



CANON LEE SCHOOL
Minutes of the Education Committee meeting
held in school on Tuesday 24th May 2016 at 4pm

Present: Miss Sam Buckley (Chair) Ms Donna McMahon, Mr Rob Orr,

In attendance: Mrs Frances Johnston (Associate Headteacher), Mrs Hannah Turlington (Assistant Headteacher), Mrs Liz Hardy (Assistant Headteacher), Mr Ollie Brady (Assistant Headteacher)

Mrs Sophie Triffitt (Clerk)

1. Welcome, apologies for absence, consents and declarations of interest

Apologies were received and accepted for the Executive Headteacher and the Deputy Headteacher. There were no declarations of interest.

2. Minutes and Action Plan of the 15th March 2016 Meeting

Previously circulated. The minutes were agreed as a true and accurate reflection of the meeting and signed by the Committee Chair.

Action 1: The Basic Expectation material was circulated to governors as part of the Behaviour Policy document.

5. SEN

Mrs Turlington informed the committee that the SEN restructure consultation period ended on 23rd May 2016 and there have been no Union proposed changes, members had requested an extension to the consultation period but the Union had responded that this was not a viable request.

Individuals have been asked to register interest for posts in the structure with a deadline of 1pm on 27th May 2016 with interviews proposed for WC 6th and 13th June 2016. Staff will then be notified of the outcome and any roles not filled will go to advert.

Mrs Turlington reminded governors that the structure will have a HLTA who will organise the Learning Mentors, a TA3 responsible for Social, Emotional and Mental Health, and three TA2 posts on 35hr per week contracts. There will also be four Learning Mentors (TA1 equivalent) on 25 hours per week contracts who will deliver Literacy catch up and interventions for SEN register and K Band (significant learning needs) pupils as well as supporting within the curriculum areas with an aim to move pupils away from one to one TA support and reduce that dependency and increase the accountability of teaching staff.

In response to a governor Mrs Turlington confirmed in the first instance all roles will be filled with internal applicants and explained the aim of the restructure is not to save money but to have a structure which effectively meets the needs of the children. Mrs Turlington added that only individuals who fall out of the process will be offered redundancy.

Mrs Turlington informed the committee that there are clear targets in place with the SENCO to drive SEN forward and increase accountability.

6. Attendance, Exclusions and Behaviour for Learning Update

Mrs Turlington reported attendance of 94.6% which is up on 93.8% for 2014-15 and 93.7% for 2013-14.

Pupil Premium attendance is also reporting positively at 92% against 88.5% for 2014-15.

SEN attendance is reporting 2.5% up on last year.

Mrs Turlington explained that lateness has been a focus for improvement which is reporting positively at 2.3% against last years 5.12% with the improvement being a result of tighter late procedures and the introduction of behaviour stamps.

In response to a governor Mrs Turlington confirmed there are weekly attendance figures mapped against previous years.

Mrs Turlington noted that Mr Orr has a new role as Community Co-ordinator which will include him reviewing behaviour stamps and house points to maintain focus and effectiveness.

Mrs Turlington explained that the breadth of bad behaviour is reducing but there is a small group of high tariff young people who continue to challenge and there are pastoral plans utilised for these individuals which are reviewed based on needs.

A governor asked how many children are on pastoral plans and Mrs Turlington confirmed there are thirty five on varying levels with level one and two being those raising concerns through behaviour stamps, level three those having seclusion or exclusions and level four for those with repeated exclusions and accessing alternative provision.

Mrs Turlington reported that SEN exclusions have reduced significantly and confirmed that all the data tracks against all vulnerable groups.

Action: Chair of Governors, Associate Headteacher and Mrs Turlington to meet and review the behaviour data.

3. Achievement and Progress Update and Data

Mrs Hardy tabled a data summary from an April 21st data submission with the headline reporting down from 61% to 59.2% but assured governors there is confidence in the accuracy. Mrs Hardy noted that the SEN attainment data is low but explained that the progress journey is positive and confirmed that the pupil premium cohort is receiving focus.

