

Rye College Learning and Teaching Board

7 October 2015

MINUTES

A meeting of the Rye College Learning and Teaching Board was held on Wednesday 7th October 2015 at 6.00pm in the Boardroom.

PRESENT: Nicola Podd (NPO) [Chair]; Ann Cockerham (ACO), Sally King (SKI), Hazel Russell (HRU), Francine Thomson (FTH).

APOLOGIES: Max Victory (MVI).

In Attendance: Colin Riggs (CRI), for Pupil Premium item; Sally Welch (SWE) [Clerk].

ACTION BY:

1. Declarations of Interest

1.1 Noted: that no member(s) had declared an interest in relation to any item(s) on the agenda.

2. Election of Vice-Chair

2.1 Received: a nomination proposing Hazel Russell be elected Vice-Chair for 2015-16.
Proposed: NPO
Seconded: MVI (in absentia)

2.2 Resolved: by unanimous agreement of the LTB that Hazel Russell should be elected Vice-Chair for 2015-16.

3. Roles and Responsibilities

3.1 Resolved:
a) allocation of LTB roles was agreed as follows:

SKI: Pupil Premium & SMSC

NPO: Chair

HRU: Vice-Chair; Learner Progress; Staff Pay Progression

FTH: Safeguarding & SEN

MVI: Pupil Premium & SMSC

b) to look for a date on which the full LTB would be able to visit the college to monitor.

NPO

4. Code of Conduct

4.1 Resolved: to re-affirm the Code of Conduct for 2015-16.

5. Terms of Reference

5.1 Resolved: to approve the Terms of Reference as previously circulated.

6. Pupil Premium

6.1 Received: a summary report on Pupil Premium (PP) spend for 2014-15, including impact assessment on student outcomes, together with proposed PP expenditure for 2015-16 for approval.

6.2 Noted: in discussion of the above:

- a) CRI reported progress against the action points arising from the PP review by Nigel Jewell (Consultant Head teacher, Bishop Bell School), noting that under Action 3, the pivotal role in PP provision envisaged to be taken by tutors has yet to be fully realised.
- b) the meeting questioned the strategies in place to address current gaps in provision and ensure all staff are able to participate in supporting the learning of PP students. It was agreed to look at the possible extension of tutor time or other directed time within the curriculum across all year groups to enable conversations between staff and students to take place and individual action plans to be produced with the involvement of staff. ACO
- c) the LTB encouraged the college to look at opportunities for encouraging parental engagement to support the learning of PP students. CRI responded that the PP offer had been very well received by parents. In particular, there was strong take up of the new offer of private, 1-2-1 tuition. In response to a question about whether this was offered as a targeted intervention for specific students, CRI reported that the offer was open to the whole PP cohort as part of the PP offer. The meeting discussed extending best value from this aspect of expenditure through shared tuition sessions. However, it was felt that this may undermine the fundamental objective of the private sessions and that some students and parents would not opt for tuition support on this basis.
- d) with regard to PP tracking data, ACO explained that the college intends to use the SIMS module on SEN mapping to provision map all SEN students. PP students would be included in the provision mapping. The impact of interventions for PP students would be tracked and measured every six weeks.
- e) SKI asked how the LTB leads for PP could support further initiatives already in place. CRI invited SKI and MVI to interview parents and PP students with a view to evaluating the impact of the PP offer. It was suggested that such interviews should take place on a regular basis to enable the college to continuously review the effectiveness and impact of the PP offer. CRI/SKI/MVI
- f) SKI suggested that the college should give further consideration to strategies for raising students' aspirations, perhaps by inviting in successful role models to share their stories with students. This suggestion was welcomed as chiming with the Growth Mindset approach. SKI agreed to look into this further and provide CRI with details. SKI/CRI
- g) the meeting reviewed the data presented on the impact of PP spending for 2014-15. CRI reported that a hardship fund has been introduced this year.

6.3 Resolved:

- a) that working at grades should be added to the data set for PP students. CRI (a&b)
- b) that a baseline assessment of the starting position and progress of students receiving private tuition should be included in the PP data set.
- c) that figures should be obtained on the proportion of SEN students within the PP cohort. FTH offered to look at this and report to a future meeting. FTH
- d) that the LTB should receive an updated PP report following each data capture. CRI
- e) to approve PP expenditure for 2015-16 as presented. The LTB commended the broad spread of opportunity available to students under the PP offer.
- f) that the missing element re: supporting aspirations should be explored further. CRI
- g) the meeting thanked CRI for his presentation.

CRI left the meeting.

7. Minutes of the Previous Meeting

7.1 Resolved: deferred to the next meeting.

8. Rye College Examination Results 2015

8.1 Noted:

- a) ACO thanked NPO and HRU for attending the exam analysis review meetings, the purpose of which was to review the key lessons from the 2015 results.

- b) ACO reported that the data capture cycle had been made over complex and there is a need to return to basics. There would be a return to KS4 data capture each term (5 d.c. points for Year 11; 6 d.c. points for Year 10). Formal assessment weeks have been published this year. From each data capture a simple working at grade would be produced as a cautious predictor of future attainment. A future predicted grade, captured only once, will be used to inform college applications. Targets will be aspirational, predicted on 4 levels of progress by end of KS4. Heads of Faculty have been asked to review their assessment tools for reliability. The robustness of the college's assessment measures to be able to produce valid and secure data would be tested through external reviews to be commissioned by the college.
- c) LAT had returned three days per week in the role of Associate Deputy Head. ACO and LAT were overall accountable for accuracy of data. INSET (12th October) would be used to roll out the new data capture regimen and ensure all staff understand the requirements.
- d) the meeting challenged arrangements for moderation. ACO reported that this will happen at departmental level and also through external scrutiny from the consultant head teacher working with the college.
- e) LTB members reflected on lessons learned regarding the data presented to the FGB in 2014-15 and actions necessary to improve the LTB's own effectiveness moving forward in order to impact on the accuracy of predictions and assure itself of data security. The meeting sought clarification from ACO on the key contacts on grade predictions.

8.2 Resolved:

- a) that the LTB would liaise directly with Heads of Department regarding grade predictions.
- b) that the LTB's visibility should be enhanced. NPO would be attending the 12th October INSET to present to staff on the new governance structure, emphasising the LTB's role around support and challenge. NPO
- c) that LAT should be invited to attend the next meeting to report on data capture and quality assurance. ACO

9. College Improvement Plan (CIP)

9.1 Received: the draft CIP as previously circulated.

9.2 Noted:

- a) ACO reported that the CIP is aligned to the Ofsted framework. The meeting noted the three key priorities to: improve the accuracy of data; improve behaviour; restore community confidence. ACO reported that the RAT Board is expecting a positive impact from the urgent improvement measures implemented by Christmas.
- b) the college would be revisiting the targets in SIMS for all students to ensure they are built on an expectation of 4 levels of progress. The meeting questioned whether parents are aware and understand that targets are aspirational. This should be addressed with parents. ACO
- c) ACO acknowledged the recognition across college that behaviour is poor. LAT and MCO were adding capacity around improving behaviour. The behaviour policy and expectations regarding uniform will be told to staff on the 12th October INSET, communicated to students by 11.00am the following day and informed to parents. A detention amnesty would be applied.
- d) ACO reported that there was much work to do on restoring community confidence. The SLT were now present at the bus stops and train station at the beginning and end of the school day as a visible demonstration to the local community that the college cares about the behaviour of students.
- e) the meeting discussed the importance of restoring students' pride in their college and ensuring that staff and students together contribute to a positive learning environment.

f) ACO stressed the importance of ensuring that the college makes every effort to keep parents updated about the progress that is being made and to involve parents as much as possible in the improvement journey.

g) a number of strong, new appointments had been made on staff. Staff CPD is now planned campus-wide to promote collaborative working and sharing of expertise.

h) the meeting discussed the roles and responsibilities of the extended SLT.

9.3 Resolved:

a) the LTB welcomed the draft CIP as a comprehensive, appropriate plan which should be a 'live' document setting out the forward vision for school improvement.

b) that the LTB's role in monitoring the quality of learning and teaching should be articulated clearly to staff.

c) the LTB were invited to send any further comments on the draft document to ACO.

d) that the focus for the planned informal LTB meeting would be Ofsted preparation and LTB monitoring and evaluation against the CIP.

10. Principal's Report for September 2015

10.1 Noted: items under the report were as covered above.

11. Safeguarding

11.1 Noted: FTH reported that there was nothing substantive to report. Routine scrutiny and oversight of safeguarding procedures and progress against the Action plan was ongoing.

12. Chair's Report

12.1 Noted: NPO reported actions in response to a complaint received.

13. Meeting Dates 2015-16

13.1 Resolved: to agree the schedule of meeting dates as set out on the agenda.

14. Any Other Business

Pay Progression Meeting

14.1 Resolved: to schedule this meeting for 4.00pm on 20th October 2015.

Meeting closed: 8.45pm