

LONGLEY PARK SIXTH FORM COLLEGE

**MINUTES of a meeting of the
CURRICULUM & QUALITY COMMITTEE
held on 27 JANUARY 2010 at 5.00pm
at the College, Horninglow Road, Sheffield**

Present: Nick Duggan (Chair) – from Minute 5
Jeremy Lonsdale
Mo Nisbet (Principal)
Carmel Page
Karen Squires (Vice-Chair)

In attendance: James Bagley (Director of Teaching & Learning) – to Minute 5
Sharon Langridge (Clerk to the Corporation)
Donald McLean (Vice-Principal)

Apologies for absence were received from Chris Mallaband and Steve Robinson.

Action
Who By

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 **MINUTES OF THE MEETING HELD ON 21 OCTOBER 2009**

The Minutes of the meeting held on 21st October 2009 were approved as an accurate record of the meeting and signed by the Chair.

4 **MATTERS ARISING**

(a) Retention, Achievement and Success (Minute 5)

The Principal informed the Committee that following the recent discovery of data manipulation by several colleges, the Learning & Skills Council (LSC) had decided to remove AS results from the Minimum Level of Performance (MLP) floor target calculations. Members acknowledged that this would have a significant impact of the College's position.

(b) Learner Involvement Strategy: 2009-10 Update (Minute 8)

Members noted that this issue appeared later on the agenda.

(c) Annual Review of Effectiveness (Minute 11)

The Principal apologised that the requested Aim Higher report was unavailable and agreed to bring this to the next meeting.

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5 **DIRECTORATE BRIEFING: DIRECTORATE D**

Nick Duggan joined the meeting and assumed the chair.

The Director of Teaching & Learning gave a presentation on developments within the Directorate over the course of the year. Teaching grades had improved by 12% and 22 out of 26 courses had improved. Law and Business continued to be a matter of concern at AS level. There had been an 8% gain in success rates for learners involved in the coaching programme. The coaching model was being extended to encompass Law and Business and the extension of the 'Y' scheme was proving to be a success. However, with the impending changes to BTECs, such improvements might be more difficult to achieve in the future. A lot of work had been done on the assessment of student performance.

The Director of Teaching informed the Committee that three members of the staff team had taken part in the business interchange scheme. Some good contacts had also been provided by Business & Education South Yorkshire.

Members noted that there was a lot of sharing of good teaching and learning practice within the Directorate and that focus groups had been established in areas where issues had been identified via the Learner Voice process.

The Principal said that the Director of Teaching & Learning and his team should be congratulated for their exemplary way of working.

6 **SELF ASSESSMENT REPORT (SAR)**

The Principal presented the SAR which had been approved by the Corporation at its last meeting. She explained that the revised format provided a headline statement behind which sat detailed SARs for each Directorate and Department. The format had been commended at a recent Learning & Skills Improvement Service/OfSTED event as it presented key judgements and told a story about the College.

Members asked when the College could next expect to be inspected by OfSTED. The Principal said that this could be at anytime under the new inspection regime. Members agreed to review performance in light of the SAR early in the new academic year.

7 **DEVELOPMENT PLAN**

The Principal circulated an updated version of the plan. She informed Members that the Foundation Learning Tier and Functional Skills would be crucial for the College and agreed to provide a presentation on these for a future meeting.

The Principal highlighted the LSC's new focus on indicators of deprivation i.e. targets for increasing the number and reducing the gap

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in attainment of young people in receipt of free school meals.

The Sub-Committee was advised that the College had received its preliminary allocation for adult responsive learning, which had been cut by 24%. Members agreed that the Corporation would need to consider this and take a strategic decision regarding the College's adult and community provision.

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Members were also informed that the LSC had indicated that the College's baseline allocation for 16-18 learner numbers was 1,312, but this had yet to be confirmed in writing. This would mean that 100 more learners would be funded than in the current year. There was also an opportunity for colleges to bid for additional numbers, although the penalties of not achieving learner target numbers would have a significant impact. The Principal stressed that if the baseline allocation was confirmed this would provide greater financial security for the College and recommended a period of consolidation.

The Committee acknowledged the need to ensure that the new agencies within the sector and Local Authority officers unfamiliar with the College's history understood the context within which it worked. The Principal circulated copies of charts showing the rankings of Norvic consortium members by points per student, points per entry and contextual value added.

8 COLLEGE CHARTER

The Vice-Principal circulated a revised version of the charter following a meeting of the Equality & Diversity Steering Group which had taken place on 25th January. He explained that the changes were intended to make the language used more accessible and to extend the charter to encompass staff. Student input had emphasised the need to make the charter more accessible, to promote shared ownership of the aims contained within it and make it more proactive.

Members considered the revised version and made some detailed recommendations regarding its presentation and wording.

The Committee **recommended** to the Governing Body that the College Charter be approved as amended.

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9 LEARNER INVOLVEMENT STRATEGY UPDATE

The Vice-Principal informed the Committee of a staff training and development day focused on the Learner Voice, which had generated a lot of ideas on how to broaden the College's approach and to make the process more holistic. Following the training and development day, focus groups had been established on tutorials and student representation on working groups had been widened. Further proposals were under consideration in relation to the use of IT, alternative avenues, depth of analysis and how information is utilised, and to improve practice.

10 **NOVEMBER MONITORING/'AT RISK' STUDENTS**

The Vice-Principal outlined the monitoring process and the action that was put into place to support individual students e.g. intervention strategies, and to make Directorates and teaching staff aware of their needs.

The Committee noted that a further review would be conducted in March to assess students' potential grades.

The Principal reported that retention was up on the previous year. Members agreed that early monitoring and intervention to support students was vital.

11 **DIPLOMA PLANS**

The Sub-Committee noted that the College was involved with four of the new Diplomas. Future development needed to be kept under review.

12 **SUMMARY OF COMPLAINTS, DISCIPLINARIES AND APPEALS**

The Principal presented the summary on student disciplinary cases. She explained that only five of those involved in the disciplinary process were from the new cohort.

Members noted that the unacceptable behaviour cases all involved some element of technology e.g. text messaging, emails, facebook. The Principal confirmed that some work needed to be done with students on 'e-safety'.

The Sub-Committee accepted that the reduction in the number of appeals reflected the emphasis on improving the process and early intervention.

Members considered the input from the two Head Teachers to be vital and therefore agreed that they should be able to send a deputy to represent them at meetings they were unable to attend. They requested that the Committee's terms of reference be amended accordingly and recommended to the Governing Body for approval.

13 **DATE OF NEXT MEETING**

Wednesday 28th April 2010 at 5.00pm.

The meeting ended at 6.45pm.

Signed: (Chair)

Date: