



**Personnel & Curriculum (P&C) Committee Meeting**

**NON-CONFIDENTIAL DRAFT MINUTES**

in landscape for easier screen reading

**SIR JOHN CASS'S FOUNDATION AND RED COAT  
CHURCH OF ENGLAND SECONDARY SCHOOL & SIXTH FORM**

**Tuesday 9 June 2020, 17:00** (postponed from 5 May 2020)

Held virtually due to the COVID-19 pandemic; schools mainly closed

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**A. ATTENDEES**

No	NAME	ROLE, INITIALS	CATEGORY OF GOVERNOR	COMMITTEE	TERM END	ATTENDANCE
A	B	C	D Sir John Cass's Foundation Governors	E	F	G 09/06/2020
1.	Ann Slater	<b>P&amp;C Chair</b> AS	Sir John Cass's Foundation, Term ends 26/07/23	P&C Chair - Chaired	26/07/23	Present
2.	John Thurley	<b>P&amp;C Vice Chair</b> JT	Area Dean of Tower Hamlets Representative	P&C Vice Chair	24/09/22	Present
3.	Angela Hancock	Chair of Governors AH	Parish of St. Dunstan & All Saints Stepney	Member of all	04/10/22	Present
<b>Non-Foundation Governors</b>						
4.	Paul Woods	<b>Headteacher</b> HT	Headteacher <i>Ex-Officio</i> School Leadership Team (SLT)	All	Ex-Officio	Present
5.	Julia Clarke	JC	Co-opted Local Authority Governor	P&C	29/10/22 §	Present
6.	Abzal Ali	AA	Parent Governor <i>Elected</i> , from 05/12/19	P&C	05/12/23	Present
7.	Nurur Chowdhury	NC	Parent Governor <i>Elected</i> , from 05/12/19	P&C	05/12/23	Present
8.	Nicki Regan	NR	Staff Governor <i>Elected</i> , from 05/12/19	P&C	05/12/23	Present
<b>ADVISORS / OBSERVERS (non-voting)</b>						
9.	Chris AC Baker	<b>Clerk</b> CACB	LB Hackney / Hackney Learning Trust	All	-	Present
10.	Nichola Ahmed #	NA	School Business Manager (SBM)	All	-	Apologies
11.	Nick O'Brien #	NB	Deputy Headteacher, SLT	-	-	Present
12.	Shereka James #	SJ	Deputy Headteacher, SLT	-	-	Present
13.	Ben Siaw #	BS	Associate Headteacher, SLT	-	-	Present
14.	<b>KEY:</b> # Not present if a confidential Part 2. ~ Finance and Personnel. ~~ Personnel and Curriculum * File name is also an URL link to on-line Box					



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**B. ACTION TABLE** Colour key: Outstanding Complete Urgent

Action owners are recommended to send progress updates three weeks before the next meeting

Ref	Item Source		Description	By whom	Due date	09/06/2020 update
	Date	Ref				
a)	28/1/20	5c	Presentation from Head of Geography at a future meeting	Geography Head		Defer till after lockdown
b)	28/1/20	8b	Mrs Hancock was satisfied with the current Safeguarding procedures and will submit a full report	AH		COMPLETE. All had had the Addendum.
c)	28/1/20	8b	Ms Slater will submit a verbal report of Year 11 classes and Pupil Premium at FGB	AS	Next FGB	CANCELLED
d)	09/06/20	8.2	Chair of P&C to sign non / confidential minutes at the next available opportunity	AS		The Chair of P&C will send electronic signature to School
e)	09/06/20		§ Clerk proposes: School to review previous minutes to confirm all Governor starts and ends of terms of office: a table showing which minutes and agenda items are the sources for terms starting, their lengths and end dates. Where the dates do not match, explain. Most terms are 4 years, except co-opted Governors whose terms are 2 years.	School	Next FGB	AH will liaise with the Clerk about NR.
f)	09/06/20	9.17	The Chair of Governors will write a thank you letter to all Staff from Governors.	AH	ASAP	COMPLETED 11/06/20



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## C. PART 1 NON - CONFIDENTIAL

