

ST BARTHOLOMEW'S SCHOOL
MINUTES OF THE MEETING OF THE GOVERNORS'
TEACHING AND LEARNING COMMITTEE
Wednesday 26 January 2011, 7pm in R1

Present:	Ian Campbell	Chair of Governors
	Christina Haddrell	Head Teacher
	Stephen Clarkson	Staff Governor (Teacher)
	Peter Norman	Parent Governor (Vice Chair)
	Jeremy Sharpe	Deputy Head Teacher
	Jonathan Taylor	Local Authority Governor (Chair)
	Ian Ward	Parent Governor
	David Yates	Parent Governor

In attendance:	David Fitter	Assistant Head Teacher
	Paul Turner	Assistant Head Teacher
	Stephen Uden	Parent Governor
	Sharon Glover	Clerk

		ACTION
01.	<u>Apologies</u> There were no apologies to record. Mr Peddie had hoped to attend the meeting, but was called away shortly before it began.	
02.	<u>Declaration of AOB</u> No declarations were made.	
03.	<u>Declaration of Interests</u> No declarations were made.	
04.	<u>Minutes of the previous meeting</u> The minutes of the meeting held on 30 September 2010 were agreed and signed as a true record.	
05.	<u>Matters arising</u> There were no matters arising.	
06.	<u>Business and Enterprise</u> Mr Turner reported as follows: <ul style="list-style-type: none"> • The SSAT (Specialist Schools and Academies Trust) will be disbanded at the end of the financial year. The budget will not be affected, however, the money will no longer be ring fenced. Re-designation for specialist status will no longer be required. The principles for specialist schools will remain the same, although the Government will provide the criteria for schools. We can still pursue a second specialism as long as we meet the criteria. • We are focusing on spending money more wisely in view of the imminent changes to ensure that we offer value for money. • Primary schools are happy with the existing arrangements and these continue to move forwards with development in ICT. • Global Entrepreneur Week (GEW) was very successful. A number of Year 9 groups were loaned £50 to work with. A group of girls are selling fun charms, with a profit so far of £70; a group of boys bought a doughnut 	

	<p>machine from eBay and currently estimate their profit to be £100; a mixed group of boys and girls are making hand-made cards by recycling old cards which they are selling alongside cakes – profit so far is £120.</p> <ul style="list-style-type: none"> • Year 12 students continue to make a profit by providing refreshments for school discos, 10% of which they give to the PA. • The December weather affected the Enterprise Co-ordinator meetings; however, an annual meeting has been set up. • Our first visiting Chinese teacher delivered a China experience for a small group of primary school children. • Mr Turner and Mrs McDowell plan to hold a family Enterprise experience on 12 February. This will involve one adult and one child from each family and is already well supported. • International Schools’ work is being extended and will feature on the agenda for the Academic Board conference. Links are being formed with a school in Sierra Leone. • A five day Enterprise Ridge course is being investigated. • The outcome of the B&E meetings has been to develop an approach which follows our vision. This concentrates on our objectives and what we see as important, with criteria being the last step. <p>Governors asked how success in a B&E activity is measured. Mr Turner replied that this can be measured through levels of engagement through such events as the curriculum and skills days, which include the whole school. At primary school level feedback is provided directly from the children, who are happy to tell you what they do and do not like.</p>	
7.	<p><u>Curriculum Development</u></p> <p>KS4 courses: Mr Sharpe tabled the KS4 courses booklet, which has recently been given to Year 9 students. There have been changes to the options’ process, together with one or two changes to the curriculum offered. We are moving away from Business/ICT courses being part of the core curriculum, as a consequence of the changes in specialist status. This does not mean a reduced curriculum offer but a more flexible option for students.</p> <p>The process now consists of an information evening, which was held on Monday 24 January; this included a talk in the hall with an opportunity for questions. The talk outlined the process and explained the new courses. A Year 9 parents’ evening has been planned for immediately after half-term and after Year 9 full reports have been issued. The option choices’ form is due to be completed and returned the following week. Positive comments were received during the information evening, which seems to have enhanced the process with a more personalized input.</p> <p>English Baccalaureate: Mr Sharpe explained that St Bart’s was positioned in the top 8% of schools using this method of measurement. It would seem from the tables that there are few non-selective schools with a higher figure than ours (43%), so St Bart’s is probably within the top 2-3% of comprehensive schools. These figures represent the strength of our curriculum and reflect the reason for not changing our course structure to take the English Baccalaureate into account.</p> <p>Governors asked if the English Baccalaureate will be considered as part of the SDP</p>	

