



Passmores School & Technology College  
**GOVERNING BODY**  
STANDARDS COMMITTEE

**Minutes of Standards Committee meeting held on 18th Sept 2008**

**Present:** Paul Taylor [Chair]

Catherine Anderson  
Stephen Drew  
Vic Goddard  
Neil Lawson  
Michelle Revelent  
Harold Rush

**In attendance:** Lynn Guyton [Clerk]  
Mr Ringshaw

**Apologies:** Paul Beashel  
Maureen Eggleton  
Paulette Burrell

PART ONE – RECOMMENDATIONS TO THE FULL GOVERNING BODY

There were no recommendations to the Full Governing Body from this meeting of the Standards Committee.

PART TWO – MINUTES OF THE MEETING

**1. Welcome**

Paul welcomed everyone to the meeting and apologised for the meeting being called at such short notice.

**2. Apologies**

Apologies were received from Paul Beashel and Paulette Burrell

**3. Identification of any other business**

This was postponed until the end of the meeting when everyone was in attendance.

**4. Minutes of the previous meeting held on 18th June 2008**

Paul stated that the minutes raised a few questions for him. Paul questioned the ICT targets and VGD explained this and confirmed this would come up later in the meeting. The minutes were agreed as an accurate record of the meeting.

**5. Matters Arising**

(none)

## 6. Department Reviews.

### Maths

SDW confirmed that most of the committee had received the review and gave out copies to those who did not have one. SDW explained that every teacher was observed at least twice with the exception of SRS (Maths HLTA). The review focuses on the DIP. Eight out of thirteen lessons were deemed to be "good". Some issues that were highlighted were when there was the need to have consistency between high and low levels and boys and girls etc. Also, an observed plenary did not quite hit the target. Behaviour management needs to be improved with more experienced staff being more productive in supporting the less experienced staff. Independent learning was looked at as well as extensions and homework. Paul asked whether there is a school policy on homework being done. Vic explained that on the back on the observation schedule there are questions about homework. They should set homework once a week or a substantial piece once a fortnight. This is difficult to monitor fully but RKG has investigated the setting of homework and monitors this as much as possible. CAN explained the homework sheet – MRT confirmed this can double up the work as homework has to be entered twice. In conclusion, teachers mainly monitor homework setting themselves and it is the teachers responsibility.

SDW stated that Maths met their target for GCSE and level 6 target but just missed out on their level 5 target. Maths have achieved significant progress and met most of their targets. Our Maths result is the best we have ever had as a school.

Paul asked why five children did not turn up for their exam paper. It was confirmed they were sick – which was disappointing as three out of the five had got level 5 in previous exams. Generally the Maths results were excellent but it is difficult for Maths to be high on the residual scale. They have done well transferring D grades to C's and there has been a definite shift away from D grades.

SDW stated that Harold had previously mentioned that data should be taken from students for the review before speaking to the Head of Department. SDW had a conversation with the Head of Department and discovered that the homework was marked very well but the classroom books were not marked as much. It was confirmed that by getting opinions from students, raises or flags up questions. SDW confirmed that generally the student comments for Maths were quite good.

In conclusion, it was a positive review with clear points to work on. VGD confirmed we have had a mainly consistent staff in the Maths department which has been a positive thing.

It was confirmed that there is now a clear division in Maths for who is responsible for KS3 with it being in staff's performance management reviews. Roles were previously not defined enough but we are now working to get them to work as a team and this team will produce a better scheme of work. Two members of the team need mentoring and support and the department is in a very strong position.

Paul asked whether there was a scheme of work going across the subjects. The answer to this was no but there is an opportunity for this with flexible Fridays. Also, the school focus is literacy as accessing the questions in Maths can be a problem.

### Forthcoming Department Reviews

SDW stated that we have done department reviews in the same way for four years. These reviews lead to a situation where we prove what we already know. They have no real benefit. Ofsted have changed their approach and we feel that our internal reviews should reflect this and focus on key issues. SDW gave out a plan with a three part evaluation process.

