# ATTENDEES

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| NAME | INITIALS | CATEGORY OF GOVERNOR | END OF OFFICE | Attendance |
| Ann Slater | Chair of Committee | Sir John Cass’s Foundation | 03/06/19 | Present |
| Paul Woods | Headteacher | Staff Governor *(Headteacher)* | Ex-Officio | Present |
| John Thurley | JT Vice Chair of Committee | Area Dean of Tower Hamlets, Chair of PTC | 24/09/22 | Present |
| Angela Hancock | AH Chair of Governors | Parish of St. Dunstan & All Saints Stepney | 04/10/22 | Apologies noted pre-meeting |
| Vacancy |  | Sir John Cass’s Foundation |  |  |
| Rev. Trevor Critchlow | RTC | Rector of St Dunstan *(Ex-Officio)* | Ex-Officio | Absent |
| Victoria Obaze | VO | Tower Hamlets Deanery Synod | 04/08/19 | Absent |
| Hendrika Santer Bream | HSB | Parish of St. Dunstan & All Saints Stepney *(Parent Governor)* | 09/05/21 | Present |
|  |  |  |  |  |
| Non-Foundation Governors | | | |  |
| Fatema Ahmed | FA | Parent Governor *(Elected)* | 13/10/19 | Absent |
| Hanifa Said | HS | Parent Governor *(Elected)* | 13/10/19 | Absent |
| ADVISORS/OBSERVERS | | | |  |
| Shereka James | SJ | Deputy Headteacher |  | Present |
| Ben Siaw | BS | Deputy Headteacher |  | Present |
| Nick O’Brien | NKO | Deputy Headteacher |  | Present |
| Janice Faldo | Clerk | The Education Space |  | Present |

**ADVISORS/OBSERVERS**

| **Agenda item** | **Action Point** | **Responsible** | **Date by** | **Status** | **Meeting** |
| --- | --- | --- | --- | --- | --- |
| **8** | Committee to receive termly updates on the position of English, Maths, Economics and Biology. | SJ | **Termly** | **ONGOING** |  |
| **10** | KCSIE updates to be emailed committee members. | Headteacher | **asap** | **PENDING** |  |