	<p>in future. Mr Sharpe replied that it would and that it was already an agenda item for LT discussion. They also asked about the possible impact on the availability of language teachers for the future. The school confirmed this to be a watching brief.</p> <p>Kirkland Rowell questionnaires: Mr Sharpe advised that over 1500 completed student questionnaires had been sent back to Kirkland Rowell this week. Staff questionnaires are on-line and staff have been asked to complete them. Parental questionnaires are being returned slowly and a reminder has been sent via Schoolcomms today. We are hoping for a 50% return, but this is doubtful.</p> <p>Mr Norman pointed out that the priorities available on the form were restrictive and the softer options could not be chosen because of this; the number of subjects was also restrictive. Mr Sharpe explained that if there were less than 70 students across the school taking a subject, benchmarking became ineffective, therefore, the subject was not included in the list. He also explained that the questions match those used by Kirkland Rowell in a very large number of other schools and that this has the huge benefit of enabling benchmarking to take place with similar schools.</p> <p>Mr Sharpe confirmed that the intention is to follow up the results to inform future planning. The questionnaire may not be sent out to the whole school every term; frequency is yet to be determined. Mr Uden pointed out that there will be a better up-take in subsequent years if action is shared with the stakeholders.</p> <p>Governors asked if parents could access the questionnaire on line, as not all forms will have made it home to parents. Mr Sharpe did not know and agreed to investigate. He pointed out that Kirkland Rowell had advised on carrying out this first exercise as a paper exercise, based on their experience with other schools, and we had followed their advice.</p> <p>Science BTEC Level 3: Mr Sharpe explained that strategies, similar to those at KS4, had been put in place to ensure that students were following appropriate courses, as a result of the concern over 'U' grades at AS level. The aim has been to introduce a Science based course which suits the ability of lower profile GCSE students. The next step is to identify the students for whom the course might be attractive. As we operate an open access sixth form and do not insist on certain grades in order to take A Levels, we need to offer a curriculum that provides for all and this course fulfils that need.</p> <p>Governors asked if it was a case of students not being capable of achieving the grades or of not being taught sufficiently. Mr Sharpe advised that the issues are complex with national figures showing that 89% of Chemistry students fail their AS with a C/D grade profile from GCSE; 71% in Biology and 66% in Psychology. The issue is about putting suitable strategies in place to support such students for success. He confirmed that the numbers of students with very low GCSE grades applying to study Science at AS level are low, with generally CC grades being the lowest.</p>	JPS
08.	<p><u>Use of Data</u> Mr Fitter explained the four strands to use of data:</p> <ol style="list-style-type: none"> 1. Informing advice and guidance for students with respect to course/option choices at KS3/4 and KS4/5 transitions. 	

