

**PATCHAM HIGH SCHOOL
GOVERNING BODY**

Meeting of:	Teaching Learning and Outcomes Committee
Date/Time:	17 th October 2016 5pm
Location:	Patcham High School – Meeting Room
Distribution:	All governors, M Newman, M Warner, A Woodford and website following approval at next meeting
Quorum	3
Present:	Governors (voting): Natasha Marris (NM) Andrew Saunders (ASD) Chair of Committee Laura Carney (LC) Juliet Greenwood (JG) Anthony Craggs (AC) Sarah Fitzjohn Scott (SFS) Sally Killick (SK) Other (non voting): Mike Newman (MN) Deputy Headteacher Mark Warner (MW) Deputy Headteacher Allie Woodford (AW) Acting Head of English Janet Johnson (JJ) Clerk to Governors

MINUTES

	DISCUSSION and DECISIONS	ACTIONS
1	WELCOME AND APOLOGIES ASD opened the meeting and welcomed AW. Each of the core subject areas would take it in turn to attend as observers and to gain experience. Next term it would be maths and science would be in summer. Members of the committee were invited to nominate the Chair of the committee and ASD was confirmed as Chair for another year.	
2	DECLARATION OF INTEREST No new declarations were made when invited. It was agreed all could remain throughout and contribute fully.	
3	MINUTES OF LAST MEETING The minutes of the meeting were agreed to be an accurate record and signed accordingly.	
4	MATTERS ARISING NOT REFERRED TO ELSEWHERE ON THE AGENDA All actions had been completed or were to be addressed elsewhere. Matters turned to item 11.	
5	SCHOOL DEVELOPMENT PLAN Governors had already been involved with and considered the school development plan (SDP). This had been drawn up into priorities, each managed by a different member of the management team. The priorities were the four areas of the Ofsted framework – leadership and management (John Mckee), teaching learning and assessment (MW),	

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	<p>outcomes (MN), personal development behaviour and welfare (Penny Denman) with the additions of closing the gap (David Rogers) and resources/environment (Di Bonner). Governance (SFS) was the seventh priority.</p> <p>It was agreed this committee would take responsibility for both outcomes and teaching learning and assessment areas. The plan would be tracked during the year and picked up in this committee with links to subject areas, governor day visits, with focus on the actions and success criteria.</p> <p>MW and MN were invited to highlight the main priorities and governors supported further streamlining of the plan and improved linking to the school self-evaluation. It was confirmed the department development plans had been taken from this SDP and from that the appraisal targets had been taken.</p> <p>Governors proceeded to divide the monitoring work of the plan between them. ASD would circulate the resulting document and JJ would provide a visit report form template. Reporting back would be a standing agenda item. AW leaves.</p>	ASD JJ
6	<p>TERMS OF REFERENCE The draft terms of reference were approved for recommendation to full governing body. These had been aligned to the school development plan and Ofsted criteria.</p> <p>In discussion governors recommended unfruitful marking work be eliminated and another governor confirmed it could have a big beneficial impact. Governors recommended that management consider the report from the Reducing Teacher Workload Working Group. It would be an item on Steering group agenda.</p>	ASD JG
7	<p>AUGUST 2016 GCSE results A full discussion had taken place at the meeting of the full governing body and discussion turned to the poorer attaining subjects focus. It was agreed this would be a standing item for the rest of the year.</p> <p>7.1 Geography. This had dipped from the national average. It had been a larger cohort' however, a key member of staff had left and there had been inconsistency in the performance of groups taught by different teachers.</p> <p>Are you happy the members of staff have the support they need? Yes. There is a tight scheme of work that is being used and an improved structure in the department.</p> <p>7.2 Science was not considered to be an area of concern.</p> <p>7.3 Life skills. Improved support was now in place and improvements expected.</p> <p>7.4 Technology. A new head was in place and a robust improvement plan being followed.</p> <p>7.5 PE. This had already been discussed by the full governing body. Further data on current predictions for both attainment and progress were given which were disappointing. The committee supported the school in following performance policies and improvement plan.</p>	ASD

