

SASS PC NonConfMins 040521 CA

STEPNEY ALL SAINTS CHURCH OF ENGLAND SECONDARY SCHOOL

**Non Confidential Minutes of a Meeting of the Curriculum and Standards
Committee held via Zoom on Tuesday 4th May 2021 at 5.00 p.m.**

In attendance

Governors

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
Julia Clarke (JC)	Local Authority Governor

Present

Lewis Smith	Presenter, Item 4 only
Nicholas O'Brien (NIO)	Observer, Deputy Headteacher
Benjamin Siaw (BS)	Observer, Deputy Headteacher
Charmaine Strelitz (CSt)	Director, Clerking and Appeals Associates Ltd

The meeting opened with a prayer.

1. APOLOGIES

Apologies were received from Abzal Ali, Parent Governor.

RECEIVED.

2. DECLARATIONS OF INTEREST

None.

**3. NON-CONFIDENTIAL MINUTES OF THE MEETINGS HELD ON 19TH JANUARY 2021
AND 26TH JANUARY 2021 AND MATTERS ARISING**

The Committee received the non-confidential minutes of the previous meetings held on 19th January 2021 and 26th January 2021.

The Committee asked if the recruitment for Geography for 6th Form had improved. NIO provided an update and noted there had been a significant push on 6th Form recruitment and that based on current enquiries they would have a full Geography cohort in 2021-2022.

RESOLVED: that the non-confidential minutes of the meetings held on 19th January 2021 and 26th January 2021 were approved.

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4. TEACHER ASSESSED GRADES – LEWIS SMITH (LS) ASSOCIATE ASSISTANT HEAD

LS provided a presentation of the school's approach to Teacher Assessed Grades.

LS:

- Updated on latest DfE Official Guidance and the key differences from the Centre Assessed Grades used last year.
- Updated information from Ofqual regarding samples of evidence following grade submissions.
- Outlined strategies to ensure robust moderation and conflicts of interests and JCQ response to show the process was reliable, fair and transparent.
- Outlined the systems used to ensure reliable and robust evidence is generated to rank data.
- Explained why the school needed to rank grades to ensure compliance with broader JCQ Guidance.
- Explained the grading system involving the “three pillars of evidence” and how the school would generate a fair grade distribution which addressed potential biases.

The Committee asked if students understood the distribution process between the different pillars. LS advised that although students knew there was a holistic understanding of the student, evidence was weighted towards the Final Assessment. The school had not provided students' exact weighting to prevent them being able to calculate their grades as per the guidance.

The Committee asked how the school would manage if some students had genuinely achieved higher or lower than previous predictions. LS said that if the overall swing in results was in line with previous years it would not be a problem. However, the school would have to ensure they had robust evidence to support any swing in attainment across the cohort as a whole in comparison to previous years' results.

The Committee asked if the school had mid-year assessments. LS said they had November 2020 data and at that point students had been broadly in line with where they expected them to be at that point. BS said that usually they would have had February data, which they were not able to provide at this point. The Committee asked if the school had to reduce teacher assessments if the grades were too high. BS said that action would only be taken if it was fair and in line with the evidence gathered.

The Committee asked if students had any informal assessments before the final assessments. LS said the in-class assessments were used as part of the second pillar, and that as an example the Maths department used assessments throughout the year.

RESOLVED: that LS would send the presentation to CSt to circulate to the Full Governing Board.

LS left the meeting.

5. SCHOOL DEVELOPMENT PLAN – HEADLINE PROPOSALS AND PRIORITIES

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NIO provided a summary of the School Development Plan and the distribution of responsibilities, planning, progressing and monitoring of the SDP through an SDP Panel.

NIO provided a summary of how the SDP was monitored, reviewed and rag rated by the Senior Leadership Team and how it was moderated internally.

NIO noted the key areas and the themes including consistency, challenge, topicality and impact. NIO said that what they wanted was to be very clear about the impact of actions on the progress for pupils. NIO said the circulated document was the draft and that it linked to the strategic plan, which included collaboration with LDBS and Portal Trust to ensure priorities were aligned.

NIO said they were in the progress of writing their School Evaluation Form (SEF) and that it was important that the two reports reflected each other.

NIO invited questions.

The Committee agreed that the impact measures were important and that it would be of particular interest to Governors throughout the year.

PW noted that once they had included more detail, they would develop a plan on how they would report, and evidence impact for the Committee and Governors.

