

LONGLEY PARK SIXTH FORM COLLEGE

MINUTES of the meeting of the CURRICULUM & QUALITY COMMITTEE held on 1ST DECEMBER 2015 at 5.00pm at the College, Horninglow Road, Sheffield

Present: Josh Wilson (Chair)
Jodie Beck (Vice-Chair)
Jonathan Hall
Joelle Haywood - to Minute 9
Fran Henshaw
Mo Nisbet (Principal)
Isabelle Sherriff
Karen Squires

In attendance: Donald McLean (Vice-Principal (Student Engagement))
James Simpkins (Curriculum Leader (Business & IT)) - to Minute 4

Apologies for absence were received from Gemma Cottingham, Rebecca Hodgson, Chris Hunt and the Vice-Principal (Curriculum & Quality).

		Action by	
		Who	When
1	DECLARATIONS OF INTEREST		
	There were no declarations of interest.		
2	MINUTES OF THE MEETING HELD ON 6 OCTOBER 2015		
	The Minutes of the meeting held on 6 th October 2015 were approved as an accurate record and signed by the Chair.		
3	MATTERS ARISING		
	(a) Safeguarding Annual Report (Minute 3)		
	The Chair confirmed that he would provide contact details for the 'consent' workshops at the University.	JW	Jan '16
	(b) Strategic Plan (Minute 7)		
	The Committee noted that the strategic plan had been approved by the Corporation on 17 th November 2015.		
4	UNDERPERFORMING COURSES: UPDATE FROM CURRICULUM LEADERS		
	The Curriculum Leader (Business & IT) reported that AS Business and Economics were being closely monitored. A member of teaching staff had returned and the delivery of the course was on target and solid. Members asked if any student voice activity had been undertaken. The Curriculum Leader (Business & IT) confirmed that it had as part of teaching		

observations and walk-throughs. Members asked what the predicted success rates were. Curriculum Leader (Business & IT) confirmed that these were in line with minimum target grades and should be at benchmark. Although the programme was linear, there would be year-end monitoring. There was potential for staff to visit outstanding departments in other organisations.

The Curriculum Leader (Science) informed the Committee that A Level Physics would be completely redesigned as it was going linear. It was intended that it should mirror Chemistry and Biology. There would be exams in January. The small number of students involved meant that success rates could be greatly affected if an individual did not achieve.

The Curriculum Leader (Care & Sport) reported that there was 100% retention and predicted 100% achievement against minimum target grades for Level 3 Childcare. The staffing situation had been stabilised.

The Committee asked if staff were generally prepared for the changes ahead. The Principal confirmed that they were, but explained that the move to linear A Levels was a major change as many staff would not have taught them before and would probably not have studied them either.

5 PROGRESS AGAINST QUALITY IMPROVEMENT PLAN AND STRATEGIC PRIORITIES

The Principal presented her report. She talked the Committee through the retention, achievement and success targets and summarised the progress made against the strategic priorities and quality improvement plan. Predictions were based upon grade review 2. At this point in time retention stood at 100%. The consistency of predictions needed to be ensured across the board.

The Committee noted that overall attendance was higher than that of most providers, but asked if there were particular areas that needed to be kept under review. Members were advised that attendance on Business was low and that some targeted work would be undertaken with staff on expectations. Some triangulation was required in relation to the self-assessment report, observations etc. Members were clear that a level of challenge was required from staff.

Members recognised that a lot of students had taken on seasonal work and that this could have an adverse effect punctuality and attendance.

The Committee asked the Principal to establish why the attendance figures did not compute with the breakdown by

gender or ethnicity. The Principal confirmed that she would do so for the next meeting.

MN

Feb '16

The Committee was advised that the Senior Leadership Team was looking at the impact of cancelled lessons and what correlation this had to low level poor behaviour. Members welcomed this and asked to be kept informed.

SLT

Feb '16

6 SUBJECT LEARNING REVIEW: MATHS

The Principal presented the report on the subject learning review.

The Committee noted the introduction of a new grade for Personal Development, Behaviour and Welfare in line with the Common Inspection Framework. Members were pleased to see that the review had identified a lot less inconsistency in practice than previously.

Members reviewed the recommendations from the last review and discussed the findings of the current review and associated recommendations. They concluded that the report provided clear information and a flavour of where the curriculum area stood. The 'staff voice' information was particularly helpful.

The Committee concurred that all staff needed to pick up on examples of best practice. They accepted that calling home could be time consuming for staff, but stressed that it needed to be carried out. If done quickly it could reap enormous benefits.

The Committee recognised that whilst there had been improvements, attendance remained a concern and needed to be kept under review.

7 MATHS' TEAM PROJECTS

The Committee agreed that this item should be deferred until the next meeting.

