

Southwell Minster C of E VA Comprehensive School Governing Body
Minutes of the Strategic Development and Pupils Committee
Tuesday, 27th February 2018 at 4.30 p.m.

Membership Mrs C Bowering (Chair)
 Mr N Turner
 *Dean N Sullivan
 *Mr N B
 *Mr D Briggs
 Mr A Colton
 * Ms T Sparkes
 Mrs E Sawula
 Mr M J Parris – Head Teacher
 Mrs H Gault – Staff Governor
 * denotes absence

In Attendance Mr R Price – Head of School (Acting)
 Mr J Partridge – Assistant Head
 Mr P Rowson – Assistant Head (Acting)
 Mr R Burns – Head of Junior School
 Mr B Jackson – Head Boy
 Miss L Gallagher – Minuting

	The meeting commenced at 4.35pm	Action
1	Prayers Prayers were led by Mrs Bowering	
2	Apologies Apologies were received from: Mr NB Dean N Sullivan Mrs T Sparkes NT advised the committee that due to ill health, Mr Briggs has tendered his resignation which has been reluctantly accepted. The committee noted it's thanks to Mr Briggs for his valued service and commitment to the role of Governor and wish him a speedy recovery. NT will send a letter of thanks to Mr Briggs on behalf of the Committee and the school.	NT
3	Declarations of interest There were no declarations of interest either direct or indirect for items of business on the agenda.	
4	Minutes of the last meeting and matters arising. The minutes of the meeting held on 30 th October 2017 were approved as an accurate record of the meeting. Matter Arising: Page three Q3, a typo is to be amended to the word moral (morale) NT requested the clerk to use initials in the minutes rather than names MJP reminded the Committee that at the point of conversion to Academy status a new GB will be formulated. The process is well under way therefore potentially this could be the final meeting of this committee. Q – What is the expected date for conversion? A – Aiming for 1 st May, we are working through the legal issues and aspects of procedures which may impact on this expectation. The Multi-Academy Trust paperwork has been returned to the solicitors for lodging at Companies House.	Clerk

The meeting closed at 6.15 pm

5	<p>Junior School Update</p> <p>Mr R Burns, Head of Junior School was welcomed to the meeting and presented the Junior School update (report circulated and with minutes). The report contained an update of current numbers on roll, chorister links with the Rector Chori, pupil activities and a summary of SATs results for 2017. The Junior school are delighted with the outcomes of the KS2 SATs results with a mixed ability group of pupils. Reading, Writing & Maths (WRM) combined exceeds the national result by +19% (80% v 61%). The current cohort of YR6 pupils includes four pupils with specific learning difficulties which is likely to impact on the results for 2018.</p> <p>Q – Is there a limit to the number of pupils the junior school can accommodate? A – There are considerations of space along with our admissions process. The criteria for admission to the junior school is on musical ability with no academic requirement. At this time we don't receive sufficient applications to impact on admissions limitations.</p> <p>Q – Is there anything we could or should be doing to support recruitment through the church? A – We are working closely with the Rector Chori (Paul Provost) and developing closer working relationships with the Cathedral. Our aim is to attract as many applicants to the Junior School as possible. We have plans to run a Junior School Open Day and have improved signage. Historically the school has relied on word of mouth, however we need to be pro-active in the future. We have helped to develop joint marketing materials with Paul Provost.</p>	
6	<p>Child Protection Policy (CPP)</p> <p>Mr Partridge (JMP) explained that the CPP is adopted from the local authority and adapted to include our local requirements. He presented the changes and amendments to the document (policy circulated and with minutes)</p> <p>Q – Do we have sufficient number of designated deputies? A – PSAs could potentially become designated deputies as is often done in other schools. We are now dealing with more cases from external agencies for student support than ever before.</p> <p>Attendance Policy</p> <p>Attendance is a focus for long term improvement. The key issues include a reduction in external professionals to call on for support as attendance officers are often no longer in place. There has been an increase in students medically diagnosed as too unwell to attend school. Anxiety related non-attendance is increasing in frequency with parents demanding 1-1 tuition. The funding resource for this sits with the local authority.</p> <p>Q – What happens to these students? A – The local authority (health education support team) offer limited support. It mainly sits with CAMHs who are also under resourced.</p> <p>The pastoral team puts as much support in place as possible. The impact of the pastoral team has been significant and positive across years 7-11.</p> <p>Q – How many pupils does this equate to? A – Four students are not attending school and several are on a reduced timetable.</p> <p>Current advice from CAMHs is not to put pressure on those students with a medical diagnosis.</p> <p>Q – Is there any difference in responsibility over an Academy? A – There is a statutory responsibility regardless of the status of the school.</p> <p>We liaised with an Educational Psychologist with a good reputation for the update of the policy. We believe it is more beneficial for students to remain/return to school than home tutoring.</p> <p>Q – What is the impact of low attendance?</p>	

