

# **CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS**

## **Minutes of a meeting of the CURRICULUM COMMITTEE held at the School at 5.00pm on Wednesday 13<sup>th</sup> February 2019**

Present:	Mike Worboys Nicole Chapman Sarah Clements Steve Miles Lauren Smith	Chair Head  Chair of Governors
In Attendance:	Stephen Lawlor Michael Palmer Wendy Newton	Deputy Head (Curriculum) Assistant Head (Head of Sixth Form) Clerk
Apologies:	Mary Argent Nicholas Minnican	Associate Member Assistant Head (Teaching & Learning)

1. The Chair opened the meeting by welcoming Steve Miles who was joining the Committee on a temporary basis until a new Governor was appointed.

### **ITEM 1 – APOLOGIES FOR ABSENCE**

2. Apologies for absence were received and accepted from Mary Argent and Nicholas Minnican.

### **ITEM 2 – DECLARATION OF INTERESTS**

3. There were no declarations of interest other than those already stated on the Register of Business Interests for 2018-19.

### **ITEM 3 - MINUTES OF THE PREVIOUS MEETING**

4. The minutes of the previous meeting held on 14<sup>th</sup> November 2018 were approved and signed as a true record.

### **ITEM 4 - MATTERS ARISING**

5. Item 5, Para 6 – Career Update - Decision. The Head of Sixth Form advised that progress was being made on fulfilling the new statutory requirements for careers provision, but that the Careers & Enterprise Company had not yet allocated a careers advisor to the School. It was stated that the School needed to be fully compliant by September 2020. The requirements for the School were summarised and discussed, including the requirement for work experience for students. The Head of Sixth Form agreed to organise a formal written report for the next meeting.

### **ACTION**

**M Palmer**

### **ITEM 5 – CURRICULUM MONITORING**

6. The Subject Review for KS5 French dated December 2018 was received for information and it was noted that the last review had been undertaken five years ago. There had been concerns over recent A level results and the Head summarised the current situation within the French Department. The Asst Head (Teaching & Learning) had suggested that a more collaborative approach within the Department would be beneficial and this was now being addressed by SLT. It was reported that problems with the new A level course and its examination results had also been encountered in other schools. The effect of time pressures on staff and having a large number of part-time staff were noted in relation to the issue of better collaboration between staff members.

7. The Year 13 Year Group Review dated December 2018 was received for information and summarised by the Deputy Head (Teaching & Learning). It was reported that additional content on attendance and engagement had been included for the first time. New systems had been put in place to encourage good learning habits in the students which it is hoped will be reflected in their

final examination results. An additional appendix had been included in the review which summarised the views of each Subject Leader on examination specifications, CPD and marking. Variations in teaching practice and work systems were again noted between different departments and it was stated that faculty leaders were attempting to address the issue. The adjusted A\*-B grade A level target for Year 13 had risen to 96.2% (from 95.3% in Year 12). It was reported that the Year 13 mock examinations in January had instigated further staff actions and that additional resit examinations had been arranged for some students after the Spring Half Term. A large increase in student intervention measures was reported for this academic year aimed at improving A level results in July 2019.

8. The Faculty Leadership Review dated December 2018 was received for information. The faculty structure had been introduced eight years ago with the aim of bringing together staff of similar subjects and to increase cross-collaboration. This was the first formal review of the structure with the purpose of assessing how well the system was working. Details of the six faculties and their leadership were summarised by the Head. There were mixed findings during the review with strengths and areas of development for all faculties which were now being addressed. It was suggested that there was a general need for Faculty Leaders to focus on teaching and learning rather than basic faculty administration and that this review had reinforced the requirement along with the need for increased collaborative working both within and between faculties. The problem of being able to arrange and attend faculty meetings alongside extra-curricular activities was noted, particularly for the Creative Faculty. Governors questioned which tasks were devolved to Faculty Leaders and further explanation was given.

