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| **GOVERNOR SERVICES: EDUCATION QUALITY AND PERFORMANCE SERVICE**  **CHADWICK HIGH SCHOOL (01149)** |

Minutes of the Curriculum, Standards and Effectiveness sub-committee meeting held by video conference on Monday, 12 October 2020 at 4pm.

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| **Present:** | |  | **Professor A Gatrell (Chair)** | |
|  | |  | **Mr D Grist** | |
|  | |  | **Ms D Gudojc** | |
|  | |  | **Mr A Jarman** | |
|  | |  | **Mrs K Jarman** | |
|  | |  | **Doctor A Magee** | |
|  | |  | **Mr R Slaughter** | |
|  | |  | **Mr A F Smith** | |
|  | |  | **Mr A Murray (Headteacher)** | |
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| **Also Present:** | |  | **Mrs V M Morris (Committee Adviser/Clerk)** | |
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|  |  | | | **Action** |
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|  | **Apologies for Absence** | | |  |
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|  | There were no apologies for absence. It was noted that Mr Grist would be late joining the meeting. | | |  |
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|  | **Election of Chair** | | |  |
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|  | Professor Gatrell was elected chair of the sub-committee until the first meeting of the autumn term 2021. | | |  |
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|  | **Terms of Reference** | | |  |
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|  | The committee terms of reference were reviewed and approved without amendment. | | |  |
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|  | **Minutes of the Last Meeting** | | |  |
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|  | The minutes of the previous meeting held on 10 February 2020, having been circulated, were approved as a correct record and would be signed by the chair at a later date. | | | **Clerk** |
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|  | **Matters Arising from the Minutes** | | |  |
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|  | Ofsted Report (Minute 20.03 refers)  It was confirmed that Mr and Mrs Jarman had sent an article to the Lancaster Guardian, highlighting the school's progress.  Mrs Jarman agreed to write to the local MP, Cat Smith, as she felt it was still appropriate. | | | **Mrs Jarman** |
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|  | **Quality of Teaching and Learning** | | |  |
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|  | ***Remote Learning***  The headteacher referenced his written report and explained that from 22 October 2020, schools would be required to have a remote learning package in place. This would help ensure pupils were not disadvantaged in the event of a further period of lockdown due to Covid-19.  Members were interested to learn that since March all teachers had been planning and delivering lessons using Sharepoint, with all lessons available on line. Access to the Sharepoint learning platform was authorised by school. Members noted that teachers worked through the lesson on the powerpoint, observed by the students in class. Those at home (either self-isolating or absent with symptoms) were able to join remotely through TEAMS. Students communicated with staff via email.    A standard format for lesson planning had been established with teachers creating a folder for each lesson containing all the required resources and work sheets. Students stored their work in One Drive folders which they shared with staff. | | |  |
|  | **In response to a question** Mr Murray advised that there was software within Office 365 to monitor both staff and student engagement. A system was being developed to monitor progress. It was reported that some pupils were even accessing online lessons at the weekend.  **A member asked** if the headteacher was confident all the children could access the lessons. Mr Murray confirmed that they all had internet access and that those having to share a device at home had been given a laptop, thanks to the government scheme. A dongle could be provided if they did not have sufficient internet availability. The headteacher advised that the anti-virus software on the 'free' laptops was time-limited and Mr Slaughter offered to help. It was noted that many of the students liked using a laptop; some had handwriting issues and others had concession to use a laptop in the exams. A member commented that for some, the home environment was not always conducive to effective learning. | | | **Mr Slaughter** |
|  | ***Work Scrutiny***  The work scrutiny process had been adjusted to reflect current practice and a further scrutiny strand had been introduced which was based on the Government's remote learning strategy.  Exemplars of what constituted good remote learning had been gathered and would be used in feedback for appraisal. **A member asked** that detail from the work scrutiny be provided at the next meeting.  Mr Murray added that the rigour of assessment had been strengthened in case the exams were cancelled in 2021. Teacher assessments would take place every 6 weeks to provide evidence of ability. It also acted as encouragement for the students. | | | **Headteacher** |
