

# **CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS**

## **Minutes of a meeting of the CURRICULUM COMMITTEE held at the School at 5.00pm on Wednesday 5<sup>th</sup> February 2020**

Present:	Mike Worboys Stephen Lawlor Andrew Bonwick Sarah Clements Lauren Smith	Chair Head
In Attendance:	Emma Ledwidge Michael Palmer Wendy Newton	Deputy Headteacher (Curriculum) Assistant Headteacher (Head of Sixth Form) Clerk to Governors
Apologies:	Mary Argent	Associate Member

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

1. Apologies for absence were received and accepted from Mary Argent and the meeting was advised that the Headteacher would be joining shortly.

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

2. There were no declarations of business interest further to those already stated on the Register of Business Interests for 2019-20 or conflicts of interest or receipts of gifts or hospitality to report.

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

3. The minutes of the previous meeting held on 23<sup>rd</sup> October 2019 were approved as presented and signed as a true record.

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

4. There were no matters arising from the last meeting that needed further discussion.

### **ITEM 5 – CHAIR’S ACTION**

5. There was no Chair’s action since the last meeting to report.

### **ITEM 6 – CURRICULUM MONITORING**

6. A report on the Learning Walk Week undertaken in November 2019 was summarised by the Deputy Headteacher (Curriculum). It was stated that the walks had generally been very positive and some very useful interactions with students were reported. It was stated that students were to be encouraged further to find out answers themselves using their own knowledge and what they had learnt previously rather than rely on teachers giving out answers straight away. It was confirmed that the statements in the report were a collation of teachers’ comments received via the feedback after the walks.

7. A Monitoring of Teaching and Learning Report dated January 2020 was also received and primarily related to the Year 12 & 13 Review Week undertaken in the week commencing 18<sup>th</sup> November 2019. The Committee were advised that the School had decided to remove the formal grading element of teachers’ individual lessons and had been replaced by a feedback dialogue between the observer and the teacher as this was more informative. Governors queried how the system worked in practice and received additional clarification; information in the report if observed

### **ACTION**

lessons 'met' or 'exceeded' the required teaching standard. It was stated that the information gained from the lesson observations was received by SLT and faculty leaders who then ensured that subject leaders were taking any appropriate action on anything reported. It was stated that the lesson observation form included a section on stretch and challenge relating to the most able students and it had since been suggested that a separate area was also needed for SEND students. Governors noted that all comments were very positive and gave clear messages, and suggested that the addition of the SEND information may become more relevant in the future with the changes made to the School's Admissions Policy. The issues and varying needs of SEN students in the Sixth Form were discussed. A selection of subject Action Plans from the DSEF1 were received and discussed and the large amount of teacher interventions taken to assist the students were commended. It was also stated that teachers now had greater confidence in the examination specifications and had learnt much from examination board feedback sessions and interaction with other local schools.

**5.20pm – The Headteacher joined the meeting.**

### **ITEM 7 – CURRICULUM UPDATE**

8. The Deputy Headteacher (Curriculum) advised that the concerns of the School about the GCSE English Language and Literature grade marking back to the examination board and advised that Ofqual had now investigated and were satisfied with the actions of the board. It was noted that Ofqual can only investigate procedural irregularity rather than the quality of the marking itself. A number of individual remarks had been undertaken and adjusted positively but had not triggered any concerns with Ofqual.

9. The Committee were advised that the Government now required Female Genital Mutilation to be included within the PHSE curriculum. Two new sessions were to be given to Year 7 by the Deputy Headteacher (Pastoral) although parents could choose to opt their daughters out of the sessions. Following the recruitment of a new teacher, it was reported that A Level Computer Science was to be offered as a KS5 subject from September 2020, however A Level Russian had to be dropped. It was also reported that the KS5 History curriculum now changed to include the topic of the British Empire in place of the Tudors which had been well-received by the students. SLT were currently involved in Year 11 discussions about A Levels options which had included the topic of alternative sixth forms, it was suggested that students looked at alternative establishments as a fall back and were aware that changing schools could be detrimental to their progress. The Year 9 options process was now starting. The Deputy Headteacher (Curriculum) also advised that the School was now affiliated to three teacher training providers in the hope that the School may attract people to train as teachers directly within CCHS. The adverse situation behind using agencies for teacher recruitment was summarised.

### **ITEM 8 – DATA**

10. The formal headline measures for 16-18 performance were received and discussed. The A Level Value Added score of 0.00 was noted as very good in relation to the School and the high level of entry ability to the Sixth Form, the score of 0.00 indicated that CCHS students made the expected progress during KS5. It was also reported that the KS5 Average Point score was A-, the first time that the School had received an A grade. The full report on KS4 measures had been delayed but an overall KS4 Value Added figure of 0.8 had been confirmed that day, ie students at the School progress by over three-quarters of a GCSE grade higher than their peers. Comparative KS5 Value Added and Average grade data for the SSGS group was received and it was noted that CCHS were placed 6<sup>th</sup> for Value Added score and equal 2<sup>nd</sup> for Average A Level Point score. Certain figures within the data received were questioned and clarified for Governors. The Chair commended the School on the very good set of A Level results.

