

**SASS P&C NonConfMins 140921 CA**

**STEPNEY ALL SAINTS CHURCH OF ENGLAND SECONDARY SCHOOL**

**Non-Confidential Minutes of a Meeting of the Personnel and Curriculum Committee held via Zoom on Tuesday 14<sup>th</sup> September 2021 at 4.00 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
Mary Straw (MS)	Foundation Governor

**Present**

Nicholas O'Brien (NIO)	Observer, Deputy Headteacher
Benjamin Siaw (BS)	Observer, Deputy Headteacher
Alison Andrews (AA)	Clerk, Clerking and Appeals Associates Ltd

**1. APOLOGIES**

Apologies were received from Abzal Ali.

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**2. DECLARATIONS OF INTEREST**

None.

**3. APPOINT COMMITTEE CHAIR**

AS nominated herself for the position of Committee Chair.

After a unanimous vote in favour, AS was appointed as Committee Chair.

RESOLVED: that the Committee appointed AS as Committee Chair, for one year.

**4. TERMS OF REFERENCE**

The Committee noted that there were no changes to the Terms of Reference and agreed that they would be reviewed in September 2022.

RESOLVED: that the Committee Terms of Reference would be reviewed in September 2022.

**SASS P&C NonConfMins 140921 CA**

**5. NON-CONFIDENTIAL MINUTES OF THE MEETING HELD ON 4<sup>TH</sup> MAY 2021**

The minutes of the meeting held on the 4<sup>th</sup> May 2021 had been circulated to the meeting.

RESOLVED: that the minutes of the meeting held on the 4<sup>th</sup> May 2021 were approved to be signed as an accurate record of the meeting.

**6. MATTERS ARISING, NOT COVERED IN THE AGENDA**

None.

**7. DATA SUMMARY**

The Whole School Data Summary had been circulated to the meeting.

PW provided a brief overview of the return to school, and noted that:

- the school 'bubbles' were no longer in operation
- approximately 1,600 students were attending school each day
- the school was tracking cases of Covid-19 and there had been approximately ten students and one member of staff who had tested positive; the school was following Government guidance and the risk assessment had been updated and uploaded to the school website
- the school's main concern was to continue to establish consistent routines
- the return had been particularly smooth
- there were healthy numbers of students in the 6<sup>th</sup> Form.

BS provided a verbal overview of the data summary to the meeting and included the following points:

- the school had received guidance on assessment for 2020-2021 earlier than in the year prior, so the school was able to implement robust strategies for assessment
- grades achieved were an overall increase, however progress was not able to be analysed accurately due to the necessity to use performance data from 2019 – the last set of published figures
- the Average Points Score for EBACC was very strong and had increased to 5.43, which, as a school competing with grammar schools and private schools in its EBACC provision, was a substantial achievement
- the school was proud of its EBACC provision and its rich and broad curriculum and opportunities for MFL
- students performed well in English and Maths with many achieving grades of 4+ and 5+
- the school had analysed attainment of disadvantaged students and whilst attainment had improved, the gap had widened which highlighted the importance of returning to school for disadvantaged groups; the Pupil Premium Plan was due to be revisited
- in further terms for disadvantaged groups the school aimed to eliminate technology as a barrier to learning.

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**SASS P&C NonConfMins 140921 CA****8. DESTINATION REPORT – KEY STAGE 5 TRANSITION TO UNIVERSITY**

BS provided a verbal summary of the transition of KS5 students to university and noted that:

- out of approximately 170 students, 145 had gone to university
- 25 high performing students had entered apprenticeships which was thought to be due to a loss of work within the family arising from the implications of the pandemic; the school hoped that the students would reconsider their offers of places at university
- student numbers for 6<sup>th</sup> Form were buoyant and the school was currently at full capacity with 264 students for the current year, with a view to taking 300 students for 2022-2023; it was noted that the school's 6<sup>th</sup> Form provision was a highly popular choice within Tower Hamlets, due to its blend of academic and applied subject offer.