The Committee asked how staff contributed to the School Development Plan. PW said that the process was important, and that over recent years they had worked hard to cascade the plan and in addition middle leaders consulted with their teams and contributed to the resulting Plan. NIO noted that the Plan was shared regularly through team meetings and staff drop-ins. This had supported the senior team in reflection and understanding of staff narrative.

The Committee ask who the priority leads were. NIO said that it tended to be a member of the Senior Leader Team, and that HoDs were involved to deliver actions. The Committee recognised that the HoD involvement supported staff development. The Committee asked if it could receive impact updates through the year. PW said that it would, and that the significant impact for 20-21 was the pandemic, which was why they had decided to focus on embedding previous targets, and they would provide an impact update through the Committee.

PW said that they would present the impact report as a strategic overview to the Full Governing Board.

RESOLVED: that the School Development Plan success criteria and impact updates would be on the agenda of the Committee for 2021-2022.

6. COVID-19 CATCH-UP STRATEGY

NIO provided a summary of the COVID-19 catch-up plan and the impact measure. NIO said they were pleased that the majority of areas which were amber was due to the pupils not being on site.

NIO invited questions and comments. The Committee noted that the report was positive and detailed and suggested that the Committee focused scrutiny on the amber areas.

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Following review and discussion it was agreed that there were more success criteria which had been met than the current draft suggested. It was noted that the plan was a working document that had to be adapted according to the changing circumstances.

RESOLVED: that an updated COVID-19 Action Plan would be circulated once updated.

7. FEEDBACK FROM VIRTUAL STUDENT VOICE

AS noted that members of the Committee including AS, NC and NIO had met with students in Years 8, 9 and 12. AS said that they had been very positive about their learning experience since receiving laptops. The Committee asked if there were any issues regarding internet access, which might still be a barrier.

BS said that the school had BT Wi-Fi hotspot codes, which had been given to them for free and if a student had no Wi-Fi they were provided with one. BS said that they would check again as they had more codes available. BS said that they were also trialling online parents evening which they hoped would be successful now all students had laptops.

RECEIVED.

8. STAFFING UPDATE

PW advised that they had not received any resignations and noted that there were several staff procedural issues being processed, which would be reported on once concluded.

RECEIVED.

9. POLICIES

NA provided a summary of the policies circulated.

The Committee discussed the policies and addendums, particularly the process for stepping addendums down when no longer required. The Committee reviewed the tracked changes highlighted within each document and reminded the school to apply a consistent format across policies.

- Shared Parental Leave was noted as a new policy. It was agreed that this was reviewed annually.
- Admission Sixth Form and Addendum.
- Medical Needs and First Aid. No changes.
- Behaviour and Addendum. It was noted that this now included a higher profile for Health and Safety behaviour issues as well as laptop use.

BS provided a summary of the process for managed moves, and the comparison to other local authorities. BS said that a collaboration of schools now had direct arrangements and provided an example of how the process worked. BS said they were having to work with other schools to understand the process for direct transfer. PW said the process really did work and the partnerships were with Swanley, St Paul's Way and Bow School.

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In response to questions BS said that the Behaviour Policy was a live document accessible to parents, and that they tried to ensure that direct transfers were used by the school to give pupils a second chance.

- Anti- Bullying.
- Exam Policy.
- Malpractice Policy.
- Exams Appeals Policy.
- Public Sector Equality Duty Statement was agreed, subject to adding the process for monitoring progress and presented to the next Full Governing Board meeting.
- SEND Policy was submitted to the FGB with SEND monitoring.

RESOLVED:

- 1) that the policies circulated to the meeting which were non-statutory were approved as circulated which included:
 - Shared Parental Leave was noted as a new policy. It was agreed that this was reviewed annually.
 - Admission Sixth Form and Addendum
 - Medical Needs and First Aid
 - Behaviour and Addendum
 - Anti- Bullying
 - Exam Policy
 - Malpractice Policy
 - Exams Appeals Policy
- 2) that the following policies were submitted to the Full Governing Board for approval subject to amendments being added and reporting for the SEND provision:
 - Public Sector Equality Duty Statement subject to adding the process for monitoring process and presented to the next Full Governing Board meeting.
 - SEND Policy was submitted to the FGB with SEND monitoring.

10. NEXT MEETING DATE AND ITEMS FOR THE NEXT MEETING

To be confirmed.

Next items to include Inclusion and presentation on the Learning Centre.

Meeting closed 6.18 p.m.

CHAIR'S SIGNATURE:.....


12-10-2021

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