

Colyton Grammar School

Minutes of the Admissions, Learning and Standards Committee – Part One

Date of Meeting: Wednesday 4 November 2015

Venue: Headteacher's Office

Present:

Governors	Dr C Bastin, Mrs S Burns-Price, Rev H Dawson, Lt Col T J Dyer, Mr A Eaton-Hart, Mrs L Linnell, Mr R Scott, Mrs J Wainwright and Mrs V Wells
Staff	Mr A Gregson
Visitors	None
Secretary	Mr S Cook

1. Disclosure of Interest

There were no disclosures of interest.

2. Election of Chair

Mr Cook reported that he had received no nominations for the post of chair, nominating Mr R Scott.

Mrs Linnell nominated Mr R Scott. No other nominations were received. Mr Scott left the meeting at this point. It was unanimously agreed that Mr Scott should be elected as chair for the academic year 2015/16. Mr Scott then re-joined the meeting.

3. Apologies

Apologies were received from Mr G Davis and Mrs S Hopkins.

4. Election of Vice Chair

Mr Scott reported that no nominations had been received for the post of vice-chair.

Mrs Linnell nominated Rev H Dawson. No other nominations were received. Rev Dawson left the meeting at this point. It was unanimously agreed that Rev Dawson should be elected as vice-chair for the academic year 2015/16. Rev Dawson then re-joined the meeting.

5. Approval of Minutes of Meeting held on 10 June 2015

These were approved and signed.

6. Matters Arising

There were no matters arising.

7. Examination Review

Mrs Wainwright distributed the Examination Review document, and briefed the Committee as follows:

General

- Overall results are good, and the school maintains its position near the top of national league tables.
- The national picture is generally stable.

Post 16 – AS/A2 Level and the Extended Project

- A and AS Level results have improved on last year, but not to the level reported in previous years.
- Mrs Wainwright drew attention to the table showing A Level results since 2006, against a background of significant national changes. Overall there has been a decline nationally. A2 results for Year 13 were particularly pleasing, perhaps partly

explained by the study log for those students who have dropped a subject to ensure that the released time is used constructively.

- In response to Mrs Wells, Mrs Wainwright indicated that the majority of those students who did not get the required grade for their offer nevertheless gained their 1st choice of Higher Education destination due to a more lenient approach by universities. Mr Gregson explained that the school listens constructively to student requests for dropping a subject, and Mrs Wainwright outlined the challenges for the 3 year sixth form programme. Rev Dawson reflected on the associated maturity issue at GCSE. Mrs Wainwright also emphasised the growing importance of GCSE results for university offers, although increasing numbers of universities are relying on their own admission tests. Mr Gregson commented on the benefit Colyton students have in terms of breadth.
- Mrs Wainwright drew the attention of the Committee to the graphs showing A2 results compared to national results, emphasising that local fluctuation is highly likely with year-to-year changes, against a more stable picture with the whole national cohort
- At A2 both DfE and UCAS points are the highest ever, reflecting the breadth of the programme.
- Departmental results at A2 show some variation, although the size of groups needs to be considered.
- Departments have completed individual examination reviews, and increasingly are benefitting from the detailed analysis available from exam boards which enables Heads of Department to drill down to individual question level.
- There have been some significant changes as results of remarks. The most significant has been with Biology coursework, which led to 5 students potentially not gaining their 1st choice of degree course. The whole cohort was remarked and the original grades were reinstated. Mrs Wainwright has written to OCR and Ofqual and has received an apology from OCR.
- Mr Gregson reported that in the last year of Extended Project with the AQA examination board, results have returned to the "normal" level following last year's aberration. In future, the qualification will be taken with the WJEC Board, with the first exam in 2016. Mr Gregson reported that WJEC are proving very constructive.

Year 10 GCSE

- GCSE results were disappointing, bearing in mind the increased time for Science, Maths and English as a result of dropping an option and the increased number of interventions put in place. This has led to the drop in GCSE results not being repeated, but not to an overall improvement.
- Mrs Wainwright reinforced the significance of the A*/A boundary, particularly with the move to 1-9 grading under the new GCSE arrangements.
- Overall performance at subject level is consistent with national results, but with a particularly outstanding performance in Physics.
- The gender gap has closed slightly nationally, but the Colyton gap has increased slightly. Mrs Wainwright indicated that taking GCSE in Year 10 may be a contributing factor.
- Mrs Wainwright emphasised the impact of new specifications at GCSE.