No A	Title and purpose B
1.	<b>Join meeting:</b> All had followed the instructions on accessing the meeting. It started at 16:57.
2.	<b>Welcome</b> and introductions: The Chair of P&C Ann Slater welcomed everyone and ensured they were able to participate.
3.	<b>Agreement to Virtual Meeting:</b> Due to the Coronavirus official guidance, this was a virtual meeting (remote, electronic, by Zoom). <b>AGREED.</b>
4.	<b>Communication Policy for virtual meetings</b> , compliant with alternative arrangements for governors to participate or vote at meetings, School Governance Regulations 2013 PART 4, 14 (8). A policy was agreed 9th July 2015, which was: (1) Meetings may be held by video- or telephone conference and Governors may participate in meetings and/or cast their vote at meetings by telephone instead of in person. (2) Urgent matters may be consulted on and/or decided between meetings by email consultation or telephone conference provided that any decision taken must have the support of a majority of the Governors able to vote on the issue and the decision should be reported to the Governors' next meeting for approval. Meetings should be held face-to-face, except in exceptional circumstances - which was what the School was in currently. NA had drafted a revised policy which would go to F&P and then to FGB. * <a href="#">Policy - Virtual Meeting revised 18th June</a>
5.	Opening <b>prayer</b>
6.	<b>Apologies</b> and acceptance or rejection of absences: NA joined at the start briefly, and her apologies for the meeting were accepted. Otherwise all were present, and the meeting was quorate.
7.	Declarations of <b>interests</b> , pecuniary or otherwise, in any item on this agenda, not already in the Register of Business Interests: None.
8.	<b>Minutes</b> of the previous 28 Jan 2020 meeting, and matters arising not on the agenda 8.1 Non-confidential Draft Minutes of 28.01.2020 meeting * <a href="#">2020_01_28_SJCS_P&amp;C_Minutes_public_Final</a> <i>[Final non-confidential version URL linked above for signing. Chair please print and sign]</i> 8.2 Approval: <b>AGREED. ACTION: Chair of P&amp;C to sign at the next available opportunity.</b> 8.3 Action Points – See Action table at B above. 8.4 Matters arising: None.



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No	Title and purpose
9.	<p><b>9.1 Leadership &amp; Headteacher's (HT's) Report * <a href="#">P C Committee Report 9th June 2020 final</a>:</b> This incorporated agenda items 10 to 15, which were: Progress Data and Attendance, Quality of Education - curriculum, assessment and gaps in learning, Year 11 and 13 Calculated Grades, Teaching and Learning, Transition. The Headteacher had connection problems for a few minutes, so the Deputy Headteachers answered initial questions. AH had sent a question to the Headteacher about exam grading. She was impressed with the helpful reply and report.</p> <p><b>9.2 QUESTION:</b> How had the School tackled unconscious bias in marking?  <b>ANSWER:</b> The School had comprehensive systems, which were synoptic. The data was robust, including soft data, and this reduced subjectiveness. The guidance was that grades should be based on the previous year's results. Teachers looked at the previous three years, by subject, and from a banding point of view. The grading normally assumed that students progressed by at least one grade since the last examinations, so this gave students the benefit of the doubt. Staff reviewed data to identify outliers - students who may have advanced by two grades, or not at all.</p> <p><b>9.3 QUESTION:</b> What happened if parents did not agree with results, could they appeal?  <b>ANSWER:</b> The Office of Qualifications and Examinations Regulation (Ofqual) and the Department for Education (DfE) gave instructions that schools should not debate grades with students, nor parents. The system had the same integrity as normal examinations. Parents could appeal through the examination board, not through the School. There was the possibility of sitting exams in November. There were a mock-examinations in November and February, and these results were helpful. Students sat all the papers, so this was representative of summer examinations.</p> <p><b>9.4 QUESTION:</b> What about pupils who did not get on with their teachers?  <b>ANSWER:</b> Standardisation was conducted on a departmental level and then finally moderated by the deputies. However, final grades will be issued by the examination boards after having gone through a process of standardisation and benchmarking using their own internal measures.</p> <p><b>9.5 QUESTIONS:</b> When were mock examination results last studied, for example to identify underperforming students? And how was the success of interventions assessed?  <b>ANSWER:</b> Teachers reviewed mock results, including looking at trends. They followed the guidance, and mapped trajectories based on the past. AH mentioned that parents may not be aware of the grade balancing which is done every year.</p>



