

SASS NonConfMins 190121 CA

STEPNEY ALL SAINTS CHURCH OF ENGLAND SECONDARY SCHOOL

**Minutes of a Meeting of the Personnel and Curriculum Committee held via
Zoom on Tuesday 19th January 2021 at 5.00 p.m.**

In attendance

Governors

Mr Paul Wood (PW)	Headteacher
Mr Abzal Ali (AA)	
Mr Nurur Chowdhury (NC)	
Ms Julia Clarke (JC)	
Mrs Angela Hancock (AH)	
Mr Nicholas O'Brien (NO)	
Ms Nicki Regan (NR)	
Ms Ann Slater (AS)	Committee Chair
Ms Mary Straw (MS)	

Present

Ms V Freeman (VF)	Clerk, Clerking and Appeals Associates Ltd
Mr Benjamin Siaw (BS)	Deputy Headteacher
Ms Sophie Schneidau (SS)	Head of Geography
Ms Marielle Dow (MD)	Assistant Headteacher

The meeting opened with a prayer.

1. APOLOGIES

None.

2. DECLARATIONS OF INTEREST

None.

3. MINUTES OF THE MEETING HELD ON 15TH SEPTEMBER 2020

Governors received, and approved, the non-confidential minutes of the meeting held on the 15th September 2020.

RESOLVED: that the non-confidential minutes of the meeting held on the 15th September 2020 were approved and would be signed as an accurate record.

4. GEOGRAPHY PRESENTATION BY SOPHIE SCHNEIDAU, HEAD OF GEOGRAPHY

Governors received a presentation on Geography by SS, Head of Geography, during which the following points were noted:

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- The priorities, challenges and actions for Geography were departmental organisation, the legacy of a less rigorous KS3 curriculum, raising KS4/5 attainment, the impact of Covid-19 and its disruption to students and staff, fieldwork opportunities and KS5 recruitment. A Governor sought information on fieldwork during lockdown and was advised that Year 13 were continuing with fieldwork as part of their coursework. In response to questioning, SS explained that as a newly appointed Head of Department, she had received significant support, which included regular Continuous Professional Development (CPD) and bi-weekly meetings. Governors questioned the students' response to remote learning and were advised that students had adapted well to Google Classroom and the expectations of virtual learning. In response to further questioning, it was explained that virtual learning walks were being carried out and feedback provided.
- The vision for the department was for Geography students to be well rounded individuals; the development of transferable skills across the curriculum; to display empathy towards others and to be able to critically think about issues facing the world and apply them across a range of geographical scales.
- A spiral curriculum was taught, whereby the curriculum was developed through backward planning from KS5/4; the development of end points; a combination of deep marking formative assessment and summative synoptic assessments; the incorporation of DIRT lessons post assessment; and constant review of the curriculum.
- The new KS3 curriculum was rigorous and challenging, that prepared students for their next stage of learning.
- 5/8ths of students were on target in KS5 following the mock examinations. There was no Year 12 class, and recruitment was a priority for next year.

RECEIVED.

5. SRE POLICY – PRESENTATION AND PROPOSED PARENT CONSULTATION BY MARIELLE DOW

Governors received a verbal report on the proposed SRE policy parent consultation by MD and NO. MD had worked closely with the Local Authority and had adapted a central policy. A timeline had been prepared for the launch of the policy in terms of CPD, and working with parents to ensure their understanding of the proposed changes.

Parents would be provided the opportunity to ask questions and transparent responses would be provided. Parental engagement was important and it was expected that there would be a smooth transition. Governors were reassured that parents' opinions would be considered and that any misunderstandings addressed.

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6. COVID-19 UPDATE

Governors received an update on Covid-19 which was circulated in advance of the meeting.

It was explained that the school was open to vulnerable students and staff were engaged with key worker families and parents of students with an Education Health and Care Plan (EHCP). There were currently 20 students in school, however it was expected that this would increase. All lessons were being delivered live, with teachers being given the

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option to work from home and those not being able to work from home being supported. There had been no clarity on examinations, and it was hoped that Governors would be updated on this at the Governing Board meeting in March 2021.