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	7.6 Boy dominated subjects would be a focus.	
8	<p>PROGRESS Years 8-11 Year 11 progress for core subjects was discussed. There were no immediate concerns. Any queries on the data provided to be directed to MN or AS. The latest progress data for Years 7-10 was not yet available. An update will be provided at the next meeting.</p>	ASD
9	<p>CURRICULUM TIME CHANGES MN alerted governors to the need to review the time allotted to each subject. The school currently had the lowest amount of time on English and maths in the local authority. Is there a recommended amount? No; however there is a set amount of work that needs to be done. Factors to consider would be staffing, room availability and the awaited government decision on Ebacc. The year 8 options would not be known till after Easter which would have an effect on recruitment. Governors initial thoughts included</p> <ul style="list-style-type: none"> • Improving the quality of teaching should be the focus in science • The desire to offer a good mix of subjects to enable an appropriate curriculum for each child. The possibility of offering 4 options was discussed. • As the GCSE curriculum was now 3 years in length dropping to 5 lessons a fortnight could be considered if it was felt this would be sufficient to tackle the increased demands • The desire for high attainers to be stretched • Time allotted to PE should be reduced only if there were improved before, lunch and afterschool clubs. <p>NM leaves 18.45 It was agreed that this would be discussed outside of meetings, options to be set out by MN and then discussed by Steering group with governors from each committee with a decision at the next Full Governing Body.</p>	ASD
10	<p>CORE SUBJECTS UPDATE Up-dates were tabled and questions invited by email.</p>	ALL
11	<p>HEAD OF ENGLISH AW tabled a report which was accepted. She now gave further information</p> <ul style="list-style-type: none"> • Although the data was good for year 11; there was very little information from AQA about the new exam and there was some concern about staffing levels later on in the year. • AQA has been commissioned to do some training and some may miss the training there would always be a member of staff in the class who had attended. • The same number of candidates would be allotted a C grade (4+) as the previous two years (65%) and it is likely 46% will be given 5+ for English language. This represents 85,000 fewer children getting a good pass which is a 19% drop. • For maths this figure rises to 127,000 for 5+ and 64% 4+. • A lot of work has been done with subject leads across the city but we do not have enough detail. 	

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	<p>Unlike maths English does not have the option of doing a foundation paper. How will it affect numbers achieving the C grade equivalent? AW: The advice from AQA is that they have designed the questions so everyone can access them but those on the CD borderline will only be getting a grade 3. In terms of reading for example analysis is only required for grade 4 and above. The biggest problem is the reading and it is a concern.</p> <p>Have any of the examination access arrangements changed? No. We have been looking at some software, an exam reading pen and loading a programme onto the computer. There is a need for them to start using this before Christmas.</p> <p>What will the 6th form take this year? We don't know. We are hoping 4.</p> <p>In terms of staffing do we have some temporary staff? Yes, 2 and one more needs to be recruited for January.</p> <p>What about the children who are not engaging with coaching, have you liaised with anyone outside English about this? The male learning mentor or the SENCO? MN informed they will be discussed at the RAP meeting and they have another staff mentor, a learning mentor, reduced timetable, extra maths and English. Having coaches working within the class is having more of an impact. Even if they are not working with the pupil premium children in a class they can free up the teacher so they could.</p> <p>Are there any other learners that are missing out as the coaches are not having these people coming to them? Technically yes, but it would be turning them away.</p> <p>Apart from talking with these pupils what else have you been doing? Trying to engage with the parents and getting them to come to parents evening. Pupils are engaging in class now and doing homework.</p> <p>Do you feel you are having enough support having stepped into the role? Yes, MN and MW have helped and it is working. The heads of core areas have had a new perspective on things being on the senior leadership team, we are much more aware of how we fit into the whole school improvement.</p> <p>Discussion turned to item 5.</p>	ASD
12	<p>TEACHING AND LEARNING DEVELOPMENTS</p> <p>The recent challenge partners report had been received and considered and evaluation of the progress on the recommendations would be discussed at the next meeting.</p> <p>Are the recommendations to be included on the SDP? Yes.</p>	
13	<p>CURRICULUM AREAS PRESENTATIONS</p> <p>It was agreed the spring term presentation would be from the maths department and tech in the summer.</p> <p>A governor suggested that performance of boys was put on the curriculum area meeting agenda.</p> <p>The next meeting would be an up-date on progress.</p>	
14	<p>AOUB</p> <p>LC and SFS would arrange a social meeting of governors.</p>	LC SFS

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..... Signed Dated

ACTION POINT REVIEW SUMMARY

	OWNER	ACTION	Due By
5	ASD	Amend TLO monitoring SDP to include governor responsibilities and circulate Co-ordinate or arrange for co-ordination of monitoring	25.10.16 Ongoing
3	JJ	Request Up-date website, circulate visit report template and reducing teacher workload working group findings	10.11.16
6 5 8 12 6 7	JJ	Note agenda – FGB re TOR and TLO – visit reporting to be standard item. Progress yr 8-11. SG - Reducing Teacher Workload Working Group TLO – standing item – poorer attaining subjects	10.11.16
7	ASD	Note re standing item. Liaise regarding the information to be provided.	18.11.16
9	ASD	Liaise MN and JG re curriculum time changes information required for SG	25.10.16
10	ALL	Review core subjects update and raise queries by email. ASD to be copied in to co-ordinate	1.11.16
11	ASD	Take forward assessment review as appropriate	
14	LC SFS	Arrange a governor social meeting	