

# TAVISTOCK COLLEGE CURRICULUM COMMITTEE MEETING

Meeting 1404 Minutes							
Date & Time	19 November 2014 18.03		Location		Conference Room		
<b>Attendees</b>	<b>Initials</b>			<b>Attendees</b>	<b>Initials</b>		
Peter Rodgers	PR	Parent Gov (Chair)		Marianne Hastings	MH	Co-opted Gov	
Nigel Larcombe-Williams	NLW	Co-opted Gov	Until 18:47	Julie Stevens	JZS	Foundation Gov	
Jonathan Coupland	JCoup	Co-opted Gov		Alex Jackson	AXJ	Staff Gov	From 18:14

Apologies	Initials	Reason for Absence (Category of Governor)
Helen Salmon	HS	Prior engagement (Principal)
Sharon Samuel	SS	Parent evening (Parent Gov)

Absent without Apology	Initials	

In Attendance	Initials	Capacity	
Aimee Mitchell	AMI	Vice Principal	
Alan Jones	AJ	Chair of Govs	
Gareth Smith	GS	Assistant Principal	Items 7 From 17:58
Sally Hubbard	SHU	Assistant Principal	Item 8 until 18:11
Jay Hooper	JH	Clerk to Governors	
Emma Hamilton	EH	Senior Practitioner Attendance, Babcock Int	Item 5 Until 17:50

Minutes to
All Governors
Website
Notice board

	Agenda item	Led by
1	Introduction and apologies	Chair
2	Declarations of interest	Chair
3	Minutes of previous meeting	Chair
4	Matters arising and not on the agenda	Chair
5	Attendance	EH
6	Parental Engagement Plan	SHU
7	Curriculum	AMI
8	Data Update	GS
9	New model policy	AMI
10	Faculty Review	GS
11	Policy Review	
12	What Difference?	Chair
13	Next meeting	

Ref	Action or Decision	Owner	Date Raised	Date Due
1404.1	Apologies received HS and SS. AJ indicated late arrival			
1404.2.	There were no declarations of interest. Reminder issued to make declaration if relevant.			
	<b>Agenda items were not taken in order of listing. Votes were taken only whilst meeting was fully quorate</b>			
1404.3.	Minutes and Pt II notes of previous meeting 01.10.14 read and vote taken to approve once all committee members present. Signed as true record			
1404.4	None arising from minutes.			
1404.5	<p>EH attended to provide an outline of the County stance on school attendance. Recent issues have highlighted the need to review both policy and process, to ensure that these are sound and effective. EH noted that the school attendance policy is one of the best she has seen across comparator schools, and should be held as an exemplar.</p> <p>The school record in increasing attendance is also impressive, and the process in place to contact families about absence at an early stage is very much best practice.</p> <p>Governors debated some of the key operational points, including:</p> <ul style="list-style-type: none"> <li>evidence to support absence on medical grounds</li> <li>parental awareness of the policy and process</li> <li>half-termly absence reviews</li> <li>current and potential legislation</li> </ul> <p>Governors found the process to be sound, and praised the attitude of SLT to be open to review policy in light of operational events.</p> <p>Governors also noted and praised the implementation of the policy, in achieving such improvements to attendance (now 95.1%), and especially in some areas such as, 6<sup>th</sup> form. Governors were clear that any time away from school, is to the detriment of an individual's education.</p> <p>AMI undertook to review the wording of standard letters, and to reiterate policy and process via school newsletter. JZS will liaise with AMI as required.</p> <p>Governor protocol in dealing with issues raised direct from parents/members of the community will be re-issued.</p> <p>EH thanked for her helpful input. EH left the meeting at 17:50</p>	<p><b>AMI/JZS</b></p> <p><b>JH/AJ</b></p>	<p><b>19.11.14</b></p> <p><b>19.11.14</b></p>	<p><b>End term</b></p> <p><b>10.12.14</b></p>
1404.6	<p>SHU introduced the parental engagement plan, which was circulated prior to the meeting.</p> <p>SHU explained the plan is still in development, and has it's main focus on engaging with families to be involved in their children's learning (as opposed to attending PTA meetings etc).</p>			

