

LONGLEY PARK SIXTH FORM COLLEGE

MINUTES of a meeting of the
CURRICULUM & QUALITY COMMITTEE
held on 30 APRIL 2008 at 5.00pm
at the College, Horninglow Road, Sheffield

Present: Nick Duggan (Chair)
Sue Jackson
Chris Mallaband
Mo Nisbet (Principal)
Karen Squires
Annette Sundaraj - from Minute 4

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

Apologies for absence were received from Ali Ghalib and Steve Robinson.

Action
Who By

1 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

2 **MINUTES OF THE MEETING HELD ON 28 JANUARY 2008**

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

3 **MATTERS ARISING**

There were no matters arising.

4 **SELF ASSESSMENT REPORT (SAR)**

The Principal circulated copies of the final overall and Directorate SARs and drew Members' attention to the Quality Improvement Plan. She reported on the action being taken to support AS students, particularly those on science courses. Members noted the revision courses that had been held at Easter, which had been attended on a voluntary basis by 81 of the vulnerable students who had been targeted, and had been received extremely positively. Saturday and evening support sessions were also being offered.

Members discussed the proposal to offer an alternative to AS science from 2009-10.

In other areas, the Principal reported that retention was slightly below target at 88.4%, however attendance was improving. Further work was required on Observations of Teaching & Learning, management development, development of and sharing of good practice, and these areas would come under greater focus.

Members considered incentives to improve the take-up of healthier options in the café. They recognised the revenue impact of withdrawing confectionary items from sale and the potential problems in the local neighbourhood if greater numbers of students were going off site to make purchases. The use of smart cards for purchases was suggested, as this would enable stock and the pattern of purchases to be tracked.

5 COLLEGE CHARTER/STUDENT CHARTER

The Principal explained that the College Charter needed to be reviewed to ensure that it was consistent with the revised Mission. At the present time the College did not have a separate Student Charter and relied on its Learner Agreement, which was heavily emphasised at enrolment and induction. It was suggested that an extract from the agreement could be displayed on the screen in the Plaza on a daily basis to serve as a reminder.

Members agreed that the College Charter should be reviewed and that student feedback should be sought on whether a separate Student Charter should be introduced.

MN/SJ Jul '08

6 STUDENT MANAGEMENT

The Principal outlined concerns that some of the College's young people did not recognise the seriousness of its student management processes and take responsibility for their own behaviour. Changes to the processes were therefore being recommended to allow for greater involvement of tutors and parents, as well as introducing an additional stage, with tighter monitoring at all stages. The key issues were attendance, handing in work, poor behaviour and violence. No analysis had been undertaken to determine if problems were focused in certain curriculum areas, but this could be ascertained from scrutinising subject reviews. Emphasis was being placed on getting smarter with progress tutorials and rewarding good behaviour.

The Committee supported the proposed changes and noted that further work would be taking place with the Directors of Teaching & Learning at their away day in June.

CMT Jun '08

7 OBSERVATION OF TEACHING & LEARNING POLICY: REVIEW

The Committee noted that the guidelines within the policy were being reviewed to clarify timescales.

8 DRUGS POLICY REVIEW: UPDATE ON PROGRESS

Sue Jackson informed Members that she would be working with the Burgreave Drugs Project over the next month and a student focus group to update the College's Drugs Policy. The aim was to introduce a more preventative focus.

9 **PROPOSED MEETING DATES 2008-09**

The Committee considered and approved the proposed meeting dates for the 2008-09 academic year. Members requested that the dates be circulated separately by email.

SL May '08

10 **CURRICULUM PROVISION/ADMISSIONS POLICY**

The Principal advised Members that there were no plans to change the entry requirements for the 2009-10 prospectus. However, an issue had arisen due to the funding changes in that the College's 19+ progression students had for the first time been taken out of its 16-18 numbers and this now showed as an under achievement on recruitment. She therefore recommended that consideration be given to offering part-time 19+ provision as the responsiveness funding was more flexible (e.g. Skills for Life) and also apprenticeships for 2009-10 as this would fit with the College's existing provision.

Members noted that the number of applications was slightly down on the previous year, but that greater effort was being made to maintain contact with applicants following their interviews. Members discussed the links with partner schools, in particular Ecclesfield. They also considered the benefits of text messaging and email for keeping in contact with students and parents. Suggestions were put forward of utilising former or older students to make 'keep in touch' contact calls and the possibility of allowing partial access to the College's Virtual Learning Environment (VLE) for applications that had confirmed they would be taking up the offer of a place.

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

The Principal talked Members through the summary of disciplinary cases. She explained that there had been a problem with a number of cases of plagiarism during the year.

Members were informed that Student Services had arranged for some personal effectiveness training to be provided for targeted individuals.

Members were advised that a formal complaint had been received and was currently being processed.

12 **DATE OF NEXT MEETING**

Wednesday 15th October 2008 at 5.00pm.

The meeting ended at 6.25pm

Signed: (Chair)

Date: