

GOVERNING BODY OF EDMONTON COUNTY SCHOOL
LOCAL GOVERNING BODY OF EDMONTON COUNTY SCHOOL
SECONDARY COMMITTEE

TUESDAY 14 NOVEMBER 2017 AT 6.00PM CAMBRIDGE

MINUTES - PART ONE

Members: Salih Suavi, Justine McLennan, David Clarke.

Trustees: Salih Suavi, Thia Kunaratnam, Peter Blane,
Susan Tranter (ex officio), Konrad Halls.

Committee: Joanne Yarwood (Chair), Kelly Grant, Graham Reid, Derek Richings
Christine Martin, Cat Purtell, Neha Shah, Shelia O'Neill, Susan
Tranter.

Invited: Stephen Kinson (Deputy Headteacher).
Paul Miller (Deputy Headteacher)
Paul Maloney (Assistant Headteacher)
Nadia Chambi (Assistant Headteacher)
Insiya Alibhai (Assistant Headteacher)

Clerk: Jonathan Adamides-Vellapah * denotes Absent

1. COMMITTEE MANAGEMENT

1.1 Apologies for Absence
None.

1.2 Declaration of Interest
There were no declarations of interest made relating to items on the agenda.

1.3 Minutes of the previous meeting
The minutes of the meeting dated 21 June 2017 were agreed as a true reflection of the meeting.

2. MIDDLE PHASE STRATEGY

2.1 The Committee received a report from Mr Maloney, Assistant Headteacher about Interventions. The report referenced the following documents circulated ahead of the meeting:

- Year 8 and 9 (Middle Phase) Strategy Academic Year 2017/18.
- Middle Phase Action Plan and Timeline - Autumn 2017/18.

2.2 Mr Maloney noted that the aim of the Middle Phase (Years 8 & 9) Strategy Academic Year 2017/18 is as follows 'The 2017 Middle Phase Strategy is a two-year plan to be reviewed in July 2018. It focuses on improving student achievement and progress while supporting all students' transition into the upper phase. The strategy also aims at developing resilient learners who enjoy coming to school.

The rationale outlined is 'The aims outlined in the middle phase strategy outline strategies to improve on some of the key issues that were highlighted in the 2016 phase review and the 2017 self-evaluation and in the 2017 SPP and 'The principle of the strategy is in line with the SPP 'Educating our Community for Success'. Below are the main aims of the strategy and key dates for the middle phase. The termly action plan for AHT, PL and SM's to work towards the targets is included in a separate document'.

2.3 Mr Maloney talked through the documents and noted that:

- There will be a wider introduction of PiXL edge and graduation awards take place to celebrate success in July 2018.
- Tutor time has been reviewed and is for 20 minutes at the end of the day.
- There is development work being undertaken with year groups to develop their Leadership, Organisational, Initiative, Resilience and Communication skills. The impact should be in the behaviour and maturity leading to better academic progress and communication with teachers and peers.
- Attendance for core groups is 95%. The data is used to plan targeted interventions with students who require this support to engage with the school
- A continued focus on parent/carer engagement builds on the success achieved at parent/carer evenings, and targeted monthly communications keep parents/carers advised of what is happening.

2.4 The Committee thanked Mr Maloney for the updated the following was noted from the questions asked:

- The PiXL edge programme is new to the school and is being rolled out to year groups. It can help in developing the skills (such as maturity and behaviour) that can assist students in developing their academic study skills.
- Behaviour is not an issue in Years 8 and 9. We have in place the support required (interventions and inclusion based programmes) to assist with engaging all students and in addition preparing them for exams.
- Students are encouraged to do National Citizen Service by the School and Dr Tranter noted this is a programme being used with the Prevent Strategy, in encouraging students to take part before they transition to the upper phase. It is being encouraged alongside the Duke of Edinburgh programme.
- There are detailed timescales in the action plan and these are kept under review.

The strategy was approved

3. YEAR 10 STRATEGY

3.1 The Committee received a report from Mrs Chambi, Assistant Headteacher and the Committee noted the aims:

- To raise attainment and achievement across the year group – 'Educating our Community for Success'.
- To develop independent resilient learners where students are ready for their GCSEs.
- To use data and key progress measures to identify underachievement and encourage staff accountability for school improvement.
- To continue to develop parental involvement and engagement in all aspects of students learning and well-being.

