



The Brakenhale School



Minutes of the Curriculum & School Improvement Committee Meeting Held on Tuesday 1st December 2009 at 16:00 in Conference Room 3

Present: Mike Beadsley (Ch) Adeniyi Ibironke Alex Twyman Jo Manisier
Mark Ridgway Miriam Harvey Paul Salter

Clerk: Stefanie Cooper

Invited: Samuel Awuku Fiona Randall Ina Chantry

Apologies: Simon Davies Andy Young Jacky Lamb

ITEM	Action/Decision	By Whom	Date
1	<p>Meeting with Head of English (Appendix 1, 2 & 3)</p> <p>MB read out the letter sent to the Head's of department inviting them to present at the meeting.</p> <p>FER distributed a document detailing the factors involved in the disappointing 2008/9 results and the changes which have been made for 2009/10.</p> <p>The ALAN (Adult Literacy And Numeracy) qualification will be offered to students. It is being considered that a small number of students will not be entered for the English Literature GCSE due to the workload. The average After School Session size is roughly 15 students. Students are to submit 5 pieces of written coursework by 18th December. The monitoring of certain students may need to become intervention after Christmas if they are still struggling with the work. The 'Maths 15' will have more English lessons once their Maths GCSE is completed. The Mock results will be analysed to enable the targeting of specific areas which need improvement.</p> <p>AI asked what monitoring is being done and are the catch-up sessions mandatory.</p> <p>FER stated that students' progress is being monitored via spreadsheet data. The students are strongly advised to attend the After School sessions.</p> <p>MR asked if some students are finding coursework difficult as they have not experienced anything similar before.</p> <p>FER stated that Key Stage 3 has been re-vamped to introduce longer assessed writing tasks earlier. Students do find it easier if the writing tasks are broken up.</p> <p>MB asked how many assessment points there are.</p> <p>FER stated that there are assessment points every 5-6 weeks. New specification means coursework becomes more of a controlled assignment completed in school which some students may prefer.</p> <p>MB asked for clarification regarding the GCSE English Literature examination.</p> <p>FER stated that English Language and English Literature are two separate exams and there is lots of literature to be studied for the exam. There are a small pocket of students who have difficulty accessing the curriculum for the English Literature GCSE.</p> <p>MB stated that he is reassured by the shifted time scale and the stronger teaching team.</p> <p>FER stated that one of the colleagues in the English department is an "outstanding" examiner and has an excellent understanding of what needs to be done to achieve.</p> <p>MR asked if Fiona was confident in achieving the target for A*-C students.</p> <p>FER stated that she was confident the department could achieve 50% A*-C.</p>		
2	<p>Meeting with Head of Maths (Appendix 4)</p> <p>SKA distributed a document detailing the factors involved in the disappointing 2008/9 results and the changes which have been made for 2009/10.</p> <p>Highlighted staffing problems as a major cause and the students' attitude to</p>		



	<p>learning – more staff would have helped deal with disruptive students. The early entry for the 'Maths 15' was 15th November 2009. Parental involvement has been beneficial in getting students on task and attending After School sessions. The next early entry date will be 15th January 2010.</p> <p>MB asked if the 15 for early entry are the Gifted and Talented students. SKA stated that they were not; the 15 identified were lower ability in English. Taking the Maths GCSE early gives more time for them to concentrate on their English GCSE. Those doing the Additional Mathematics exam will be set 1 students. There is the introduction of 'ActiveResult' which is offered by the exam board, the data is analysed by an external party to show where problem areas are. The progress tracker will show students how they are doing in terms of achievement. The staffing situation is better than it was last year. The student attitude is far better than it was this time last year although there are still small pockets of disruption. Parental involvement has had a very positive impact. The prediction for next year is 40-46% A*-C.</p> <p>AI stated that it seems students don't appreciate the After School sessions. Is there any way of using the progress trackers to show the students that they should be attending.</p> <p>PMS stated that different groups of students are being targeted; the department is working hard to ensure students take advantage of extra sessions After School.</p> <p>DRS stated that Year 11 students will be surveyed this week as to how they feel the Study Support programme is benefiting them. If changes are made based on students' feedback this gives them more ownership of their After School sessions. There has been high attendance at the Holiday revision sessions. The most successful revision sessions are the breakfast sessions. SLT have been discussing incentives for students attending revision sessions.</p> <p>MR asked what is being done at KS3 to prevent what is happening at KS4. SKA stated that Year 9 students are being offered extra sessions after school. KS3 students need to enter KS4 with functional skills, the KS4 syllabus is changing so there is uncertainty about what students will need to prepare them for KS4.</p> <p>MB asked how we help those who are average/lower than average. SKA stated that this year the department is concentrating on sets 1, 2 & 3. Sets 2 & 3 are the C/D borderline students. The January exam will be offered to sets 2, 3 & 4. Those of lower ability will be offered the ALAN qualification.</p> <p>MB clarified that some students have now completed their Maths GCSE early. DRS stated that the results for the November exam will be available in January 2010.</p> <p>MB asked what the difference is between this year and last year. SKA stated that this year the students are ready and willing.</p> <p>MR asked how the disruption is being managed. SKA stated that Huw Thomas has met with students and there have been set changes and band changes to minimise disruption.</p> <p>MB thanked both Fiona and Sam for their presentations and for the effort they have made with the extra revision sessions. SKA stated that the moral support from DRS is appreciated by the whole department.</p> <p>SKA & FER left the meeting at 16:55</p>		
9	<p>Literacy Update (Appendix 5) IMC gave the Literacy Update instead of AAT. IMC read through the Literacy Update (a copy of which is enclosed).</p> <p>MR stated that on behalf of the governors he wished to thank Ina for her fantastic effort. There is more to be done with the Primary and feeder schools. Pressure needs to be put on the Local Authority for funding for the Fresh Start</p>		



