

Queen Elizabeth Sixth Form College

Minutes of the Meeting of the Curriculum & Standards Committee held on Thursday 16 October 2008 at 5.00 pm

Present: Cllr E Lister (Chair)
Mr T J Fisher
Mrs G Laws
Miss J Grundy
Mr J Ramsden

In Attendance: Mrs J Barker
Dr S D Hunnisett
Mr L Job
Mrs J Wilson
Mr G Brookes (Clerk)

15/08 Apologies

Apologies were received from Mr C Wiper and were **accepted** by the Committee.

16/08 Minutes of the Previous Meeting

The minutes of the meeting held on 8 May 2008 were **accepted** by the Committee and signed by the Chairman.

17/08 Matters Arising

There were no matters arising.

18/08 Outstanding References

There were no outstanding references.

19/08 Urgent Business

No urgent business was raised.

20/08 Curriculum Changes/Issues for 2008/09

20.1 Dr Hunnisett circulated updated data (dated 16.10.08) on the timetable calculations for 2008/09 (year 1) and explained the significance of each column. The data covered AS levels, Applied AS, Double Award GCSE, Transition, Single Award GCSE and Foundation.

20.2 He referred to the notes on the post-enrolment update and in particular to the continued trend away from Applied AS levels, the successful recruitment for new AS level courses and trends in enrolment. He pointed out subjects in which student numbers had changed significantly and also any which were of concern.

20.3 The total AS level enrolment numbers at this stage were 3189 (58 more than last year). There are 11 more groups (average group size reduced to 18.5). Availability of rooms next year will need careful consideration taking into account the needs of the students.

The Committee **accepted** the report.

21/08 Student Numbers 2008/09

- 21.1 Dr Hunnisett issued the summary of student numbers on LSC funded courses for the four years to 2008 and pointed out in particular:
- a. The total number overall of 2271 for 2008 (2214 in 2007).
 - b. The Year 1 number of 991 (1016 in 2007) reflects a reduced uptake following the early introduction of the waiting list.
 - c. Yr 5 (Evening Adults) increased to 403 from 376 in 2007.
- 21.2 Mr Job explained the aims and rationale of the Access courses and what the students need to do to achieve various levels of award leading up to university and higher education. He referred to the enrolment figures for the September 2008 Admissions which totalled 682 (660 in 2007). He also pointed out the new Beginners' Polish classes (2) operating in collaboration with other providers which have been very well received by teachers, neighbours and employers.

The Committee **accepted** the report.

22/08 Learning Plans and Student Targets

- 22.1 Mrs Barker outlined the history of this initiative and the outcome of the year-long review which had involved staff and students. She referred to the 'Advanced Level Assessment Cycle 2008-2010' which indicated the time of year in which the various stages would take place and to the guidance notes for staff and students.
- 22.2 Referring to the pamphlet 'Assessment Grades – Information for Students', Mrs Barker focussed on the changes which had been introduced. These included a new 5-point scale, clear definitions of the grades and the greater prominence given to effort.
- 22.3 Mrs Barker highlighted some of the comments which had been received about the system and future developments which were under consideration.
- 22.4 Points raised during discussion included:
- a. The ILP day had been successful and valuable.
 - b. Students have found the system helpful and feel that personal contact between staff and students remains a valuable aspect.
 - c. Students are encouraged to liaise with staff regularly about their grades and progress.
 - d. It is hoped that students will eventually have on-line access to their own records.

The Committee **accepted** the report.

23/08 Urgent Business Raised under Item 19/08

No other business was raised.

24/08 Confidentiality

There were no confidential items.

25/08 Date and Agenda for the Next Meeting

The next meeting will be held on Monday 7 May 2009 at 5.00 pm.

There being no further business the meeting closed at 5.55 pm.