

**Southwell Minster C of E VA Comprehensive School Governing Body
Minutes of the Strategic Development and Pupils Committee
Tuesday, 22nd May 2018 at 4.00 p.m.**

Membership *Mrs C Bowering (CB)
 Mr N Turner (NT Chair)
 Dean N Sullivan (DNS)
 Mr A Colton (AC) - joined the meeting at 4.08pm
 Ms T Sparkes (TS)
 *Mrs E Sawula (EW)
 Mr M J Parris – Head Teacher (MJP)
 Mrs H Gault – Staff Governor (HG)
 * denotes absence

In Attendance Mr A Wall (AWA) – Assistant Head (left the meeting at 4..45pm)
 Mr P Rowson (PR) – Assistant Head (left the meeting at 4.30pm)
 Mr H Sitton-Kent (HB)– Head Boy (joined the meeting at 4.14pm)
 Miss S Rees (SR) – (HG (joined the meeting at 4.14pm)
 Miss L Gallagher – Clerk

	The meeting commenced at 4.03pm	Action
1	Prayers Prayers were led by Dean Sullivan	
2	Apologies Apologies were received from: Mrs C Bowering (post operation recovery) Mrs E Sawula (work commitments) NT advised the committee that Mr Briggs (former Governor) will be having surgery next week. The committee extends their thoughts to Mr Briggs and wishes him a speedy recovery.	
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 27 th February 2018 were approved as a true and accurate record of the meeting. Matters Arising: I2: Action initials should read AC not TS Vacancy for a Link Governor for the Teaching School: DS agreed to act as lead in the interim until the reconstitution of the Governing Board is completed TC agreed to complete a Science Governor link visit in CBs absence	Clerk DS TC
5	Welcome to the new Head Boy and Head Girl The Committee members introduced themselves and welcomed the new Head Boy and Head Girl to the meeting and explained the importance of maintaining confidentiality of the meetings. The Committee are looking forward to hearing their views and contributions in the meetings.	
6	Anticipated achievement expectations Mr Rowson presented his report of forecast examination results for this summer 2018. KS4: The most recent assessment points from the last three weeks has shown that we expect an improved position over last year, 5.29 v 5.34 (predicted). Progress 8 indicates an improvement on this point last year, -0.21 v 0.034 (predicted). Q – What are the difficulties of predictions? A – Measuring progress against everybody presents difficulties in comparisons of where we are now against last year. We are predicting an increase in higher awards, 8% last year up to 20% this year.	

	<p>MJP explained that we are still in a year of uncertainty in terms of the new GCSEs which remain challenging.</p> <p>HB commented that he considered the papers have been considerably harder than in previous years.</p> <p>Q – How are students supported for the additional challenge? A – Coaching in the application of exam techniques.</p> <p>PR further highlighted these key groups:</p> <p>The Pupil Premium gap has been reducing and continues to narrow. The Gender Gap is less positive and poses continued concerns with the boys, considering that we have more boys than girls. Although our position does mirror the national picture. We need to identify what is happening in the classroom that impacts on the boy’s performance.</p> <p>Q – Is that reflected across all subjects? A – In general it is.</p> <p>Q – What is having the most beneficial effects on the pupil premium students? A - Having an awareness of who the students are and focusing in on their support needs.</p> <p>KS5: Current YR13 are predicting an average grade C+ v B- last year, where the actual grade was C+. It is thought there is a hesitancy of staff when predicting with no course-work to consider. The mocks results may be informing the predictions, although we must be wary of being overly cautious and the potential effect on UCAS points.</p>	
7	<p>QA</p> <p>AWA Presented the Quality Assurance of Teaching, Learning and Assessment report.</p> <p>Our findings have seen less effective lessons. Our approach has been rigorous, no longer providing teachers with specific scheduled lesson observations, rather observation “windows”.</p> <p>MJP explained that the judgement “effective” in lesson observations includes a very broad range of practice.</p> <p>Q – Does it inform the appraisal process? A – Appraisal covers outcomes achieved along with quality of teaching and learning and will be focused towards an individual’s professional development needs.</p> <p>AWA explained that teachers are falling back on didactic approaches to ensure full content coverage. School leaders are focusing work with CTLs on; how we can balance the content with a depth of subject knowledge. Many schools are having the same experience as they introduce new examination courses.</p> <p>Q – Do students have a roll in this process? A – Talking to students and groups of students and through ‘student voice’, curriculum development can be influenced.</p> <p>Student’s books are sampled whilst in class rather than requesting specific books. This is more realistic and immediate. It has been broadly positively accepted and reinforces the idea that the focus is on students.</p> <p>DNS reported that on a recent visit she found it stimulating but also sensed the pressure of delivering the full lesson plan and the challenge of addressing the different levels of engagement within the same class.</p>	