- To continue to improve behaviour by reducing low level disruption in the classroom and improve behaviour around school and within the local community.

3.2 Mrs Chambi noted the following from the presentation:

- The School had an INSET day about Progress 8, the new measures and the conversations needed with Year 10 students on thinking ahead and their next steps.
- The timelines include the leads linked to Year 9 to 11.
- There is academic and professional rigour built into the programmes taught.
- Year 10 are supported to become resilient students with an open attitude to learning.
- Concerns on attainment and progress are addressed to reduce the barriers to learning and disaffection. The interventions are targeted and appropriate and can involve the inclusion team.
- Tutor time is focused and planned, ensuring key tasks and deadlines are achieved and setting targets as part of the improvement plan.
- Data is used and reviewed on a regular basis to enable student progress and the impact to be tracked. This assists in identifying the underachieving cohorts/students and put in place strategies. The SMART concept is used with students to help them in setting their targets for success, and developing their skills as independent learners.
- Work with the Able, Gifted and Talented and their parents is to provide the stretch and challenge.
- The continued work to tackle behaviour (where needed) and support the student and wider school community.

3.3 The Committee noted from their question the following:

- The school takes a multi-agency approach to support students who may require help, due to travel or distance issues.
- The website banners will be reviewed to ensure the right information is displayed.

The strategy was approved

4. YEAR 11 STRATEGY

4.1 The Committee received a report from Mrs Alibhai, Assistant Headteacher and the following was noted:

- Strategies are in place for the Post 16 choices and pathways.
- Students are encouraged to apply to the sixth form and the school will actively promote that they are in the top 10%.
- Work placements and enrichment programmes are in place to help students review their pathways.
- External presentations at the IAG were successful as are the Oxford University workshops
- Parents/carers of minority groups (Turkish and Somali) have been invited to attend supportive workshops to receive information to better help their child's education.

- Feedback is used to assist in the design of learning outcomes an example is where boys reading is moving to more non-fiction based materials. For EAL learners' vocabulary and concepts are then expanded to improve comprehension and understanding
- Able, Gifted and Talented students are being helped with academic applications.
- Pupil Premium students are receiving targeted academic support (including applications) on a Thursday timed slot.
- Maths is leading targeted support during tutor time, in small groups.
- Students taking Media have redone their coursework after review as it did not meet the expected standards.

The strategy was approved

5. SIXTH FORM ENTRY CRITERIA

- 5.1 The Committee received the Sixth Form Entry Criteria 2018-2019, from Mr Miller, Deputy Headteacher, which has been updated to reflect the final decision on course available for the 2018-19 academic year. Mr Miller explained the reasoning for no longer offering courses that was based on the take-up, viability. In some cases, an equivalent course was planned. i.e. A-Level Business Studies was not running as the BTEC course is running. The Committee discussed the impact on UCAS entry and were made aware that the BTEC carried the same weighting.
- 5.2 Mr Miller noted that last year's Sixth Form open evening was well attended with this year's event being well-promoted to ensure this is repeated. Students have must apply for courses by the 8 December 2018. Discussions will be undertaken with each individual student, following the application process and in assessing the availability of courses and the academic results required. For ECS students the predicted exam grade will form part of the personalised approach and discussion.
- 5.3 The following was noted from the questions asked:
- Viability to run a course -the minimum is normally 5/6 students and must fit with the other courses running. ECS does lose a small number of students as a result of not being able to offer courses, although a collegiate approach with other local providers is sometimes an option.
 - Science is important and there are A-Levels and the BTEC available
 - All applicants must have the grades and academic ability, resilience to undertake the courses selected.
 - The criteria for courses has remained largely unchanged, but will reflect the changes in exam grading e.g. 1-9 not A-E.
 - BTEC courses cannot be taken twice e.g. sports, and students are encouraged to pursue professional qualifications with sports clubs.
 - Provisional offers will be made to students by April 2018
 - The School will review when interviews are held as other institutions are holding open days earlier and making offers.
 - The School provides high quality outcomes for students and this will be reviewed and highlighted in Sixth Form materials.