	<p>2. The setting of realistic targets for students: students are expected to have a discussion with all of their teachers, who in turn should ensure that realistic targets are set. The targets should be based around the student's chances graph. Parents are informed at the KS4 evening and the targets are shown on stickers which the students place in their planners; these then form a focal point for discussion at home. The concept is about setting inspirational targets which can be achieved with the right approach and hard work. The feedback from last year was very positive. The challenge is to keep conversations going and students motivated. We cannot analyse any data yet, since the current Year 11 were the first year to use the chances graphs.</p> <p>3. The process allows the school to monitor and track progress. Tutors are provided with a residual about what the students are achieving and all teachers have access, so students who are under achieving can be identified. Hopefully, this will encourage questions and investigation into student progress and target intervention, such as monitoring, revision sessions, etc. A similar process is being looked into for KS3. At present, we are a long way from consistency and use of application and more involvement with parents is needed, but this is a work in progress.</p> <p>4. Evaluation and performance: The Value Added will inform the LT and HOFs; actions and conversations will take place as a result. The system is now fairer and, hopefully, more accurate for next year.</p> <p>Governors asked how much time the tutors had to use the data. They were advised that staff have directed time in staff meetings, within the new timetable and study focus sessions. It is important that tutors utilize the potential of the data.</p>	
9.	<p><u>Ad Lucem project – Phase 2</u> Mrs Haddrell reported that the school was now in a position to move forward with Phase 2; the sale of the two sites having gone ahead. The draw-down loan is in place if needed and the phase is going ahead on schedule. The expectation is that completion will be by the end of the summer. Once complete, this will enhance the facilities for both the school and the community.</p> <p>Next week's LT conference will have a focus on Phase 2, where heritage and landscaping, etc will be considered.</p> <p>Mr Campbell advised that any need to utilise the draw-down loan is dependent on the Section 106 payment. The Foundation Governors will do their best to retain ownership of Nos 4 and 6 Buckingham Road and this will be discussed at the meeting next week. Discussions remain on-going around their use if retained.</p>	
10.	<p><u>Staffing</u></p> <ul style="list-style-type: none"> • Mrs Haddrell was appointed as Headteacher with effect from 1 September 2011. • A KS4 Math's' Co-ordinator position, which has been advertised three times, has been successfully appointed for a September start, this week. The appointee underwent training at St Bart's four years ago. The department has two maternity leaves and the appointment of a GTP, who will be qualified by February, will provide cover. Mrs Haddrell commended the Math's' team's efforts and commitment over a difficult period of 	

	<p>recruitment. She expressed her gratitude to Ingrid Uden who agreed to continue as KS4 Co-ordinator until a new appointment was finalized.</p> <ul style="list-style-type: none"> • Staff continue to be re-deployed into their own subject areas. Helpful meetings have been held with Geof Wade in Science, and overstaffing in MFL will be addressed by a pending maternity leave. • The HOF for Business and Society will be returning shortly, after a lengthy absence, which has presented a real challenge. Mrs Haddrell commended the work and support of colleagues within the ICT and Business departments during this time. She explained that it is almost impossible to appoint a Business teacher and Mrs Attwool will not be able to work at full capacity; this means real concern for two Year 10 groups at present, as the focus will be on the Year 11 and Sixth Form groups. This remains an on-going problem. • We continue to receive wonderful reports from Judith Fisher in Shanghai and Joan Tao's placement proved very positive. Tony Xu, the next exchange teacher, has not yet arrived due to visa problems. We hope to recruit a Chinese teacher to cover the after school clubs, etc. It is doubtful that we will be able to afford the teacher exchange to China next year. • We hope to appoint a Network Manager tomorrow and then review the level of support in the IT department. 	
11.	<p><u>Information Items:</u></p> <ul style="list-style-type: none"> • School Visits: the Brussels trip was cancelled due to lack of interest. • A Governors' annual work plan was tabled. This represents a work in progress and will assist with agenda planning, etc. 	
12.	<p><u>Policies for renewal</u></p> <ul style="list-style-type: none"> • ICT: an updated policy was tabled. The annual report to Governors has not happened; this is partly due to the changes in staffing responsibility within the ICT department. It was agreed that: <ul style="list-style-type: none"> • the annual report should be made to a specific Teaching and Learning meeting each year – this to be agreed with the ICT department; • the members of the ICT committee should be listed; • the updated report be brought to the next meeting for approval; • this policy be approved for one term. 	CIH FGB
13.	<p><u>AOB</u> There was no other business raised.</p>	

The meeting closed at 8.41pm.

Date of next meeting: **Tuesday 10 May 2011, 7pm in R1.**

These minutes are subject to final approval by the Teaching and Learning Committee at its next meeting.

Signed Date

Chair

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