In response to questioning, it was confirmed that the risk assessment was regularly updated, and that the main update required had been the lateral flow testing and the safe conduct of the testing. Staff were being encouraged to engage in the testing, although it was voluntary.

Governors sought reassurance that the Safeguarding processes were being followed whilst students were not in school and were advised that the Safeguarding software allowed for the Safeguarding team to receive immediate notification of any concerns raised by teachers.

A Governor questioned the procedure for collection of Free School Meal (FSM) vouchers and was advised that the vouchers were emailed to the primary parental contact held, although they could be collected in person if preferred.

RECEIVED.

7. WHOLE SCHOOL DATA

None.

8. POLICIES

PW explained that the Policy spreadsheet contained only the statutory policies and would be presented to the Governing Board for approval.

Governors reviewed and approved the following policies for ratification by the Governing Board:

- ITT and NQT Policy
- Children with Health Need Who Cannot Attend School Policy
- Designated Teacher for Looked After and Previously Looked After Children Policy – Governors highlighted that Section 5.1 needed more clarity
- Sex and Relationships Policy
- Remote Learning Policy – It was explained that teachers were live for each lesson, although they were not expected to teach for the full period but would be available to respond to questions. In response to questioning, it was noted that in instances of absence, work would be set on Google Classroom and middle leaders would delegate and distribute work if needed. A Governor sought comparisons with other schools and was advised that the school was working with the Local Authority on the development of live lessons. The provision provided by the school was comprehensive, responsive and flexible.

RESOLVED: that the policies circulated to the meeting were reviewed and approved which included:

- ITT and NQT Policy
- Children with Health Need Who Cannot Attend School Policy

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- Designated Teacher for Looked After and Previously Looked After Children Policy (subject to amendments to Section 5.1).
- Sex and Relationships Policy
- Remote Learning Policy

9. DATE OF NEXT MEETING

- 26th January 2021

10. ITEMS FOR NEXT MEETING

- Drug and Alcohol Policy
- Two-week Autumn half term

11. ANY OTHER BUSINESS

Laptop Strategy

Governors were informed that the school's aim was to provide every student in the school with an individual laptop loaned to them for the duration of the time that they were a student at the school. The laptops would support and develop the student's learning whilst in school, facilitating the completion of pre-learning and homework. This would positively challenge the students and encourage them to become independent learners outside of school.

The school had requested a grant from The Foundation to secure the purchase of 1,000 laptops for secondary school students. Within the bid, the school also committed to the purchase of laptops for all sixth form students using a portion of the sixth form bursary in the first year. The grant had been declined. The school felt that it had a moral commitment to reduce barriers to learning for all its students and therefore the following options were proposed:

- Option 1 - to purchase 1,000 laptops and re-purpose 415 of the school's laptops for students. The advantage of this would be that the laptops would be owned by the school, although there would be a considerable onus on the 2021-22 school budget. The total cost over two years would be £222,000.
- Option 2 - to part purchase, part lease the devices over a three-year period with the possibility of the leasing amount being reduced. The total cost over three years would be £202,000. This option was the least expensive overall and had the least initial cost. The disadvantages were that the school did not own the laptops and for long-term sustainability, further costs would be incurred in later years.
- Option 3 – to lease 1,420 laptops, at a cost £236,811 over the three-year period, with the option to continue leasing at a reduced cost. The advantage of a lease programme would be that the costs could be budgeted for and all students would receive the same specification laptop. However, the school would not own the laptops and for long-term sustainability, further costs would be incurred in later years.

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MS left the meeting at this point (6.34 p.m.).

During discussion, it was noted that the cost of the leasing company's maintenance contract was approximately £23,000 per annum. Governors were informed that there was an onsite maintenance team who would provide IT support at a lower cost. The school had managed to secure 1,000 lease laptops through a broker, and the devices could be dispatched within five to six days. If purchased, the laptops would arrive in June/July.

Governors supported the proposal of Option 2, to part purchase, part lease the laptops.

12. CONFIDENTIAL MINUTES

None.

13. ANY URGENT CONFIDENTIAL BUSINESS

None.

Meeting closed 6.46 p.m.

CHAIR'S SIGNATURE:.....

DocuSigned by:
Ann Slater
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12-10-2021

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