

Thomas Alleyne's High School, Uttoxeter

Minutes of a meeting of the Learning and Standards committee held in the school on Tuesday, 6 February 2018 at 5.00pm.

Present:

Mr M Prescott (in the chair), Mr M Cruddas, Mrs B Davies, Ms R Horry, Mr I Johnstone, Mr D Thomas, Mrs A Trenergy.

Mrs J Rudge (Headteacher)

Also in Attendance:

Mr T Brunt (Deputy Headteacher)
Mrs C Dodd (Senior Assistant Headteacher)
Mr D Godwin (Assistant Headteacher)
Mrs R Lindsay (Assistant Headteacher)
Mr R Sheldon (Clerk to the Governing Body)

Apology for Absence:

An apology was received from Dr M Jary (chair) and Mrs C Catterall (Senior Assistant Headteacher)

27. Declarations of Interest:

There were no declarations of interest.

28. Minutes:

The minutes of the meeting of the Learning and Standards committee held on 5 December 2017 had been previously made available to governors via Office 365.

It was resolved –

That the minutes of the meeting be received and approved as presented.

29. Matters Arising:

There were no matters arising from the minutes.

30. Systems to Secure Accurate Assessment:

The headteacher reported that this item had been considered at the recent full meeting of the governing body, where Mrs Lindsay had presented a report on work being undertaken by school staff with regard to quality assurance of estimated grades for GCSE and A level students. That report had focussed in particular on quality assurance of assessment for religious studies but additional information had been made available for this meeting with regard to the English department. An outline was given of the systems in place to secure accurate assessment.

Full discussion followed and governors welcomed the systems that had been put in place. When considering the impact of this, governors questioned the work being undertaken to bring about improvement in those subject areas where results were furthest away from predicted grades. The headteacher agreed to identify the departments where the impact of

systems to secure assessment had not been as great and discuss strategies with heads of department to bring about further improvement.

It was resolved –

That Mrs Lindsay and Mrs Harris be thanked for providing a report on the systems in place to secure assessment and that the headteacher be requested for a similar report to be given at the next meeting, but with a focus on the two departments where the assessment outcomes had been least successful.

31. Disadvantaged Students Update and Interventions:

A report on disadvantaged, SEN and EHCP students had been previously made available to governors and Mr Godwin went through the detail of it. A particular focus was given to those pupils below the predicted attainment and progress grades and the various strategies that had been put in place to support those students. Governors noted that the support package in place for each student was dependent on their particular need. In addition, GCSE+ had been introduced to support all Y11 students with intensive support provided as identified by heads of department and subject staff.

The headteacher further reported that for those courses that had now been completed arrangements were being put in place to ensure that students were provided with appropriate work. Governors were also informed that work continued to be undertaken by the leadership team to demonstrate the impact of the various support strategies.

It was resolved –

That Mr Godwin be thanked for presenting his report on disadvantaged, SEN and EHCP students and that it be received.

32. Careers Education Information Advice and Guidance:

The headteacher reported that the DfE had very recently published statutory guidance for governing bodies, school leaders and school staff on careers guidance and access for education and training providers. This placed a requirement for the school to provide all registered students at the school with independent careers guidance from Y8 to Y13.

In preparation for this, the headteacher circulated two draft policies – “CEIAG (Careers Education Information Advice and Guidance) Employability and Employer Engagement Policy 2018” and “Thomas Alleyne’s High School CEIAG Provider Access Policy 2018” – to identify the arrangements that were to be put in place to ensure that the school met the statutory requirements. The headteacher informed governors that the draft school policy referred to a dedicated CEIAG manager to support its implementation across the school, although such a post did not currently exist. At present, Mrs Lyon was the lead member of staff for careers guidance.

Discussion followed, which included the role of Middle schools in this process given that it applied to all registered students from Y8.

It was resolved –

- i) That the draft policies be received and approved, subject to an amendment to the school policy to show that there will be a named member of staff to ensure the

implementation of CEIAG across the school rather than a dedicated CEIAG manager.

