

# Minutes of KEVICC Standards Committee Meeting Tuesday 14<sup>th</sup> June 2022, 5.45pm



*The meeting was held remotely, due to Coronavirus restrictions and Government advice*

**Present:** Karen Sewell (KS - Chair), Jim Lodge (JL), Julian Carnell (JC – arrived 6.10pm), James Hartridge (JH) and Alan Salt (AS).

**In attendance:** Yvette Elliott, Clerk (YE), Deputy Principal Kirsty Matthews (KM), Assistant Principal Ben Cotton (BC), Assistant Principal Anne Law (AL) and SENDCo Natalie Clark (NC).

| Ref. | FOCUS OF MEETING<br><br>Holding the Principal to Account for the Educational Performance of the College and its Students   | Actions |
|------|--|---------|
| 1    | <b>Welcome &amp; Apologies</b> <ul style="list-style-type: none"> <li>• Apologies, sanctioned by the Committee: Michael Young (MY) and Assistant Principal Dan Gillard (DG)</li> <li>• Absent without apology: None</li> <li>• Declarations of interest: None</li> </ul> <p>KS informed all that Laura Hetherington has resigned from the Board of Governors and we are very grateful for all her work and are sad to see her go.</p>  |         |
| 2    | <b>Minutes of the last meeting (15<sup>th</sup> February 2022)</b><br>Minutes were approved and will be signed by the Chair as soon as possible.   | KS      |
| 3    | <b>Matters Arising</b> <ul style="list-style-type: none"> <li>• Parent Representations – following some feedback from MY, YE to re-share the Exclusion Guidance for Maintained Schools and AS is happy to follow-up any future discussions with Governors and invited planned Governor visits to focus on the policies and process of suspensions and exclusions. The KEVICC Promoting Positive Behaviour Policy is also due to be reviewed in the Autumn term.</li> <li>• Update, save &amp; upload ratified policies to College website – Done.</li> </ul>   |         |
| 4    | <b>Quality of Teaching (Ben Cotton)</b><br><u>Update on faculty reviews</u><br>Faculty reviews shared for Autumn and Spring terms. Quality of teaching continues to be good and curriculum work is ongoing. We are looking forward to working with ESW and some work is already starting, including in maths. There are opportunities for curriculum leads to meet regularly across the Trust from September with an eventual move to a shared curriculum.<br>There is a common approach to pedagogy in ESW and this will continue to sit in the quality assurance process next year. Homework will be a priority area moving forward and it will be based on retrieval and recap to support the delivery of the curriculum. Best practice will become common practice.<br><br><i>KS noted that pre-teaching can be helpful for home learning and asked how this will be dealt with if the focus is retrieval? BC stated that, for a small number of pupils, bespoke homework packages could be created with the SENCo and SEND team. However, pre-teaching is already built into the homework package when the focus is retrieval – a more consistent approach to homework is needed.</i> |         |

|   |  |                      |
|---|--|----------------------|
|   | <p>Lesson visits and feedback will become systemised with an online package. This is being trialled currently and simple data identifies practice around the college. SLT have already started working closely with the ESW quality assurance team. ESW have been very impressed with our maths curriculum, ambition and behaviour in lessons.</p> <p><i>JH asked how many subjects will have Curriculum Design Leads (CDLs)? AS stated that most, but not all, subjects will and BC has asked for the CDL list to be shared with all staff.</i></p> <p><i>JC joined the meeting</i></p> <p><i>JH asked what overlap there is on teaching and learning policy between KEVICC and ESW? BC stated that they are very similar with a big focus on Rosenshine – ESW policy compliments our own.</i></p> <p><i>JL asked what plans there are for the future and what impact this will have? Ben confirmed that in maths the transition process has already started. BC and AL are already joining curriculum design meetings to plan INSET day focus areas for the next 12 months. There is 'Adaptive Teacher' training (based on Rosenshine) and a 2-way CPL offer.</i></p> <p><i>JL noted that there is no PE faculty review included in BC's report. BC confirmed that this is not yet complete but it will be circulated, along with Art and Performing Arts, when available. Protocols and quality assurance process to be managed.</i></p> <p><u>Update on CPL for 2022-23</u><br/>CPL moved online as a result of Covid-19 but the plan is to return to the Hub model. This will be used to reflect and build upon personal priority areas. Nano's continue to occur every Monday morning in staff briefing, for a teaching &amp; learning input.</p> <p><i>JL asked if 2022 data has been modelled? BC confirmed that this is looking positive for mocks but <b>a full matrix report will be brought to Governors in the Autumn.</b></i></p> <p><i>Ben was thanked for his contribution and left the meeting.</i></p> | <p><b>Agenda</b></p> |
| 5 | <p><b>Safeguarding &amp; Behaviour (Kirsty Matthews)</b><br/><u>WB / CIN / CP data including escalations</u><br/>Safeguarding data was shared with meeting papers for the academic year to date. There are lots of early interventions in order to prevent escalation. Early Help is a voluntary service to families – this tends to their needs, but not all consent to Early Help. KEVICC has a record of contesting cases where it is felt that the wrong decision was reached.</p> <p><i>JL asked how this year compares with previous years? KM stated that there was less reporting during Covid-19 and more is now being reported by staff on CPOMs.</i></p>  |                      |

