted that the percentage affecting A2 success rates was very small indeed.

(b) Safeguarding Activity Update (Minute 5)

The Principal confirmed that Peter Mucklow and John Doyle from the City Council had spent a very positive day in College on 7th October and that

some follow-up work had been undertaken since.

(c) Annual Review of Effectiveness (Minute 7)

The Clerk informed Members that she had checked the situation regarding the Charter Mark and reported that scheme was due to officially close on 30th June 2011. She had therefore deleted this reference from the Terms of Reference as proposed by the Committee at its last meeting.

(d) HE Progression (Minute 10)

The Principal advised the Committee that the two local universities had reinstated cultural reasons for staying locally into the compact.

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SELF ASSESSMENT PROCESS

The Principal explained that she had hoped to be able to be in a position to present an initial draft of the Self Assessment Report (SAR) but that the Senior Management Team (SMT) was currently going a validation of the Directorate SARs and was working on the whole College data. She aimed to have a draft available for consideration by the Corporation at its meeting on 8th December.

The Vice-Principal (Curriculum & Quality) reported that the SMT was looking at a number of ways of providing Governors with a greater opportunity to be involved in the process. She circulated a suggested list of areas for Governors to consider and agreed to work with the Clerk on the mechanics of the review. Members believed that Governors would welcome the opportunity as it would provide them with a chance to stop and think. They would be able to reflect on the process throughout the year and build up self assessment evidence. The Vice-Principal (Curriculum & Quality) agreed to provide a template to go to Governors.

AM Dec '10

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COMPLAINTS POLICY REVIEW

The Principal informed the Committee that she had been reviewing the Complaints Policy to see if it required amending or updating and said that she would welcome Governors views on how the College dealt with complaints. She outlined the process followed and explained that every effort was made to resolve any issues at the earliest opportunity. As a result, a lot of cases did not reach the formal stage of the process, although individuals were clearly advised of their right to register a complaint.

The Principal proposed expanding the preamble to the policy to explain the approach adopted by the College. She also felt that it would be necessary at this point to stress that the College would not tolerate the abuse of its staff for example by the use of inappropriate communication. Governors supported this position and agreed that the College Management Team should work with staff to ensure that they were aware of the avenues available and techniques for dealing with such situations.

The Principal agreed to amend the policy document and present it to the

8 **ENROLMENT ANALYSIS**

The Principal circulated some analysis of conversion rates which had been prepared by the Assistant Principal (Resources). She highlighted that the lowest rate had been achieved in 2007-08 and explained that this had been a result of the lack of follow-up work with applications because of concerns about the increase in applications and the College's ability to accommodate the numbers. In the following year there was a 20% swing which demonstrated the volume of work required to maintain the conversion rate.

The Vice-Principal (Curriculum & Quality) explained that the figures for 2010-11 had been skewed by the roll-out of 'Apply Sheffield' across the City as this had resulted in many more multiple applications.

The Committee considered the conversion rates for applications from partner schools and noted that there were some anomalies. The Principal assured them that her fears had been allayed as the College was not losing its market share and was in fact maintaining the conversion rate. Members agreed that it was essential for the College to maintain good relationships, in particular with its partner schools, and other schools in the recruitment area. They recognised that targeted liaison activity with schools had had a positive impact.

9 **AIM HIGHER ACTIVITY REPORT**

The Principal presented the report from the Academic Development Manager. She explained that the report indicated that students who were engaged in the Aim Higher programme were statistically more likely to secure an HE place. It was therefore sad that the programme was closing and not being replaced as it had had a massive impact on the College's young people. The Committee noted that this would mean a reduction of £40,000 in the College's income.

The Vice-Principal (Student Engagement) outlined some of the activities that had been supported using Aim Higher funds to engage students in the programme.

The Committee recorded its thanks to the Academic Development Manager for his work in this area which had been a great achievement in supporting learners with higher aspirations.

10 **STRATEGIC PRIORITIES 2010-11**

The Principal circulated a list of priorities for the current academic year. She explained the reasoning behind each priority and the detailed strategies that underpinned them. The Committee was informed that the intention was to have a corporate document with which to publicise the priorities to students and staff.

Members discussed the North East Sheffield Schools Trust and the

opportunity for other partner schools to become involved. They noted that a recent meeting of the Secondary Heads had generated a discussion on how they could all work together with the College. A further meeting was planned following the City Council's review of its provision of central services. Members agreed that collaborative partnerships could be beneficial to all of the parties involved.

Govs Dec '10

The Committee supported the proposed priorities, as follows:

- Continue to focus on excellent outcomes for our students;
- Maintain financial stability for the College;
- Further develop strategies for engaging parents and communities;
- Develop more formal links with our partner schools.

and **recommended** them to the Governing Body for approval.

11 **SAFEGUARDING ACTIVITY UPDATE**

The Principal presented the report from the Student Services Manager. She drew Members' attention to the volume of activity which was high, averaging at one disclosure a week resulting in child protection procedures being implemented.

The Committee was pleased to note the increased working with Police Community Support which was highly valued by staff and students. They noted the Principal's concern that the level of activity might have to be reduced as the result of the redeployment of personnel by South Yorkshire Police to maximise their resources.

Signed: (Chair)

Date: