

ST BARTHOLOMEW'S SCHOOL
MEETING OF THE GOVERNORS' TEACHING & LEARNING COMMITTEE
THURSDAY 19TH OCTOBER, 2017 AT 7 PM IN R1

MINUTES

PRESENT:	Jonathan Taylor (JT)	Appointed Governor, Chair
	Julia Mortimore (JAM)	Headteacher
	Alexandra Barlow (AB)	Parent Governor
	David Fitter (DWF)	Deputy Headteacher: Teaching & Learning
	Peter Norman (PN)	Parent Governor
	Jeremy Sharpe (JPS)	Deputy Headteacher: Curriculum & Achievement
	Campbell Smith (CS)	Appointed Governor

IN ATTENDANCE: Helen Sutherland (HLS) Clerk to the Governors

1. APOLOGIES	Kate Lefever (KL)	Appointed Governor
	Nicola Ostinelli (NLO)	Staff Governor
	Karen Sadler (KS)	Parent Governor

2. DECLARATION OF AOB

PN added Year 12 Reports to the agenda.

3. DECLARATION OF BUSINESS INTERESTS

There were no declarations.

4. MINUTES OF THE LAST MEETINGS – 9TH FEBRUARY, 2017

The Minutes were agreed, pending the insertion of a missing bullet point on P2.

ACTION: HLS to update and JT to sign

5. MATTERS ARISING

Y14: further information

HLS apologised for not asking JPS for the email referred to. JPS reported that there are fewer students in Year 14 this year. There is nothing further to add to the information in the minutes.

JT asked if part-time students in Y14 attract part-time funding. JPS responded that there is no funding for students who are just re-sitting an exam. Part-time funding is received for those who are part-time and JAM added that the School would try to design a programme to use as much time as possible.

Teaching & Learning Festival

PN asked if the Teaching & Learning (T&L) Festival had been a success. DWF explained that it had been and noted that:

- Around 100 delegates had attended;
- The keynote speaker was very good;
- Curnock House are undertaking a new initiative following a discussion regarding best practice at the event;
- The follow-up survey had a good level of response so the feedback has been valuable.

JT thanked David and the staff who contributed to this event, together with the PA for running refreshments.

6. SDP/TDP

School Development Plan (SDP) objectives 1 & 3 were circulated in advance of the meeting and taken as read, along with the Post Exam Intervention Plan and the Curriculum/Faculty Team Development Plans (TDPs).

SDP

JPS highlighted:

- He is leading on the implementation of the Feedback and Independent Study (IS) policies:
 - o A new strategy has been introduced for the lack of completing IS: the day after a missed IS deadline, students have to attend an IS support session during Activity Time;
- A Powerpoint presentation from the July staff training day was included in the pack for this meeting, demonstrating the challenges of the new linear courses and a series of strategies which have been worked on through the year to prepare students effectively for linear examinations.
- KS3 curriculum is being further refined to recognise the skills of incoming Year 7 students following changes to the KS2 curriculum;
- There are new co-ordinators for Literacy and Numeracy:
 - o Literacy materials are being reviewed and re-launched;
 - o It is planned that there will also be similar Numeracy resources available;
 - o Cross-curricular approaches to common Literacy and Numeracy tasks throughout the school are being further developed.
- Reducing staff workload and stress: the Kirkland Rowell survey (83 responses) indicated that staff morale is not what it should be. Some of this is due to external pressures. The Leadership Team is trying to reduce some of the internal pressures. Staff have been invited to suggest ideas to address this problem. People feel very over-stretched and under pressure. There is pressure from being a successful school. JAM further explained that the workload issue is driving the morale issue.

PN asked if all of the new linear courses had now started. JPS replied that they have all started but some are still in transition so there is a dual system for some subjects.

JT asked if there is any way to encourage more staff to complete the Kirkland Rowell survey as the response level was very low last year.

DWF highlighted methods to strengthen channels to secure knowledge to enhance and share best practice:

- Trying to extend the use of student voice;
- Termly analysis with feedback to faculties;
- Blue Sky has now been replaced by SIMS for the appraisal process;
- Students produced a revision guide last year which has been distributed to students.

JT asked if the guide is on the website; DWF replied that it is not yet.

PN asked how student voice is captured. JPS and DWF explained that each faculty does it differently such as Student Councils, formal surveys etc.

JPS and DWF are also looking at boys' achievement, which is the focus of an Action Research Group and of an Associate Leadership Project.

PN referred to the target on P6 regarding work experience for Y13 – could this also be offered to Y11? JPS explained that there is a national move to work experience taking place in the Sixth Form due to requirements for young people to stay in education or training until the age of 18 and also to give work experience in the Sixth Form.

JT suggested that the Old Newburians' Association network could be used to find placements for Y13.

PN asked how staff could be encouraged to use the new Staff Room. JAM replied that some staff are organising social gatherings. There are strategies to try to change the culture and encourage more staff to use it.

Post-Exam Reviews

PN asked about the post-exam reviews:

Modern Foreign Languages (MFL)

- Were the summer's results from the old curriculum? JAM explained that they were and that the new has now been started.

Drama

- How will the introduction of a new exam board help and change things? JAM replied that it will allow for better networking and good practice. Other schools have seen good results with the new board. Staff are happier delivering the new course and feel that it is more accessible for our students.

RE

- The Department are delivering on a very small timetable; are we asking too much with too little? JAM responded that results have yo-yoed a bit but a Curriculum Day has been set aside to give them more time. This summer will be the first time that the new exam is sat in Year 11.

TDPs

PN asked about the starting points for the targets under Objective 1. DWF explained that it will be different for every cohort as it is not possible to compare "like with like".

PN then asked about Business, Computing & Society (BCS) Objective 5: to increase the number of students retained within our Faculty from KS4 to KS5. PN suggested that one of the actions should be to make the subject in KS4 more enjoyable.

7. TEACHING & LEARNING UPDATE

DWF's documents were circulated in advance.

Quality of Teaching & Learning

Lesson Observations

DWF highlighted:

- There were a similar number of observations last year, when compared to the previous year;
- Where higher numbers of observations have taken place for a particular faculty, this will have been because of a Faculty Review;
- Very few lessons are judged as "less than Good";

- There has been an upwards shift in the proportion of lessons judged as “Outstanding”;
- There are new observation forms which are copied to the teacher, appraiser, Head of Faculty, Andrea Harman and DWF;
- There are no judgements; feedback is given following a 30 minute observation, along with a discussion about next steps etc.

PN asked about the big differences in the figures for Expressive Arts. DWF explained that this may be as a result of different staff carrying out observations who will have different opinions of lessons.

PN asked if there is any merit in trying to gain a greater level of consistency. DWF reported that there have been projects over the last two years to try to standardise observations through training, standard forms and staff comparing notes. The key change is that individual lessons are not judged (Ofsted stopped doing this some time ago); the focus is on feedback.

Learning Walks

DWF explained that the Learning Walks documentation had been developed by TLR holders. It includes feedback sections and areas for actions to be recorded so that they can be followed up.

CPD Programme

DWF reported that:

- a survey was carried out, the first for two years, to capture staff feedback regarding the Action Research Programme;
- that all staff have been involved for the last four years;
- it is more difficult to involve part-time staff;
- nearly 40% staff have led an Action Research project over the last four years.

PN asked about the low approval rating of 33% for the sharing of good practice on the summer training day. It was explained that this could be due to the timing on the day and that it was not as “whizzy” as before.

Details of proposed projects for 2017/18 were circulated in advance. DWF highlighted a trial of “flipped learning” strategies in the Sixth Form, and Literacy across the curriculum – “Reading for Meaning”.

CPD Passes - Survey

DWF updated the Committee:

- 30-40 staff went out to other schools;
- 75% reported that the experience had been positive for themselves and others;
- 87.5% felt that the experience had been positive just for themselves;
- Staff will be encouraged to make use of CPD passes again this year.

8. CURRICULUM UPDATE

JPS reiterated that all of the new linear courses have now been started. A Powerpoint presentation that was shown to staff on the summer training day was circulated in advance for information.

ASCL Regional Conference Update

JPS attended an ASCL Conference on 18th October. A full report will be in the Curriculum section of the Headteacher’s Report at the end of term.

The following were noted:

- MFL results across the board were lower this year;
- There will be changes to the EBacc from next year.

CS asked how A-level Law is going. JPS replied that there has been good take-up but that the course has only just started.

JPS reported that there are just under 500 in the Sixth Form, with approximately 270 in Y12 - 201 of those are from our own Y11.

9. ASSESSMENT UPDATE

DWF's overview was circulated in advance.

- The Progress 8 (P8) figures are liable to change as they will not be validated until January;
- They are the best figures in West Berkshire;
- The overall figures are excellent, driven by improved progress from girls;
- The disadvantaged figure has changed to -0.02, which is still the best in West Berkshire.

ACTION: DWF to share a table of West Berkshire figures with Governors.

JT asked if it would be possible to benchmark with other LAs/counties. DWF replied that this will be possible from January.

JPS noted that where schools offer the European Computer Driving Licence (ECDL), scores are very good but this is no longer an option for future years.

ALPS at KS4

Details were circulated in advance.

- A score of 3 overall;
- This puts St Bart's in the top 25% of schools;
- It was noted that red shows good progress; blue, poor progress;
- The English Language score is very impressive;
- Science is good, apart from disadvantaged students.

ALPS at KS5

Details were circulated in advance.

- An overall score of 3;
- It is essential to maintain standards in order to retain scores.

Re-marks

- JPS reported that requests for re-marks of papers were not very successful at A-level;
- GCSE English re-marks have had some success (8 of 40) with some big changes to grades.

10. GOVERNOR LINK REPORTS

KS's Link Visit Reports for English and Able, Gifted & Talented (A,G&T) were circulated in advance of the meeting. In her absence, KS sent the following comments in by email:

English

- Great work and attainment in the faculty.
- Literacy across all faculties has been and is a focus – and working very well. The L&A Committee also saw at first hand from the House Heads how they support Literacy – a well-co-ordinated strategy.
- The team put huge efforts into the students – a question from me whether the same support and engagement comes from the students and parents? Enough or should we expect more?

A, G&T

- Good work being done in this area.
- I suggested and Maureen agreed that this in the time to review and ratify/update our strategy given:
 - a. the MAT decision and the importance of A,G&T in primaries
 - b. considering our message against other local secondary schools, e.g. Kennet have 500 Able students. This is highly unlikely to be a “strategy” we chose to follow (and is open to challenge!) but a review is timely.

11. OFF-SITE ACTIVITIES REPORT

A list of visits that have taken place since the last meeting was circulated in advance.

JPS explained that he has a new PA so the format that Governors would like is still being worked on.

JT noted that risk assessments for off-site activities are still not consistent. JPS agreed to look again at the form.

ACTION: JPS

JT asked if there can be a list of trips that are expected to take place in the future, rather than just those that are confirmed.

JPS replied that he is reluctant to do this as staff are relied on to lead the trips and it could be disappointing if trips do not go ahead if they have been listed.

JT emphasized that as much notice as possible should be given, to avoid St Bart’s being perceived as elitist. JPS responded that not all trips can be inclusive due to cost and JT noted that bursary opportunities are available.

JPS advised that, pending the outcome of a report into a fatal accident suffered by a different school, white-water rafting would no longer be offered by St Bart’s expedition programmes.

12. PPA PROVISION/RARELY COVER

JPS’s report was circulated in advance and the following noted:

- The amount of cover needed is down considerably (20%) on last year due to a reduction in long-term illness;
- A significant increase of cover requirements has been generated by educational visits;
- Whilst the need for teachers to provide cover has not met the target of less than 10%, it is the lowest for four years.

JT asked and was advised that all staff are eligible and encouraged to take up free flu jabs.

13. RISK REGISTER

This item was deferred.

It was noted, however, that the number of Y12 drop-offs are not significant enough to include in the Risk Register.

14. GOVERNOR OBJECTIVES & CONTRIBUTION AGREEMENTS

ACTION: HLS to circulate last year's Contribution Agreements for updating.

15. POLICIES FOR REVIEW

Admission Policy

Current Policy

JPS reported that the School would like to bring this year's Sixth Form application deadlines forward so that they are in line with other schools, to maintain momentum following the Open Evening and to give more time for interviews. In any case, a number of late applications are always received.

JT explained that there are very limited legal grounds to allow any school to change a "determined" date. It was agreed that the School can *ask* for forms to be returned by an earlier date but that the closing date must not be changed.

Draft Policy for 2019/20

The Policy was agreed pending the following actions:

ACTIONS:

- **HLS to check dates as soon as they are available;**
- **HLS to update the Policy and circulate to T&L Committee members for information;**
- **For the Policy to go out for consultation which will take six weeks and needs to be concluded by 31st January.** *Note: it has been subsequently agreed that as St Bart's became an academy six years ago (and that there would have been a consultation at that point, and as the MAT consultation is currently underway), that a consultation will take place next year.*

Assemblies & Acts of Worship Policy

This was agreed.

ACTION: HLS to prepare both policies for FGB approval.

16. AOB

Year 12 Reports

PN had just received a report for his daughter who is in Year 12. He wondered whether this was an exercise that needed to be done at this stage as the report contains little information and felt that it did not reflect recent test results. JPS explained that the details it does contain are very useful for staff. It gives an indication of how students have settled in and the School wants to share this information with parents.

PN asked for a key to the grading terms used.

ACTION: DWF to add to reports.

Peter Norman

As PN's term of office is coming to an end and this was his last meeting, JT thanked PN for his wide-ranging and much valued contribution to the Governing Body over the last 12 years.

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

SignedDate

Chair