Minutes of the Curriculum and Standards Committee

Wednesday 12th January 2022 at 6.00pm

Meeting held via Microsoft Teams

Present: Dr. M. Dunn (Chair), Mr. D. Gibbons, Dr. S. Rowland, Mr. N. Potter, Mr. C. Milnes
Mr M. McKeown, Mrs H. Allison-Warby

Guests: Ms. C.Owens, Assistant Headteacher, Mr. P.Fragle, Assistant Headteacher

Minutes: Mrs A. Williams, Clerk

12/1/2022		Actions
11.	**Welcome and Apologies:** The Chair welcomed the Committee and confirmed that the meeting would start with item 6 on the Agenda.	
12.	**Declaration of interest in any items of discussion**: None	
13.	**Confirmation of the Minutes of the Previous Meeting** 15th September 2021 The minutes were agreed and adopted as a true and accurate reflection of the meeting. NP Proposed CM Seconded.	
14.	**Matters Arising from Previous Minutes**: There were two Action Points both were addressed.	
15.	**Updated Teaching and Learning Policy and Quality Assurance and 'Deep Dives'** (Claire Owens, Assistant Headteacher) CO advised the term 'Deep Dives' will now be referred to as Curriculum Reviews which is a better description of what is involved. CO confirmed that Quality Assurance needs to be useful rather than arbitrary. It starts with curriculum conversations with Heads of Department (HODs) and lesson visits looking at whether the intended curriculum for the subject is being taught, implemented and evidence of its impact. The HODs receive a schedule template ahead of the visit with various questions that may be asked. The Curriculum reviews are in the early stages with 2 per week which include senior leaders. Eventually all SLT will be involved so everyone is aware of the curriculum being taught across all subjects. Regular conversations have also taken place with students who are randomly picked. If the HODs have any queries or questions that arise from the reviews they can be explored with their Line Managers. The strength of the School is the autonomy with teachers playing to their strengths. **CM asked whether there was a common policy amongst staff regarding homework and marking?** CO confirmed there is no homework schedule in school, based on current research, well-being and work life balance The policy is that homework is set on ClassCharts and HODs ensure this takes place. Guidance is given on how often homework is set. Regarding marking, immediate and regular written feedback is given on assessed work not all classwork. **The class book work policy is that 5 pieces of work are reviewed within or at the end of every lesson and immediate feedback is given**. Parents have the ability to check homework on ClassCharts and are becoming far more familiar with the system. **MD thanked CO for her hard work and confirmed that it has been thoughtfully put together and designed to work with staff. The documention was designed to have an impact and not just an exercise**. MD reminded CO that Governors have expressed an interest in shadowing the Curriculum reviews. CO confirmed that she would like to get a few more done before inviting Governors in. **It was agreed that a date will be arranged for Governors to come in and shadow before the end of June.**	**CM/MD**

