

**TAVISTOCK COLLEGE**  
**CURRICULUM COMMITTEE MEETING REF:1607A**  
**DATE: 08 February 2017**  
**CONFERENCE ROOM**  
**MEETING NOTES FINAL APPROVED**

<b>Governor</b>	<b>Present / Apols / Absent</b>	<b>Governor</b>	<b>Present / Apols / Absent</b>
Peter Rodgers (PR)	Present	Sarah Jones (SJ)	Present
Nigel Larcombe-Williams (NLW)	Apologies (school commitment)	Caroline Jordan (CJ) (from 18:13)	Present
Ralph Crook (RC)	Present	Jon Coupland (JC)	Present
Sean Sweeney (SS)	Apologies (work)	Stuart Ridley (SR) (from 18:13)	Present
Sally Hubbard (SH)	Absent	Julie Stevens (JS)	Apologies
Alex Jackson (AJa)	Present		

**Also Present**

<b>Name</b>	<b>Designation</b>	<b>Name</b>	<b>Designation</b>
Jay Hooper (JH)	Clerk	Mark Roberts	Assistant Principal
Barry Palmer	Assistant Principal		

<b>Ref</b>	<b>Action / Decision</b>	<b>Owner</b>	<b>Date</b>	<b>Complete by</b>
	<b>Meeting Open: 18:07</b>			
<b>1607A.01</b>	<b>Agenda item: Welcome and apologies</b>			
	Apologies: SS; JS; NL-W Absent: SH			
<b>1607A.2</b>	<b>Agenda item: Declarations of interest</b>			
	Reminder issued; none declared			
<b>1607A.3</b>	<b>Agenda item: Minutes of previous meeting</b>			
	Minutes of Curriculum Committee meeting 1604 30 November 2016 agreed and signed			
<b>1607A.4</b>	<b>Agenda item: Matters arising and not on the agenda</b>			
	Safeguarding case studies - on Committee agenda for 8 March SJ provided update on MAT Member / Trustee			

	arrangements; PS put forward as Member, and RC as Trustee			
<b>1607A.5</b>	<b>Agenda item: Literacy and Numeracy Review</b>			
	<p>MR provided an update on his work in conducting a review of Literacy and Numeracy across the school. This has involved looking closely at the interventions and schemes in use, both new and historic, and evaluating their efficacy.</p> <p>MR noted there are areas where there is a lack of data, particularly for SEN pupils; the reasons for this require some further investigation.</p> <p>Findings for Literacy included:</p> <p><b>Accelerated Reader Programme:</b> Demonstrates regular dip in outcomes in the Summer Term. Boys are benefitting demonstrably</p> <p><b>Reading mentor scheme:</b> Successful and extended, with Yr12 students supporting 9 community mentors 65 pupils involved; issues with matching timetables and parental reluctance to involve their children Participating pupils show considerable progress within a relatively short time period</p> <p><b>Phonic Catch-up</b> Specialist TAs deliver this programme to pupils with reading age of 6 -7 years. Shows good progress for some.</p> <p>MR showed the 'Little Helper' poster being placed in all classrooms to aid teachers as well as pupils.</p> <p>Governors challenged MR on some of the findings, including:</p> <ul style="list-style-type: none"> <li>● What is being done in respect of missing data</li> <li>● What checks and balances are in place to ensure scores don't continue to drop off in summer term</li> <li>● What incentives are in place to encourage participation, especially from those most in need</li> <li>● Do some teachers need additional development or support</li> </ul> <p>MR responded, with work now in progress:</p> <ul style="list-style-type: none"> <li>● Continuing work in gaining better consistency in marking</li> <li>● Introducing individual pupil plans for all with SAT scores below 90</li> <li>● Trying to tie up all areas where data is missing, using CAT scores at entry to replace missing SAT data</li> <li>● Celebration evening to mark progress</li> </ul> <p>Governors noted that the most effective intervention for literacy, is 1:1 support to listen, and there is an</p>			