# PART 1 – PUBLIC MINUTES

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| Item Number | Item title |
| **1.** | **Opening prayer**  The meeting was opened with a prayer. |
| **2.** | **Welcome and introductions**  Committee welcomed Nick O’Brien, Deputy Headteacher and Janice Faldo, Clerk to the meeting, and introductions were made. |
| **3.** | **Apologies and the governing body’s acceptance or rejection of any absences**  Committee accepted apologies from Angela Hancock. Committee noted the absence of Hanifa Said and Fatema Ahmed and that Victoria Obaze’s term of office has come to an end. It was noted the meeting was quorate. *[Post-meeting note: it was noted Javeria Coleridge had resigned from her role as governor, so she should not have been recorded as absent].* |
| **4.** | **Declarations of interest, pecuniary or otherwise, in any item appearing on this agenda, not already recorded within the Register of Business Interests**  There were no declarations of interest on any agenda item. |
| **5.** | **Non-Confidential minutes from the previous Committee meeting, held on 7th May 2019**  The minutes were **AGREED** as a true and accurate record of the meeting subject to the following amendments:-  **6.4:** question should be rephrased as *“Are there any girls studying physics at A Level?”*  **9.7:** apostrophe should be removed from “*pupils*’” in the second paragraph, 4th line.  Committee noted that all actions from the previous meeting had been completed with no matters arising therefrom. |
| **6.** | **Approval of Terms of Reference for the Personnel & Curriculum Committee**  Committee were advised that there were no significant changes to the Terms of Reference which had been agreed by the Governors in June 2018.  **DECISION**   * Committee **APPROVED** the Terms of Reference for the Personnel & Curriculum Committee subject to corrections of two typographical errors. |
| **7.** | **Approval of the Pay Committee Membership**  **DECISION**   * Committee **AGREED** the membership of the Pay Committee as:- * John Thurley * Hendrika Santer Bream * Fatema Ahmed |
| **8.** | **Exam Analysis**  The Headteacher’s report had been circulated prior to the meeting. Committee acknowledged the school’s concerns in regards to the safety of the building and the need for significant repairs.  A verbal report was received in relation to exam results 2019.  **a. Key Stage 5**  SJ highlighted the following points from the KS5 results:-   * Attainment reduced slightly this year and is reflected across the borough, however the school’s grade boundaries where higher than other schools in the borough. * Progress matches last year’s figure with the average grade at a C+. * School needs to focus on attainment at the top grades. * Level 2 has been a strength this year. * Particular strengths this year were Business, Physics, Sociology and Law. * Although the achievement of English, Maths, Economics and Biology fell within the parameters towards national averages, there is some underachievement, therefore these departments will be monitored and supported further.   **Q.** How does the Level 2 translate into passes?  **A.** The average grade is 4 and above. A significant amount of work has been carried out to support these pupils to achieve to the best of their ability.  **Q.** What do you think affected the achievement in Maths?  **A.** Staffing changes resulted in last minute recruitment which does not always bring high quality teachers and this affected both KS5 and KS4 resulting in emergency planning for both key stages.  **Q.** Which subjects identified for action plans were a cause of concern last year?  **A.** All the subjects identified for action plans were an issue last year.  **Q.** What will be done this year to ensure improvement?  **A.** A new Head of Maths is in post and new leadership in Economics. Nick O’Brien will be working closely with the Head of Science. English are streamlining the course they offer. These actions will enable the departments to be monitored more closely.  **Q.** Why didn’t the monitoring of these subjects work last year?  **A.** Due to the quality of leadership in Maths and Economics. SJ is now in post and understands the issues and will lead and direct KS5.    **DECISION/ACTION**   * Committee to receive termly updates on the position of English, Maths, Economics and Biology.   Committee congratulated the school on the A Level results and thanked Shereka James for her concise and informative report.  **b. Key Stage 4**  BS highlighted the following points from the KS4 results:-   * 55% of students achieved a grade 9-5 and 73% of students achieved a grade 9-4 including English and Maths. * Half of the 26 subjects entered were positive and 2 slightly negative. * Synoptic assessment is now used which enabled identification of students who were underachieving. * Academic tutors supported identified students. * Consultants were utilised to support in English and Maths. * Pupil premium students achieved well building on the foundations that were implemented in Year 10. * 85% of students were entered for EBACC, against the Government’s target of 75%. The progress in this area was +0.58. * The overall position at KS4 is positive, however staff are aware that it needs to be consistent to remain an Outstanding school.   **Q.** Are there any subjects they may be of concern next year?  **A.** The main concern is in Geography and MFL due to the size of the cohort and in ADT due to staffing issues.  The Headteacher acknowledged the secure results and how this is evident that the school has rapidly improved in the last 3 years. A cohesive Middle Leaders is being built to ensure improvement continues.  Committee congratulated the school on the GCSE results and thanked Ben Siaw for his concise and informative report. |
| **9.** | **Key Stage 3 Strategy**  NKO gave a verbal report and highlighted the following in relation to the school’s KS3 strategy:-   * The KS3 programme will ensure progress over 3 years with an aim of a progress score of 1. * The focus will be on learning and teaching not teaching and learning. This will support students to make greater progress and have an excellent classroom experience resulting in being successful when they leave school. * Departments are reviewing all stages of the curriculum to ensure they respond to all students make progress and know exactly what they are doing and what they need to do. * The demands of the curriculum, in its measurable points in KS4 and 5 has increased demands literacy and challenge and the work starts at KS3. * The Synoptic curriculum at KS4 and 5 has put more pressure on pupils to handle manipulate and gain confidence around knowledge. Therefore, we are looking at pedagogy to review how we handle knowledge. * To see pedagogy in action staff will focus on students’ questioning, subsequently CPD is provided and the feedback has been positive. * SLT will need to see the impact of these initiatives in the classroom and will carry out “drop-ins”. Results of the drop-ins will be celebrated during CDP sessions. * Middle Leaders coaching programme has started.   There being no questions, committee thanked Nick O’Brien for his concise and informative report. |
| **10.** | **Policies**  Committee considered the Public Sector Equality Duty Statement which had been circulated prior to this meeting and acknowledged the changes to the objectives for 2019-2020.  Committee discussed the updated KCSIE (Keeping Children Safe in Education) and proposed that the Safeguarding Policy be ratified at this committee going forward. However, committee acknowledged that meeting dates may cause an issue in regards to the requirement of publishing the policy on the school website.  **ACTION**   * The Headteacher will email the KCSIE updates to committee members.   **DECISION**   * Committee **APPROVED** the Public Sector Equality Duty Statement * Committee noted and **AGREED** the review dates for the delegated statutory policies. * Committee **AGREED** that the Safeguarding Policy be published on the school website pending ratification by committee. |
| **11.** | **Governor Visits and Training**  No visits or training have yet taken place this academic year. |
| **12.** | **Meeting dates**  Committee noted the dates for the academic year as:-  **Autumn Term**  Tuesday 12thNovember 2019 at 5.30pm  **Spring Term**  Tuesday 28th January 2020 at 5.30pm  **Summer Term**  Tuesday 5th May 2020 at 5.30pm |
| **13.** | **Any Other Business**  There being no further business to discuss, the meeting closed at 6.40pm |

**Please see part 2 for the confidential section of these minutes**