

# CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

## Minutes of a meeting of the CURRICULUM COMMITTEE held remotely by Zoom at 4.00pm on Wednesday 17<sup>th</sup> June 2020

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

### ITEM 1 – APOLOGIES FOR ABSENCE

1. Apologies for absence were received and accepted from Lauren Smith.

### 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 5<sup>th</sup> February 2020 were approved as presented and, in light of the School closure, would be signed electronically as a true record.

### ITEM 4 - MATTERS ARISING

4. Item 13, Para 16 – Careers - Decision. Information on work experience options was to be deferred to the next meeting.
5. Item 14, Para 21 – Succession Planning. The Clerk advised that an email requesting nominations for the next Chair of the Curriculum Committee would be sent before the weekend.

### ITEM 5 – CHAIR’S ACTION

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

### ITEM 6 – SCHOOL CLOSURE UPDATE

7. Remote Schooling. The Deputy Headteacher (Curriculum) gave a summary of remote schooling actions since the School closure. KS3 had initially worked remotely on the same timetable as they had used at school however this had caused issues for some students because of workload, sharing IT equipment at home or personal home situations. A survey of both students and staff had been undertaken and the timetable revised and reduced, this had been well-received. Details of how the year group timetables had been amended were explained. It was reported that the Year 10 timetable had remained unchanged. There was now an established pattern of work for remote schooling for both students and staff which worked well due to the hard work of the teaching staff.

8. Limited Re-opening. Year 10 and 12 students had been given the option to return to schooling as from Monday 15<sup>th</sup> June. Year 10 students had been divided into groups and were to attend on one day a week and receive a full day of teaching on core subjects only, all other subjects would still

ACTION

Head

Clerk

be taught remotely. Year 12 students had been divided into subject-related groups. The SLT and Site Team staff had been on site since 1<sup>st</sup> June in order to prepare the site for re-opening and a thorough risk assessment had been undertaken of the situation. The fact that students could actually return to the School site now and receive teaching was deemed very useful as preparation for schooling in September. The Government had just announced that KS3 students could be invited back to school for a one-off face-to-face meeting for pastoral or educational reasons. The School was now inviting all 450 KS3 students into School for a personal welfare check before the end of the Summer Term. It was suggested that the psychological impact of coming into School would be very beneficial as the students had already been out of schooling for over three months. There were currently four different strands of School activity: remote teaching for everyone, onsite provision for Year 10 and 12 students, onsite provision for vulnerable students and the daughters of critical workers, and KS3 meetings. There had not yet been any guidance from the Government as to what form of education would be allowed in September.

**4.15pm – Mary Argent joined the meeting.**

9. Governors were informed that the Management Committee had met three times during the closure and had been fully briefed on the plans for re-opening and were happy with the proposal to re-open. A comprehensive re-opening risk assessment had also been undertaken by the School and reviewed and approved by all Governors. The Headteacher advised that staff returning to School that week had given very positive feedback about communication and interaction with the School during the closure. Governors queried the current staffing situation, it was reported that the first wave of teachers coming into School had all been voluntary and more had recently volunteered to cover the KS3 interviews as these could fit in more easily with their home commitments. Remote schooling still remains the main provision. It was stated that the support of all staff since March had been exemplary. The Committee were advised that the Year 10 and 12 re-opening had gone extremely well. Students were not required to wear uniform and had to bring their own food and drink into school, they been met by members of SLT and all procedures had been carefully explained to them. The students had responded well to seeing their peers and their teachers again.

**ITEM 7 – PUBLIC EXAMINATION UPDATE**

10. The meeting was advised that the Deputy Headteacher (Curriculum) and the current Head of Mathematics (Asst Headteacher, Teaching & Learning Designate) had led on the unprecedented requirement to prepare School-based grades for Years 11 and 13 as a replacement for the usual Summer public examinations. There had been little initial input from Ofqual or the Government on how to calculate student grades, and the School had used all the data at its disposal, both internal and external, to prepare a set of grades for each student. It was stated as being a very rigorous process in order to produce a grade which would best reflect each student's ability. There had been much discussion with all the teachers involved to ensure that each grade was correct. The grades had now been uploaded to Ofqual and would be announced as usual in August. It was confirmed that year-on-year examination result data had been compared but it was noted that all cohorts were different each year. Governors queried the results appeals process and were advised that only Schools could make an appeal this year as opposed to an individual student themselves. More DfE and Ofqual guidance on the examination appeals process was awaited and was likely to be a contentious issue for some students. The Headteacher advised that the School Examinations Officer was a member of a national exams officer group which had provided useful information for the School. The Chair noted the very large amount of work required to be undertaken by the School in order to produce the final examination grades and thanked everyone involved.

11. The Chair queried the situation regarding the School Entrance Test for Year 7 due to be held in September and it was reported that DfE guidance on grammar school entrance tests was still awaited. It was noted that there was a fixed window of one week during which the usual CEM test could be used and that administrative arrangements would be very difficult in relation to the current social distancing rules and being able to maintain tightly controlled testing. If it was not possible to use the CEM test, there may be the requirement to solely use primary school feedback on the candidates' ability, which was not ideal.

## **ITEM 8 – POLICIES**

## **ACTION**

12. **Item 8.1 – Curriculum Policy – Decision.** The Curriculum Policy for September 2020 was presented for annual review and approved as presented. It was noted that the new 'change@cchs' initiative would be running throughout the curriculum and for all year groups.

13. **Item 8.2 – Risk Register – Decision.** The Curriculum Committee-related section of the CCHS Risk Register was received for termly review. After one typographic and one formatting correction the document was approved.

## **ITEM 14 – ANY OTHER BUSINESS**

14. **Virtual Open Evening.** The School's new Virtual Open Evening film was highly commended. It had been recently produced by Oliver Steele, a former CCHS teacher, as a result of the Coronavirus situation. The eloquence of the student narrators was noted.

15. **Staffing Update.** Following the recent receipt by Governors of a staff changes document, the teaching staffing situation for September was queried and the Headteacher confirmed that the School was fully staffed for September. It was reported that two teachers had been interviewed remotely during the School closure and the process explained. A number of internal leadership opportunities had also been introduced within the School in order to help teachers progress and with the aim of assisting staff retention.

## **ITEM 15 – DATE OF NEXT MEETING**

16. **Decision.** The dates for meetings in the next academic year had not yet been finalised and would be presented at the next Full GB meeting on 8<sup>th</sup> July 2020.

**Clerk**

## **VOTE OF THANKS**

17. As this was the last Curriculum Committee meeting for the Chair, Mike Worboys closed the meeting by thanking the Committee members for their input and teamwork during his tenure. The Headteacher thanked the Chair for his work on the Committee and all that he had undertaken for the School during his time as a Governor.

The meeting closed at 4.45pm.

Agreed as a true record

Chair

TBC 2020