9. As requested at the last meeting, a selection of action plans relating to Department Self-Evaluation Forms (DSEF) was received for information. The content of the documents was explained and discussed, it was noted that more informative content would be received and recorded during the Spring Term. The meeting queried some entries from within the action plans and further explanation was received from SLT. Governors were pleased to note the candid comments made by some Departments which suggested realistic, working views.

## **ITEM 6 – DATA**

10. The meeting received the information published on the DfE Performance Table website in January 2019 and the Deputy Head summarised the raw data. KS4 Progress 8 score was 0.84, suggesting that CCHS students achieved an average GCSE grade 4/5 higher than similar ability students from across the country (0.76 in 2017). It was noted that the data only covered 75-80% of Year 11 students as not all students took KS2 tests on which the data is based. The Committee noted the data on the three disadvantaged students whose Progress 8 score was 0.49, and the disparity between their English and Mathematics scoring. The difference was caused by one particular student and the reason was explained. The School's GCSE performance was compared with the other SSGS schools, 6/20 for average attainment and 3/20 for percentage EBacc. The issue of breadth of GCSE subject choice was discussed in relation to the EBacc and the meeting was informed that two UK universities still require a GCSE language either before entry or before graduating from any of their courses, University College London and Trinity College Dublin.

11. Data for 16 – 18 performance gave an average point score expressed as a grading of B+ for 2018 (B in 2017) and this scoring was compared to the other SSGS group members, most of whom achieved a grade B of some level. CCHS was 6/20 on the SSGS 2018 average A level result grade list. An A level value added score of -0.28 was reported for 2018 (-0.36 in 2017) the target for which was currently zero, i.e. students achieving at the expected level, given their KS4 prior attainment. The meeting was informed that more data would be published by the DfE later in the year in the form of the Data Dashboard.

## **ITEM 7 – CURRICULUM UPDATE**

12. The meeting was advised that Year 11 option choices had now been received from both internal and external applicants and would now be reviewed in relation to A level group sizes for September 2019. The Year 9 GCSE subject option process had also started and the students' formal choices would be received later in the Spring Term.

13. The Deputy Head advised that the Artsmark case study document had just been submitted for Gold accreditation and that Chris Lamberti, Creative Faculty Leader, was to be commended for his work in preparing the document and for his extensive networking with local schools and other community groups. The ambition is to work towards the Platinum award. The Deputy Head also advised that we could support this work through the Arts Award process, which Chris Lamberti is investigating.

#### **ITEM 8 – RISK REGISTER**

14. **Decision.** The curriculum-related section of the CCHS Risk Register was received for termly review. It was agreed that no amendment was necessary.

#### **ITEM 9 – SCHOOL DEVELOPMENT PLAN**

15. The curriculum-related section of the School Development Plan 2018-19 was received for review. It was reported that the School was currently undertaking the Mid-Term Review of the document which would be received by the Management Committee and then the Full GB later in the term. No comments were made on the current version of the document.

#### **ITEM 10 – INFORMATION ITEM**

16. **Item 10.1 - Student Voice & Sixth Form Council Minutes.** The Committee received curriculum-related extracts from the minutes of the Student Voice meeting held on 21st November 2018 and Sixth Form Council meetings held on 14<sup>th</sup> November 2018 and 23<sup>rd</sup> January 2019. The meeting were reminded that the focus for Sixth Form Council meetings was now aimed at teaching and learning issues and was working well. It was confirmed that action items in the minutes were closed down at the following meeting.

#### **ITEM 11 – ANY OTHER BUSINESS**

17. **Monitoring Review Timetable.** A revised schedule for subject and year group reviews for academic year 2018-19 was tabled for information. It was stressed that reviews needed to be primarily focussed on the areas requiring development within the School. A new SEN Review was to take place in April 2019.

#### **ITEM 12 – DATE OF NEXT MEETING**

18. **Decision.** The date for the next meeting was agreed as 5.00pm on Wednesday 22<sup>nd</sup> May 2019.

The meeting closed at 6.05pm.

Agreed as a true record

**Clerk**

M Worboys  
Chair

22<sup>nd</sup> May 2019