

TAVISTOCK COLLEGE
CURRICULUM COMMITTEE MEETING REF:1504
DATE: 18 November 2015
CONFERENCE ROOM
MEETING NOTES
 Approved

Governor	Present / Apols / Absent		Governor	Present / Apols / Absent
Peter Rodgers (PR) CH	Present		Julie Stevens (JS)	Present
Nigel Larcombe-Williams (NLW) VC	Apology		Jon Coupland (JC)	Present
Sarah Jones (SJ)	Present		Sharon Samuel (SS)	Present from 18:08
Ralph Crook (RC)	Present		Tim Alexander (TA)	Present
Alex Jackson (AJA)	Present		Cicely Alsbury (CA)	Present from 18:20

Also Present

Name	Designation		Name	Designation
Jay Hooper	Clerk			

Agenda

Item No	Lead	Topic
1	Chair	Apologies
2	Chair	Declarations of interest
3	Chair	Minutes of previous meeting
4	Chair	Matters arising, not on agenda
5	SJ	Monitor SIP action plan
6	SJ	Teaching and Learning reviews
7	All	Policy Review
8	Chair	Potential funding source
9	All	What Difference?
10		Next Meeting

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Ref	Action / Decision	Owner	Date	Complete by
	Meeting Open: 18:01			
1504.1	NL-W			
1504.2	None declared, reminder issued			
1504.3	<p>Safeguarding training mostly complete. JH to make checks, re-issue reminders and confirm certificates.</p> <p>SJ provided update of Prevent training. Awaiting dates for Dash funded 'train the trainer', after which SJ will run a workshop for governors</p> <p>Meeting notes 1503 071015 agreed and signed.</p>			
1504.4	Issue of signing on to NGA website for governors. PJR to investigate further.			
1504.5	<p>SJ reported on progress against improvement plan objectives. Had intended to review and update the plan during December, however SJ content that the plan fit for purpose as it stands and therefore no changes will be made at this stage.</p> <p>SJ noted that the plan overall is possibly too ambitious, and likely that some elements will fall into the next academic year,</p> <p>Objective 1 actions are mostly in hand, with evidence of progress. SJ confident that by the end of the Autumn term, most actions will be RAG rated Green/Amber. Some money has been redirected from schools of tomorrow and focused leadership programme, into whole-school CPD.</p> <p>Evident that much greater emphasis required on Objectives 2 and 5, in order to maintain a 'Good' judgement. Teaching & learning reviews have demonstrated a need to focus on closing gaps and improving teaching and learning.</p> <p>Objective 2 - the school is working hard on these actions, to raise the quality of marking and feedback and create a shift from correctional to diagnostic marking.</p> <p>AJA noted that progress is being made but given the scale of culture shift, it will take time. Asked how teaching and learning reviews will evidence changes?</p> <p>SJ - each faculty will have a written report at each review cycle, which is compiled alongside the HoF.</p>			

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	Each subsequent review will then review action points and take work from a cross section of students, lesson walk-throughs and conversations with students to provide the evidence.			
1504.5 (cont)	<p>PJR asked about the levels of stress amongst staff, given the workloads, pressures and requirements to respond quickly to change.</p> <p>AJA - Workloads are very pressured and staff are stressed. CA - Huge cultural shift required to get everyone working consistently</p> <p>SJ - Heavy workloads are in part related to reporting and assessment, and this needs looking at; teachers workloads are of primary importance.</p> <p>PJR - Governors need some reassurance that an effective 'thermometer' is in place. Noted that governor involvement in reviews will help to ensure that the school is functioning well and staff have an opportunity to raise issues of stress.</p> <p>Governors then raised a number of questions, in relation to closing the gap, and links with FSM, entry level assessment, literacy and overall progress.</p> <p>SJ confident that the predominant force for improvement remains with the teaching and learning actions.</p> <p>Governors queried timescales for further reporting, assured that RAG-rated baseline will be charted in January 16, and given a further data drop at that time, a full progress report to the next meeting will be well timed to produce good discussion points.</p> <p>Governors queried progress against the annual business cycle; on track</p>			
1504.6	<p>Discussion on the arrangements for teaching and learning (TL) reviews (formerly known as faculty reviews), which had been confusing.</p> <p>Timing and content:</p> <ul style="list-style-type: none"> ● Timing of governor reviews does not need to follow every TL review, as outcomes will feed into the next TL review. ● Purpose and role of governors is to speak to staff and students, take the 'temperature' of the workplace and provide a governor perspective. Clear that the focus is not on teaching and learning, but on the impact of teaching and learning. <p>Governors were clear that they wished for reviews to include a visit to the faculty, to experience context, and also to provide a governor perspective on the</p>			

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	review itself, and the review process.			
1504.6 (cont)	<p>Process: Governors have already self-assigned to faculties. Governors agree amongst themselves a suitable date and time (timing needs to be within the school day), and contact SJ. SJ will make arrangements for students and staff to be available, and for faculty visits. JH to re-circulate list of questions which may be helpful in conducting the review.</p>	JH	18.11.15	immediate
1504.7	<p>Governors questioned a few areas of change within the Safeguarding policy, and how these would be implemented. Agreed that RC will join JC, SS and NL-W as Safeguarding leads in order to ensure governor availability at all times. Policy amendments for Attendance, Anti Bullying, Child Protection and Safeguarding, Safeguarding Code of Conduct and Examinations all approved: Prop: JS; Sec AJA carried unan New Preventing Radicalisation Policy tabled, and read by governors prior to meeting. Approved for adoption by FGB. Prop: SS; Sec: JC carried unan.</p>			
1504.8	<p>Potential lottery funding highlighted in recent update sheet. PJR offered to lead on a grant application, working with Head Boy</p>			
1504.9	<p>Big changes, so open discussion as this evening incredibly important to help build the picture for staff, students and parents Good to have a firm handle on what governors should be looking for Keeping children safe, and checking what we're doing</p>			
1504.10	<p>Wed 2nd March 2016 6pm</p>			

Meeting Closed: 19:26