Year 13 Destinations

- 14.7% gained places on medical or veterinary courses

- 74.3% gained places at Russell Group institutions

Targets

- Individual student targets set by departments remain aspirational

In response to Dr Bastin, Mrs Wainwright confirmed that the review raises a number of issues regarding curriculum structure that the Board is already considering.

In response to Mrs Wells and Lt Col Dyer, Mrs Wainwright outlined the challenges of making changes to the curriculum structure for the current Year 9, in view of the timing of last year's General Election result and its impact on national decisions about qualifications. Again in response to Mrs Wells, Mrs Wainwright suggested that GCSE results for those students currently in Year 9 are generally in line with national outcomes.

Mrs Wainwright confirmed that the Training Evening on 25 November 2015 will explore possible changes to the curriculum structure in detail, including the outcome of detailed discussions already taking place with the Senior Leadership Team and the Extended Leadership Team.

Lt Col Dyer commented on the wider usefulness of some of the data in the Examination Review for parents.

8. Interim Report on Admissions Round for September 2016 Entry

Mrs Wainwright drew the attention of the Committee to the report which had been circulated prior to the meeting. She focused on the following points:

- The new CEM test which has been administered as part of a consortium of SWAT schools
- In common with other schools in the consortium, Colyton has retained an element of its own testing (the English paper) alongside the CEM test
- Mr Gregson indicated that feedback from students who took the test was very positive, indicating that the mixing of different types of questions within each paper helped students to feel that it had gone well
- 373 students sat the test, which is very similar to last year
- Students have been ranked according to the weighted scores in Maths, VR, NVR and English
- Results letters have been sent to parents indicating whether or not their child achieved an eligible score, and if so whether they were within the first 124 students. 140 students achieved an eligible score, reflecting the slight shortfall at the beginning of Year 7 and the need to reach the Planned Admission Number.
- In response to Dr Bastin, Mrs Wainwright and Mr Gregson indicated that there is not a "cliff edge" in terms of weighted total scores beyond the 140th place
- 90% of those taking the test were from the state sector, which is an increase from last year. Slightly fewer of the independent sector achieved an eligible score. Mr Scott emphasised the importance of communicating this to prospective parents generally, and in particular to encourage students on Free School Meals to apply.
- Of the 11 taking the test who are on Free School Meals, only 4 achieved an eligible score. In response to Mr Scott, Mrs Wainwright agreed to find out if any of the students who applied but did not take the test were on Free School Meals.
- Mrs Wainwright suggested it is possible to obtain data showing where there are significant numbers of high achieving students on Free School Meals in particular schools

Mr Scott thanked Mrs Wainwright for her presentation.

9. Proposed Admissions Policy for September 2017 Entry and Consultation

Mrs Wainwright drew the attention of the Committee to the draft policy which had been circulated prior to the meeting. She explained that the national consultation date has been brought forward, but there are some details still to be decided.

She outlined the possibility of giving the children of staff priority in the over-subscription criteria, which is covered in the current Admissions policy, particularly where there are difficulties in recruiting in a shortage area, or where a member of staff has worked for at least two years at the school. Following discussion it was agreed to amend the Admissions Policy to include giving priority to the eligible child of a teacher being recruited in a shortage area, or where a member of staff has worked at the school for at least two years, as defined in the Admissions Code. It was agreed that the Board should approve the final policy which gives time both for the consultation to take place and to finalise a number of details which are currently uncertain.

10. Set Admissions Limits for Year 7 and 12

It was agreed that the existing Planned Admission Limits of for both Year 7 and Year 12 should be retained, subject to approval at the Board meeting in December.

11. Independent Admissions Panel Arrangements

Mr Cook confirmed that the school currently has sufficient trained members for the Independent Appeals Panel. He agreed to confirm that the existing Clerk is prepared to continue in his role.

Mrs Wainwright indicated that as she has not completed the required Independent Admissions Appeal training, Mr Evans should be asked to present the school's case. This was agreed.

12. Curriculum Presentations to the Board for 2015/16

The following presentations were agreed:

10 December 2015 - Physics

17 March 2016 - History

14 July 2016 – Geography

13. Development Plan for 2015/16

Mrs Wainwright drew the attention of the Committee to the summary School Development Plan for 2015/16 which had been circulated prior to the meeting, the proposals for which had been considered at the last meeting.

14. Radicalisation: the Prevent Duty

Mrs Wainwright briefed the Committee on the new Prevent Duty which applies to schools from 1 July 2015, drawing attention to the two guidance documents which had been circulated prior to the meeting and the draft "Preventing Extremism and Radicalisation Policy" which had been circulated at the beginning of the meeting. She focused on the following issues:

- The identification of risk
- Working with other agencies when a vulnerable person is identified
- Staff training
- The strong current focus on this area, both from Ofsted and more widely

It was agreed that Mr Cook should circulate all governors with the link for the Channel Prevent Training, and ask them to provide a copy of their certificate to the school.

