

Mins SAS PC Cmmtee 150920 CA

STEPNEY ALL SAINTS CHURCH OF ENGLAND SECONDARY SCHOOL

**Minutes of a Meeting of the Personnel and Curriculum Committee held via
Zoom on Tuesday 15th September 2020 at 5.00 p.m.**

In attendance

Governors

Abzal Ali (AA)	Parent Governor
Nurur Chowdhury (NC)	Parent Governor
Angela Hancock (AH)	Foundation PCC
Nicki Regan (NR)	Staff Governor
Ann Slater (AS)	Committee Chair, Foundation Governor
Paul Woods (PW)	Headteacher, Ex Officio

Present

Nicholas O'Brien (NO)	Observer
Benjamin Siaw (BS)	Observer
Charmaine Strelitz (CSt)	Director, Clerking and Appeals Associates Ltd

1. WELCOME, INTRODUCTION AND APOLOGIES FOR ABSENCE

Apologies were received from Julia Clark.

2. DECLARATION

PW noted that an educational consultant used by the school was an ex colleague and friend, which he would update on his annual register of interest.

3. APPOINT COMMITTEE CHAIR

Following discussion, the Committee received a nomination for Ann Slater as Committee Chair.

RESOLVED: that the Committee appointed Ann Slater as Committee Chair for one year.

4. TERMS OF REFERENCE

The Committee noted the Terms of Reference circulated to the meeting; it was agreed that there were no recommended changes to submit to the Governing Board.

RECEIVED.

5. MINUTES OF THE MEETING HELD ON 9TH JUNE 2020 AND MATTERS ARISING.

The minutes of the meeting held on 9th June 2020 were circulated to the meeting.

The Committee invited clarity relating to items which included:

Mins SAS PC Cmmtee 150920 CA

- Item 9.12. Young carers access to tablets, that the school had systems in place to identify vulnerable or key worker pupils and those who required support were identified and able to access the site and the school lending scheme.
- Item 9.13. The Committee asked how the Safeguarding strategies were working. The school advised that there was contact with every student half-termly, that this was for those on roll, not only vulnerable.

The Committee noted the outstanding actions from the previous meeting which included a presentation from the Head of Geography. It was agreed to include the Geography presentation on the next Agenda.

It was noted that the term of office was four years, including Staff Governors but that Co-opted Governors' appointments could be determined by the Governors at appointment.

RESOLVED: that the minutes of the meeting held on 9th June 2020 were approved to be signed as an accurate record.

6. LEADERSHIP REPORT - KEY STAGE 4 AND 5 UDPATE

PW advised the Committee that Agenda items 6-8 would be covered by the Leadership Report and presented by himself and BS.

PW noted that the return to school had been positive with attendance at 98%.

Key Stage 4

BS noted that the situation had been unprecedented. BS advised that outcomes had improved across all subjects, which reflected the cohort, but it was disappointing that the students were not able to sit their exams and evidence their abilities.

BS provided a summary of the assessment process used, which he said was robust and fair to all pupils, albeit two groups who tended to improve toward the exams had been impacted. These included boys and Pupil Premium students, who accessed interventions that boosted attainment previously such as residential weekends.

Stage 5

BS said that the algorithm had resulted in a third of results being marked down and summarised the impact on students and staff. BS advised that 87% had moved on to university, of which 57% had transitioned to Russell Group Universities

Key Sage 4 progress figure was 0.82 which was an improvement on previous years, and was secure following robust moderation and the school had sufficient evidence to support their decisions.

The Committee asked if Pupil Premium group had achieved higher in the previous year across the board. BS said that in most subjects, yes. The Committee asked what the strategic plan was for Pupil Premium with the absence of interventions previously mentioned. The Committee said that Governors needed to have a clear idea of the strategies, including any further lockdown plans, specifically for that group.

BS said that the pre-Covid-19 model worked, which was to spread the PPG income across departments, using tutors, after-school clubs and boosters. BS stated that they could not put too much emphasis on the year to year comparison but instead suggested the story behind the data was important. BS said that they had to look at the laptop

Mins SAS PC Cmmtee 150920 CA

provision and provided a summary of how the network team had re-imaged old devices and ensured students had laptops and that they had to focus on online learning and blended learning, to ensure they were ready for any further lockdown.

NO said there had been a proactive start back, there was a plan to develop a clear idea of students' academic position and to build upon it with their first full set of data in four weeks. NO said that they would review the gaps, identify interventions and have targeted catch-up. NO stated that Teach First were offering a network of tutors and that they had signed up for the provision. They had also been given 217 additional laptops from the Local Authority, which would be allocated to those identified as most likely to benefit from them. NO stated that they had to consider software and digital resources to enable the pupils to access learning, textbooks and learning online overnight where there was a lockdown. NO stated that the current strategies being put in place were to underpin those which had already worked well from a track record.

