

TAVISTOCK COLLEGE
CURRICULUM COMMITTEE MEETING REF:1704
DATE: 15 November 2017
CONFERENCE ROOM
MEETING NOTES FINAL APPROVED

Governor	Present / Apols / Absent	Governor	Present / Apols / Absent
Stuart Ridley (SR) CH	Present	Sarah Jones (SJ)	Present
Susan Miller (SH)	Present	Caroline Jordan (CJ) VC	Present
Ralph Crook (RC)	Present	Julie Stevens (JS)	Apologies
Sean Sweeney (SS)	Present	Alex Jackson (AJa)	Present
Adam Reid	Present	Jo Solman	Present

Also Present

Name	Designation	Name	Designation
Jay Hooper (JH)	Clerk	Tim Alexander	Vice Chair of Governors
Barbara Manning	Vice Principal	Tim Stapleton	Governor

Ref	Action / Decision	Owner	Date	Complete by
	Meeting Open: 18:08			
1704.01	Agenda item: Welcome and apologies			
	Apologies from JS			
1704.2	Agenda item: Declarations of interest			
	Reminder issues; none declared			
1704.3	Agenda item: Minutes of previous meeting			
	1703:7 on agenda (item 7) SJ - urged governors to participate in Ofsted survey, as the proposals are to the advantage of the school Minutes 1703 041017 agreed and signed			
1704.4	Agenda item: Matters arising and not on the agenda			
	None			
1704.5	Agenda item: Policy Review			

	<p>Summary of policy review and amendment circulated. BM: note that since the review of the Anti Bullying Policy, issues have arisen that highlight the need for clarity about protected characteristics. The policy is a DCC policy, we will need to add an appendix. SR noted also, the need to reference the Anti-Cyber Bullying policy.</p> <p>Policy changes approved, subject to the inclusions for the Anti-Bullying Policy as above. Prop: SS; Sec: AJa Carried unanimously</p>			
1704.6	Agenda item: Teaching & Learning reviews			
	<p>SJ outlined the teaching & learning review process; the first review of the year has just been completed by SJ & BM.</p> <p>The findings show that disadvantaged children are still not making the hoped-for progress, so there is still significant work to do.</p> <p>Class Plans have been highly effective. Finding that Class Plans are being used extensively, and the impact in the classroom is greater than in RAM meetings. These will now be used across high attainers, and we're hopeful they will gain also.</p> <p>The use of Class Charts for grouping purposes have been effective in increasing productivity, especially in English.</p> <p>Maths, Science and English are seeing the greatest improvement.</p> <p>Teachers have been trained and are being asked to introduce Thinking Maps High attainers are using these although this is a new innovation and needs continuing work and careful monitoring.</p> <p>The scaffolding of learning is generally much improved, although still some work on marking and questioning.</p> <p>Need to look at creating greater capacity within Middle Leaders, as we still have a significant number who are 'stubbornly stuck'.</p> <p>Governors questioned SJ/BM, in particular: How do you know if students are achieving, where Class Plans are not in use? How can you be sure there is sufficient scaffolding around marking, or too much around tasks? Governors discussed the role of governors in their Faculty reviews, in teasing out some of these questions and providing effective triangulation of information (Data, T&L review, Governor Faculty review)</p> <p>JSo: Thinking Maps do help in supporting and challenging all stages of KS3 and 4, including high attainers</p>			

	<p>SJ outlined 'Ready to Learn' plans for January. Adoption of this system is as a direct result of governor faculty reviews, and the feedback generated by them. Using rules determined by the children, there will be a 'one warning' system, before being sent to a separate hub. Following triage, children breaking rules will sit in a punishment room for one full school day, in silence, with a structured learning plan. Phones will be confiscated. This will be followed by entry to a restorative room and gradual reintegration into lessons.</p> <p>Although recognised this system will inevitably pick up one or two children inappropriate to such a regime, there is the greater good to consider. The ISU will continue to support children with special needs.</p> <p>Governors asked how the school will safeguard against abuse of power. SJ assured that regular reviews will be undertaken to ensure there is no abuse.</p> <p>AJa noted how well the system works at a Plymouth school, and also that success was largely due to the wholehearted buy-in of all teachers. There can be no soft options, and all staff must act consistently.</p>			
1704.7	Agenda item: Governor Action Plan			
	<p>Governors agreed this must be a standing item on the Curriculum Committee agenda.</p> <p>Some areas of action are now visibly underway. CJ and TA offered to update and RAG rate, and bring back to next meeting</p>	15.11.17	CJ / TA	07.03.18
1704.8	Agenda item: Recruitment, Induction, Development			
	<p>TS introduced the revised processes for governor Induction, leading to a new Appraisal process. This follows good practice (via the NGA), and demonstrates a clear move forward especially in readiness for Ofsted.</p> <p>The whole process from Recruitment through to the annual skills audit is now visible, and designed not to be process driven.</p> <p>The Induction process will help to ensure that new governors get the information they need to be quickly effective, and then to develop their knowledge at a pace appropriate for them. Appraisal is more about an evidenced conversation, than a tick box process, and a self-evaluation tool has been produced to help those conversations and record any development needs.</p> <p>Governors approved the recommendation to trial the process, aiming to complete a round of appraisal by</p>			

	<p>the second half of the Summer Term, when the next skills audit takes place.</p> <p>JSo has been trialling the Induction process, and further tweaks will be made to the self evaluation document.</p> <p>Governor Mentors highlighted as excellent support for new governors. Agreed: AJa will 'buddy' with JSo, SR/TA will 'buddy' for AR</p> <p>TS thanked for his work in reviewing this area</p>	<p>Committee members</p> <p>JH</p>	<p>15.11.17</p> <p>15.11.17</p>	<p>Now - May 18</p> <p>ASAP</p>
1704.9	Agenda item: Ofsted readiness			
	<p>SJ noted that Governor files still being updated, and maintained in readiness.</p> <p>Action: SJ circulate a list of what is in the folder</p>	<p>SJ</p>	<p>15.11.17</p>	<p>ASAP</p>
1704.10	Agenda item: Governor Activity			
	<p>RC: Trust Board & governor feedback, Remembrance service</p> <p>JSo: TUPE consultation, Drama Showcase, Yr 11 Parent eve</p> <p>AJa: Policy review; Tutoring children outside school</p> <p>SS: MFL review, Church service, supporting with a parent issue, arts evening approaching</p> <p>AR: Meeting with TF looking at parent engagement, PEX panel, Pupil Premium Lead</p> <p>SR: Safeguarding review, Compass training (domestic violence)</p> <p>TA: Principal Appraisal, MAT consultation meeting, Yr 11 parent evening, Safeguarding training</p> <p>TS: parent evening, performing arts showcase, Remembrance Service, Curriculum Committee</p> <p>CJ: Policy review, Staff Panel, Youth Speaks, MFL review</p>			
1704.11	Any Other Business			
	<p>SJ - noted the need for a named Governor to act as Pupil Premium Lead. This is a statutory requirement, alongside Safeguarding and SEND.</p> <p>AR agreed to take on this role.</p> <p>SR noted the importance for all governors to attend Safer Recruitment training if at all possible.</p>			

Meeting Closed: 17:38