- Translators are used by the school for letters and the school is fortunate to have staff who are native speakers who have assisted in running workshops.
- There are a number of students who have left the school and returned to take up courses in the Sixth Form.
- The Sixth Form does accept external applications that meet the criteria.
- English and Maths are the only two GCSE subjects taught in the Sixth Form with the aim that students are able to resit these subjects in November or June

The entry criteria were approved. The Committee discussed the destination of students not entering the Sixth form and will review the data at the next meeting.

6. HUMANITIES FACULTY UPDATE

- 6.1 The Committee received an update and noted that This review has been carried out by Stephen Kinson, Deputy Head teacher, who has been the line manager of the faculty since September 2017. The evidence used as part of the review includes:
- Faculty results from the last 3 years.
 - Faculty exam reports from 2017 and exam meeting.
 - Autumn term learning audits.
 - Review of faculty resources.
 - Audit of faculty management systems.
- 6.2 The Committee noted the Sheila O'Neill will be stepping-up in the interim to manage the history department as well as her substantive role as head of faculty, and to progress the work needed to address the actions and secure the learning outcomes required. Business studies has been moved from Humanities to NCS. There will be a refocus on where resources are stored so that they can be accessed online by colleagues. The Committee were made aware that History and Geography have seen growth in student take-up. Going forward these will be timetabled as a core teaching subjects. A new subject leader for geography, Gerry Delbourgo, will join the school in January 2018.
- 6.3 The Committee note the following from the questions:
- Recruitment is being undertaken to address the capacity needed for teaching staff needs.
 - Support is in place to sustain, improve and deliver the right teaching for learning.
 - CPD opportunities are being developed and the Curriculum Leadership Programme is open to the Faculty staff and to develop succession planning.
 - The cohort sizes are being reviewed and the growth has been forecasted to 2020 in student numbers. The Faculty is putting in place the plan required to deliver the teaching needs.
 - An update will be provided at the next meeting.

The committee approved the steps being taken to secure better outcomes for students.

7. CURRICULUM LEADERSHIP PROGRAMME

- 7.1 The Committee received an outline of the programme from Mr Kinson, Deputy Headteacher. The report was noted for information.

The Committee welcomed the programme and expressed its thanks to Mr Kinson.

8. 2017/18 SCHOOL TARGETS

- 8.1 The Committee received a report from Mr Miller, Deputy Headteacher and noted the following papers:
- Excerpt from ARR Policy 2017-18 (Target Setting)
 - New Measures of Success 2016-18 (KS4 and KS5)
 - Year 11 Subject Summary 2017-18 DW1 (Subject targets).
- 8.2 The Committee discussed the target setting as outlined in Table 3: End of Year attainment pathways for Year 7-11 with Steps / Grades, and agreed that at this stage no amendments should be made in the expectations for students.
- 8.3 The Committee discussed the setting of student academic targets as part of the teacher's performance target. It was noted that the school and the Leadership Team must be aspirational, and the targets show the confidence that the School has for all students to achieve their best. The Committee noted the approach and noted that there are the checks and balances that are fair and equitable.

The Committee approved the targets.

9. STUDENT WORKBOOKS

- 9.1 The Committee received an update from Mr Kinson, Deputy Headteacher and noted the number of work books purchased to date. The Committee understood that the Pastoral teams continue to work with parents/carers to ensure buy in towards their child's education. The School provides additional support to families who are experiencing financial hardship and Mr Kinson advised that the school has engaged with parents/carers and put in place strategies to overcome financial barriers. The Committee agreed that the investment in the workbooks is important and this item will be updated at the next meeting.

10. NEXT MEETING:

- 10.1 Items for the next agenda:
- Student Workbooks – update on take-up.
 - Online Student workbook – an online demonstration of the workbook.
 - Destinations of students leaving EC and not entering Sixth Form will be reviewed at the next meeting
 - Humanities Faculty update at the next meeting (if not a standard agenda item)
- 10.2 Date and Time of the next meeting - 21 February 2018 (Bury)

Meeting ended at 8.00pm