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### Governing Body INTERIM EXECUTIVE COMMITTEE Minutes

**Committee: Interim Executive Committee**

**Chair: Mr S Titchard (Chair)**

**Clerk: Miss J Morris**

**Date of meeting: Friday 29th January 2016**

**Venue: School Library**

**Time: 8am**

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| **­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­Governors:** Mrs B Scott-Herron (BSH), Mr S Titchard (ST), Mrs J Griffiths (JG), Mrs L Hendry, Mr P King (PK), Mr M Grant (MG), Mrs S Brammeier (SB) |  |  |  |  |
| **Apologies:** Mrs C Findlay (CF), **In attendance:** Mr B Padgett (BP) (Diocese),Mrs R Agnew (RG) (NLG), Miss J Morris (JM) (Clerk), Mrs B Dutton (BD) (LA), Mr N Vallender (Head of English), Mrs J Powell (Head of Maths) |  |  |  |  |

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| **1****2****3** | **Welcome and Opening Prayer**Chair welcomed everyone and opened the meeting with a short prayer.**Attendance and Apologies**Apologies from Mrs C Findlay. **Declaration of Business Interests**None declared.  |  |
| **4****5****6****7** | **Confidential Minutes from meeting on 15th January 2016**Governors to submit comments to the Clerk.

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| **Actions from previous meetings** | **Owner** | **Timescale** |
| * Governors section of SIP to include KPI’s
 | ST | ASAP |
| * Dashboard of headline issues (attendance, finance, staffing, curriculum etc.) to be provided to IEC
 | BSH | Ongoing |
| * Arrange CPD evening training session on Changes to Assessment in Secondary Education.
 | JKo/JM | Date confirmed 24 Feb 2016 |
| * Arrange training for FGB
 | ST/RA | ASAP |
| * SLE and Diocesan support to be mentioned in half term 2 Teaching and Learning Report.
 | PMc | Immediate |
| * Persistent Absentee figures to show actual PA’s as well as other categories.
 | JLeo | Immediate |
| * Feedback from the teachers on the School iP System.
 | PMc | ASAP |
| * Update report on the implementation and success of Operation Encompass initiative.
 | BSH | tbc |