### **ITEM 9 – NACE**

11. The Deputy Headteacher (Curriculum) presented a paper on the School's work relating to the National Association for Able Children in Education (NACE) Challenge Award dated January 2020. The aims of NACE and the work being undertaken by the School to achieve the Award were

summarised. It was reported that the School had to do a self-assessment against NACE criteria and present evidence for NACE assessment in order to be given the award. It was stated that the self-assessment process enabled the School to ensure that their teaching and learning was aimed at the most able student through differentiation within lessons and that the staff were suitably trained to accommodate this requirement. The Head of the Mathematics Faculty was currently leading the NACE Challenge initiative. The Committee were reminded that the School had previously been awarded a PTI award for Leadership and intended to apply for a second award based on elements of the NACE Challenge Award and other work being undertaken by teaching staff within the School. Governors queried the reaction of staff to the initiative and were advised that staff were very positive and eager to participate. The Headteacher advised that, with the appointment of a new Assistant Headteacher (T&L) next September, it was hoped that the teaching staff would be further encouraged to assist in achieving the NACE Challenge Award.

### **ITEM 10 – POLICIES**

12. **Item 10.1 – Examination Policy – Decision.** A revised Examination Policy was presented for re-approval and reviewed. The Policy was approved as presented with an annual review.

13. **Item 10.2 – Homework Policy – Decision.** The Homework Policy was presented for re-approval and reviewed. One of the Parent Governors advised that other parents had often raised the issue of the amount of homework being received by their daughters and the meeting discussed the issue and the wording of the policy as interpreted by parents. It was reported that operationally the homework system was more flexible with verbal information on the expected amount of homework was given to parents at meetings during the year. It was also stated that the Homework Policy was to be reviewed by the new Assistant Headteacher (T&L) next year. The Policy was approved as presented with a 4-year review.

14. **Item 10.3 – Drug Education & Drug-Related Incidents Policy – Decision.** The Drug Education & Drug-Related Incidents Policy was presented for re-approval and reviewed. The Policy was approved as presented with a 4-year review.

### **ITEM 11 – RISK REGISTER**

15. The curriculum-related section of the CCHS Risk Register was received for termly review. As agreed at the last meeting, the Headteacher had composed a new risk relating to external examination results for Committee consideration and the new risk was discussed. The Committee discussed what level of probability and impact score should be allocated to the new risk.

16. **Decision:**

- a. The Probability and Impact level of the new C2 risk was agreed as 1 and 2 respectively.
- b. The Clerk agreed to amend to the Risk Register as agreed in Para 18a above and with that amendment the Curriculum section of the Risk Register was approved.

Clerk

### **ITEM 12 – SCHOOL DEVELOPMENT PLAN**

17. The initial School Development Plan (SDP) for 2019-20 was reviewed and the curriculum-related sections noted. It was reported that the formal Mid-Term Review of the document was currently underway by SLT and would be received by Governors at the next Full GB meeting in March 2020. In relation to two specific SDP objectives, it was noted that following the recent appointment of a new Computer Science teacher the development of Computer Science at A Level was now possible, and that two new Chemistry teachers had also been appointed for September 2020.

### **ITEM 13 – INFORMATION ITEMS**

18. **Item 13.1 - Student Voice & Sixth Form Council Minutes.** The Committee received curriculum-related extracts from the minutes of the Student Voice meeting held on 25<sup>th</sup> November 2019 and Sixth Form Council meeting held on 13<sup>th</sup> November 2019, and a second set of Sixth Form

Council minutes for a meeting held on 20<sup>th</sup> January 2020 was tabled. Governors queried specific items within the minutes, including the School VLE and UCAS applications, which were explained by the Head of Sixth Form.

**ACTION**

19. **Item 13.2 – Careers Compliance Update**. A Careers Compliance Audit dated January 2020 was received for information. The Chair noted that an audit comment concerning the requirement for the School to arrange work experience had not yet been finalised and agreed by Governors. The Head of Sixth Form gave reasons for why the progress on the work experience requirement had been delayed and advised that full compliance was not required until January 2021. The School was currently attempting to find the best method of complying with the new requirement as when work experience had been undertaken in the past its effectiveness had been very variable. It was stressed that the School wanted to provide students with an opportunity to access work experience but in a way that was meaningful for them. The problems incurred during the previous period when work experience was undertaken were noted.

20. **Decision**. The Head of Sixth Form agreed to ask the Head of Careers to produce a list of work experience options for Governor consideration at the next meeting.

**Head of Sixth Form**

**6.20pm - The Head of Sixth Form left the meeting.**

#### **ITEM 14 – ANY OTHER BUSINESS**

21. **Succession Planning**. Following the discussions at the recent Governor Conference, the Chair raised the topic of succession planning. The Committee were reminded that the Chair was due to leave the GB at the end of the Summer Term and requested that Committee members give some thought as to whether they would be willing to stand as chair of the Committee for the next academic year and details of what it entailed were summarised for information.

**All**

#### **ITEM 15 – DATE OF NEXT MEETING**

22. **Decision**. The proposed date for the next meeting, 13<sup>th</sup> May 2020, was now unsuitable to all and the Clerk agreed to circulate an email to Committee members to arrange an alternative date.

**Clerk**

The meeting closed at 6.26pm.

Agreed as a true record

M Worboys  
Chair

TBC 2020