

<b>MIDDLEWICH HIGH SCHOOL PROGRESS AND ATTAINMENT COMMITTEE MEETING PART 1 MINUTES</b>	
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<b>Date:</b>	<b>Monday 15<sup>th</sup> February 2022 at 4:00 pm</b>	
<b>Venue:</b>	<b>Virtual Meeting using Google Meet</b>	
<b>Present:</b>	<b>Julie Brandreth (JBR)</b> <b>Alan Dixon (ADI)</b> <b>Colin Price (CPR)</b> <b>Heidi Thurland (HTD)</b> <b>Mike Finney (MFI)</b> <b>Angela Deakin (ADE)</b> <b>Natalie Edwards-Clark (NED)</b> <b>Peter Taylor (PTA)</b> <b>Siobhan Tarbuck (STA)</b>	<b>Chair</b> <b>Co-opted Governor</b> <b>Parent Governor-Chair of Governors</b> <b>Head Teacher</b> <b>Co-opted Governor</b> <b>Co-opted Governor</b> <b>Co-opted Governor</b> <b>Parent Governor</b> <b>Staff Governor</b>
<b>Apologies:</b>	<b>Catherine Broadhurst (CBR)</b>	<b>Co-opted Governor</b>
<b>Absence:</b>		
<b>In attendance:</b>	<b>Cheryl Jackson (CJA)</b> <b>Kerry Kirkwood (KKI)</b> <b>Clare Anderson (CAN)</b>	<b>Clerk</b> <b>CEO John Brunner Foundation</b> <b>Careers' Lead</b>
<b>AGENDA ITEM 1</b>	<b>WELCOME &amp; APOLOGIES</b>	
<b>Discussion:</b>	The chair opened the meeting and welcomed KKI to the meeting. The chair confirmed the meeting was quorate. Governors agreed to accept apologies from CBR.	

<b>AGENDA ITEM 2</b>	<b>CONFLICTS OF INTEREST RELATING TO THE MEETING</b>	
<b>Discussion:</b>	There were no declarations of interest declared with the business of the meeting.	

<b>AGENDA ITEM 3</b>	<b>APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING</b>	
<b>Discussion:</b>	Governors agreed that the minutes of the previous meeting held on 15 <sup>th</sup> November 2021 were an accurate record.  CPR requested some minor amendments which will be forwarded to the Clerk.  CPR will sign a copy and provide to the school for retention.	

<b>Decision:</b>	Pending minor amendments. Governors resolved to approve the minutes of the above meeting.
<b>Action:</b>	<b>CPR</b> to sign a copy of the minutes and provide for school for retention.

<b>AGENDA ITEM 4</b>	<b>MATTERS ARISING FROM THE PREVIOUS MEETING</b>
<b>Discussion:</b>	Governors reviewed the action log from the previous meeting and confirmed that any outstanding actions are covered by agenda items for this meeting. It was confirmed that all other actions were met and closed as appropriate.

<b>AGENDA ITEM 5</b>	<b>REVIEW PROGRESS &amp; ACHIEVEMENT TERMS OF REFERENCE</b>
<b>Discussion:</b>	An updated Progress & Achievement Terms of Reference was circulated on Governor Hub prior to the meeting.  The TOR has been updated following MHS incorporation into the Sir John Brunner Foundation (JBF). There are no major changes.  CPR explained that all MHS Committees/Panels and Local Governing Board (LGB) TORs will be updated and will be presented at the LGB meeting on 21.03.22.
<b>Decision:</b>	To accept the Progress & Attainment Committee Terms of Reference.