**Q & A Session with Head of Maths****Q – How are you building in the Literacy and Numeracy Policies into the curriculum ? (BP)**A – Seen as whole school initiative not just departmental. RAP meeting included a presentation on the policies and a baseline of where we are. Looking at our schemes for learning and our order for delivery.**Q – Are you receiving any external support ? (BP)**A – We work closely with the National Teaching for Excellency instead of working with one single awarding body. **Q Is there a system in place for managing behaviour and is it being used effectively ? (RA)**A – There is some smaller day to day lower level behaviour issues managed through the behaviour strategies. Work is being done with English Department to look at their behaviour strategies. We also use the buddy up system.**Q – Is maths still approached by students with a ‘can’t do it attitude ?’ (MG)**A – It is mostly based on a fear of failure which the results in avoidance or direct conflict.**Q – Please explain what YIPYAP is ? (JG)**A – Agency staff who are young tutors, specialists in maths undertaking work before they start University. We use them to assist with our high flyers and for those students just falling behind. Students are extracted from lessons. In years 7 and 8 it is aimed at ‘no child left behind’ strategy. Focus for Year 11 students is full question level analysis. **Q – What is the impact of the descriptive narrative and is there any supporting data ? (PK)**A - Not all the mock papers have been marked yet but early indications are showing an improvement of 10/12% from last mocks. Our most experienced teachers are being directed at Year 11 students. Weekly work scrutiny has identified 2 teachers who require support and they are now involved in weekly collaborative planning sessions and buddied up for feedback and marking. **Q – Do you have external quality assurance and validity in place ? (BD)**A – I used to do data validation checks for schools so through that network I have people who will cross moderate. We work in alliance with a number Heads of Maths from other schools.**Q – How are you managing the distinct pathways to other GCSEs ? (RA)**A – If a student meets or exceeds their pathway at grade 9, 5 and 4, the pathways are highly overlapped and students can be moved quickly. **Q & A Session with Head of English****Q – What is the impact of the descriptive narrative and is there any supporting data ? (PK)**A – The more experienced teachers have been placed with Year 11 students whoever illness is a concern. Plans were in place to employ another English teacher but we have not been able to do this. The hurdle for last year was the controlled assessment and the accuracy of the marks. This year there has been quality assurance of the controlled assessments, regular RAP meetings and taking students off timetable to ensure higher level of controlled assessment submissions. The aim is for 70% compared with 40% last year. SLE, moderation and mocks give a clearer picture. More quality and quantity of teaching to prepare for the exam. Students know exactly what is expected of them for the exam. **Q – What is the effect of the long term sickness ? (ST)**A – We are looking at a fazed return with a focus on the Year 11 students. **Q – There is shadow data for Year 10 in maths, is that the same for English as there is no clarity for data under the new measures ? (BD)**A – We have moderated the data with the support of new hub. Whilst not 100% confident, it is skills based and the data comes from benchmarking. **Q – How is the wellbeing of Year 11 students being managed ? (BP)**A – There will be another round of mocks in March where they will focus on literature as already sat 2 mock language papers. There will be a balance of to avoid mock fatigue but ensure students are fully prepared. **Q – What is being done to support the disadvantaged students who may have less time to revise ? (BP)**A – Revision guides have been purchased for pupil premium students and support is in place to go through this with them. A timetable of revision classes is being developed and how to target the right students. **Q – Is there any engagement with parents for these specific students ? (ST)**A – Weekly emails are sent in addition to the two annual parents’ evenings. **Consideration needs to be given to those students with extra time as an access arrangement as the lengthy literature exam may be a barrier for these students. (MG)** **Q – How effective is the new seating plan software ? (ST)**A – Very beneficial in monitoring where teachers sit students and is any issues can be addressed. Also used to look at how behaviour can be managed. It is displayed on the screen as students arrive into class and they have accepted where they are sitting. It depersonalises any issues.Governors extended their thanks to the Heads of English and maths and recognised the work that is being undertaken to address achievement, progress and behaviour.  **School Improvement Plan (Jan 2016)**This was updated for HMI Monitoring visit last week to include impact and progress since last visit. Deadline for Department Improvement Plans and Department Self Evaluation Forms was extended to 29th January and these are much more evaluative and less descriptive. Copies will be circulated to the IEC. **Q - Is there a Governance Improvement Plan linked to the SIP ? (BD)**A – There is a ‘Governance’ section which is backed up a Governance Action Plan and the IEC Transition Plan. **Any Other Business*** Training for governors:

An internal Governor Accreditation Programme will be delivered by RA over 4 modular sessions commencing April 27th. All governors to attend. * Initial Ofsted Monitoring Visit report

This has been received. Some inaccuracies which have been amended and returned. A written summary for staff highlighting strengths and areas for improvement has been circulated. Meeting ended at 9am

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| **Actions from this meeting** | **Owner** | **Timescale** |
| * Circulate Governance Action Plan
 | JM | Immediate |
| * Set completion date for Transition Plan (with Diocese and LA support)
 | IEC | ASAP |
| * Agree module 5 training date
 | ST/RA | ASAP |

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| **Date and time of next meeting:** | Friday 12 February 2016 at 8am  |
| **Agenda items**  | * Mock II Results (JKO)
* Staffing Update (BSH)
* Impact of proposed Living Wage by WBC (ST)
* Department Improvement Plans and Department Self Evaluation Forms (info only)
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Miss J Morris

Clerk to the Interim Executive Committee

Signed……………………………………………………………….…(Chair/Vice Chair)

Date………………………………………………………………..……