	<p>online test to measure their reading age. The question was then asked: What measure do we have in terms of Numeracy?</p> <p>SJ noted that the available online testing tool is both unreliable and expensive, so we are developing our own. The progress measure used currently is a system of ongoing testing. It is acknowledged that progress in Numeracy is behind that of Literacy. Governors asked if there are plans to introduce the 1:1 type intervention Numeracy? MR responded that Tutor time has been allocated specifically to offer support, and some TA support for the basics, also . A poster 'Super Numan' has been developed (similar to 'Little helper')</p> <p>Further checking through student Voice and classroom walks, will help to ensure that more consistent approaches are being embedded. MR thanked for his work: left meeting 18:37</p>			
<b>160A7.6</b>	<b>Agenda item: School Improvement Plan</b>			
	<p>SJ circulated latest RAG-rated monitor; by next meeting SLT monitor cycle will have updated it further.</p> <p>Governors noted:</p> <ul style="list-style-type: none"> <li>● Some changes made to Objective 3</li> <li>● Teachers asked to produce a class plan related to specific progress actions for PP and SEN students</li> <li>● Plans uploaded to cloud drive to allow better sharing of interventions and cross-learning from positive outcomes</li> </ul> <p>Governors discussed the increasing issues with Year 7 students arriving at the school but not secondary ready.</p> <p>SJ described the work in progress with current Yr 7 'anchor group'. This intervention has begun later than is now planned for future years, having learned from the present issues.</p> <p>Governors wanted further detail and assurance in respect of:</p> <ul style="list-style-type: none"> <li>● Why it has taken so long to identify the current anchor group</li> <li>● Is the intervention to be thoroughly embedded</li> <li>● How much of the progress is shared with staff</li> </ul> <p>SJ provided responses.</p> <p>Governors queried whether all staff would be able to clearly articulate that the school improvement priorities lie with SEND and PP</p> <p>SJ stressed that regular staff briefings include updates on progress and especially where patterns are shown. Also, the SIP filters through Faculty</p>			

	Improvement Plans and Classroom Plans to individual learning plans.			
<b>1607A.7</b>	<b>Agenda item: Policy Review</b>			
	Some changes made to the Home Learning Policy to reflect references to 'Show My Homework' programme. Time allocations have been re-inserted, and a clear indication that homework should be supplemented by reading Governors asked how SLT ensures that roles are being carried out Part of BP's role, to monitor and check Amendments agreed: Prop: RC Sec: AJa carried unan			
<b>1607A.8</b>	<b>Agenda item: Faculty Reviews</b>			
	All reports circulated and read in advance of the meeting <b>MFL 28th November</b> SJ noted some issues with the representations made to governors during the visit, some of which were deemed untrue. Governors noted some subsequent conversations with faculty staff that demonstrate that change is being felt. Governors agreed that a further review would be needed in the Summer Term and that on this occasion, the same two governors should conduct this <b>Science 9th December:</b> Still some differences within the faculty, although improvements are slowly embedding. Workloads still an issue for staff. Agreed that next review should ensure the inclusion of the SIP objectives <b>English 14th December:</b> Progress and outcomes noted	08.02.17	CJ & TA	July 17
<b>1607A.9</b>	<b>Agenda item: Show My Homework</b>			
	BP presented the new system 'Show My Homework' and demonstrated some of it's powerful interactive capability and potential for teachers and parents. Governors were impressed with the overview, and asked to be kept informed of progress in embedding it's use. Noted that some families may be precluded from use, due to lack of equipment or connection. Governors also asked that staff be congratulated for taking this on board, along with so much other change.			

<b>1607A.10</b>	<b>Agenda item: Class Charts</b>			
	<p>BP presented new programme 'Class Charts' and demonstrated some of it's capability.  Governors questioned the issues of data protection, access and rights of sight.  All issues covered by legal aspects of data protection and rights to personal information. The system links with SIMS and therefore contains no additional information, it just allows a facility to view and use the information to better advantage for individual pupils and class planning.  The system is being introduced to staff incrementally and anecdotally, rather than by mandate.  Governors asked to receive an update, especially on the impact of the system, in the summer term  BP left the meeting: 19:43</p>	08.02.17	BP	21.06.17
<b>1607A.11</b>	<b>Agenda item: Ofsted readiness</b>			
	<p>Ofsted criteria for Leadership to be placed on cloud drive, for all to annotate against self-knowledge. All to be encouraged to update the document prior to each meeting, where it can be a standing agenda item.  Governors discussed the importance of having their own source of information, with which to triangulate data and reports. Acknowledged the faculty reviews are the crucial tool in this respect.  Governors need to ensure they offer robust challenge to Officers - e.g. 'Convince Me that...', 'Justify how you...' etc.  Governors asked for reassurance that the SCR is in place and up to date. SJ gave assurance that it is.  Governors discussed the language used to question staff and pupils about the Prevent agenda; generally confident that all are aware of the issues, but how the question is asked is crucial in receiving an appropriate response.</p>			
<b>1607A.12</b>	<b>Agenda item:Governor activity</b>			
	<p>PS noted that end of governor tenures will require new Committee Chair and Safeguarding Leads to be appointed fairly soon; this will be on the agenda for 8th March and all asked to consider.  RC: Disciplinary panel / Faculty review / Chairs course  CJ: Disciplinary panel / Faculty review / Parent view  JC: Parent evening / Prevent online training  AJa: CPD sessions for staff  PR: Parents evenings</p>			

**Meeting Closed:20:15**