1404.6 (cont)	<p>There will be an event for EAL students to give presentations of some of their current work to their parents and families, in the Octagon 4<sup>th</sup> December. There will be some cookery done with the participating students on the day before, so that tastes of their cultures can also be shared. Governors are very welcome to attend. The plan also includes ideas to develop 'you said...we did..' displays, and ways to ensure that parents know what their children are learning.</p> <p>PR thanked SHU for the work, including the open and honest presentation of feedback SHU left the meeting 18:11</p>			
1404.7	<p>AMI provided a presentation of the school response to curriculum and qualification changes, and the impacts these may have. Governors questioned a number of areas, including:</p> <ul style="list-style-type: none"> <li>• Grading changes</li> <li>• Curriculum response</li> <li>• Marketing challenges</li> <li>• Suitability of plans for creative subjects</li> </ul> <p>Governors welcomed change from RS Philosophy and Ethics qualification (with RS qualification still available for those who want it) within Attainment 8 offering.</p> <p>Some of the operational elements are still in consultation phase, so staff and student input will help to shape the plan further.</p>			
1404.8	<p>GS provided latest update on Yr10 and Yr 11 data, including how it impacts across curriculum changes. Governors questioned and debated areas of the data, including:</p> <ul style="list-style-type: none"> <li>• Why Mathematics expectations showed at 10% below those of English ( some due to ongoing staffing issues; advert now in place for permanent appointment from January 2015)</li> <li>• Attainment 8 vs Progress 8 (clear explanation given)</li> <li>• Confidence with target setting</li> <li>• FSM students achieving well</li> </ul> <p>GS noted that as YR 10 curriculum has already been tailored in line with Attainment 8 reporting, next year's data will provide a more accurate reflection of achievement, although full progress and impact of the changes will not be evident until 2016.</p> <p>GS was thanked for his clear presentation, which is helping greatly to improve governor understanding of the data.</p>			
1404.9	<p>New model Policy for Child Protection has been issued; this becomes the new revised Safeguarding policy. AMI has received some comments from reviewers but overall recommendation is to adopt (see 1404.11)</p>			
1404.10	<p>GS and SS undertook a review of the Social Studies Faculty in June; a report was circulated to governors in advance of the meeting. GS reported on a review that was overall very positive, with lots of strengths apparent and evidenced.</p> <p>Some areas for improvement included a more consistent application of moderation processes.</p>			

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1404.11	<p>Policies recently reviewed:</p> <ul style="list-style-type: none"> <li>• Safeguarding (new model policy)</li> <li>• Drugs Education policy (no changes)</li> <li>• Drugs Incident policy (no changes)</li> <li>• Trips and Visits policy (minor change)</li> <li>• SEND policy (minor change)</li> <li>• Use of Reasonable Force policy (no change)</li> <li>• Teaching and Learning policy (no change)</li> </ul> <p>Governors voted on the proposal to recommend acceptance of review findings:  <b>Prop:</b> NL-W <b>Sec:</b> JC carried Unan  <b>Decision:</b> Recommend all policies with changes where appropriate, for adoption by FGB  Noted that SEND policy review highlighted a need for a Medical policy, which does not currently exist. AMI will table a medical policy to SLT.</p>	<b>AMI</b>	<b>19.11.14</b>	<b>End term</b>
1404.12	<p>Governors felt that a positive contribution had been made to teaching and learning through:</p> <ul style="list-style-type: none"> <li>• Clear and understandable presentation, enabling governors to measure progress and question achievement</li> <li>• Parental engagement plan</li> <li>• Open and honest debate, and ability to embrace review where appropriate</li> </ul>			
1404.13	<p>Next meeting Wed 25 February 2015</p> <p>Meeting closed at 19:32</p>			