In response to a governor Mrs Hardy confirmed the national expected progress for English and Maths is around 73%.

In response to a governor Mrs Hardy confirmed that the one child not entered in the Maths GCSE is entered into a qualification that was right for them.

In response to a governor Mrs Hardy explained that the expectation is for the final outcome to be somewhere between the C3 (59.2% / +0.01) and the C2 (49.5% -0.04) projections.

Mrs Hardy informed the committee that there are compulsory timetabled revision sessions. A governor questioned if this removes the child's autonomy for self driven learning and Mrs Hardy explained that staff and students have been happy with the programme and would want it repeated next year.

The Associate Headteacher assured governors that staff have had as much support as possible and there is a much more organised exam period this year. The Associate Headteacher informed governors that PETX1 consultancy has been bought in to guarantee a C grade for a small cohort of students in English Literature with no payment to be paid if they do not achieve their C grade. Mr Brady added that the approach of the consultancy programme should positively impact other subjects in terms of question answering skills.

Mrs Hardy informed the committee that there is mapping of the progress trajectory for the students to demonstrate individual journeys.

A governor questioned if, as a result of the changes to primary school assessing, there will be baseline testing at Year 7. Mr Brady explained that this is being investigated for next year but

noted that individual subjects do conduct their own entry assessments to get individual baselines.

Action: The committee requested a KS3 and Year 10 data update at FGB on 5th July 2016.

a. Pupil Premium – Funding Impact on Achievement

There was no update reported.

4. Teaching and Learning

Mr Brady reported an improving picture explaining that there has been a marking focus fortnight with marking scrutiny and a review of impact on progress.

Mr Brady informed the committee that John Thompson and Mike Drury are in school on 25th May 2016 to look at a sample of Maths, English, Geography and History marking for a cross section of students from Year 7 to Year 11 with the hope that an improved picture will be seen.

A governor asked if there is confidence if a HMI came in and took a random sample of marking that they would see improved practice. Mr Brady responded that it would be higher than it was, he has been in every lesson and looked at a number of books and where there is not consistent effective SWAN marking curriculum leaders are addressing and passing to management if needed. The Associate Headteacher informed the committee that one staff member is on an informal support plan around marking practices. Mr Brady explained that there is more training scheduled with show and shares scheduled after half term to take a marking focus on best practice in each curriculum area and will link with the new presentation of work policy.

A governor asked if the presentation policy implementation is going well. Mr Brady confirmed that presentation is improving but it was from a low baseline. A result of the policy is that colleagues are feeling supported with there being across the board presentation expectations. In response to a governor the Associate Headteacher explained that there is written work within Art that would be covered by the expectations and that practical work would require correct labelling of work. Mr Brady reported that the drop ins are demonstrating more engaged students.

Mr Brady noted that Ms Browns taking on the Lead Practitioner role has been a huge help to capacity.

A governor asked for an update on the Teaching and Learning group. Mr Brady reported that they are leading on training to address the school priorities including more bespoke sessions for questioning for engagement, differentiation, planning for progress and use of data. Mr Brady informed the committee that two members of the group are leaving this year so there will need to be recruitment to the group of individuals with the skills to fill any gaps. The long term plan is to lead on CPD with term and a half programmes to embed changes in working practices.

Mr Brady informed the committee that the Literacy Co-ordinator from Clifton Green presented to staff on strategies they have used and feedback from staff was very positive.

Mr Brady reported that there is a building focus on extended writing through homework, identified strategies for report, evaluation and essay writing and which forms of writing are needed in what areas with joined up approaches across curriculum areas to reinforce practice. Mr Brady explained that each subject area will choose an area of focus to develop i.e. commander words to embed a much more focused approach to Literacy.

In response to a governor Mr Brady confirmed staff training records are maintained.

