

TAVISTOCK COLLEGE
CURRICULUM COMMITTEE MEETING REF:1612
DATE: 07 June 2017
CONFERENCE ROOM
MEETING NOTES FINAL APPROVED

Governor	Present / Apols / Absent	Governor	Present / Apols / Absent
Stuart Ridley (SR)	Present	Sarah Jones (SJ)	Present
Nigel Larcombe-Williams (NLW)	Apologies	Caroline Jordan (CJ)	Present
Ralph Crook (RC)	Apologies	Jon Coupland (JC)	Apologies
Sean Sweeney (SS)	Present	Alex Jackson (AJa)	Present
Susan Miller (SH)	Apologies	Julie Stevens (JS)	Present

Also Present

Name	Designation	Name	Designation
Jay Hooper (JH)	Clerk	Kevin Wilson	Chair of Governors
Barbara Manning	Vice Principal	Tim Alexander (from 18:15)	Vice Chair of Governors
Tim Stapleton	Co-opted Governor	Barry Palmer	Assistant Principal
Adam Reid	Associate Member		

Ref	Action / Decision	Owner	Date	Complete by
	Meeting Open: 18:00			
1612.01	Agenda item: Welcome and apologies			
	Apologies: NL-W; SM;JC;RC			
1612.2	Agenda item: Declarations of interest			
	Reminder issued; none declared			
1612.3	Agenda item: Minutes of previous meeting			
	One correction to notes made (presence JS) Minutes of Curriculum Committee meeting 1608 08 March 2017 agreed and signed Prop: SR; Sec: CJ carried unanimously			
1612.4	Agenda item: Matters arising and not on the agenda			

	None arising			
1612.5	Agenda item: Policy Review			
	Admissions Policy reviewed by CJ/TF needing no updates. SJ asked that policy decisions rest with Resources Committee due to crucial link with school income. Agreed. Action: Policy will be put to Resources Committee 20.06.17 & review schedule updated	JH	07.06.17	14.06.17
1612.6	Agenda item: College Improvement Plan (CIP)			
	RAG rated updated circulated at last meeting. Full review with SLT commences in 2 weeks' time, and a new draft CIP for 2017-18 will be presented to FGB in July. SJ circulated a couple of examples where in-depth review is taking place, on actions where progress has been slower than expected. Governors discussed how standardisation of RAG rating might be achieved across objectives which are extremely diverse. External view is sought in areas where SLT feel it required (e.g. SEND), and this comes through peer review, external consultancy or similar. Approach is rigorous, and teaching & learning review 3 is evidencing definite improvement. Governors challenged SLT on some aspects of the plan, including: Objective 3 - are all teachers using data? Personal responsibilities and lines of accountability for the plan SJ explained the ways in which everyone takes a personal responsibility, and additionally SLT work as a team to oversee particular objectives. SLT fully recognise the need to maintain a self-critical focus.			
1612.7	Agenda item: Governor Action Plan			
	KW reminded the meeting that a Governor Action Plan is a requirement for Ofsted, as well as demonstrating good practice and focusing strategic effort. TS has reviewed the plan, and made some changes to more closely align with the CIP in respect of objectives, monitoring and evaluation. TS thanked for his work in taking this forward. Included in the updated version is a blank column, to enable governors to record all personal contribution to individual actions. Objective 3 still requires some input: Action: AJa will pursue.	AJa	07.06.17	12.07.17

	Governors discussed the merit of a self-evaluation exercise, and it was agreed this should be discussed in detail at the next meeting. Action: agenda	JH	07.06.17	04.10.17
1612.8	Agenda item: Governor Housekeeping			
	Meeting dates for 2017-18 were reviewed. These align with data drops and other reporting cycles, and were agreed. Curriculum Committee ToR were reviewed and agreed, subject to correction of type errors. Prop: SR, Sec: CJ carried unanimously			
1612.9	Agenda item: Show My Homework/ Class Plans			
	<p>BP provided an update on two new initiatives in roll-out.</p> <p>Show My Homework: This system has been very well received, with 99% of teachers now using it (norm for similar sized schools is 75%). Use by students has increased from 60% to 73% and parental engagement is above average at 37%. Feedback from teachers has been uniformly positive. Full 2 week review of the system, use and impact will start on 12th June. Quality will be an important factor. Governors asked about barriers presented for students by the system; there are some students without access to IT, and paper - based processes are still in use for some. Ways of overcoming the barriers are being explored. BP also stressed the future impact of the programme, particularly in respect of time saving for teachers, in being able to pull homework from previous classes 'off the shelf' to re-use with ease. Additionally, as all work set sits in a central database, this school can pull best practice examples from others, helping to constantly improve.</p> <p>Class Plans: This system is not fully rolled out, although already 45% of teachers are using it in Phase 3, and roll-out has been advanced due to increasing use. The College Improvement team for IT will train remaining teachers for Phases 4 and 5. The system has had a positive impact on learning dynamics for students, and teachers are finding it much easier to maintain a daily track of behaviours and patterns for some individuals. AJa noted that teachers are able to act much more quickly as information about behaviours is shared immediately. Students receive Red Boards for poor behaviour, which are judged against 10 behaviours determined</p>			

	<p>by Student Voice. Green Boards are similarly awarded for good behaviour.</p> <p>Governors asked if this would label children? BP nted that the slate is wiped clean at the start of each year, and it does provide all children with the ability to visibly improve.</p> <p>SJ stressed that the system does not replace class seating plans, which have always been required, but it enables information about behaviour to be shared instantly, enabling teachers to adjust their plans on an hour-to-hour basis if needs be.</p> <p>Not yet possible to see a positive impact through data, but hopefully over time this will be evidenced.</p>			
16012.10	Agenda item: Exam update			
	<p>SJ commended the excellent behaviour of Yr 11, who have taken up all the opportunities for extra tuition and practice, and who will perform as well as they possibly can.</p> <p>The school is struggling to find sufficient small (and quiet) environments for some exams, but an operational issue they are coping with.</p> <p>There has been a major error on an English paper. No apology from the exam board.</p> <p>End of Year exams for years 7,8,9 & 12 will take place in 2 weeks' time, over a 2 week period.</p> <p>Mock exams for Yr 10 will have to be carried out in classrooms rather than in the hall under strict exam conditions. This is due to financial constraints against the cost of invigilators. Not popular with parents, but unavoidable.</p> <p>Governors asked for assurance that access arrangements are being provided for all those who need additional help or facility.</p> <p>SJ made the assurance, that adjustment has been made for all students who have applied, according to exam board processes.</p>			
16012.11	Agenda Item: Ofsted readiness			
	<p>Governors asked if it is possible to arrange a mock process, either for all or a few with others observing, to help all governors understand fully where they should be focusing.</p> <p>Action: SJ will explore options</p> <p>Action: re-circulate and agenda ofsted Leadership questions FGB</p> <p>SJ explained issue in respect of Ofsted and access to school premises</p> <p>All reminded that the most important factor is in knowing the school</p>			

16012.12	Agenda item: Governor Activity			
	SR - SEND review AJa - Revision SS - Easter service KW - Governor recruitment; MAT consultations AR - Yr 10 parent evening; Product of the Year TA - Principal's interim appraisal; Yr 13 Parent evening; Product of the Year JS - Schools Direct interviewing; SCMS TS - Yr 10 parent evening; Product of the Year; Governor Action Plan CJ - PEX Appeal; SEND review; Product of the Year			

Meeting Closed:19:40