

Colyton Grammar School

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

Date of Meeting: Wednesday 22 February 2017

Venue: Headteacher's Office

Present:

Trustees	Dr C Bastin, Mrs S Burns-Price, Rev H Dawson (Chair), Mr G Davis, Lt Col T J Dyer, Mr T Harris, Mrs L Linnell, Mr B Merrett, Mr R Scott, Mr B J Sindall and Mrs V Wells
Staff	None
Visitors	Mr I Griffin and Mrs S Kastner
Secretary	Mr S R Cook

Item	Minute	Action
1	Disclosure of Interest	
	There were no disclosures of interest.	
2	Apologies	
	Apologies were received from Mr A Eaton-Hart and Mr B Merrett.	
3	Approval of Minutes of Meeting held on 2 November 2016	
	These were approved and signed.	
4	Matters Arising	
4(a)	<i>Item 6(a): Provision for Language Lab</i>	
	Mr Cook reported that Mr Russell has identified two possible software solutions, one involving specific Language Lab software at a higher price, and a lower priced generic system which can be adapted to provide many of the required features. Dr Styles, the Development Officer, has also recently identified potential funding for this project and is liaising with Mr Banks and Mr Russell in order to take this forward.	
4(b)	<i>Item 12: Curriculum Presentations to the Board</i>	
	Rev Dawson reminded the Committee that the Governance Review included a proposal to move Curriculum Presentations to separate Board Focus Evenings. Mr Cook reported that a revised Governing Body Yearbook will be considered at the Board meeting in March and that a decision on a Focus Evening for the summer could be taken at that point.	Secretary
	There were no other matters arising	

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	<p>In response to Dr Bastin, Mr Sindall reflected on the importance of balancing the need to make sixth form provision efficient with the fact that post-16 education currently requires a subsidy from the 11-16 budget – and so it may be necessary to consider contracting the Sixth Form at some point.</p> <p>Lt Col Dyer thanked Mr Harris for the way in which the consultation process had been conducted. Mr Harris agreed that in future it would be beneficial to inform all parents about a Sixth Form consultation.</p> <p>In response to Mr Griffin, Mr Harris agreed that a webinar may provide an effective way of communicating with parents.</p> <p>Dr Bastin reminded the Committee of the Governance Review recommendation to communicate more effectively with parents.</p> <p>In response to Mr Griffin, Mr Harris suggested that he would communicate with existing parents explaining the statutory protection for existing students progressing to the Sixth Form.</p> <p>Rev Dawson emphasised the role of trustees in communicating effectively about admissions policies.</p> <p><i>RESOLVED: Proposed by Mrs Wells, seconded by Dr Bastin and unanimously agreed that the draft Admissions Policy for September 2018 and the Sixth Form Admissions Policy for September 2018 should be approved.</i></p>	<p>Headteacher</p> <p>Headteacher</p> <p>ALL</p>
7	Annual Review of KS3, KS4 and KS5 Structure and Provision	
	<p>Mr Harris reminded the Committee of the forthcoming Training Evening focusing on “Changing Curriculum Structures”. He focused on the following:</p> <ul style="list-style-type: none"> • The potentially large number of changes arising from the expansion to the five forms of entry and the change to a standard 3 A Level programme against the background of severe financial challenges • Some specific possibilities for future consideration • A number of proposed changes to the curriculum for 2016/17 including <ul style="list-style-type: none"> - Reducing Design and Technology in Years 7 and 8 from 3 to 2 periods - A fixed PSHE lesson of standard length, rather than a shorter, floating PSHE period as current - Changes in the use of Language Support time - Continuing the enrichment element in Year 9, but giving additional time to English and Maths in Years 10 and 11 	

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10	Risk Register									
	<p>Rev Dawson and Mr Cook drew attention to the papers which had been circulated prior to the meeting as follows:</p> <p>(a) A paper explaining the Risk Register and suggesting key review questions</p> <p>(b) The Risk Register, filtered to only show risks pertinent to the Staffing Committee and colour coded as previously agreed</p> <p>(c) A Review Report showing the elements that have changed on the Risk Register since the last review.</p> <p>Mr Cook drew attention to the only change in the Risk Register since the previous meeting, with the addition of a reference to the support of the Education Welfare Officer (EWO) in relation to ensuring the school is aware of its statutory obligations for safeguarding.</p>									
11	Safeguarding									
11(a)	Annual Safeguarding Children Report and DBS Checks Report									
	Rev Dawson drew the attention of the Committee to the papers which had been circulated prior to the meeting and thanked Mr Bush for his very significant contribution.									
11(b)	Appointment of a Safeguarding Deputy Trustee									
	<p>Rev Dawson reminded the Committee of the recommendation from the Safeguarding Audit completed in the summer of 2016 that a Deputy Safeguarding Trustee should be appointed, reflecting the importance of this issue.</p> <p><i>RESOLVED: That Lt Col Dyer should be appointed as Deputy Safeguarding Trustee</i></p>									
12	Educational Visits									
	<p>Rev Dawson drew the attention of the Committee to the schedule of proposed residential Educational Visits circulated prior to the meeting.</p> <p>In response to</p> <p><i>RESOLVED: Proposed by Mr Scott, seconded by Mrs Linnell and unanimously agreed that the following Educational Visits should be approved:</i></p> <table border="1"> <thead> <tr> <th>Trip</th> <th>Dates</th> <th>Students</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>F1 in Schools Competition</td> <td>29 to 30 Mar 2017</td> <td>6 x Y12 students</td> <td>TBC – minibus and accommodation funded by team sponsorship</td> </tr> </tbody> </table>	Trip	Dates	Students	Cost	F1 in Schools Competition	29 to 30 Mar 2017	6 x Y12 students	TBC – minibus and accommodation funded by team sponsorship	
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