7. Policies for Review and Approval

a. Positive Behaviour Policy and Framework

Previously circulated. The Associate Headteacher confirmed there is a separate policy for E-Safety and there is a Social Networking Policy which all staff sign.

Governors approved the policy.

b. Child Protection Policy

Previously circulated. The Associate Headteacher assured governors the policy is compliant and explained that the HMI reviewed the policy and confirmed they were happy with it.

Governors approved the policy subject to:

- The correction of Donna McMahon's name
- The Headteacher being named as the designated safeguarding lead
- Page 2, to include British Values Statement and Prevent Strategy in the *to be read together with* list.
- Page 15, radicalisation paragraph to include a reference to Prevent training and working within the framework
- Page 15, to reference the work done with children highlighting awareness and support within their peer group.

Action: Ms McMahon to schedule a safeguarding visit with Mrs Turlington.

It was noted that the Associate Headteacher and Jane Dobbs are scheduled to attend a Safeguarding Named Person course to ensure this requirement is met when Mrs Turlington leaves.

The Associate Headteacher confirmed that all staff has safeguarding training every year and a one/two day course for the safeguarding team members and records are kept.

The Associate Headteacher confirmed that it has been negotiated for Mrs Turlington to remain with Canon Lee until the end of June 2016.

The Associate Headteacher noted the spate of fake bomb threats being made at secondary schools across the country and confirmed the advice from the LA is to evacuate and call 999. The Associate Headteacher assured governors that the previous evacuation from the gas leak demonstrated there are effective processes in place and students behave extremely well in these circumstances.

8. Governor Visits

There were no governor visits for discussion and it was noted that governor visit reports will be reviewed in detail at Monitoring Committee.

9. Any Other Business

The Associate Headteacher informed the committee that at Business Committee governors were informed of the potential redundancies in specific curriculum areas being delayed through the academy change. The Associate Headteacher confirmed the process has now started with colleagues in Technology, Modern Foreign Languages, Art and Drama with the need for a reduction of one in each area. Staff have been informed and a Union meeting held on Thursday which was followed by the start of a formal consultation period which will end on 1st July 2016 and decisions will be made based on a wide ranging skills audit.

The Associate Headteacher confirmed so far there have been no expressions of interest in voluntary redundancies or reduction in hours.

In response to a governor the Associate Headteacher confirmed the decision will be made based solely on the paper skills audit process as it was felt this approach provided the fairest process and HR advice supports this decision.

The Associate Headteacher noted that the timeline will allow for staff to be notified before the summer break with redundancies to take effect from 1st January 2017 and the school will be open to requests to leave early, will be supportive around job interviews and will be fair on the allocation of timetabled work whilst staff remain employed.

The Associate Headteacher confirmed that Brian Crosby and the future Principal are aware of the situation and asked the school to move forward with the process with the Associate Headteacher leading the process with CYC HR support and additional HR support has been promised from Hope Learning Trust.

The Associate Headteacher confirmed the 2016-17 Year 7 intake is 130.

10. Date and Time of Next Meeting: Tuesday 12th July – 4pm

The meeting closed at 5.50pm


Miss Sam Buckley
Chair

12/7/16
Date

**Canon Lee School Action Plan
following the meeting of the Education Committee on the 24th May 2016**

	Action	Agenda Item	Person(s) Responsible	Timescale
1	Chair of Governors, Associate Headteacher and Mrs Turlington to meet and review the behaviour data.	6	Chair of Govs	July 16
2	The committee requested a KS3 and Year 10 data update at FGB on 5 th July 2016.	3	Mrs Hardy	5 th July 16
3	Ms McMahon to schedule a safeguarding visit with Mrs Turlington.	7b	Ms McMahon	ASAP

Agenda Schedule 2015-16

July
External Marking review outcome

Agenda Schedule 2016-17

September	November	January	March	May	July
Results Analysis			Mock Review Analysis and Outcomes Leaver Destination Data		