The Committee queried the low numbers of students taking GCSE Music. BS stated that the school was working to solve the problem through enhancing engagement with performances and to engage with parents about the cognitive benefits of Music. Music had been showcased to Year 7.

The Committee asked of the planning necessary to cater for increased student numbers in Year 12 next year. BS stated that the school was reviewing whether to increase the teaching element. If the school identified increased demand within the school community for certain subjects, the school would present a relevant business plan. PW noted that the school would ensure the level of education would not be compromised and class sizes would need to be considered.

MS joined the meeting at 4.25 p.m.

The Committee asked if there were reasons for the drop in student numbers for certain subjects. BS stated that Business had increased in popularity, as too had History over Geography and emphasised that the school took pride in opening up educational pathways rather than limiting them.

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**9. CURRICULUM REVIEW**

Documents regarding the Curriculum Reviews were circulated to the meeting.

The Link Governor document was referred to and relevant points of staff contact details were highlighted.

NIO provided a verbal summary of the Curriculum Reviews, which included the following points:

- reviewing the curriculum had reached its fourth year of identifying the intent and rationale of the curriculum design and emphasised the importance of clarity in understanding how implementation would develop impact
- departments had worked on how to ensure consistency in the implementation of their curriculum intent and approaches in the classroom

**SASS P&C NonConfMins 140921 CA**

- middle leaders had been put at the heart of the review process, starting with their reflection on different key aspects of the curriculum which had been focused upon as part of the curriculum development, shaping lines of enquiry to be explored by the review team
- the review team would collect a range of evidence including drop-in data, work scrutiny, and staff and student voice; student reviews would play a significant part of the process to develop an understanding of the learning experience
- findings would be shared with Heads of Departments and an action plan for further improvements developed
- the school aimed to break down the barriers of fear and concern of scrutiny and work towards developing improvements in a supportive environment
- the school wished for Governors to contribute to the process as active participants and offered training to enable the development of detailed insight of each stage of the process; the training sessions were to be recorded sessions to enable access at a convenient time for Governors.

The Committee agreed that the work which had taken place was exceptional and was encouraged by the opportunity to become involved with the process.

The Committee asked whether staff on the review panels had received training and how the school had ensured that middle leaders did not feel as though they were being assessed. NOI outlined that a model had been developed collaboratively and that the school had sought external advice to act as a 'critical friend' for feedback. NOI highlighted that all documents had been shared with the departments prior to each review meeting to ensure Middle Leaders were at the heart of the curriculum review.

The Committee asked how the school would ensure that the provision catered effectively for SEN. NIO stated that the school's focus was inclusive of all cohorts and that it was mindful of the needs of effective differentiation, particularly so as a focus for all in performance management. Future reviews of a similar structure would also respond to the needs of pastoral, SEN and Pupil Premium.

The Committee discussed the possibility of arrangements for other Governors to receive a presentation about the review to maximise input and involvement. The Committee was encouraged to take note of the dates in the diary for individual department meetings.

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**10. POLICIES**

The following policies were circulated to the meeting:

- Admissions Policy – no changes were noted
- ECT Induction Policy – NIO noted that NQTs were now referred to as Early Career Teachers and received a two-year induction
- Safeguarding Policy – updated areas had been highlighted in yellow and reflected the changes to KCSIE 2021, which included peer-on-peer abuse
- Link Governors Allocation – information only.

RESOLVED: that the listed policies were approved to be ratified at the next Full Governing Board meeting.

**SASS P&C NonConfMins 140921 CA**

**11. DATE OF THE NEXT MEETING**

- Tuesday 7<sup>th</sup> December at 5,00 p.m.

**12. ITEMS FOR NEXT MEETING**

- Link Governor Allocation – and to include PSHE
- Pupil Premium presentation – to be confirmed

**13. ANY OTHER BUSINESS**

None.

Meeting closed 5.17 p.m.

**CHAIR'S SIGNATURE:**.....  


24-12-2022

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