16.	**<u>Report on Student Voice</u>** (Paul Fragle, Assistant Headteacher) Together with Rebecca Crichton PF met with a group of students and asked a range of questions to gain an overview of Student Voice from each year group: Year 7 – Really positive, they felt settled and were enjoying online learning. They liked the Pastoral support and the Rewards system, although further work needs to be done regarding the Rewards system to raise awareness. They felt that behaviour was challenging when being taught by certain 'Supply teachers' Year 8/9 – Similar comments to Year 7. They liked that staff were approachable, supportive and helpful. Lots of positive comments regarding Tutors and the variety of lessons. Year 10 – Interesting feedback. Generally advised they were feeling the pressure and were worried about the impact of COVID. Again positive comments about Pastoral and teacher support. Year 11 – Felt positive, happy and relaxed. The Reward system/PROUD is not as embraced by the older students as well as the younger students. It is a newer initiative and the younger students appear more invested. Further work needs to be done to improve/promote the system to the older students, including Sixth Form. Sixth Form – Very complimentary about the teachers, how much work they get and how well they are prepared for the exams. Students feel respected and members of staff are approachable. Lots of positive comments. PF advised that going forward questions will be going to Form Tutors asking for Students' experience of how they are doing at LCHS and how the experience can be improved. Feedback will be given to Rebecca Crichton. Also meetings will take place with Year 11 students asking 'What is it you need to be better prepared for exams'. **CM asked whether there would be a School Council group across all year groups?** PF advised the initial plan is to get students comfortable talking within their own year group first and then introduce a joint group with representatives from each year. **HA-W asked what criteria was used for picking the students?** PF advised that a mixture of students were chosen from a wide range including gender, ability, SEN and pupil premium. CO advised that the School has invested in a service called Bounce Together which is a online survey package which enables us to produce various different surveys which will be beneficial for gaining further feedback from staff, students and parents. **MD suggested that we receive feedback at a future meeting to see how the service is going. AW to place on 8th June 2022 Agenda for an update.** **CM noted from the report that behaviour issues scored quite low and asked whether supply teachers were using the Behaviour Policy effectively?** MM advised that the Behaviour Policy is in place and working but there have been a few challenges in the first term regarding staff absences and the larger amount of supply staff in School. Behaviour is generally good, however the introduction of the split breaktimes proved to be unsettling for some which led to poorer behaviour in some supply classes, depending on the quality and levels of supply. **PF confirmed that all supply staff receive information on how to use classcharts, reset etc. and support is always available to them if needed as SLT have a 'live feed' when on call.** MD thanked PF for the overview and confirmed that the data provided and the student responses were very useful.	**AW**

17.	**<u>Head's Item</u>** 17.1 School Development Plan 2021/22 MM discussed the School Development Plan and advised that it is a working document which changes after each evaluation. The next review is week beginning 17th January and then again in April. **Governors requested that the School Development Plan be reviewed at each C&S meeting so they can be informed of any updates. AW to add School Development Plan 2021/22 to each Agenda.** MM advised that the Action Plan had been reviewed just before Christmas but again changes would be need to be made in light of current circumstance. 17.2 Attendance Report The Attendance Report from E. Garbutt, AHT, was discussed. MM confirmed that School Attendance is 1.5% above the National average. MM reported that a number of students are currently absent from School due to anxiety issues surrounding COVID and other factors. Our EWO is continuing to work as usual with these students and the School is looking at ways in which more support can be provided with regard to students' mental health.	**AW**
18.	**Chair's Item:** 18.1 Feedback from School meeting/visit on 27th September 2021 with the Head MD advised that the focus of the visit was to join the Head on an on-call period to explore how SLT supports teaching staff in maintaining high standards of behaviour. It was a positive visit and the School system for on-call monitoring of behaviour and standards was systematic and well-planned. The atmosphere of the school was positive, calm and purposeful. There were no instances where intervention was required during the period. 18.2 Terms of Reference/Committee Membership MM advised that the Terms of Reference would be reviewed with Hayley Allison-Warby in due course and discussed further at a future meeting. Committee Membership was discussed and Anna Edlin was nominated to be Vice Chair of the Curriculum & Standards Committee. **CM proposed, HA-W seconded the nomination. Anna Edlin duly appointed as Vice Chair of Curriculum & Standards Committee.** 18.3 Link Governor roles AW confirmed that an email had been circulated regarding the vacancy for a Safeguarding Governor and a SEND link Governor. CM questioned how much time would be needed to commit to the role of Safeguarding Governor. **After further discussion with HA-W, CM confirmed that he would be happy to take on the role of Safeguarding Governor.**	
19.	**Policies:** None	
20.	**Governor Training** AW confirmed that all Governors were up to date with the ongoing Governors Training Plan 2021/22. **The next compulsory module due on 20th April 2022 is 'Understanding Schools Finance'.**	
21.	**Date of next meeting:** 2nd March 2022 **Meeting finished 7.30pm** **Action Point:** Remind CO re Governors shadowing Curriculum Reviews	