	<p>programme. IMC stated that both Garth Hill College and Easthampsted Park School have a similar problem but their numbers are not as high. AI asked if we have managed to create a profile of those students who are struggling. IMC stated that data was sent to the Local Authority when requested regarding students with low ability. MB stated that, if available, he would like to see the data. PMS stated that Primary schools do not have the same size budget as Secondary schools. For the past 4 years the school has been highlighting the issue with low literacy levels. The excellent work which Ina and her team have undertaken needs to be publicly recognised. There will be new resources available when the budget permits in January. MR asked about parental involvement. IMC stated that there is parental support for extra lessons, in conjunction with the Learning Resource Centre (LRC) parents are brought in after school to work with their children and are then offered support in understanding the work their child is doing and how they, as a parent, can help at home. Parents don't want to be embarrassed about their ability so a softer approach is used. AAT stated that low literacy skills are often a family issue. MB asked if Fresh Start can be delivered by volunteers. AAT stated that they would need to be CRB checked. PMS suggested Post 16 students. MB asked for clarification regarding the reading age statistics. IMC stated that in 2008 there were 30% of students with a reading age lower than 10. In 2009 there were 25% of students with a reading age lower than 10. The high number in 2008 plagued all schools.</p> <p>IMC left the meeting at 17:20</p>		
3	<p>Absences & Apologies Apologies were received from Simon Davies, Andy Young and Jacky Lamb.</p>		
4	<p>Declaration of AOB Vice Chair & SEN Governor.</p>		
5	<p>Minutes from last meeting 15th September The minutes were signed off as an accurate record of the meeting.</p>		
6	<p>Matters arising None recorded</p>		
7	<p>SIP Update (Appendix 6) PMS distributed the document entitled School/LA Raising Achievement Plan and stated that during the Summer holidays the SIP was redone due to the examination results. Under the advice of the National Challenge Advisor (Helen Hutchings) the school is operating one plan which from now on will be the National Challenge Raising Achievement Plan (NC RAP). This will be monitored by C&SI and S&SW. The document is fluid so will be tweaked and changed constantly while working with SLT and the NC Advisor. Feedback will be given to Abigail Hallworth. Bullet points 1, 2 & 3 impact on staff and students. The decision has also been made that there will be one document for the plan and evaluation where before they were two separate documents. The NC RAP committee has Governor representation and Local Authority representation. A large amount of work has already been done despite the document being so recent.</p> <p>PMS invited Governors to email with queries or questions at a later date due to the size of the document.</p>		
8	<p>Target Setting (Appendix 7 & 8) PMS distributed the documents detailing the targets set for this year. The KS4 target of 44% is seen as an aspirational target but if achieved it would put the school in the top 25% of Value Added schools. In explanation of the targets on appendix 6, the B target of 37% compares Brakenhale to similar schools. The D target of 42% is the stretched target.</p>		



	MB invited other Governors to confirm that the targets are appropriate. It was unanimously agreed.		
10	<p>Teaching & Learning Update (Appendix 9)</p> <p>MB asked for the 10 point expectations for staff to be circulated with the minutes.</p> <p>MB asked what was different about the new Learning Walk programme.</p> <p>DRS stated that there are specific foci including visiting classrooms, checking the implementation of AfL strategies and consultation with students.</p> <p>MR asked why the Local Authority was providing support for ICT.</p> <p>PMS stated that it was standard. The ICT department has no problems and is one of the highest achieving departments in the school.</p> <p>DRS asked if the Governors would like copies of feedback from the Year 11 Study Support survey with the Teaching & Learning Update at meetings.</p> <p>MB confirmed they would.</p>	Clerk	w/minutes
11	<p>Assessment Point 1 (Appendix 10)</p> <p>PMS distributed a graph displaying the results for each department. This time last year the assessment showed predictions above 30% because of this, the Local Authority will be moderating a selection of work from English, Maths, Science, ICT, History and Geography to check the predictions are accurate.</p> <p>MB enquired about the Science BTech double award.</p> <p>DRS stated that if they achieved a pass on both exams that is the equivalent of two C grade GCSEs. Two merits are the equivalent of two B grade GCSEs and two distinctions are the equivalent of two A grade GCSEs. BTech Science covers core Science therefore, if the students pass core and BTech they have 3 C grade GCSEs.</p>		
12	<p>Policies (Appendix 11, 12 & 13)</p> <p>a) Accessibility Plan – unanimously approved</p> <p>b) Curriculum Policy – unanimously approved</p> <p>c) Target Setting – deferred to the next round</p> <p>d) ICT across the curriculum – unanimously accepted</p> <p>e) Study Support – deferred to the next round</p> <p>f) Teaching & Learning – deferred to the next round</p>		
13	<p>Discussion of AOB</p> <p>Following the resignation of Jacqui Day with immediate effect, it is necessary to appoint a new Vice Chair of the Curriculum & School Improvement committee. It is also necessary to appoint a new SEN governor:</p> <p>Vice Chair: Mark Ridgway is duly appointed as Vice Chair of C&SI.</p> <p>SEN Governor: Adeniyi Ibranke is duly appointed as SEN Governor of C&SI.</p> <p>MR asked about the school's RE provision.</p> <p>PMS stated that the school are meeting their statutory requirements and the students are happy.</p> <p>AAT stated that the school has had a number of successful speakers.</p>		
14	<p>Items for next agenda</p> <p>Remove Meeting with HoDs.</p> <p>SIP Update becomes NC RAP Progress.</p> <p>Assessment Point 1 becomes Assessment Point 2 (Presented by DRS)</p>		

Meeting closed at: 18:25