	<p>A – There would be a direct impact on an Ofsted inspection to explain why attendance is low.</p> <p>Many of the MATs are recruiting the local authority attendance officers within the MATs as a focus on raising attendance. We have allocated Pupil Premium (PP) funding into employing extra PSA resource to directly focus on low PP student attendance. For example a daily call home takes place for any pupil premium student not in school to apply soft pressure.</p> <p>JMP to include protocol document to support the policy.</p> <p>Q _ What do we do to recognise 100% attendance? A – Angela Zannetou (Assistant Head) is looking at our systems and rewards systems currently.</p> <p>The Attendance booklet has been sent home for years 10/11 to focus on the impact on educational achievement of non-attendance.</p> <p>Aiming for 96% (Actual 95%/PP 90%)</p> <p>Over the last twelve months we have implemented a rigorous range of strategies.</p>	JMP
7	<p>Target Setting Tracking and Reporting Policy</p> <p>Mr Price (RWP) presented the policy to the Committee along with the recommended amendments (circulated and with minutes).</p> <p>There are some minor changes to make better use of target setting, for example, meeting two weekly with a focus on FFT in the first instance and then further data based interrogation if needed.</p>	
8	<p>Exams Policy</p> <p>Mr Rowson (PR) presented the policy amendments to the Committee (circulated and with minutes).</p> <p>The policy has been restructured in a more concise way to be clearer and user friendly. This reflects the nature of changes to exams.</p> <p>Controlled Assessment Policy</p> <p>PR explained that the policy has been amended in line with the Exams Policy. It remains a separate policy along with appendices for the Internals Appeals Procedures and the Minster School Complaints and appeals procedures (exams). Students can appeal their exam marks but must be able to justify their appeal using the mark scheme. Marks may be graded down as well as up.</p> <p>Q – Are you able to levy a charge for the appeals process? A – It could be levied if it is contained within our charging policy. Charging may encourage careful consideration before an appeal is made.</p> <p>RWP to make amendment to Point 6b:</p> <p>Inappropriate centre assessed marking due to lack of appropriate teacher knowledge, training, understanding and/or skill.</p>	RWP
9	<p>Projections for Year 11</p> <p>PR presented a report on the Forecasts and the Validated Outcomes for KS5 (report circulated and with minutes)</p>	

	<p>Progress 8 – Although we are performing above National Average which is good, we continue to target further improvements to sustain and gain a consistent upward trend.</p> <p>The PP gap is reducing year on year showing an upward trend.</p> <p>Q – If we have high attainment are we less likely to show high progress? A – This is a difficult argument to use, the new grades 7,8,9 make it easier to show progress.</p> <p>Higher attainers last year made less progress than low or middle attainers.</p> <p>Girls continue to outperform boys even though this year we have more boys than girl students.</p> <p>PR to provide additional data (from PP slides).</p> <p>KS5 are in line with the national average, more students are achieving higher AA/B grades.</p> <p>Forecasts for Summer:</p> <p>We are anticipating an improved higher attainment over 16/17. Therefore grades 9-7 in English & Maths 19.5 v 11.7 prediction.</p> <p>The awarding bodies may moderate the level of questions asked. They will set the boundaries as and when they have cohort distribution so grade boundaries are bound to shift.</p> <p>The forecast for KS5 is that year 11 are doing well and should carry this on into A Levels.</p>	PR
10	<p>Admissions 2019</p> <p>MJP stated that there was no material change to the admissions policies other than dates.</p> <p>The committee agreed to accept the policy as proposed by TC and seconded by NT.</p>	
11	<p>Ethos Statement The Ethos and Vision statement has been combined into one document with no changes.</p> <p>Sex Education and RE Policy No material changes to the policy other than dates.</p> <p>Collective Worship Minor amendment to show the increased attendance to Holy Communion up to 60 (from 2). The Clerk will advise when the next Holy Communion is scheduled.</p> <p>Assessment for Learning and Responding to Students' Work. No material changes at the moment, although it may be modified in the future.</p> <p>The committee agreed to accept all the policy amendments as proposed by NT and seconded by HG. NT to sign the amended policies, clerk to provide.</p> <p>Q – Can we standardise the policy format e.g. reference to job titles as opposed to named individuals and provide a master list of job roles to accompany? A – Yes it is possible and will be considered through updates.</p>	Clerk NT/ Clerk
12	<p>Link Governor Visits (visit summary and individual reports circulated and with minutes)</p> <p>Many link visits have been made Autumn and Spring Terms. CB thanked the committee members for their link visits:-</p> <p>MFL by ES - Refer to the question raised in the MFL link visit by the head of MFL:-</p>	

	<p>Q – Are the school leadership team looking at alternative ways to facilitate collaboration and that valuable time within teams to share knowledge and ideas?</p> <p>A – Departmental Development is provided for one period a week (Wednesday). This is in addition to the after school meetings. Further cost benefit/analysis could be analysed school wide.</p> <p>ES - Enquired if the staff are utilising other ways of effective collaboration?</p> <p>DS - Commented that lunchtimes have been transformed and have had a very positive impact</p> <p>Wider Learning by AC - MJP explained that a CIAG provision review is being done by NLL (Assistant Head) to formulate a report and recommendations. To look at smart ways of achieving CIAG aims, many of which are already embedded into the school life.</p> <p>Q – Do you get adequate Careers advice? (question to the Head Boy in attendance) A – I don't really remember the careers advice in year 10/11 so maybe there could be more in place. Some students are unsure about their future aims.</p> <p>We need to do more to identify and support those most in need of guidance. Any careers advice and guidance must be independent.</p> <p>Junior School by TS.</p> <p>Christian Distinctiveness by DS.</p> <p>ICT by DS - a very positive visit.</p> <p>Performing Arts by ET.</p> <p>There are a number of link Governor vacancies:</p> <p>Dean Nicola – to confirm if she is happy to continue with Humanities link visits. AC – to pick up PE in the short term. CB – to pick up Science in the short term.</p> <p>A volunteer is requested for Link Governor for the Teaching School (last visit 21/09/16)?</p>	
13	<p>Any Other Business DS had notified the Clerk of his changed email address which has been updated by the clerk.</p>	DNS AC CB
14	<p>Confidentiality of Business Governors considered whether there was anything discussed during the meeting that should be deemed as confidential. It was resolved that all papers and reports be made available as required.</p>	
15	<p>Date of next meetings: Full Governors – Tuesday 20th March @ 6.30pm SDP&P – Tuesday 22nd May @ 4.30pm</p>	
	<p>The meeting ended at 6.15pm</p>	