<b>AGENDA ITEM 6</b>	<b>GOVERNOR VISITS/REPORTS</b>
<b>Discussion:</b>	There were two Governor Visits and Reports were circulated for both on Governor Hub prior to the meeting.  <u>Careers &amp; STEM - ADI &amp; ADE 30.11.21</u> Full details of the visit are available in the report. The following key points were highlighted: <ul style="list-style-type: none"> <li>• MHS are to engage with SJD Sixth Form College focussing on science related projects</li> <li>• The after-school Robotics/ STEM Club is re-starting.</li> <li>• IET Young Professionals Group speakers to visit the school</li> <li>• The school is also considering a project for the BIG BANG event.</li> <li>• I-Value day took place 15.02.22 – businesses invited into school to speak to students and facilitate practical exercises.</li> </ul> <p>In summary the progress made since the last visit is very pleasing and the newly appointed team have a very positive attitude.</p>

	<p>Chair expressed thanks for the update and commented that the meeting had been very valuable.</p> <p><u>2021 -22 KS4 Year 9 Curriculum and Pathways Process – JBR 28.01.22</u></p> <p>Full details of the visit are available in the report. The following key points were highlighted:</p> <ul style="list-style-type: none"> <li>• The same curriculum model is being used with small adaptation to accommodate students interested in studying both History and Geography at KS4.</li> <li>• All students in receipt of the Pupil Premium are being supported through the option process.</li> <li>• All students will have been interviewed before parents’ evening, enabling the online system for formally inputting choices to open the day afterwards.</li> </ul> <p>In summary the success of the options process is due to the strong partnership of colleagues and the evidence-based approach enabling the focus on Pupil Premium (PP) students and the prompt responsiveness to tweaking the curriculum model.</p> <p>HTD commented that the process had been robust and that students seemed excited by it. There is a strong pathway from an EBAC perspective. Establishing a links to careers and employability has been a step-change for the school.</p>
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AGENDA ITEM 7	CAREERS & STEM
<b>Discussion:</b>	<p>The following documents were circulated on Governor Hub prior to the meeting:</p> <ul style="list-style-type: none"> <li>• Careers Learning Journey</li> <li>• Compass Evaluation tool results</li> <li>• Student Voice Curriculum</li> <li>• Governors Report 2022</li> </ul> <p>HTD and Governors expressed thanks to CAN for the very successful I-Value Day that had taken place in school and recognised the hard work and planning that had taken place.</p> <p>CAN presented the Compass Report on screen and highlighted the following key points:</p> <ul style="list-style-type: none"> <li>• CAN &amp; the Enterprise Co-ordinator meet and assess each benchmark by answering questions and presenting evidence.</li> <li>• Progression for each benchmark is different and is a staged process throughout the year.</li> <li>• There will be further progress in some areas following the I-Value Day. The next evaluation will take place on 03.03.22</li> </ul> <p><b>Q – Benchmark 4 (BM4) &amp; BM6 are the lowest scores?</b>  R – BM4 is linking Curriculum to Careers. The I-Value Day will improve this score and the mapping document ‘The Careers Learning Journey’ links curriculum to careers.</p>

**Q – Are there going to be posters in the classrooms?**

R- Information will be available in corridors. There are already posters for Languages and Geography posters will be available next.

Governor volunteered to bring posters relating to STEM

**Q – BM1 has incomplete areas relating to engagement with teachers & parents; how is this going to be addressed?**

R – A letter has gone to parents about how to support your child with career choices and teachers will be asked to evaluate the I-Value day.

**Q – There are no careers linked to English?**

R - The Faculty is working on this and there is a meeting planned next week.

Chair commented on how much progress has been made and suggested that some areas not yet populated should be fairly straight forward to complete.

**Q – What are the software issues with the Compass Tool?**

R – The issues are with Compass Plus and integration of SIMS data. MHS are using Compass not Compass Plus. School currently inputs the data manually which is time-consuming, and groups have to be created manually for Looked After Children, SEND etc.

**Q – Is the capacity issue software or staffing?**

R- It's the software. There is a requirement for Admin support which is being addressed.

**Q – BM3 –‘The opportunity for individualised tailored approach’ has no score or feedback?**

R – The only area not yet completed is data on student destination for 3 years. This is a problem area for all schools and colleges. The school currently has 2 years of reliable data.

HTD commented that School will be working with The County High School, Leftwich in this area.

**Q – Which is the most difficult BM to achieve?**

R – BM6 ‘Experience In The Workplace’ – businesses are reluctant to let students on site at present. School is exploring opportunities to try and move forward in this area.

**Q – Are the school going to do the Faraday Challenge?**

R – Yes.

