

**The Minutes of the Curriculum Committee Meeting
Held on Thursday, 18th January 2018 at 5.30 pm**

Present

Tahir Darr (TD);
Steven Mackay (SMK) Headteacher;
Michelle O’Doherty (MO);
Ruth Henry (RH).
Nick Regan (NR) (Chair of Curriculum Committee);
Stuart Weatherall (SWe).

1a. There were no apologies.

1b. Absent: Duncan Giles (DG)

1b. The meeting was **Quorate**.

1c. There were no **Declarations of Interests**.

1d. In attendance

Matthew Brookes (MB), Leader of Learning (Mathematics, Computing and Business);
Tom Davies (TD2), Governor;
Patrick Heuff (PH), Deputy Headteacher;
Jessica Lobbet (JL), Assistant Headteacher;
Marya Marriott (Clerk);
Kelly Ogden (KO), Governor.

1e. Notification of Any Other Urgent Business. There were no additions to the published agenda.

2. Presentation: Head of Maths Faculty

MB’s paper, *Maths, Business and Computing Report to Governors January 18th 2018* was circulated. It was noted that MB had only recently joined the school (September 2017); the Faculty comprised 14 members.

MB supplemented his report with the following information:

- a. The report provided an overview of the outcomes of the Faculty’s mock exams, held in December 2017; the results were acceptable but work to improve all 3 areas would be done.
- b. Aspirational targets had been set for all 3 subjects; the targets had been broken down to class and pupil level.
- c. There would be a determined push to ensure the quality of teaching and learning was consistently high; Year 11 would be a focus.
- d. High academic expectations of the MABLE (more able) group would be emphasised; the school had a large number of students in the group; MABLE outcomes had significant impact on the school’s performance data.
- e. Three key levers for improving Oldfield outcomes were identified: raising attainment and progress for all pupils; effective use of mock exam data; precisely targeted interventions.

- f. Students were encouraged to use activities at home e.g. the school subscribed to PiXL Maths App, which provided practice questions and gave feedback; students had been very positive about its introduction and individuals had undertaken c200 tasks over 4/5 weeks.

Governors asked: is PiXL supplementary to homework?

A: Yes – students can access it via mobile phones or tablets.

Governors asked: Are any students not using the app?

A: Some are not engaging – some are high fliers, others are ‘hard to reach’.

Governors asked: Do you promote the app’s use to parents?

A: Yes. We will also be flagging it up at parents’ evenings. Our main focus is what happens in lessons but supplementary activities help. We are also evaluating teaching practice to ensure high quality and we are creating resources to support staff.

- g. The staff quality assurance process, set up by SMK, was being applied. MB aimed to observe staff teaching 3-4 times. A rigorous and methodical approach to support and challenge of staff was in place. More staff were meeting the Oldfield Standard than in September 2017.
- h. Lunchtime opportunities to discuss teaching and learning had been introduced; so that professional discourse and the sharing of good practise was embedded in Oldfield life.
- i. Post -16 applications for all 3 subjects had increased; it was noted that maths applications (and results) were very important for recruitment. Overall, there had been 150 applications to join the 6th Form.
- j. More students were undertaking foundation maths – staff were doing more to ensure that students were in the right tier, quickly.

Governors asked: When is the decision about tiers made?

A: Year 10. We are also introducing Core Maths, which extends knowledge and includes real life topics such as mortgages.

- k. It was noted that there had been big changes to assessment; the school was building a cumulative model. Students were spending more time on areas where they needed to practise and embed learning so that it wasn’t forgotten.
- l. Core Homework was being considered by staff; it was envisaged that a collective approach and the creation of similar tasks would improve marking and feedback.

Governors asked: Are you confident in the exam predications for 2018 are accurate?

A: We have used real data and the correct grade boundaries, reasonably robust systems are in place; we are fairly confident that actual results will be better than predictions.

Governors asked: There seems to be a quite a difference between the maths and business studies mock results – why is that?

A: Business Studies has a stronger cohort this year. In maths, students did the full paper and it was marked as a full paper; business studies focussed on more recent content. Another round of mocks is planned.

Governors asked: Why is there increased interest in post-16 maths?

A: It feels like there is a groundswell of students wanting to stay on and it has influenced others.

Governors asked: Have you got everything you need to deliver good results?

A: I think so. There are some challenges but it is quite fund. We are ambitious and know what level of results we should be getting.

Governors thanked MB for his report; MB and KO left the meeting at this point (6.10 pm.)

3. The Minutes of the last Curriculum Committee Meeting (12th October 2017)

The minutes were agreed to be a true record of the meeting; they were signed by the Chair of the Committee.

4. Matters arising from the last meeting. (Please see page 6.)

5. Whole-School Headlines

SMK summarised:

- a. Analysis of the school's latest (current) assessment data had been delayed due to illness.
- b. School league tables, based on GCSE results, had been published with new Progress 8 and headline data. The new data dashboard was due to be published on 28th January 2018. All data was historical.
- c. It was noted that a large number of Oldfield students entered for the ECDL (European Computer Driving Licence). The qualification had boosted Progress 8 data. Students and parents valued the course but it would not be included in schools' performance tables beyond summer 2018. The qualification would no longer feature in the school's curriculum.
- d. It was noted that 16 children had left the school after Year 9. The local authority made parents aware of the wider range of options available from Year 10. Some of the group had left to join provision which better suited their needs, for example, Studio Schools, but were never pushed (off-rolled); when places became vacant in-year, the school was often allocated students who had been off-rolled from other providers. SMK had requested a full analysis of the reasons for students' departure.

Governors asked: Has the Progress 8 data tool been corrected?

A: Yes. But we are still using the same dataset so it is not helpful. Attainment 8 is fine.

6. SEF (Self Evaluation Form)

The SEF had been updated (January 2018) and loaded on to GovernorHub prior to the meeting.

It was noted that the school judged itself '2' (Good) across all areas.

It was noted that a value (%) was missing from bullet point 1 of the students' section. **Action: SMK**

Governors asked: What do we need to get from Good to Outstanding?

A: Improve outcomes. There is significant work to do.

Governors asked: How will the SEF be validated?

A: It has been agreed that Chris Healy (External Adviser) will visit 6 times each year and focus on a specific areas: MABLE; attendance; marking, behaviour for learning.

NR informed the meeting that he would attend the Adviser visits along with other governors. The Adviser would provide a report to the full Board at the end of the academic year. Governors would be asked to report on their Link Governor visits. **Action: NR** to forward a schedule of governor visits.

It was agreed that the visits' schedule and foci would be discussed at the next full Board meeting.

Action: NR/SMK

Governors asked: How aware are staff of the SEF?

A: Although it is discussed in detail by the senior leadership team staff in general won't be aware of it – but it would be useful to share it. **Action: SMK**.

7. School Improvement Plan – Progress against KPIs (Standing Item)

The plan had been updated and loaded on GovernorHub prior to the meeting.

It was noted that the plan corresponded to the committees' KPIs (key performance indicators) to ensure that language and responsibilities were consistent. Progress was evident (and rag-rated).

8. Review Effectiveness of Pupil Premium Funding

Two documents had been loaded on GovernorHub:

- Intended use of additional Pupil Premium funds 2016-2017.
- Intended use of additional Pupil Premium funds 2017-2018.

(It was noted that Student Outcomes KS4 table in the 2016-17 table had typographical errors. **Action PH.**)

PH reported:

- a. The gap in progress was smaller when compared to previous years but there was still work to be done.
- b. The area that would make the biggest impact on the learning gap is consistently high-quality teaching and learning.

Governors asked: Have we changed anything since last year?

A: We have more bespoke approach including identification of individual barriers to learning and support packages. We are clear that a whole-school approach does not work. We have to look at individuals' needs as well as teaching and learning. A profile for every student has been drawn up.

Governors asked: Who draws up the profiles?

A: Leading members of the Pastoral and SEND team.

Governors asked: What would happen if a leading member of the Pastoral team left?

A: We have systems in place.

Governors asked: Is attendance better further down the school?

A: Yes – it is the biggest barrier for the PP group in Year 11. A member of staff has been assigned extra hours to focus on that area.

Governors asked: Is the planned spend for this year the same as last year?

A: It is very similar. There is an increase in maths spending.

9. Special Educational Needs

A detailed 2017-2018 SEND Interim Report, prepared by Margaret Roberts, Inclusion Manager, had been loaded on GovernorHub in advance of the meeting.

Governors noted that students progress in this group was carefully tracked. All students were making progress and the impact of interventions could be seen.

Governors asked: Should we draw any conclusions from the fall in the number of students with EHCPs (Education Health Care Plans)?

A: No. There was a particularly high number last year. However, it is becoming much harder to secure funding due to reduced local authority funding. There were more LAC (Looked After Children) as well; we have at least 6 applications for LAC children for next year.

Governors asked: What should we infer from that?

A: That LAC children are choosing us a good place to go to school.

10. Implementation of General Data Protection Regulation (GDPR) Requirements

PH reported that a consultant had visited during December 2017 in order to identify issues for the school to address. An action plan had been drawn up, some things within the place were quick wins; others were longer term objectives. Identification of permissions for data use, staff training and the update of policies to take account of GDPR were some of the items to be addressed. It was confirmed that GDPR had been added to the Risk Register; the risk was 'owned by the Finance & General Purposes (F&GP) Committee.

It was agreed that progress with the GDPR Action Plan would be an item on the next agenda (April 2018).

Action: PH/SMK

11. Review of Policies

There were no policies for review at this meeting.

12. Review of Risk Register (Standing item)

It was noted that action to treat R15 was on track.

13. Revised Terms of Reference (TORS) and KPIs

NR and SMK had met to review the KPIs. The KPIs reflected the School Improvement Plan priorities relating to the curriculum. NR reported on changes.

A SIP (School Improvement Plan) Curriculum Pillar KPI had been added:

- *'Participation levels in extracurricular activities are higher than in 2016-2017'.*

Two SIP Community Relations KPIs had been added:

- *Cluster events take place and feedback is positive from partner schools.*
- *BET [Bath Education Trust] partnership events take place and feedback is positive.*

A SIP Leadership KPI had been added:

- *Student leadership is judged as being at least good.*

It was agreed that the document would be checked against the Scheme of Delegation and sent to the full Board for approval. Action: Clerk.

The meeting ended at 7.15 pm.

Dates of the next Curriculum meeting: Thursday, 26th April 2018, 5.30 pm

Items for the next agenda:

- Presentation by Head of Communications Faculty: Action PH
- SEF – SMK
- Review of Home-School Agreement - SMK
- Review of Teaching & Learning Policy - SMK
- Review of KPIs – Standing Item for each agenda - All
- Review of Risk Register (Curriculum Items) – Standing item for each agenda – All
- Progress with the GDPR Action Plan - PH

Membership: Tahir Darr; Duncan Giles; Ruth Henry; Steven Mackay (Headteacher); Michelle O'Doherty; Nick Regan (Chair); Stuart Weatherall.

In attendance:

Patrick Heuff, Deputy Headteacher; Graham Nash, Head of 6th Form; Marya Marriott, Clerk.

4. Matters arising from 12th October 2017

Item 7. Review Terms of Reference (TORs) and Scheme of Delegation

It was agreed that **ToR 3** would be amended:

“To ensure quality of opportunity and support for all students, ensuring there is appropriate challenge for both MABLE and SEND students”. **Action complete.**

The committee agreed that ‘quality’ should read ‘equality’. **Action complete.**

ToR 9 To recommend to the Governing Body the times for start and finish of the school day.....

It was agreed that the Governing Board would approve any change but detailed discussion about the impact of changes would take place at the Curriculum Committee.

The Clerk had identified some adjustments to procedural items. **Action: Clerk.**

Item 7. KPIs (Key Performance Indicators)

It was agreed that the KPIs would be reviewed separately to ensure consistency with the Terms of Reference, the SDP and school terminology e.g. Heads of Faculty. **Action: NR/SMK.**

2017-2018 Schedule for Head of Faculty Presentations

3.1 Mathematics Faculty – 18th January 2018

3.2 Communications Faculty – 26th April 2018

3.3 PE, English, Humanities or Arts for 5th July 2018.

Action ongoing: PH.

Item 9. SEF (School Self Evaluation Form)

It was agreed that this item would be deferred to the next Curriculum Committee meeting. There would not be major changes; the school’s key priorities would remain the same. **Action: SMK**

Item 10. SDP (School Development Plan)

It was agreed that monitoring progress against KPIs would be a standing item on the Curriculum Committee’s agenda; the focus would be on ‘red’ items i.e. those not on target. **Action: SMK/NR**

Item 11.2 Attendance

Governors asked: Of which type of absence do we have too much?

A: Further analysis will be needed to answer that question fully. The school does not have much absence due to term time holidays. **Action carried forward: S Mills** (Head of Inclusion).

Item 12. Pupil Premium Update

The new Pupil Premium Statement identifying how the funding would be spent in 2017-2018, together with an evaluation of the impact of interventions used in 2016-2017, was ready for publication on the school’s website. It was agreed that the finalised statement would be circulated to the Committee.

Action: SMK [Both items had also been loaded on GovernorHub.]