Dr Bastin reflected on the importance of effective teaching on comparative religion.

It was agreed that governors should consider the draft "Preventing Extremism and Radicalisation Policy" in more detail, and that the Board should be asked to approve this,

subject to any changes, at the meeting on 10 December 2015. In response to Mrs Linnell, Mr Cook agreed to send out the draft policy electronically.

Rev Dawson agreed to act as the Prevent Governor.

15. Committee Succession Planning Statement

Mr Scott invited comments regarding the annual succession planning statement for the Committee. The following suggestions were made:

- (a) To encourage the rotation of link governors, including the Safeguarding, Data and Prevent roles, to give governors experience of different aspects of the school
- (b) To use the updated skills audit, particularly in relation to recruiting replacement governors
- (c) To suggest that the standing item on Succession Planning statements should be moved to summer meeting, so that this can inform the election of the chair and vice chair in the Autumn term.

16. Supported Department Self Review Report

Mr Scott drew the attention of the Committee to the Supported Department Self Review reports for Key Stage 3 Science, Maths and Geography which had been circulated prior to the meeting. The following issues were raised in discussion:

Key Stage 3 Science

- Mr Gregson pointed to the comment in the Student Voice section from some younger students about "feeling over-awed" by the subject knowledge of some other students, and indicated that the department are working on how to deal with this
- Rev Dawson pointed to the benefit of a wider pool of specialist staff within primary schools within federation structures

Geography

- Mrs Linnell raised a question regarding the terminology describing the quality of teaching, and Mr Gregson confirmed that the standard Ofsted gradings have not changed
- Mr Gregson outlined some of the challenges facing the Geography department

Mr Scott raised the possibility of pursuing sponsorship for small scale purchases of books and equipment for departments.

17. Policies for Review

Proposed by Dr Bastin, seconded by Lt Col Dyer and unanimously agreed that the following policies which had been circulated prior to the meeting should be approved, subject to the changes noted below:

(a) Behaviour Policy

In response to Mrs Linnell, Mrs Wainwright confirmed that students are briefed at the beginning of the school year. It was agreed that a reference to this should be added. The following changes were also agreed:

- To remove the requirement for students to stand when the headteacher or a visitor enters a classroom
- To add a reference to the Online Safety and Student Personal Computing Device Use policies to the section on mobile phone
- To change "should" to "must" in a number of places
- To update the reference to the Curriculum and Pastoral Committee

(b) E-Safety Policy

It was noted that the title of this policy has been changed to "Online Safety".

(c) Emergency Procedures

(d) Numeracy Policy

It was agreed that the Sex Education Policy and Statement review should be deferred until the next meeting to enable the new Student Personal Learning Co-ordinator to revise the documents in line with recent guidance.

18. Approval of Residential Activities

Proposed by Rev Dawson, seconded by Mrs Burns-Price and unanimously agreed that the following residential activities should be approved:

<i>Activity</i>	<i>Date</i>	<i>Teacher In Charge</i>	<i>Students Involved</i>	<i>Destination</i>	<i>Cost</i>
PSA Annual Awards Ceremony (provisional)	1 Dec 2015	Miss J Westhead	5 Y11 students	London	All expenses paid
Y12 Work Experience Exchange	12-19 Mar 2016	Mr S Banks	10 Y12 French students	Quimper, Brittany	c£225
Year 7 Residential	6-8 and 8019 Jun 2016	Mr J Robinson	Year 7 in two groups	Tavistock Adventure Centre	£203
Choir Tour	21-24 Jul 2016	Mr D House	c70 student in Senior Choir (Y9-13)	Manchester, Sheffield and Peak District	£200-£250
Engineering Education Scheme Residential	8-10 Dec 2015	Miss V Carter	6 Y11 D&T students	Plymouth University	£90 less £45 Bradbeer Bursary grant

19. Any Other Business

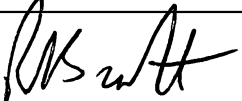
(a) Child Protection Policy

It was unanimously agreed that the Child Protection Policy should be updated to show Mr Richard Bush as the Designated Senior Person.

There was no other business.

20. Next Meeting

Wednesday 2 March 2016 at 6.30pm.

Signed:		(Chairman of Committee)
Date:	2.3.2016	