Governor commented that it would be good to link up with students in other SJBF schools to make up the team and also suggested that he could arrange Faraday Experts to be available on the day.

HTD noted that there are ongoing conversations to centralise many different events and opportunities across the Foundation schools.

**Q – Are the statements on the Student Voice Sheet from a mixed age group as there are some contradictory statements?**

R – The responses are from each year group.

	<p>A Governor suggested it may be better to identify responses by year group to demonstrate the progress in school towards meeting the BM.</p> <p>A Governor informed school that the IET have funding available for the Education Engineering Grant Scheme for extracurricular and STEM projects. CAN requested that the information about available funding be forwarded to School.</p> <p>The Chair thanked CAN for an informative presentation which has enabled Governors to fully understand Gatsby Benchmarking.</p> <p><b>Q - Are any after school clubs up and running?</b> R – All except Robotics Club which will be soon.</p> <p><b>Q - Are the clubs available to all students?</b> R – Yes, but some are by Year Group / Key stage.</p> <p><b>Q – Are the Careers Advisors good value for money?</b> R -£2000 for 10 sessions. An evaluation of the service is planned.</p> <p><b>Q – Do Leftwich run a similar service that could combine?</b> HTD stated that the School has to provide independent advice and the current provider is good value for money. The school is exploring opportunities with Leftwich.</p> <p>CAN noted that this measure is part of BM8. The Chair commented that Ofsted will check that independent advice is being provided. The HTD commented that a colleague is currently undertaking some training, but it is a high level qualification.</p> <p>A Governor thanked CAN for organising the I -Value Day and stated that her Barclays colleagues had very much enjoyed the experience of working with students.</p> <p>The Chair thanked Governors for being supportive.</p>
<p><b>Action:</b></p>	<p>ADI to provide school with STEM posters. ADI to send information about available Educational Engineering Grant to CAN.</p>

CAN left the meeting.

<p><b>AGENDA ITEM 8</b></p>	<p><b>CIRRICULUM UPDATE</b></p>
<p><b>Discussion:</b></p>	<p>The Curriculum Proposal document was circulated on Governor Hub prior to the meeting.</p> <p>HTD informed Governors that there were 2 key proposals for Governors to consider for September implementation:</p> <ul style="list-style-type: none"> <li>• <b><u>Re-allocation of Curriculum Time</u></b></li> </ul>

The proposal is to increase the PSHE/RSE (I-Value) from 1 hour per fortnight to 2 hours per fortnight in KS3 & KS4 to deliver a curriculum which has significantly increased in content.

This will be achieved by:

- Reducing KS3 Science from 8 hours to 7 hours
- Reducing KS4 RE by 1 hour

The rationale to support the proposal is:

- Time allocated to KS3 Science is not used effectively. There is evidence of duplication, too much focus on activities that do not support learning.
- Reduced pace of learning.
- Too much priority given to 'engaging' students rather than precise coverage of critical knowledge.

**Q – How will the increased time in I-Value be monitored to ensure delivery of RE curriculum?**

R – RE will be delivered through assemblies and I-Value. It will be carefully monitored. The school has enough time to rebuild and map the RE curriculum to ensure that all aspects are covered.

- **Review of The School Day**

The proposal is to schedule an additional period of 25 minutes daily to address the low levels of literacy across KS3 & Yr10 and implement reading/careers/revision/interventions in Yr11.

This will be achieved by:

- Reducing tutor time.
- Extending the school day.

The rationale to support the proposal is:

- A greater investment in reading is required following the assessment results of students' reading ages.
- PP & SEND students who are reliant on public transport require interventions within the school day.
- A greater capacity required to work with KS4 (mentoring /tutoring).
- It will reduce the pressure on a tight teaching schedule.

**Q – Tutor time will be reduced to 10 minutes – is that enough time?**

R – That will not be a problem. However we can review as necessary.

**Q – Should the school move tutor time to the start of the day?**

R – It is more beneficial to have tutor time part way through the morning. There is less movement around school, and it enables a focused start to the day in period 1 and also allows tutors to address students who have had a poor start to the day.