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	<p>9.6 QUESTION: Were results similar to previous years? ANSWER: Unfortunately, due to guidance given by the DfE, schools were not permitted to discuss results of the calculated grades process. This was most likely due to the point made earlier about the final grades being in the remit of examination boards, rather than of schools.</p>
	<p>9.7 QUESTION: Did Staff find the process difficult? ANSWER: They found the process easy because of the way that it had been structured and communicated. Teachers were aware of their role: evaluating student performance. Heads of Departments were aware that their role was to quality-assure the calculated grades, and to have conversations with their SLT link should they need to. Senior Leaders were aware that they too were there to quality-assure calculated grades, and to oversee the process of moderation.</p>
	<p>9.8 Governors commented that the Staff should take credit for the hard work done to achieve the changes.</p>
	<p>9.9 QUESTION: How did virtual learning work for those with limited technological hardware? ANSWER: 35 laptops were distributed to students within the first and second weeks of the School closure, including to some staff. The School applied to the Government for laptops for disadvantaged students, but they had not arrived. The School used its own resources instead.</p>
	<p>9.10 QUESTION: How many students were logging into Google Classroom regularly? ANSWER: The system showed who was logging in. A form tutor and Head of Year made contact, and followed up where there were concerns.</p>
	<p>9.11 QUESTION: How many students were young carers, who may have difficulty getting online? ANSWER: That was hard to know, because some carers did not wish to be recognised. For those of whom the School was aware, they counted as vulnerable, and received weekly welfare calls.</p>
	<p>9.12 QUESTION: Did the school use the LBTH <a href="#">padlet</a> for young carers? ANSWER: Yes. The vulnerable can attend the School at any time, and be given laptops.</p>



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9.13	<p><b>QUESTION:</b> How was safeguarding working?  <b>ANSWER:</b> The School contacted every student at least every half term. There were one-to-one meetings. Any students who did not log in were getting telephone calls. For those who were assessed to require support, they could be offered dongle connections, or they could come into the School.</p>
9.14	<p>The Staff were planning intensively for a full return in September.</p>
9.15	<p>* <a href="#">COVID-19 RA - partial return to school 15th June</a>: The School had carried out a risk assessment for the return-to-School process.</p>
9.16	<p>The Chair of P&amp;C remarked that the online learning was of good quality, and there was good checking-up on students. She acknowledged that there could be an extra workload for Staff.</p>
9.17	<p><b>ACTION: The Chair of Governors will write a thank you letter to all Staff from Governors.</b></p>
9.18	<p>The Headteacher had written to parents and Governors about the implications of the death of George Floyd, and the Black Lives Matter movement. * <a href="#">Headteacher letter</a>. There were serious questions about the slave trade connections of Sir John Cass. Governors needed to debate the issue at FGB. There were both internal issues to consider, and issues about how to respond to parents and the media. The Chair of P&amp;C thanked the headteacher for his helpful letter.</p>



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**10. Policies**

- 10.1 \* [Staff Conduct Policy \(Jul 2018\) to be reviewed](#): At 2.6 in the Policy, the phrase “personal interests” should change to “conflicts of interest”, for example if Governors had links to providers to the School. The heading on page 6 should be changed.
- 10.2 QUESTION: Had the School found the policy useful, for example in Staff disciplinary matters?  
ANSWER: The School had not used it much. It was likely to use disciplinary or capability policies instead.
- 10.3 \* [SEND Policy - 04.06.20 – TBR](#): This was the Special Educational Needs and Disabilities policy. The Chair of P&C asked Governors to comment on each page. Page 4 referred to Learning Development teachers (LD teachers) and the LEXONIK Strategy. LEXONIK should go in the glossary. The LEXONIK Strategy will be included in the amended version of the SEND Policy.
- 10.4 QUESTIONS: How did Governors evaluate the success of policies? Were there success criteria for evaluating each policy?  
ANSWER: Governors assessed how good they were, and to what extent they were used. It was important to distinguish maintenance from development, for example in reference to the School Development Plan.
- 10.5 \* [Medical-policy-Revised April 2020 - 04.06.20](#): There were additions or changes in yellow highlight on pages three and seven, with which Governors were content.
- 10.6 \* [SJCR FVBehaviour policy addendum coronavirus](#): The School Leadership Team said this was not a change of policy. It was Government information on how to handle the Coronavirus pandemic in schools and online.
- 10.7 QUESTION: Should students’ and visitors’ temperatures be taken in the reception area, or should triage be done outside of the School?  
ANSWER: Other schools brought in large groups of students at a time. Our School had a queue system, and was doing eight students per hour. Triage on the street did not seem appropriate, and the School did not want to raise anxieties. There was only one student in reception at a time. Risk assessments and walks around the School had been conducted in conjunction with the trade unions.
- 10.8 QUESTION: How were people’s temperatures taken?  
ANSWER: Through a Perspex window, the device read temperatures from a few metres away.



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No	Title and purpose
10.9	<b>All four policies were AGREED, and to be passed to FGB to ratify.</b>
11.	<b>HR / Staffing:</b> There were no staffing issues. The Headteacher expected the School to be fully staffed for September.
12.	<b>Any other business</b> notified to the Chair of P&C and Clerk in writing: None.
13.	<b>Next meeting dates:</b> The Headteacher will propose a meeting schedule to FGB for next year. FGB was to be on 25/6/2020 at 17:30.

**END**

DocuSigned by:

*Ann Slater*

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12-10-2021





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