8 STUDENT VOICE FEEDBACK

The Student Governors presented their report. Information from some curriculum areas was still awaited and this would be circulated separately.

The Student Governors reported that library staff were looking to reduce the number of closures in response to Student Council discussions. A proposal of using volunteers to support staff (linked to the role of student ambassadors) was being investigated and would be considered by the College

Leadership Team later in the week. This would fit with the employability strategy.

The Student Governors had found the NUS round table event on area reviews useful and it had enabled them to make contact with their counterparts in other colleges in the region.

The Committee thanked the Student Governors for the report, which was an outstanding piece of work.

Members discussed the feedback. They agreed that staff needed to establish why some students did not appear to know their minimum target grade(s) as it was extremely important that students had an understanding of this.

The Curriculum Leader (Science) provided an update on staffing. Unfortunately two classes had suffered all of the disruption. The Committee was informed that agency staff had been appointed in Science to cater for the additional student numbers recruited. The situation was now much more stable. The Curriculum Leader confirmed that she would follow up on the feedback with student representatives.

The Principal reported that the College Leadership Team would discuss the need for additional space later in the week. They were looking at the potential of timetable changes around the extended lunch, a cyber café or longer opening of the café.

Members discussed the issues with the library. The Principal confirmed that staff should not be sending groups to the library unaccompanied. There was a booking system in place that teachers could use. Members agreed that staff use of the library needed to be a meaningful use of students' time. They agreed with the Student Governors that students needed to develop their own learning styles and also needed to acquire time-management skills to enable them to achieve a balance between socialising and work.

9 LEARNER DESTINATIONS

The Vice-Principal (Student Engagement) introduced the report and explained how the presentation of data had been changed in light of feedback from Ofsted.

The Committee agreed that 94% of students with positive progression destinations was very strong and a good achievement.

Tutorials had been reviewed and students had been positive about its role in the UCAS process. There had been an increase in the number of applications and tutorial staff were

building their skills.

In terms of employability there was a stronger base. It was difficult to quantify if this was as a result of delivering more of what students wanted or the higher level of emphasis.

The Committee requested that numerical or percentage data be included with tables or charts to make it more accessible and user friendly. Members were pleased to see the number of students progressing to higher education or continuing a programme of study, which was a positive reflection of the College's widening participation ethos.

DM Ongoing

10 STUDENT SURVEY

The Vice-Principal (Student Engagement) presented his report. He reported that the full Student Survey would be taking place the following week. The aim of the survey was to influence future development, by triangulating student voice activity, involving staff and student representatives, with quality assurance data to provide an in depth picture of the student experience.

The Committee noted the report from the Vice-Principal (Student Engagement) on the Student Survey.

11 BEHAVIOUR FOR LEARNING

The Vice-Principal (Student Engagement) introduced the report. He confirmed that all performance indicators were reviewed on a routine basis.

The Committee reviewed the data. Members supported the exploration of differential treatment such as early interventions for particular groups and agreed that work would need to be done with staff on assumptions and implanting the Behaviour for Learning Policy consistently.

The Committee stressed that the data needed to be cut in the same way for comparative purposes.

DM Ongoing

12 SAFEGUARDING ANNUAL REPORT

The Principal presented the annual report which had been submitted to the City Council.

The Committee reviewed the responses. Members were informed that supervision for staff with safeguarding responsibilities was now being implemented. Accredited training was being identified for key staff on the use of reasonable force. There were very few looked after students in College, but Members agreed that a single post should be

designated as the link.

The Committee was informed of the plans and arrangements that were being made to minimise the impact of the loss of experience the College faced with the impending departure of the Head of Student Support Services. The Assistant Principal (Student Achievement) would take a lead role. A report would be presented to the Leadership Team the following week on the plans. Everyone was clear that the situation would need to be closely monitored and recognised that there would be training needs.

The Safeguarding Link Governor stressed that there would be support needs in order to avoid a vacuum being created with the Head of Student Support Services' departure. This would be vital as a high level of assurance was required by Governors and the Senior Leadership Team.

The Committee recorded its thanks to the Head of Student Support Services for all of the work that she had done for the College since it opened in 2004 and wished her well for the future.

13 HEALTHY COLLEGE POLICY

The Vice-Principal presented the proposed Healthy College Policy.

The Committee was supportive of the approach and **approved** the Healthy College Policy.

14 EVALUATION OF IMPACT ON STUDENT EXPERIENCE/EVALUATION OF REPORTS

The Committee had reviewed underperforming courses and sought assurance on the action plans that were being implemented. It had analysed the student voice feedback, which had gone into depth and provided a greater understanding of the student experience. It had also focused on learner destinations and outcome for students and approved the Healthy College Policy.

15 DATE OF NEXT MEETING

Tuesday 23rd February 2016 at 5.00pm.

The meeting ended at 6.50pm.

Signed: (Chair)

Date: