

**The Minutes of the Curriculum Committee Meeting
Held on Thursday, 5th July 2018 at 5.30 pm**

Present

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

1a. Apologies were received and accepted from Duncan Giles (DG).

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

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

1d. In attendance

Patrick Heuff (PH), Deputy Headteacher;
Marya Marriott (Clerk).

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

2. The Minutes of the last Curriculum Committee Meeting (26th April 2018

The minutes were approved; they were signed by the Chair of the Committee.

3. Matters arising from the last meeting. (Please see page 7.)

4. Whole-School Headlines

SMK summarised:

Year 11: Good outcomes were expected - 80%. English and maths predictions were probably more robust especially maths; the quality of moderation raised levels of confidence in maths predictions. Predictions for maths were not as high as those for English but teachers were very confident.

Bucket 2 subjects included the new GCSEs; there was uncertainty about predictions because previously course work had supported final grades - grades were now entirely based on the outcomes of exams. However every school was in the same position.

Open Bucket: Again there was uncertainty because of changes to GCSEs.

Ebacc: A lot more students have been entered (70%) - 50% were expected to pass.

Progress 8: -16. It was noted that the EDCL (European Computer Driving Licence) had increased the score in 2016-2017; the EDCL had been discontinued.

ALPS: The data indicated that grade 4 and above would be achieved, without EDCL (2016-2017 - grade 6). This would be a good outcome but the actual position would not be known until the PiXL (Partners in Excellence) meeting in Term 1.

English and maths - 80% grade 4+; 60% grade 5+.

In 2016 to 2017 69% had achieved A-C grades. It was noted that the current cohort was More Able.

The current Year 10 was less able: 70% 4 +; 56% 5 +; 53% Ebacc. There had been a loosening of the requirement for students to take the Ebacc.

Pupil Premium outcomes for year 10 did not look promising (.66). A significantly sized group of pupils had joined the school from BCA (Bath Community Academy) during the year. It was noted that Ofsted would accept data relating to that group being presented separately, because Oldfield school had not had time to show the impact of its work with that group.

SEND (Special Educational Needs and Disability): The group was included in the data dashboard; the picture was similar to that for pupil Premium.

Ethnic Minority Data (Year 11, 2016-2017)

Black African and Black Caribbean students were the lowest performing groups in the local authority area. At Oldfield, students in those groups, both last year and in the current year had performed well. However the picture was not as good for the current Year 10. The relevant data had been added to the data dashboard.

Governors asked do we track other students in those groups?

A: We have very small numbers in those groups so it is difficult to provide enough data. The school is not a significant contributor to the overall picture.

EAL (English as an additional language): There was one student in that group.

Governors asked what's making the difference between Year 10 and Year 11 achievement?

A: Poor student attitudes to learning, particularly some Year 10 girls.

It was noted that students from ethnic minority groups and students supported by Pupil Premium were over-represented in disciplinary cases. As the school's catchment area shrank it had become less diverse, which was not a positive development.

SMK advised that he would include a written update as part of his Headteacher's Report to the full Governing Board on 16th July 2018. **Action: SMK**

5. Participation in Extra Curricular Activities

It was agreed that a written report would be circulated after the meeting. **Action: SMK/J Lobbett.**

6. Staffing for 2018-2019

An analysis of the hours per subject was shared.

There would be:

307 teaching periods in Year 12.

151 teaching periods in Year 13.

There would be twice the demand for teaching time for three times as many students ie more cost-effective use of the teaching resource.

There would be 58 periods overstaffed ie 1.5 fte teachers - this largely related to PE but there was a small amount of over-staffing in MFL (modern foreign languages) and in English.

Governors asked: Would it be helpful if a teacher left?

A: Not if they taught a specialist subject which could not be covered from the existing over-staffing.

Governors asked: Is this model efficient?

A: It should be more so than the current model.

Governors asked: Do you need slack in the system so that you can cover sickness?

A: No. Cover supervisors would be more cost effective; this model is more expensive but it is useful for understanding Years 12 and 13.

Governors asked: Would it still work if 80 students joined Year 12?

A: Yes - class sizes would still be below 12.

Governors asked: What happens if next year's Year 12 numbers stay at the same level?

A: We would try to recruit some staff from EPQ (Extended Project Qualification).

Classes will be a similar size but students may choose different options. Assuming there were no staff changes and we keep 7-form entry there will be 20 periods of surplus teaching; in theory we would not need to recruit more teachers. However it has been extremely difficult in relation to teaching space; it would not be possible to increase above 7-form entry without building additional space.

Governors noted that the model included slightly more time for humanities, psychology, music, dance and computing.

Governors asked: Why does maths have 22 extra periods?

A: There are 2 teaching groups in the main school and we will probably add an extra maths class to Year 11.

Governors asked: Does the model take into account the 5 NQTS (newly qualified teachers) who should achieve qualified teacher status?

A: No - if they all stay on we would have an additional 20 periods of teaching time.

Governors asked: Is recruitment complete?

A: The only gaps are in humanities and a second in maths; we have made a temporary appointment to that maths post, we will advertise the position in January 2019. Other posts in maths, MFL and science have been filled.

7. SEF (School Self-Evaluation Form)

SMK advised that over the summer holiday period the SEF would be updated to include: 2017-2018 exam results, More Able, More Able Boys and SEND.

It was anticipated that the examination results would reinforce the narrative, which would not be changed. Once the SEF had been completed it would be shared with all staff.

It was agreed that the revised SEF would be discussed at the next Curriculum Meeting. **Action: SMK**

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

The plan would be closed down and preparations made for the new academic year. The plan would be shared at the Full Governing Board meeting. **Action: SMK**

KPI's (key performance indicators)

- **Deliver a broad and balanced curriculum**

This was ongoing action; there was no update at this point.

- **School Headlines.**

This had been addressed at item 4. In addition there had been presentations from the Heads of Faculty for maths, science and English.

- **MABLE (More Able)**

An update have been provided at the last Curriculum Committee meeting, and also at the May 2018 full Governing Board meeting.

- **Development of Curriculum and Staff.**

This has been completed.

- **Curriculum- related policies.**

This work was ongoing, in line with the school's review cycle.

- **Pupil Premium**

A review would be carried out in September 2018, after the examination outcomes were known.

Governors asked: Did Chris Healy (External Adviser) undertake a review of pupil Premium?

A: Yes.

- **Student Voice**

There was nothing to report at this meeting.

Governors asked: Are all reports to parents electronic?

A: Yes we provide 5 each academic year.

- **School Improvement Plan Targets**

The SLT (senior leadership team) would meet on 11th of July to review the current year's targets and identify targets for 2018-2019.

- **Homework.**

Feedback from the parent survey indicated that there were fewer issues. However some parents felt there was now too much homework for some students.

Governors asked: How do you monitor the quality of the homework being set?

A: Lucy James (Assistant Headteacher) leads this area. SLT line-manages through Leaders of Learning. The system for homework can be seen by parents, who would let the school know if work was not being set or not being set up an appropriate level. Students must manage the themselves and their time. Parents have log-ins to the school system and can check whether their child has homework.

- **PHSE**

This area of the school was now very effective and was included in every year group's timetable.

- **Retention of Sixth Form Students**

Retention had been good, just two students have left the school mid year, for personal reasons.

Governors asked: How do you monitor the marking of homework?

A: Each department decides its own system. It is linked to the amount of time each child is seen in each subject, so there are variations according to the subject and the amount of hours taught. However all staff know that they must apply the school policy.

Governors asked: Will the data from the parent survey be shared?

A: Yes - it will be sent to the next full Governing Board meeting. **Action: SMK**

9. Review of Home School Agreement

The revised document, 'behaviour for learning' had been devised by Lucy James; it was circulated at the meeting. The new, succinct, document was very clear. It was noted that the school had moved away from asking parents to sign a document but it would be included with school planners.

Governors asked: How do we ensure parents have read and understood the document?

A: We can't hold them to it so we have decided to stop asking them to sign.

Governors asked: Did many parents signed the agreement in the past?

A: Some did.

10. Review of Policies

There were no policies due for review at this meeting.

11. Review of Risk Register (Standing item)

R14 - GDPR (General Data Protection Regulation): PH confirmed that the school was compliant but work related to this issue would be ongoing.

Governors asked: Has a DPO (Data Protection Officer) been appointed?

A: Not yet - we are exploring the possibility of introducing a reciprocal agreement with Newbridge Primary School, which would be cost-effective.

R15 - Ofsted: Robust self-evaluation had led the school to judge itself to be '2' (Good) in Ofsted terms. The SLT had started to reflect on the lessons to be learned from other schools' recent inspections. It was agreed that governors would need to be fully prepared to answer inspectors' questions. **Action: SWe.**

12. Proposed Curriculum Committee Meeting Dates – 2018-2019

- Thurs 11th October 2018
 - **WEDS** 16th January 2019
 - Thurs 25th April 2019
 - **WEDS** 3rd July 2019.
- The schedule was approved. Meetings would start at 5.30 pm

13. Sequence of Faculty Presentations of the Curriculum Committee for 2018-2019

The following cycle was agreed:

- Term 1 - Humanities
- Term 3 - Creatives
- Term 5 – PE. It was agreed that presentations would then follow the previous cycle:
- Term 6 - Science

2019-2020

- Term 1 - Maths
- Term 3 – Communications.

14. Any Other Business

14.1 The most recent School Improvement Report by Chris Healy, External Adviser (23rd April 2018) was circulated.

14.2 Patrick Heuff, Deputy Headteacher

Patrick was leaving the school to take on a Headship position. The Committee members offered Patrick their sincere thanks for his extremely valuable and effective contribution to the school. He would be missed by everyone.

The meeting ended at 6.45 pm.

Items for the next agenda:

- Presentation by Head of Humanities Faculty - SMK
- SEF – SMK
- Review of KPIs (Standing Item)
- Review of Risk Register (Curriculum Items) (Standing item)

APPROVED

Item 3. Matters Arising

From 26th April 2019

Item 3. [Post meeting note: it was agreed that JL would be asked to make her presentation at the next full governing board meeting. **Action: SMK]**

Item 6l. Whole-School Headlines.

Data on participation in extra-curricular activities would be shared with the committee. **Action: SMK/JL AGENDA**

Item 10a. Careers Policy.

The committee agreed that the policy would be adopted. The next review would be scheduled for 2021.

Action: SMK

Item 10b. Teaching & Learning Policy

Governors asked: Is the Oldfield Standard available as part of the policy – should it be an annex?

A: Yes. **Action: LJ**

Item 10b. Governors asked: Will there be guidance on the quality assurance document?

A: Yes, we have planned for that. **Action: SMK**

Item 11. Review of Risk Register (Standing item)

It was agreed that Lockdown Procedures would move to the Finance & General Purposes Committee's remit.

Action: SMK [The Clerk would update the Terms of Reference and Scheme of Delegation.]

Dates of the next Curriculum meetings: To be confirmed. **Action: Clerk AGENDA**

Items from 18th January 2018

Item 6. SEF (Self Evaluation Form)

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**

Item 6. 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 ongoing: SMK.**

Item 8. Review Effectiveness of Pupil Premium Funding

- 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.**)

6TH JULY 2017

Item 12(a). Any other URGENT Business.

SMK was investigating the introduction of a school dog. **Action: SMK.**