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|  | ***Exam results***  Due to the Covid pandemic, the Y11 GCSE exam results had been based on teacher assessment. Members were informed that the majority of teacher assessed grades had been accepted by the exam boards. Mr Murray explained that in the past, a number of students had failed to sit their exams, but this year everyone had received a grade. **A member asked** if there was any information regarding the destination of the 2020 Y11 cohort. The headteacher responded that there was only one NEET (not in education, employment or training), although it was possible this person may have commenced a Prince's Trust course. A member commented that it would be useful to monitor /track them over the next few years to see how they fared. | | |  |
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|  | *Doctor Magee left the meeting at 4.25pm* | | |  |
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|  | **A member** referred to the learning lost due to the enforced school closure and **enquired** how far behind the pupils were and if there was time for them to catch up. Mr Murray advised that this would be clearer once the first set of teacher assessments were available. **Another member asked** about the delivery of vocational subjects (construction, salon and food). The headteacher explained that there was a wealth of resources on the internet (UTube etc) and students had been encouraged to watch and have a go. | | |  |
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|  | **Pupil Attendance, Behaviour and Discipline** | | |  |
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|  | ***Attendance***  Mr Murray advised that whole school attendance was currently 65%. Covid was presenting a challenge as students could be absent for long periods due to symptoms or self-isolation. No parents had refused to send their child to school.  Students on high support were coming into the school for lesson 5 and were accessing live lessons throughout the morning. | | |  |
|  | ***Pupil Behaviour***  Members were informed that in general, pupil behaviour had been excellent although a minority group took a disproportionate amount of time to manage. Most of these were new to school and were working through their issues. Boundaries for acceptable behaviour had been established. Current strategies included the use of high support (lesson 5) coupled with remote learning, off-site alternative provision, rotational teaching and key worker sessions. The headteacher reported that 25% of the days lost to exclusion were in response to one incident. | | |  |
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|  | **School Improvement** | | |  |
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|  | Members were informed that the areas for school improvement remained largely unchanged. The focus was on embedding best practice through work scrutiny, safeguarding, curriculum and leadership across the school.  The remote learning package was in place and would be further developed over time. In line with the Ofsted recommendation, all KS4 students could now choose from a wider range of courses available:  Core GCSE – English Language and Literature, Science Trilogy, Maths;  Foundation GCSE – RE, History, PE, Art;  Vocational – Construction, Salon, Food.  The off-site alternative provision courses (Army and Motor Vehicle Maintenance) were only be offered to PEX students as there were travel implications.  It was hoped that over time, the enhanced curriculum offer would result in improved outcomes for students. | | |  |
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|  | *Mr Grist joined the meeting at 4.40pm* | | |  |
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|  | **A member asked** about PSHE. Mr Murray explained that the PSHE lesson had been dropped in KS4 although PSHE activities continued in form time (based on SEAL resources.) PSHE was timetabled in KS3 and one member of staff was providing 1:1 and small group work, where appropriate.  A member commented that PSHE and health and wellbeing were likely to be a focus for Ofsted. | | |  |
|  | *Safeguarding*  The headteacher advised that there had been a significant influx of looked after children and the number of meetings and reviews was very time consuming for the safeguarding lead. The use of online meetings had been positive in reducing wasted travel time. It was hoped these arrangements would continue. | | |  |
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|  | **Confidentiality** | | |  |
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|  | Members confirmed that all matters discussed were confidential. The sub-committee considered whether any items discussed were required to be recorded in the minutes as confidential; that is, that should not be made available to the general public should a request be received to view meeting papers. No items were deemed to be confidential. | | |  |
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|  | **Date and Time of Future Meetings** | | |  |
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|  | Meetings would take place at 4pm on Monday, 8 February 2021 and Monday 17 May 2021.  The chair thanked members for their attendance and asked that thanks be extended to the staff team for their hard-work in school. The meeting closed at 4.50pm. | | |  |