- ii) That the CEIAG system should be implemented at the school and then shared with the Middle schools before all working together to ensure that Y8 and Y9 students received the appropriate guidance.

33. Pastoral Update:

Due to the absence of Mrs Catterall, the headteacher presented the pastoral report that had been previously circulated to governors. Discussion followed and specific reference made to the rise in the absence rates for PP students. The headteacher acknowledged this and confirmed that as a result, support was being given to the school by an Education welfare officer to help reduce the absence rate for all students, with a particular focus on PP students.

It was resolved –

- i) That the report be received and governors welcome the support of the Education welfare officer to reduce student absence rates.
- ii) That future reports should include the actual number of student absences in addition to the percentage figure.

34. Policy Updates:

a) Admissions Policy

Mr Brunt reported that this policy had been updated to reflect school changes but continued to be based on LA guidance.

It was resolved –

That the revised Admissions policy be received and approved.

b) Behaviour for Learning Policy

Mr Brunt reported that this policy had been updated to ensure that it continued to reflect national guidance.

It was resolved –

That the revised Behaviour for Learning policy be received and approved, with arrangements to be made for parents to also be made aware of it.

c) Attendance Policy

Mr Brunt reported that this policy had been updated to reflect a letter received from the LA with regard to changes to penalty notices for absence from school. Governors were also informed that the letter had been circulated to parents.

It was resolved –

That the revised Attendance policy be received and approved, with arrangements to be made for parents to also be aware of it.

35. Autumn Term Learning Walks:

A report on learning walks undertaken by the leadership team during the autumn term 2017 had been circulated to governors and Mr Brunt went through the detail of it. He reported that 134 learning walks had been undertaken and was pleased to confirm the school judgement that the quality of teaching is good/outstanding. He also reported how the learning walks helped to identify areas on which to focus to bring about further improvement.

It was resolved

That Mr Brunt be thanked for presenting information in relation to the learning walks and governors pleased to note the overall judgement on the quality of teaching.

36. Performance Management / Autumn Term Lesson Observations:

Governors had been previously circulated with a report to show the outcomes following lesson observations conducted during the period September 2017 to January 2018. Mr Brunt reported that in contrast to the learning walks, the lesson observations were a more formal process to reflect what was happening in the classrooms. He was pleased to report that overall 98% of lessons were judged to be good or outstanding.

It was resolved –

That Mr Brunt be thanked for presenting information in relation to lesson observations and governors pleased to note the overall judgement.

37. Work Scrutiny Outcomes:

Governors had been previously circulated with reports to show a work scrutiny undertaken by the leadership team undertaken in December 2017, involving a sample of work of Y10 students and again in January 2018, involving a sample of work of Y9 students. Mr Brunt went through the detail of both reports and pleased to report an overall good judgement. He also confirmed that the scrutiny identified specific subject areas where improvement was necessary in the accuracy and quality of assessment. Work to address this was already in place.

It was resolved –

That the report on work scrutiny outcomes be received and noted and that governors be kept informed of work being undertaken to improve the accuracy and quality of assessment where necessary.

38. MFL and Computing/ICT Update:

See confidential Appendix (attached)

39. Any Other Business:

There were no other items of business to discuss.

40. Consideration Given to KPIs:

KPI 4 – Governors provide challenge and hold the headteacher and other senior leaders to account for the improving quality of teaching, pupils’ achievement and their behaviour and safety

Covered through discussions relating to Minutes 30 (systems to secure assessment), 34 (review of Behaviour for Learning policy), 35 (learning walks) and 37 (work scrutiny).

KPI 5 – Governors use performance management systems, including the performance management of the headteacher to improve teaching, leadership and management.

Covered through discussions relating Minutes 36 (performance management: autumn term lesson observations) and 38 (MFL and Computing/ICT update)

41. Date of Next Meeting:

Governors were reminded that the next meeting of the Learning and Standards committee was to be held in the school on Tuesday, 15 May 2018 at 5.00pm.

The meeting finished at 6.30pm.

Signed.....

Date.....