

## Colyton Grammar School

<b>Minutes of the Admissions, Learning and Standards Committee – Part One</b>	
<b>Date of Meeting: Wednesday 15 June 2016</b>	<b>Venue: Headteacher's Office</b>
<b>Present:</b>	
Governors	Mrs Burns-Price, Mr G Davis, Rev H Dawson, Lt Col T J Dyer, Mr A Eaton-Hart, Mrs L Linnell, Mr B Merrett (by phone), Mr R Scott (Chair), and Mrs V Wells Mr M Goscomb (observer)
Staff	Mr S Cook, Mr A Gregson, Mrs L Fitzhenry (Item 4), Mr R Stidwell (Item 5a)
Visitors	
Secretary	Mrs A Robinson

### 1. **Disclosure of Interest**

There were no disclosures of interest.

### 2. **Apologies**

Apologies were received from Dr C Bastin and Mrs J Wainwright

Absent: Mrs S Hopkins

### 3. **Approval of Minutes of Meeting held on 2 March 2016**

These were approved and signed.

### 4. **SEND Report**

Mrs Fitzhenry drew the attention of the Committee to the *SEND Annual Report to Governors 2014 – 2015* circulated prior to the meeting. She explained that the report is slightly out of date as its presentation has been delayed from the autumn term.

Mrs Fitzhenry outlined the key points in the report focusing on:

- The appointment of Mrs Wells as SEND Link Governor
- How the new SEND Code of Practice has impacted on the SEND within the school.  
In particular:
  - the introduction of SEND review documents, whereby students identified as requiring SEND support on the Pupil Needs Register, have their performance reviewed by each subject three times a year. The SENCo summarises these comments and this document is sent home to parents, who are invited to contact the school if they require further information or a follow up meeting
  - the introduction of a SEND staff handbook which has guidelines on how SEND students are identified, assessed and monitored
  - changes made to the SEND policy
  - changes made to the 11+ Admissions Arrangements policy, including clear rules for exam access arrangements. Mrs Fitzhenry reported that the changed process for gathering details of SEN from primary schools had been more successful as a result of the changes
  - the drop in SEND numbers by approximately 4% last year, as a result of the change in how SEND students are defined
  - the introduction of IHPs for students with substantial medical needs

- the increase in students in the Social, Mental and Emotional Health area of need on the Pupil Needs Register. This has resulted in increased contact with CAMHS and demand for the school counsellor. Mrs Fitzhenry explained that she is specifically focusing on this area and is working on a Mental Health policy
- training undertaken by all members of the department
- comparison in numbers of students at Colyton, registered with SEND support, to both county and national figures
- increased and successful use of the Pupil Needs Register
- success of SEND students at GCSE
- creation of an exams evidence folder for extra time in exams

After a brief discussion on future plans to appoint an internal assessor, Mr Scott thanked Mrs Fitzhenry for her report and queried whether her visit to MASH had been of benefit. Mrs Fitzhenry expressed her satisfaction with the visit and her admiration for the personnel involved. Mr Merrett, who had previous contact with MASH, concurred that it was an excellent service.

Mrs Fitzhenry left the meeting at this point.

## **5. Matters Arising**

### **(a) Item 10 Data Report**

Mr Stidwell projected a copy of the Data Report circulated prior to the March Admissions Learning and Standards Committee meeting. He explained that the Ofsted Inspection Dashboard is a summary document that gives an overview of the key points outlined in the Ofsted 2015 Raise Report and focuses on performance over the last three years.

Mr Stidwell reported that there has been a move away from previous thresholds to a focus on value added measures i.e. how the students have achieved at GCSE, in comparison to the level predicted for them, based on their KS2 test scores.

Mr Stidwell then drew the attention of the Committee to the following points:

- Overall Colyton's value added scores are significantly and consistently above the national average
- KS4 value added is significantly above average in four out of five subject areas
- Attendance figures are excellent, but the absence of one pupil for 74% of the academic year has impacted negatively on the persistent absence average, even though the pupil had completed their GCSEs in year 10
- In spite of the challenge in achieving high value added scores at A Level, as Colyton students achieve so highly at GCSE, A level value added is above average and no weaknesses have been identified. However, Mr Stidwell added that the DfE have issued some shadow data which shows that changed methodology will impact negatively on these results and he is investigating why this is the case
- The proportion of students making and exceeding expected progress at KS4 in Maths and English is above the national average
- Money invested in pupil premium is seen to be having an impact nationally, but for Colyton the picture is also very positive, with KS4 disadvantaged students achieving equal to or above national averages. In response to Mr Scott, who reported that his recent Ofsted training had highlighted this as a key area at inspection, Mr Stidwell confirmed that he is monitoring these figures very carefully and that currently there is regular termly tracking plus an annual report

- Some gender differences have been noted at GCSE level and these are being carefully monitored
- Data is available on how Colyton's value added compares to other grammar schools. Lt Col Dyer requested a copy of this data, but Mr Davis and Mr Stidwell queried its validity
- The drop in A Level results in 2014 has now returned to a more healthy figure
- The impact small groups can have on overall data

Mr Stidwell then drew the attention of the Committee to pages 5 to 9 in the Raise Report which are specifically targeted at Governors and then invited queries and comments.