**Q – Will there be a problem with public transport?**

R – The school will need to review that transport situation; however, we do not anticipate any issues.

	<p><b>Q – Would the School consider a 15-minute tutor time?</b> R – The school are open to consider other options.</p> <p><b>Q – Is the tutor responsible for delivering the additional reading time?</b> R – It will not be a tutor session. There will be a new staffing model.</p> <p><b>Q – Will I-Value material continue to be provided to the tutors?</b> R – The material will be provided. The school is also considering using experts to deliver specific subjects.</p> <p><b>Q – Have the school looked at the quality of learning in P4?</b> R – The school have analysed the data and prefer to have 1 lesson in the afternoon rather than 2. Concentration levels in the afternoon tend to be lower.</p> <p><b>Q – Will the reduction in Science hours give the wrong impression of the school (ie. less ambitious curriculum)?</b></p> <p>KKI commented that the curriculum is robust. HTD has ensured intellectual challenge. The change is rigorous and ambitious and fit for purpose.</p> <p>KKI endorsed the proposals made by HTD.</p> <p>HTD commented that it was the quality of the Science education that is important and by reducing ‘coasting’ there will be an increased focus on delivery.</p> <p><b>Q – Will the end of the school day clash with local primary schools?</b> R – Local primary schools finish at 3.10.</p> <p>HTD stated that 25 minutes additional time for reading per day is a good investment.</p> <p><b>Q – What is currently missing from the I-Value curriculum?</b> R – There has been significant content change recently and time required to cover this needs to be increased if the school are to deliver high quality education. It will allow a blended model of delivery and it will raise the importance of the subject within school. There will be a relaunch of PHSE to staff and students in September.</p>
<b>Decision:</b>	The Governors accepted the proposals detailed above.

<b>AGENDA ITEM 9</b>	<b>TEACHING &amp; LEARNING UPDATE</b>
<b>Discussion:</b>	Agenda item deferred until the FGB meeting, March 21 <sup>st</sup> .
<b>Action:</b>	To add as an agenda item to the FGB meeting, March 21 <sup>st</sup> .

<b>AGENDA ITEM 10</b>	<b>RECENT DATA CAPTURES</b>
<b>Discussion:</b>	Agenda item deferred until the FGB meeting, March 21 <sup>st</sup> .
<b>Action:</b>	To add as an agenda item to the FGB meeting, March 21 <sup>st</sup> .

<b>AGENDA ITEM 11</b>	<b>POLICIES FOR APPROVAL</b>
<b>Discussion:</b>	<p>The following policy was circulated on Governor Hub prior to the meeting:</p> <ul style="list-style-type: none"> <li>• Remote Learning Policy.</li> </ul> <p>CPR commented that the Scheme of Delegation has been updated following MHS incorporation into the Sir John Brunner Foundation (SJBf). This will be discussed fully at the next FGB 21.03.22.</p>
<b>Action:</b>	To discuss the new Scheme of Delegation at the FGB 21.03.22.
<b>Decision</b>	Governors resolved to approve the Remote Learning Policy.

<b>AGENDA ITEM 12</b>	<b>AOB</b>
<b>Discussion:</b>	There were no items of AOB discussed.

<b>AGENDA ITEM 13</b>	<b>STATEMENT OF IMPACT</b>
<b>Discussion:</b>	<p>Governors helped to move the school forward in this meeting by:</p> <ul style="list-style-type: none"> <li>• Recognising the improvements in the Key Stage 4 pathways' process.</li> <li>• Understanding and challenging the Compass Evaluation Report on Gatsby benchmarking.</li> <li>• Identifying the benefits of the proposed new curriculum.</li> <li>• Encouraging the school to have ambitious plans in place.</li> <li>• Approving the Remote Learning Policy.</li> </ul>

<b>AGENDA ITEM 21</b>	<b>DATE AND TIME OF NEXT MEETING</b>
<b>Discussion:</b>	The date and time of the next meeting of the Progress & Attainment Committee was confirmed as 23.05.22 at 4pm.

**STA & NED left the meeting.**

**The meeting closed at 6.00**  
**The meeting moved to the Part 2 Agenda**

**Chair.....**

**Date.....**