

ST BARTHOLOMEW'S SCHOOL
MEETING OF THE GOVERNORS' TEACHING & LEARNING COMMITTEE
THURSDAY 11TH FEBRUARY, 2016 AT 7 PM IN R1

MINUTES

PRESENT:	Jonathan Taylor (JT)	Appointed Governor, Chair
	Julia Mortimore (JAM)	Headteacher
	Rajan Bhandari (RB)	Parent Governor
	Derek Brown (DB)	Foundation Governor (from 7.20 pm)
	Peter Norman (PN)	Parent Governor
	Nicola Ostinelli (NLO)	Staff Governor
	Patricia Ray (PR)	Parent Governor (from 7.20 pm)
	Karen Sadler (KS)	Parent Governor
	Jeremy Sharpe (JPS)	Deputy Headteacher: Curriculum & Achievement
	David Fitter (DWF)	Deputy Headteacher: Teaching & Learning
IN ATTENDANCE:	Helen Sutherland (HLS)	Clerk to the Governors

1. APOLOGIES

There were no apologies.

2. DECLARATION OF AOB

PN asked that the following be added to the agenda:

- i. Discipline issues
- ii. School trips and inclusiveness.

3. DECLARATION OF BUSINESS INTERESTS

There were no declarations.

4. MINUTES OF THE LAST MEETING – 10TH NOVEMBER, 2015

The Minutes were agreed.

5. MATTERS ARISING

Election of Vice-chair of Committee

RB agreed to stand as Vice-chair of the Teaching & Learning Committee. There were no other nominations. He left the room whilst the election was held.

Proposed: JT

Seconded: PN

Vote: unanimous

RB was elected as Vice-chair of the Teaching & Learning Committee.

6. TDP/SDP

DWF & JPS' SDP priorities for 2015/16 were circulated in advance of the meeting.

JPS explained that as the document had been circulated, they would not go through it in detail but were happy to take any questions.

The following were highlighted:

- Teaching & Learning Responsibility (TLR) meetings aim to improve the leadership development of Central Leaders by providing opportunities to discuss and develop teaching and learning (T&L) across the curriculum, share good practice and hear about key updates and information.
- In addition, staff are able to opt for bespoke CPD leadership training modules in order to achieve the St Bart's Certificate of Leadership Development (this involves two core modules (Leading Effective Teaching and Leading Effective Learning) plus one elective over two years).

JT asked if it would be possible to obtain university accreditation for this programme. DWF responded that it is an option that can be explored. Similarly, elements of this work might attract DfE Education Endowment Fund support.

- 34 staff have opted to undertake one of the three modules currently on offer.

KS asked about the Show My Homework software. There seems to be a glitch with the information shown. This would be pursued outside the meeting.

ACTION: JPS to investigate.

7. TEACHING & LEARNING UPDATE

Quality of Teaching & Learning

DWF tabled a document that showed lesson observation outcomes so far this year and explained that:

- Lesson observations are carried out in line with Ofsted criteria.
- The aim is for 30% of lessons to be judged as outstanding this year; currently the figure is 27%.
- All lessons observed have been graded 1 – 3, none as 4.
- Observations are carried out by the Leadership Team, Heads of Faculty and TLR holders.
- A high proportion of the observations carried out so far have been undertaken as part of the English and Science faculty reviews.
- It was noted that faculty reviews are carried out on a cycle – Maths and BCS were the subject of reviews last year.
- MFL will be reviewed after half-term, with Humanities and Expressive Arts scheduled for the summer term.
- The aim is for all teachers to be observed several times during the year so that:
 - o observations can be used to support development
 - o teachers are able to receive regular feedback

- the pressure placed on a single observation is reduced and a more rounded picture of performance can be gained.
- Staff are able to ask for another observation if they feel that there are areas in which they have improved.

Governors raised a number of queries, including:

- Governors asked about how observations are carried out.
It was explained that there is a feedback session after each observation to explain the judgements and feedback and to enable a professional dialogue to take place about teaching and learning. It also allows for a more focused conversation about assessment seen in books, feedback and progress over time.
- Governors expressed concern about feedback to students and how that is included in the data.
The Committee were told that it is included under the assessment judgement.
- Governors asked if students are involved in providing feedback as part of the lesson observation process.
NLO reported that feedback is taken through Student Voice as part of faculty reviews and through internal faculty monitoring. Students are spoken to as part of a lesson observation but not outside the lesson. DWF also explained that some staff are inviting feedback from students to inform better practice.
- Governors asked if there is a link between the feedback given and the quality of teaching.
Staff confirmed that there is a lot of triangulation taking place.
- Governors noted that the quality of a lesson has a huge impact on whether a student wants to learn.

It was agreed that Governors will receive lesson observation data in a faculty format at the end of the summer term.

ACTION: DWF

Action Research Teams

DWF updated the Committee:

- There has been a change of strategy this year
- Team leaders have changed
- Previous leaders are now mentors
- The Autumn meetings were cross-faculty and the latest Action Research meetings have taken place in faculties to enable the sharing of good practice.
- Staff have the option to change groups
- The teams have been identifying areas for TDPs and targets to work on this year.

JAM noted that a number of headteachers will be visiting the School on 11th March and DWF will be showcasing the Action Research programme.

