

**MINUTES OF MEETING OF GOVERNORS' QUALITY & ASSURANCE SUB-COMMITTEE  
HELD ON WEDNESDAY, 22 JUNE, 2011**

**Present:** Angie Dabbs, Alistair Day, Trevor Jones, Chris May, Debbie Macintosh,  
Geoff Otley (Chair), Fiona Polnyj, Alison Scholey, Nigel Smith

---

**12/11 APOLOGIES**

Anne Jeffrey, Steve Uden, Michelle Devine, Jo Brake, Lesley Proctor, David Sherwood, Jonathan Eales.

**13/11 MINUTES OF MEETING OF 16 MARCH, 2011**

Accepted as a true record.

**14/11 MATTERS ARISING**

1/11 Ghana Trip - great deal of interest for the trip with a number of students on a waiting list.

**15/11 STUDENT VOICE - T&L OBSERVERS**

Presentation by Angie Dabbs on a student led teaching and learning observation scheme of staff who had volunteered to be observed. Twelve Y12 students had been selected to carry out a Teaching & Learning observation procedure of staff. The students had received training on methods of observation and evaluation of the SLT would commence on 23 June followed by the English Faculty on 4 - 15 July. The students would then feedback their observations.

**16/11 CONNEXIONS AND WORK EXPERIENCE**

Alison Scholey reported on the situation regarding the careers service Connexions. Connexions will no longer exist from September 2011 and is being replaced by an "all ages service". The school has to provide an impartial careers education service as a statutory requirement. No firm guidance has yet been received as to what will be expected. It is hoped that school will continue to receive support until hopefully September 2012. It is understood that schools will then be expected to buy in a careers service and the new all age service will be one of the companies tendering to provide this service. Various options are being looked at including discussion with other members of the SWAN group and it may be that a joint careers service could be set up.

With regard to the Year 10 block work experience programme, this has been successful for some students although difficulties did arise trying to place students in areas they were happy with. Another issue is that the increase in the school leaving age means that Y10 may not necessarily be the right time to send students on work experience. The cost of the service provided by Connexions is increasing from £11 to £32 per student per placement, this would also increase to £39 if the school becomes an academy. It is proposed that some students in Y10 and Y11 will be targeted to give them extended work experience as part of a more personalised curriculum. However, the block placement will not take place. Year 12 are to complete work experience that is required for their chosen career paths and entry into university. Connexions are to be approached as the placement fee of £32 is unrealistic and it may be that the SWAN group could obtain the service as a single unit to obtain work placements at a lower cost.

**17/11 DIFFERENTIATION REVIEW**

Trevor Jones circulated a summary of the differentiation review and reported on the areas of good practice and areas for improvement that the review had shown. Overall

there were examples of well planned and thought through differentiation in terms of objectives and activities but also examples of issues that still remain to be addressed. In all lessons visited, student engagement and enjoyment of the learning was very good indeed.

**18/11 SCIENCE REVIEW**

Trevor Jones circulated a summary of the Science review which had taken place in April 2011 as part of an ongoing school self evaluation processes including lesson dipping, work analysis and a review of schemes of work, a staff SWOT analysis and student discussions. A number of well planned and appropriate improvements are being worked on. The outcome of the review had shown provision in science is good/satisfactory and improving with a collective commitment across the whole team to engage with the improvements that are being introduced and a clear and positive team ethos.

**19/11 T&L REVIEW**

Trevor Jones circulated a summary of a T&L Review which had taken place in spring 2011 showing the quality of teaching and learning as being judged good, overall. Some inexperienced staff are receiving the appropriate support. Strategic support is also being put into maths, including an AST working in the department with the whole team on CPD and planning strategies.

**20/11 PARENT & STUDENT SURVEY OUTCOMES**

Trevor Jones circulated a summary of the NFER Surveys 2011 which had shown encouraging feedback. Communication with parents had arisen as an issue and it is hoped this will be addressed with the new Parental Portal being put into place. The results of the summary are to be placed on the school website.

**21/11 PROGRESS TO TARGETS IN YEAR 10**

Chris May circulated data on progress to targets in Year 10 and reported that the percentage of students estimated to gain 5+ A\*-C (Eng & Maths) had gone down following Interim 5. This is a cause for concern particularly within Maths and the department have been asked to analyse their results. Strategies are to be put into place targeting individual students. It may be that some students will be changed from modular to linear maths. It is also planned that the Raising Achievement Group will meet with Maths, English and Science after each Interim to look at issues and put in place intervention strategies to get students working well. Heads of House are also identifying students who are underachieving with one-to-ones being arranged with Form Tutors.

**22/11 ATTENDANCE AND EXCLUSIONS REPORT TO END OF MAY**

Alistair Day circulated attendance and exclusion data. The attendance data shows an overall improvement of 1.4% for attendance on the previous year. This is due to the tighter systems being operated by the Student Services Team with first day calling, letters, meetings and referral to the EWO. Unfortunately, the EWO service is now only available at the high end of absenteeism and discussions are taking place within the SWAN group to look at providing a service for the whole group. The exclusion report showed that only 2% of students in Y7-11 received a fixed term exclusion, suggesting that it is a sanction that is very rarely applied. The majority of students receiving an exclusion only had one, suggesting that it remains an effective deterrent.

**Meeting closed at 5.40 pm**