

TAVISTOCK COLLEGE
CURRICULUM COMMITTEE MEETING REF:1608
DATE: 08 March 2017
CONFERENCE ROOM
MEETING NOTES FINAL APPROVED

Governor	Present / Apols / Absent	Governor	Present / Apols / Absent
Peter Rodgers (PR)	Present	Sarah Jones (SJ)	Present
Nigel Larcombe-Williams (NLW)	Absent	Caroline Jordan (CJ)	Present
Ralph Crook (RC)	Present	Jon Coupland (JC)	Present
Sean Sweeney (SS)	Present	Stuart Ridley (SR)	Absent
Sally Hubbard (SH)	Absent	Julie Stevens (JS)	Apologies
Alex Jackson (AJa)	Present (from 18:04)		

Also Present

Name	Designation	Name	Designation
Jay Hooper (JH)	Clerk	Kevin Wilson	Chair of Govenrors
Barbara Manning	Vice Principal	Tim Alexander	Vice Chair of Governors

Ref	Action / Decision	Owner	Date	Comple e by
	Meeting Open: 18:02			
1608.01	Agenda item: Welcome and apologies			
	Absent, no apologies: NL-W; SR			
1608.2	Agenda item: Declarations of interest			
	Reminder issued; none declared			
1608.3	Agenda item: Minutes of previous meeting			
	Minutes of Curriculum Committee meeting 1607A 02 February 2017 agreed and signed Prop: RC; Sec: CJ carried unan			
1608.4	Agenda item: Matters arising and not on the agenda			
	None arising			
1608.5	Agenda item: Policy Review			

	Changes approved for recommendation to FGB to adopt, with proviso that 6th Form Attendance Policy be appended to the school Attendance Policy Prop: JC; Sec: CJ carried unan			
1608.6	Agenda item: School Improvement Plan			
	<p>BM circulated RAG-rated monitor for Objectives 1 & 2 Progress is slower than hoped for Objective 1, where staffing has proved to be the most significant barrier. PR noted the main points arising from the governor review of the faculty, and challenged SJ and BM on what is being done to address the issues raised. SJ provided outline of new appointments and restructuring, which will hopefully now start to show demonstrable improvement. Briefing has been given to staff, and expectations clearly laid out. Curriculum changes mean that students are no longer forced into triple science, and leadership changes being made. Governors asked when will they know when the point is reached, from which meaningful measurement of progress can be taken?</p> <p>SJ noted that this can only happen when staffing has stabilised - nearly there, but not quite yet. Discussion took place, on the communication methods between the faculty and parents, and the need to regain trust.</p> <p>AJa noted the new policies being implemented, including positive calls home, which are proving very worthwhile. Also the improved buy-in to short marking, where you are starting to see improvement showing in the data.</p> <p>Governors assured there are definite early impact indications.</p> <p>Objective 2 - progress being made, although not accelerating as quickly as desired.</p>			
1608.7	Agenda item: Teaching & Learning Reviews			
	<p>SJ gave verbal update on latest round of T&L reviews, carried out by SJ and BM. Process of review outlined, where the focus was on areas required to make progress: SEND, Pupil Premium, Low ability Class Plans explained, which together with marking, were used during the reviews, where every faculty was covered.</p> <p>Findings included:</p> <ul style="list-style-type: none"> ● Much greater effort across the school to meet the needs of these cohorts. ● Underpinning strategies now need a focus ● Low level disruption in class is reducing <p>Governors raised challenge against placing a focus on small cohorts, leaving a concern that the bulk of</p>			

	<p>middle ability children are losing out? SJ noted that middle ability children are not performing badly, and in fact some children with SEN are not low performing. Effort and focus must go where it's needed to ensure progress for all. KW noted that 14 months ago, FGB heard the expectations for the cohorts being discussed. What progress has been made against those plans? SJ - still seeing the same patterns, although we can also see growth and the gaps closing. However, this is still happening in pockets rather than as an overall pattern, hence the continued focus. Governors raised concerns over teacher workload, in light of Class Plans Discussed the strategies and processes implemented - and discontinued, which have helped to reduce and contain the workload of teachers.</p>			
1608.8	Agenda item: Safeguarding Case Studies			
	<p>BM circulated a series of 4 case studies, looking at the issues arising for some pupils. Governors discussed the interventions and, where not ongoing, the outcomes for each individual. Governors pressed for evidence of where and how teachers are made aware of needs and support plans</p> <p>Discussion followed on how some of the issues might impact on access to teaching and learning</p> <p>Governors requested evidence that case studies are reviewed for lessons learned. BM explained that all plans are regularly reviewed and managed as living documents, with strategies and interventions changing constantly. Training is carried out relentlessly, to ensure we are always totally compliant Independent reviews of safeguarding are carried out on an annual basis. BM explained the incoming 'e-safe' system to enable legal duty to monitor Governors noted that safeguarding issues often require complex interactions between the school and parents/carers, and asked if any have resulted in a formal complaint? SJ - None</p>			
1609.9	Agenda item: Ofsted Readiness			
	<p>PR shared document prepared to help governors ensure they have all the information they need in order to function effectively. Governors noted they need to review the areas listed, and formulate some 'hard' questions for the school</p>			

	<p>officers in order to assure themselves that their thinking is correct. Action: Document re-circulated electronically</p> <p>Parent engagement going well, one further parent evening at end of March, then all will be collated and presented to FGB. Future questions may be developed around faculties</p> <p>SJ provided latest figures for September intake, where an 8-form entry is required. PAN is set at 248 and we will have a waiting list. Retention at 6th Form is increasing, currently over 75%</p> <p>Noted that PR is coming to the end of his tenure as a governor, and a new Curriculum Committee Chair is therefore needed. SH has been approached, and would be willing to stand as Chair. Prop: PR, Sec: JS carried unan</p> <p>KW thanked PR for his enormous contribution to the school and to the Curriculum Committee, with the gratitude of all stakeholders. PR received Thanks, and offered for future his keen help and support for any student wishing to go into healthcare</p>	PR / JH	08.03.17	End March
		TA / CJ	08.03.17	12.04.17
1607A.10	Agenda item: Governor Activity			
	SS - Creative Arts Review RC - Parents evening, Leadership course, nomination as MAT Trustee AJa - Increased frequency of positive phone calls home JS - Schools Direct, teacher training KW - TCLT SH - Disciplinary panel, Creative Arts review, Parents evening, Historians & Community work CJ - PEX Panel, Disciplinary panel, policy review TA - Creative Arts review, used Google Drive PR - Mock interview for student applying to medical school			

Meeting Closed:20:25