8. CURRICULUM UPDATE

A document regarding MFL in Year 9 was circulated in advance.

JPS highlighted:

- Approximately 80% of students currently take at least one MFL to GCSE. This can vary slightly depending on the cohort of students in each year group.
- In order to make the results at GCSE stronger, Year 8 students will be asked to choose which language they wish to continue to study in Year 9, along with choices in Humanities and Expressive Arts.
- The language option will receive three hours teaching per week, rather than two languages sharing this time.
- There will still be the option to study a second language in Year 9 as a further option within the Humanities and Expressive Arts combined choice.
- The second language will receive two hours of teaching time a week.

Governors raised some queries including:

- Are options actually being limited? Should there be a longer “taster” time for two languages from Year 7?
JPS explained that Year 7 students currently have two hours a week of languages. It could be an option to split this time between two languages but it is not expected that MFL would support this.

JPS further reported that the Year 9 options process had progressed very smoothly and that the Year 8 Options booklets will be sent out on 4th March for return by 17th March.

It was also noted that the number of applications to the Sixth Form is up on last year and that interviews are underway.

PR reported that she has been approached by parents concerned that there seem to be a lot of Sixth Form lessons that do not have a teacher present.

JPS explained that Sixth Form lessons have never been covered. When a teacher is not available, work will be set, sometimes via Show My Homework.

ACTION: PR to provide JPS with further details.

9. ASSESSMENT UPDATE

DWF circulated information in advance of the meeting.

It was noted that:

- There will be no national curriculum levels from September.
- Faculties spent the last Training Day developing the new assessment framework.
- The aspirational target for all students is to exceed expected progress – marked as dark green.
- Students who have yellow or red on their reports will receive personalised support.
- The new system will be communicated to parents at Parents’ Information Evenings.
- The new assessment system will use more professional judgement, which should increase the accuracy and impact of tracking systems used to inform interventions

- Year 7 students will still arrive with KS2 SAT scores, although these will now be in the form of standardised scores rather than National Curriculum levels.

10. ADMISSION PROPOSALS FROM SEPTEMBER 2016

The proposal is to increase the Planned Admission Number (PAN) from September 2016 from 260 to 264.

PN expressed concern about pressure in classrooms, activity time etc.

JAM explained that, in five years' time, taking 20 more students will not have a significant impact on space. Classrooms have extra desks already. The increase has been limited to four due to space limitations for Technology subjects. Meetings have been held with union representatives who are supportive of the idea but had raised some queries that have been addressed/answered, including:

- Queries about successful appeals – it is not felt that this is a big issue.
- There were no concerns about movement around the school raised.
- Rare occurrences of moving a student between tutor groups can still be accommodated.

The increase to the PAN by four was agreed by the Committee. The FGB had previously been notified by email of the proposal and invited to submit comments to which JT has responded.

ACTIONS: - **HLS to notify West Berkshire as soon as possible so that this increase can be taken into account in the current round.**
- **JT/HLS to send a note to the FGB.**

11. RISK REGISTER

This item was deferred.

12. GOVERNOR OBJECTIVES AND CONTRIBUTION AGREEMENTS

JT and RB will agree Committee objectives and RB will work with Committee members to agree their objectives and training needs. JT reminded the Committee of his objectives.

13. AOB

i. Discipline Issues

PN noted that there had been an article in the current issue of the Newbury Weekly News (NWN) about a "lockdown". He asked what had happened and if there are lessons to learn.

JAM explained that during the second half of Activity Time there had been increasing numbers of students hanging around in large numbers and it could be quite intimidating. In addition, there had been some running around the Hub.

Students were told that they had to sit whilst in the Hub, use the Library or space in an additional block unless they were going to or between activities. Students were told in a Whole School Assembly. Some students misinterpreted the guidance. JAM acknowledged that, with hindsight, this may have been the wrong forum and that it may have been possible to provide a better explanation. However, the aim was to provide a consistent message which may not have

been possible if the information had been disseminated via tutor groups. The following were also noted:

- There had been some very nasty comments on social media
- Severe action has been taken against perpetrators
- There have been complaints from parents, all of which have been responded to.
- There has been a note home to all families
- An All Staff Meeting has been held to ensure a consistent message
- One student approached the NWN
- JAM has spoken to the NWN twice
- JAM thanked staff for the way in which they had dealt with the situation
- Social media and the whole situation died down very quickly
- Some fixed term exclusions have resulted.

PN asked how the situation could have been dealt with differently.

JAM responded that she would have held an All Staff Meeting in advance to manage expectations.

Governors noted that the letter to parents was very clear.

ii. School Trips and Inclusiveness

PN noted that a number of school trips are very expensive and, therefore, not all students can afford to go.

PN gave the example of the Dance trip to New York which cost c. £1700 and asked if a London option could have been considered instead.

JPS explained that this trip was open to Year 10, Year 11 and the Sixth Form and had been considered carefully in advance due to the cost. It is understood that not everyone can afford the trips.

It was noted that there may be financial support available from different sources.

ACTION: JPS/HLS to check the Off-site Visits and the Charging for School Trips policies for any notes about the financial support available.

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

SignedDate

Chair