



**CHESTERTON
COMMUNITY COLLEGE**

Chesterton Community College

**Teaching and Learning Committee
Minutes**

2nd October 2013

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Present: Katharine Hutchinson, Andrew Kennedy (Chair), David Carter, Simon Peyton Jones, Belinda Jones, Roger Mann, Helen Arnold, Lucy Scott (Head), Shelley Lockwood, Rolf Purvis (Deputy Head), Lloyd Brown (Deputy Head), Steve Erickson (Assistant Head), Andy Cornick and Richard Kirkby.

This meeting was quorate 9 Governors out of 12 were present. (Quorum is a minimum of 4 Governors)

In attendance: Wendy Palmby (Clerk)

Apologies: Colleen Lehane, Ayesha Tahir and Kirsten Branigan

Welcome: The Chair extended his welcome to everyone and to Lucy Scott as it was her first Teaching and Learning meeting as Headteacher.

1. **Declaration of Pecuniary Interests:** None were declared.
2. **Register of Business Interests:** Andrew Kennedy and Simon Peyton Jones are employed by Microsoft.
3. **Election of Chair:** Simon Peyton Jones proposed Andrew Kennedy and David Carter seconded. All Governors present agreed unanimously.
4. **Minutes of the last meeting (03.07.2013):** These were agreed by all Governors and signed by the Chair as a true record, with one spelling correction.
5. **Matters Arising:** All actions from the last meeting had been addressed and the "Absence during school time policy" is an agenda item for this meeting.
6. **Update on Tablets:** This item was brought forward to enable Mr Kirkby to leave the meeting.

The i-pad KPI plan had been previously circulated to Governors and was presented by Mr Kirkby. Governors felt that the i-pads would support a higher level of good and outstanding lessons at Chesterton and that the tablets underpinned the independent student learning mentioned in the School Improvement plan.

A short discussion followed and it was noted that the lesson observations by the Senior Leadership team would pick up on the success of the I-Pads over time and this in itself was a good research project for the school. Governors commented on another way to capture this, by monitoring the improvement of things like behaviour and a member of the Senior Leadership team stated that the improvement in behaviour had already been noticed. Various other suggestions on how improvement could be communicated to parents were also discussed.

A Parent Survey to accumulate feedback will be circulated at the end of this half term and each half term going forward. However a small amount had been fed back already and the IT department were acting on any concerns as they were raised.

Staff and Governors commented on the benefits already noticed on using a tablet in the classroom. A Governor asked if the tablets were available in Years 10 and 11 and it was conveyed that this was being looked at for the future, but students in these years were allowed to bring their own tablet if they wished to do so and were doing so. It was suggested that we look at the Free School Meals students in Year 10 to establish if the cost of this was an issue and to communicate to Year 10 parents that tablets were allowed in this year. There is one set of i-pads in school that can be used in any one lesson. It was concluded that staff were excited about this project and that they were constantly learning new applications.

Students have been discouraged from using the i-pads at break and lunch times. The Governors thanked Mr Kirkby for his presentation.

Action: A message to be sent to Parents from school to say that Year 10 students can bring in their own tablet.

7. **Results summary:** The Exam Results by subject were presented by Mr Cornick. A booklet on the Summary of Results had been previously circulated to all Governors. The "dip" in some subjects was explained and various factors given that were responsible for this.

All students that were not expecting to get a C grade had been encouraged to take the exam, which could explain some of the dips and also this meant there were a larger number of students taking the exam for example, in science. This meant that it was misleading comparing this year with last year.

A lengthy discussion between Governors and staff members followed and Mr Cornick gave an in depth explanation of the results by subject against targets, using the red, amber, green coding, based on the larger cohorts taking GCSEs. Computing was a new subject this year, with a mixed cohort and this will be monitored going forward.

It was noted that our results overall compared favourably with the national results.

The next five years targets were presented by Mr Cornick. Governors thanked Mr Cornick for the hard work he had done in preparing this analysis.

8. **Absence during school time Policy:** Mr Purvis presented this policy, explaining that a new one had been required to account for new legislation. It was explained that the decision making had been centralised and it is now down to the Deputy Head to make this call with the required compassion, but also adhering to our high standards. The Governors were happy with this policy, with the removal of one bullet point and Mr Purvis was asked to circulate to all Governors for virtual ratification. **Action:** Mr Purvis to re-circulate via the Clerk for virtual approval
9. **Marking and Assessment Policy:** This policy had been circulated to all Governors prior to the meeting. Mr Erickson presented the final version of this policy and answered various questions raised by Governors. A few minor adjustments were recommended, but generally it was felt that students were responding well to this method of marking and assessment. Governors wanted to distinguish between marking and assessment and Mr Erickson explained this. The Governors concluded that they were happy for this policy to go to the Full Governing Body for final ratification, with the recommended adjustments. **Action:** Mr Erickson to make adjustments and forward to the Clerk for virtual ratification.
10. **Coaching programme:** The School Improvement plan had been previously shared with all staff. The key area was outstanding teaching and new methods for improvement have been introduced, one of which is the Coaching model. Some staff have been identified as outstanding practitioners and will be coaching colleagues across all subject areas in line with the programme outlined. Observations and planning are just two areas where this is already happening, but this is not a formal teacher observation process. If successful, this will be rolled out to more teachers and can be linked in with Continued Professional Development (CPD) for example.
- Teaching and Learning Communities (TLC): These TLCs were introduced last year and moving forward the time has been given to the Heads of Faculty enabling this time to be faculty based as a collaborative exercise. Faculties will be able to have a more flexible approach and it will also help reflection on the use of tablets.

11. **AOB:**

- **Healthy Schools Policy:** One of the Governors Mr Carter had produced a document for this which had been previously circulated to all Governors. The document was explained and a discussion on how it should be assembled and what it should contain followed. After a great deal of consideration it was decided that, following a Healthy schools audit, this should maybe take the form of a statement and Mr Carter will take it back to the Healthy schools group for action.

12. **Date of next meeting:** Confirmed for Wednesday 27th November 2013

The meeting closed at 5.30pm