|   |  |        |
|---|--|--------|
|   | <p>14 racial incidents were logged, but only 10 of these are on the BPRI list. AS added that some safeguarding incidents around racism may not involve other pupils, which is what makes it reportable, but they may still raise concerns at the college.</p> <p><i>KS asked if the PSHE curriculum should include more on racism?</i> KM stated that racism is covered in every year group, but it is only taught once a fortnight. The curriculum headlines have been shared with Governors, but this may not demonstrate exactly how it is delivered as it often covers race. AS added that students across the school have an awareness of racism and often they are more aware of this than other protected characteristics.</p> <p><u>Comparative Exclusion Data</u><br/>Suspensions have increased this year, but this is to be expected as much education was provided off-site during Covid-19 restrictions. Behaviour was excellent during mock exams.</p> <p><u>Attendance Update</u><br/>Attendance data has not yet been shared as it requires anonymising. 89.5% attendance overall. AS reminded Governors that Dan Gillard has only returned to KEVICC SLT for one day per week so far, so he has not had time to undertake a deep analysis yet. <b>Attendance data will be brought to Governors in the Autumn term.</b></p> <p><u>Students in Alternative Provision, including medical</u><br/><i>KS asked if they are long or short stays in alternative provision?</i> AS confirmed they are long stays, particularly as health-related needs are long term by nature. Two Year 11 placements were to avoid permanent exclusions, one is being supported by the 0-25years team due to significant SEND needs. One year 9 student is awaiting an EHCP.<br/><i>KS asked if all these pupils are still on the KEVICC roll and if regular reviews and monitoring take place?</i> AS confirmed that they are on roll and there are regular visits to ensure the provision is appropriate<br/><i>JL asked what the financial implications are for the college?</i> AS stated that KEVICC pays for several, but some received funding for these placements.</p> <p><u>PSHE Review</u><br/>The external review of PSHE has led to positive changes, including further staff training for a permanent teaching team. KS added that she heard positive feedback from the students during the review and felt this was reflective of the work being done.</p> <p><i>Kirsty was thanked for her contribution and left the meeting.</i></p> | Agenda |
| 6 | <p><b>Curriculum and Assessment (Anne Law)</b></p> <p><u>Curriculum plans 2022-23</u><br/>Curriculum development started 3 years ago and a new KS3 curriculum started in September 2020, but the ability to evaluate this was challenging through Covid-19 restrictions. External professionals were previously brought in for quality assurance and leaders as ESW are now bringing their subject knowledge. There is not a consistent system in place yet to securely review the curriculum so this will be a huge focus for KEVICC moving forward. Retrieval practice consistency also needs to be assessed, but a culture of an ever-evolving curriculum is now in place. There</p>  |        |

|   |   |  |
|---|---|--|
|   | <p>is a focus on assessment audit for faculty leaders to help identify any learning deficits and what can be done to make improvements.</p> <p><i>KS asked if the focus on retrieval of knowledge is at the detriment of practicing higher order skills?</i> AL assured Governors that this is not the case and confirmed that students need to employ complex skills, using key information as their basis. They need to be able to effectively apply this and build up to using a body of knowledge in a complex way.</p> <p>There is a 12-weekly assessment cycle being planned – this is a really good system that will be introduced in September 2023 for the purpose of assessment. This will look at what's been learnt, where the gaps are and allows time for staff to address any misconceptions and plan to 'repair' theses, before being able to amend their curriculum delivery for the future. AL anticipates some anxiety from students and parents about this new process, but it will offer opportunities to fix misconceptions and pupils at Kingsbridge are very positive about it, as they do not feel it is 'high stakes' assessment.</p> <p><i>KS asked why it is not being introduced until 2023?</i> AL stated that there will be a number of new systems for staff to get used to when we join ESW and there are workload implications which need to be managed carefully. Staff need to be protected and this needs to be introduced in a positive way as we want it to work well and be a powerful tool, so a careful introduction is essential.</p> <p>Assessment is a type of teaching and there are many ways to assess pupils.</p> <p><i>JC can see the benefits to this type of assessment and asked if parents can be empowered in this process and if IT can be used to reduce workload and improve communication?</i> AL wants to communicate with parents and equip students with learning lists that parents can see – this would cover the core knowledge that would be expected from each unit of work, but differentiated work would also exist.</p> <p><i>Anne was thanked for her contribution and left the meeting.</i></p> |  |
| 7 | <p><b>SEND (Natalie Clark)</b></p> <p><u>EHCP / K / T data</u></p> <p>There are 33 EHCP students currently and 103 on SEND support, giving 136 in total. A further 100 students can be included when T-codes and teacher support are accounted for. This is 25% of the school role, which is a very high SEND percentage. AS confirmed that if we were in-line with the national average for EHCP pupils, we would only have 18 and that Devon County Council are not rated by OFSTED as a good authority for SEND support.</p> <p>There is work to do to close the gap, but in the classroom 'all teachers are teachers of SEND' and there is a focus on the strategic role of each faculty.</p> <p>NC reminded Governors that there is qualitative data too, with some amazing personal achievements. There are many stories of empowerment and opportunities for individuals to flourish behind the data.</p> <p><u>Staffing</u></p> <p>Nick Trafford will be Pastoral Lead for Year 11 from September, so he has started working with the current Year 10s to enable planning to commence.</p>  |  |