Mr Eaton-Hart reflected that the Dashboard was extremely useful and a key document in preparation for an Ofsted inspection.

In response to a query from Lt Col Dyer, Mr Stidwell confirmed that there are fluctuating differences in the levels set by primary schools and the Colyton entrance examination results, and that these had been particularly evident in 2012 – 13 when level 6 was introduced. The value added data is based upon the level supplied by the primary school. Mr Stidwell also reported that changes are planned for assessment levels in primary schools and it is uncertain at this time how this will work. He added that more schools are now buying in CATs for initial assessment of year 7s and that this will be discussed as an option for Colyton. In response to a query from Mrs Wells, Mr Stidwell reported that CEM tests will be considered as part of the school's baseline data, amongst other things.

In response to a query by Mr Merrett, Mr Stidwell confirmed that Colyton's results have maintained their high level and any fluctuations below expected levels have immediate focus. Moving forward, the challenge is to help students move from A\* to the new level 9. Also, in response to Mr Merrett, Mr Stidwell reported that any impact of expanding the size of the school should be evident quite quickly when the performance of the new year 7s is assessed.

In response to a query from Mrs Wells, Mr Stidwell and Mr Cook confirmed that discussions concerning 2 year A levels are ongoing.

In response to a query from Mrs Linnell, Mr Stidwell reported that as Colyton students will be sitting legacy specifications in GCSE English and Maths this summer and the same age students in other schools will be sitting new GCSEs next summer, this will have a negative impact on Colyton's position in the national Progress 8 tables in January 2018. Mr Cook confirmed that the Government had insisted on this in the face of resistance from schools where GCSEs are sat early. Mr Eaton-Hart suggested that the school should publicise and explain this prior to January 2018. Mr Scott emphasised this and strongly supported Mr Eaton-Hart's point about the need for the school to act early to explain the effect which sitting the legacy versions of some GCSEs will have on the school's position in the Progress 8 tables.

## 6. Educational Visits Report

Proposed by Mrs Wells and seconded by Rev Dawson that the following educational visits be approved:

Proposed Activity	Date	Teacher in Charge	Students Involved	Destination	Cost
Visiting historic sites	15-17 March 2018 (prov.)	Justine Solomon	Year 10 GCSE History students (approx. 100)	Belgium	£200 approx.

French exchange	17 – 24 May 2017	Sam Banks Mary-Rose Hughes	Year 9 and 10 GCSE French students (approx. 36)	Villefranche-sur-Saone, Rhone, France	£350 approx.
-----------------	------------------	-------------------------------	---	---------------------------------------	--------------

In response to a query from Mrs Linnell, Mr Gregson confirmed that the History trip is one that has been regularly run, but has now been reworked with a different emphasis to reflect the new curriculum.

Mr Eaton-Hart queried why only 36 students are involved in the French exchange and Rev Dawson suggested that this may be due to a disparity in the number of French and English students.

In response to a query from Mrs Wells, Mr Cook confirmed that the cost of the trip is usually over estimated to allow for fluctuations in the exchange rate and was like to include the cost of excursions in France. Historically, refunds have been issued.

Action:

AR to ensure it is clear whether future requests are for repeat, reworked or new trips.

**7. Term Dates Approval**

The term dates were approved at a previous ALS Committee meeting.

**8. Development Plan**

Mr Gregson reported that the development plan discussions are at initial stages and will be progressed at the SLT meeting on 22 June. Mr Harris will be attending this meeting.

Action:

AR to add to the agenda of the autumn term meeting.

**9. Supported Department Self Review Report**

Mr Scott drew the attention of the Committee to the Self Review Reports from MFL and Art that had been circulated prior to the meeting.

After consideration of the MFL report, the Committee agreed that Mr Banks has worked extremely hard over a difficult period in the department and has made very positive improvements for the future. Mr Gregson suggested that this work should be acknowledged and it was agreed that Mr Scott will write a letter of thanks to Mr Banks on behalf of the Committee.

In response to a query from Mrs Wells, Mr Scott suggested that funding for the language lab software could be an agenda item for the Finance and Resources Committee, or given to the new Development Officer as a corporate sponsor project. Mr Cook reported that he and Mr Russell have been looking at the best way forward since the previous software company went out of business.