PW clarified that the PP strategy was successful, students performed almost a whole grade higher than the national measure and the school's internal aspirations were set high.

BS commended the staff for their response to the Covid-19 crisis, lockdown and ongoing flexible approach, which was phenomenal. PW stated that after self-evaluation during lockdown, the school has launched a new and innovative teaching and learning strategy which staff had embraced and responded very well.

School Return

NO said that in addition to the Teaching and Learning strategies detailed and outlined the school leadership team had worked hard to prepare premises and communicated to the school community very well which provided reassurance. NO thought this all contributed to the high level of returners and strong attendance.

NO noted that they regularly reviewed the Risk Assessment (RA) and they expected a call from the Health and Safety Executive (HSE) for which staff were prepared. NO noted the process if there was a positive case, which would be followed, following consultation with Public Health England (PHE) and summarised the information used by PHE if the decision to lock down was made. NO stated that he was confident in the RA and measures they had in place to manage cases and the impact on learners and their families.

The Committee asked what happened if a student forgot to bring a mask. NO advised that face masks were part of school uniform, and that they had supported them in the transition and provided a disposable mask, which had to be used when in transition or in the building. NO stated that the onus was on the students and was part of the school uniform and they were reminding them and finding a reduction in numbers who did not have a mask on arrival.

The Committee asked if students were moving between lessons. NO stated that for practical-based lessons they were escorted by a member of staff to their practical lesson and escorted back to the bubble class. NO stated that practical lesson spaces were then cleaned between lessons. Non-practical lessons were all held in the same space.

RESOLVED:

- 1) that AS completed a Pupil Premium visit ahead of the Full Governing Board meeting

Mins SAS PC Cmmtee 150920 CA

- 2) that Governors thanked staff for all their hard work, and particular thanks to PW, BS, and NO for their strong leadership to enable staff to react so positively and create a positive learning environment for students.

7. DESTINATION REPORT

See item 6.

8. PUPIL PREMIUM REVIEW AND PLAN

See item 6.

9. GOVERNORS' CODE OF CONDUCT

AH provided background context relating to the revision of the Code of Conduct, particularly in reference to the Equalities Act. There had been the suggestion that the diversity aspiration was added to the Instrument of Government, which was now understood to be incorrect as the IOG was a legal document which outlined the constitution of the Governing Board.

AH stated that the Code of Conduct was the document which they signed annually, committed to as a corporate board and to which individually they were held accountable. The Committee noted the amendments which had been highlighted on the document.

The Committee had a robust discussion regarding the recommended changes, minor amendments were agreed which included that it was actively committed in line with the Public Sector Equality Duty.

RESOLVED:

- 1) that the suggested draft was agreed subject to the suggested amendments and typos
- 2) that the Committee recommended review of the school Equality and Diversity Policy to ensure both the Code of Conduct and the Equality and Diversity Policy was aligned.

10. RETURN TO SCHOOL UPDATE

Item 6.

11. POLICIES

PW provided a summary of the Policies circulated which included:

- Behaviour Policy addendum
- Admissions addendum which had been approved under Chair's Action (which would be recorded at the Full Governing Board Meeting)
- Capabilities Policies – PW stated that it was an abridged LDBS policy which he recommended for re-approval
- Equalities Statement which had been updated to emphasis their Commitment- The Committee requested that Governors were

Mins SAS PC Cmmtee 150920 CA

- Safeguarding, which had been updated to include KCSIE updates and Covid-19 changes
- Sixth Form Admissions Policy – addendum was to take into account the impact of the grade boundaries which had been impacted by the issues with the assessment process this year. BS stated that if students had six good GCSEs they were offered a place and were expected to re-sit their Maths until they passed.

Governors asked if they had Maths but not English would they still be considered. BS stated that if they were not obtaining Grade 4 in English they would struggle on a Level 3 course, and that English was a skill they would need for Level 3 and Level 4 and that if that was the case the decision would be on a case by case basis at the discretion of the Headteacher.

RESOLVED: that the Policies were approved for recommendation to the Governing Board.

12. DATE OF THE NEXT MEETING

To be confirmed and circulated.

13. ITEMS FOR THE NEXT MEETING

- Head of Geography
- Whole School Data
- Committee Vice Chair appointment.
- Pupil Premium Strategy – recommended to the next Full Governing Board
- Policy Spreadsheet (with review delegation) presented to the Full Governing Board for approval.

15. ANY URGENT OTHER BUSINESS

None.

15. CONFIDENTIAL MINUTES ANY URGENT OTHER BUSINESS

None.

Meeting closed at 6.27 p.m.

COMMITTEE CHAIR'S SIGNATURE:.....

DocuSigned by:

 165B70D8AF21468...

12-10-2021

DATE SIGNED:...../...../.....