|    |  |  |
|----|--|--|
|    | <p>NC became SENCo after Easter alongside her role as Acting faculty lead for Science and she still has much to learn. There is significant parental engagement in this role and some systems require improvement for timely and impactful work and consistency – these will be priorities now ready for September. NC is following-up on interventions and information sharing.</p> <p>A staffing restructure is planned and ongoing in order to compliment the SEND team. The long-term aim is to formulate a strategic 5-year plan to include consultation with parents, carers, students, teaching and non-teaching staff.</p> <p>NC is working with the SLT, pastoral leads and others to evaluate the effectiveness of SEND support and how it meets the needs of all learners.</p> <p><i>KS indicated that the SENCo at Coombeshead would be pleased to work with NC.</i></p> <p><i>JL was impressed and glad to hear that both immediate issues and strategic aims are a focus. He asked what the impact on the PLC will be when Kat Bastin moves away from it? NC stated that the PLC is for SEND pupils, so this is integrated. The PLC could be used more effectively to integrate pupils back into lessons and how these pupils are properly supported. This will improve by working with teachers to ensure they understand the needs of their pupils.</i></p> <p><i>Natalie was thanked for taking on this role and her contribution and it was noted that the school is in a good position regarding the recent Green paper. NC left the meeting.</i></p> |  |
| 8  | <p><b>Chair's Action</b></p> <p>JL informed Governors that two items required a quick decision between scheduled Governor meetings and reported on two Chair's Actions that he has approved:</p> <ul style="list-style-type: none"> <li>• Change to PAN for Year 7, September 2022 – This has been increased from 150 pupils to 180 pupils, which is a matter for celebration. Provision for the extra 30 pupils has been managed within the existing staffing structure.</li> <li>• Approval of new Word Processor Policy – A new policy was required for pupils needing to use a word processor in their exams. This was quickly drafted and approved.</li> </ul>  |  |
| 9  | <p><b>Uniform Update</b></p> <p>AS confirmed that there is a change in the type of jumper from September as Lawsons have sourced a College sweatshirt and hoodie. The consultation feedback was to reduce the cost and improve comfort and warmth, so AS will be writing to pares soon about these changes.</p> <p>V-neck jumpers currently cost £18-20. The new sweatshirts will eb £12-16 and hoodies £14-20.</p> <p>AS is also looking at potential ways of reducing the cost of PE kits.</p> <p><i>JC asked if the college uniform will remain an issue for the Local Governing Board (LGB) to decide once we have joined ESW and that there will not be a logo change? As confirmed this.</i></p>   |  |
| 10 | <p><b>Governor Links</b></p> <p>Governors were reminded to plan their school visits to coincide with Faculty Reviews and Learning Walks.</p>   |  |

|    |  |    |
|----|--|----|
| 11 | <b>Policies for Approval</b> <ul style="list-style-type: none"> <li>• Policy for Computer Network Use (Ben Cotton) – <b><i>Ratified</i></b></li> <li>• Teachers' Appraisal Policy (Ben Cotton) – <b><i>Ratified</i></b></li> <li>• Assessment &amp; Feedback Policy – <b><i>Ratified</i></b></li> <li>• Careers Policy &amp; Guidance (CEIG) (Anne Law) – <b><i>Ratified following a minor amendment</i></b></li> <li>• High Attaining &amp; Talented Policy (Anne Law) – <b><i>Ratified</i></b></li> <li>• Home Learning Policy (Ben Cotton) – <b><i>Ratified</i></b></li> </ul> <b>YE to update, save &amp; upload to College website.</b> | YE |
| 12 | <b>Policies for Review at next meeting</b><br>This will become an ESW responsibility   |    |
| 13 | <b>Meeting closed at 7.30pm.</b><br>The date of the next meeting is to be arranged.  |    |

Signed.....

Date:.....

**Karen Sewell**

**Chair of Standards Committee**