The Committee expressed satisfaction with the Art Review. Mr Scott drew the attention of the Committee to one of the improvements highlighted in the review, concerning an upgrade to Photoshop. He explained that upgrades are no longer available as this software is now only sold by subscription to a cloud version. He suggested that funding for this may also be a suitable project for the Development Officer.

In response to a query from Mr Eaton-Hart, Mr Cook confirmed that storage of A level coursework is being addressed through improved management of older work.

Action:

Mr Scott to write to Mr Banks

Mrs Wainwright and Mr Cook to consider suggestions for the Language Lab provision and suggest a way forward

## **10. Risk Register**

Mr Scott drew the attention of the Committee to the Risk Register and supporting paper circulated prior to the meeting. Mr Cook reported that the Academy is required to hold, and to regularly review, a Risk Register which identifies, assesses and controls the risks to which it is subject. The current Risk Register, dating from 2011, has been reviewed and formatting and content changes considered and agreed by the Chairs Committee.

Mr Scott confirmed that this has been discussed at other Committee meetings and it has been agreed to adopt colour coding (red, amber and green) to highlight the risks. The Risk Register will be a standing item on all future agendas and red / amber risks discussed each time. Green risks will be reviewed annually. Mr Cook will provide the Register, as a pdf, prior to each meeting and guide the Governors to any changes. Once Governors have access to the school Intranet the document will be available to them online. In response to a query from Lt Col Dyer, Mr Cook confirmed that any comments regarding the Register between meetings should be emailed directly to him.

Mr Scott thanked Mr Cook for the paper detailing the definitions of the five levels of likelihood and impact and asked that this be circulated to the Committee.

Action:

SC to circulate definitions paper to Committee

AR to add Risk Register to all future agendas

## **11. Succession Planning Statement**

Mr Scott reminded the Committee that it had been agreed to discuss succession planning at the summer meeting, instead of the autumn, to give time for thought and discussion prior to the election of Chairs and Vice Chairs in the autumn. This is however complicated by the current Governance Review. Mr Goscomb confirmed that succession planning will form part of his work and it was agreed to postpone succession planning until after the Governance Review is presented in September. Mr Merrett reported that he felt it is very healthy that this subject is being discussed and reviewed.

## **12. Policies for Review**

Proposed by Mrs Linnell, 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) Sex Education Policy and Statement**

In response to a query from Mrs Linnell, Mr Cook explained that the Sex Education Statement is a statutory requirement and must appear on the school website. Mrs Linnell queried whether there should be a link indicated between this policy and the school's online safety policy.

Action: AR to liaise with Mrs Wainwright and Mrs King to add the link between these policies

### **(b) Complaints Policy**

The Committee discussed the level of complaints dealt with by the school and Mr Cook confirmed that only 2 parents had lodged formal complaints over the last 10 years although one of these had submitted several complaints. Most issues are concerns rather than formal complaints and are dealt with informally. He concurred with a comment by Lt Col Dyer, that managing issues, such as social media discussions outside of the school, do present a challenge.

The importance of training for Mrs Robinson in handling the complaints process was discussed and agreed.

Action:

AR to amend minor typographical error; page 2 line 3

SC and CB to organise training for Mrs Robinson

### **(c) Curriculum Policy and Statement**

In response to a query from Lt Col Dyer, Mr Gregson confirmed that Music is still being offered at A level and will be run on a reduced timetable as it is a small group.

(d) Links – Parents

Action:

Mr Cook to add in a sentence concerning the governors' annual report

(e) Primary Liaison

Approved

(f) SEND Local School Information Report

Approved

**13. Any Other Business**

Link Roles

In response to a query from Mrs Linnell, Mrs Wells, Mr Merrett and Rev Dawson confirmed how useful their link roles have been.

Mrs Wells explained that although she didn't feel she was actively contributing to the SEN department at this stage, she has found it extremely interesting to get an understanding of the whole SEND picture. She expressed her opinion that Mrs Fitzhenry is doing a fantastic job.

Mr Merrett concurred with Mrs Wells that he did not feel he was adding value to the Science department at this stage, but it was extremely useful to see the whole strategic picture. In relation to his Data Governor role, Mr Merrett commented very positively on his discussions with Mr Stidwell.

Rev Dawson (Safeguarding Governor) reported that to date she has had two meetings with Mr Bush. She plans to come in to school each half term for future meetings and to meet with the whole safeguarding team.

The opportunity for governors to attend safeguarding training from 9 – 11am during the school's staff development day on Wednesday 6 July was highlighted.

**14. Next Meeting**

To be confirmed.

Signed:	<i>Mrs Dawson</i>	(Chairman of Committee)
Date:	<i>2.11.16</i>	