	<p>The majority of staff have been welcoming, with feedback provided to staff through open discussion and the posing of questions.</p> <p>Q – How is support provided where concerns arise? A – It depends on the nature of the issues. There is a six week process alongside the mentor and staff member and then ultimately signed off by the Head Teacher. If the issues are lighter, the CTL will provide support alongside the line manager support.</p> <p>Each department receives feedback and action points for the team.</p> <p>MJP & AWA are meeting further to consider the development of quality assurance processes in the coming year.</p>	
8	<p>Review of school improvement priorities (SIP)</p> <p>MJP presented a diagrammatic summary of the school improvement plan including colour coding of progress made.</p> <p>A discussion was had about the post-16 curriculum and A-Level offer, expressing the advantages and drawbacks of a 3 or 4 qualification programme.</p> <p>MJP focused on the RED priority areas:</p> <p>The tutoring system needs further and continual review. Although we have adequacy in careers guidance, we don't have excellence.</p> <p>HG thought there was too much emphasis on University and it needs a wider conversation Post-16.</p> <p>HB Boy suggested a greater focus in wider learning time for those who have no idea what they want to do and that A levels are not always the best option for everyone to flourish.</p> <p>There is an ongoing need to consider how all learners are well supported in the classroom.</p>	
9	<p>Policies</p> <p>MJP has updated the Complaints Policy and talked through the changes with the Committee.</p> <p>MJP will amend to state that the complaint form must be completed at stage 1.</p> <p>It is important that the chair of Governors is not involved at stages 1 & 2 so as not to compromise his potential involvement at stage 3 and to ensure clarity of the process. MJP advised that staff need to fully understand the informal/stage 1 of the process.</p> <p>Q – If it is a staff member, who decides who deals with it? A – It depends where the complaint falls. The complaints co-ordinator would decide.</p> <p>Employee Code of Conduct:</p> <p>MJP has combined two policies by incorporating the 'contact between staff and pupils outside the usual work context' policy into the 'employee code of conduct' policy.</p> <p>MJP will review clause 6.1 to further define and clarify 'exempted circumstances' by the Full Board of Governors meeting on 19th June and will send out the committee for approval. MJP asked the members to read the policy and feedback any comments to him.</p> <p>Policy reviews completed for: (*statutory requirement)</p> <ul style="list-style-type: none"> - Home Learning (<i>no changes</i>) - Pupils Off-Site Visits Including Residential - Anti-Bullying - Behaviour* 	MJP

	<ul style="list-style-type: none"> - Home School Agreement* - Pupil Premium - Pupil Premium Statement <p>These policies were accepted and approved by the committee.</p>	
10	<p>Link Governor Visits</p> <p>Two Governor Link visits has been completed since the last meeting. The visits are highly valued by the staff and Link Governor roles are very useful to the school</p> <p>The Junior School will have a visit now SATs are completed.</p> <p>NT said that Governors should be able to define the impact they have on the school performance and feel they have made a difference.</p>	
11	<p>AOB</p> <p>TS requested to bring forward discussion on Governors involvement in faculty reviews to the Full Board of Governors June meeting on 19th June.</p>	
12	<p>Confidentiality of Business</p> <p>There was none. MJP re-iterated the confidentiality of meeting discussions to the Head Boy and Head Girl.</p>	
13	<p>Next Meeting</p> <p>Governors meeting schedule for 2018-2019 to be circulated</p> <p>Full Board of Governors - 19th June starting at 6.30pm</p> <p>The meeting closed at 6.15pm</p>	Clerk