The first part is looking at the under performing departments (Geography, Graphics, History, Spanish). This will be a two week process focusing on teaching and learning, different sections of the exam and the syllabus. VGD stated there will be "drop in" observations and conversations with students. SDW confirmed we will be initially looking at GCSE courses as most of the underperforming departments did well in the SATs. The immediate problems will be hit first and then the rest will be looked at further down the line.

It was confirmed that MFL is not compulsory but figures have to be given. VGD confirmed that LTR has put together a new lesson – CLAS (Cultural Language Awareness). This is for students to learn to love languages and the culture. Harold offered his congratulations to LTR and stated it will be interesting to see how this takes off.

The second part of the review process is the Cross-Curriculum Theme Reviews. One member of the Leadership Team is responsible for each review. These reviews look across the whole school and will look at good practice. The report will be available to staff and will help staff improve their own areas. These reviews have been chosen on the current government drives and issues.

The third review type will be ongoing. The department will provide evidence that they are meeting their DSEF and this will be brought to the Standards committee. This will either be accepted by the committee or a full department review will be requested. Harold stated it would be nice to be involved in the process rather than the end. SDW stated it would be useful if the Manager could talk to a governor. It was confirmed that the cross curricular reviews are the best ones for governors to be involved in. Harold stated it had been useful in the past when there was a timetable for the review to enable governors to participate. It was stated that each of the Leadership Team is assigned to a cross curricular review. They will put together a programme and send this out to governors. Harold also confirmed that it would be useful if a governor was present at the feedback.

Neil asked if there was scope to look at how we work with other agencies when we do the potential NEETs review. The answer to this was yes.

Paul requested that once a timetable of reviews is available, it go out to all governors to enable them to attend should they wish. This was agreed.

## **7. SATs and GCSE results review 2008**

SDW gave out the figures for the SATs for the end of KS3 levels for year 9 2007 – 2008. These figures were discussed. Paul asked if SDW could look at historical data for comparisons. SDW agreed.

SDW gave out the comparative residuals for all students GCSE Results 2007/2008. SDW explained these figures.

SDW gave out the subject residuals for GCSE Results 2007/2008 and the predicted GCSE residuals for 2008/2009 by subject.

VGD confirmed that English is marked hard but this is down to him. SDW stated that ICT is now set out in a different way. 162 students will be taking the ICT First award, 150 students will be taking the ICT Award and 106 will taking the ICT first certificate. It will be a big challenge this year. The target will be to get half of the students to get at least three GCSEs in ICT.

*A discussion took place involving the Leadership Team members present (VGD/SDW/CAN) and the governors regarding the specific residuals for children from ethnic minorities, those with differing levels of SEN and Looked After Children. The successes were highlighted and consideration was given to those areas in need of improvement. The group also discussed the predicted residuals for these groups for the 2009 results. Again necessary targeted actions were discussed.*

## **8. Any Other Business**

Neil asked about attendance and the current situation regarding an EWO? VGD confirmed that we still do not have an EWO and we are considered a persistence absence school as the figures have changed to 7% below 80% attendance. This entitles us to get legal support. This is promising as we have not had a proper EWO for three years. This is a similar story across the town (except for Burnt Mill). When we have an EWO, it makes all the difference. VGD confirmed he has been appointed onto the panel and suggested that the money we contribute to the EWO be returned and we train up an EWO and house them at Passmores. They are looking into this. Neil asked if this falls through, it can come back to governors to tackle this problem again. This was agreed.

Neil asked about the money for assessment for learning. CAN explained that up to July this was our whole school focus. The money is unlikely to come in as it is moving to APP grids by September 2009.

It was confirmed that the RE audit is being worked on and this will be on the next agenda.

It was confirmed that the terms of reference be looked at on 3<sup>rd</sup> November (the next meeting).

The date for the next meeting will be 3<sup>rd</sup> November 2008.

### PART THREE – RESULTING ACTIONS FROM THE MEETING

<b>Ref</b>	<b>Action</b>	<b>Responsible</b>
Item 6	Timetable of reviews to be sent to governors	SDW
Item 8	RE Audit to be put on the next agenda	CAN/LGN
Item 8	Terms of Reference to go onto the next agenda	LGN
Item 8	Attendance & Behaviour to go onto the agenda (moved from HR)	LGN/PT