



Minutes of Academy Quality Council Meeting

PART 1

Date: Monday 3 December 2018
Time: 6.30 pm
Location: Tomlinscote School, Frimley

Present:

Ray Coyne, (Independent Councillor) (RC) - Chair
Muir Laurie, (Independent Councillor) (ML) – Vice- Chair
Colin Cavan (Independent Councillor)
Helen Ellis (Staff Councillor) (RE)
Rebecca Davis (Parent Councillor) (RD)
Heather O'Connor (Parent Councillor) (HO) – from Item 15
Leon Rayner (Staff Councillor) (LR)
Maite Roel (Independent Councillor) (MR)
Ian Hylan (Ex-officio Councillor)

In Attendance:

Rob Major (Head)
Lindsay Gowland (Clerk)

Apologies for absence:

Philip Mann (Independent Councillor, Vice-Chair)
Annette Sterr (Independent Councillor)

| Minute No | Item | Action |
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| 1 | <p>Welcome, Apologies for Absence, Declarations of Interest The Chair opened the meeting at 6.30pm. Apologies were received and accepted from Phil Mann and Annette Sterr. The meeting was quorate.</p> <p>Councillors were reminded to complete the Register of Interests. There were no declarations for specific agenda items.</p> <p>Helen Ellis was welcomed to her first meeting as a Staff Councillor</p> | |
| 2 | <p>Adoption of the Minutes of the Last Meeting The Minutes of the AQC meeting held on 8 Oct 18 were adopted</p> | |
| 3 | <p>Matters Arising (not covered elsewhere)</p> <ol style="list-style-type: none"> a. Councillors were reminded to return their Declaration of Interest forms, if they had not already done so. b. The Chair of the Salaries Committee outlined the final meeting of the Committee. They were happy with the appraisal process and had highlighted those who had not had a successful appraisal. He commented that they were disappointed that there was a ceiling on | |

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| | <p>salaries for excellent teachers.</p> <p>c. PM had sent a note clarifying that the records were kept in a locked cabinet, in a locked office, in Student Support. A detailed chronology of all matters relating to the particular child were kept in the records; some of them had the sheet that Surrey had suggested but with others the information is integral to the log.</p> | |
| 4 | <p>SEF Documents</p> <p>The SEF documents were discussed. There were four SEF documents: Outcomes for students, Quality of teaching, Learning and Assessment, Personal Development, behaviour and welfare and Effectiveness of Leadership and Management. These were summarised in the Overall Effectiveness.</p> <p><u>SEF 1 – Outcomes.</u> This was not presented as the validated data was not available until January. The aim was to circulate this before the next meeting.</p> <p><u>SEF 4 – Leadership & Management.</u> All faculties had completed a leadership and management review. Councillors were thanked for their written contributions to the review. The summary document had been circulated with the agenda and discussion of key points then followed. The review was guided by the OFSTED criteria and as a result Leadership & Management was felt to be GOOD, with elements of OUTSTANDING. The meeting agreed with this assessment.</p> <p>In response to a question on how the SEF mapped onto the Quality Improvement Plan (QiP). It was explained that they were inter-related documents but written at different times and that the outcome metrics were contained in the QiP. It was agreed that the ‘To be outstanding statement’ would be amended to indicate links to Priorities in the QiP.</p> <p>Overall effectiveness was based on the four SEF elements together with views of the Academy leadership. The priorities it identified aligned with the QiP. As with the SEF 4, this would be amended to show correspondence of the priorities with the QiP.</p> | RM |
| 5 | <p>Leadership</p> <p>The Leadership Report was received. The Open Evening had been a great success and the school was now oversubscribed for first preferences (<u>Afternote:</u> post meeting figures confirm first preferences up this year by 51 and total preferences by 87). There was quite a lot of interest from families living across the county boundary.</p> <p>The meeting was apprised on staffing matters. The Leadership team would be reduced to almost half the September size in January. To increase capacity, two opportunities would be offered to members of staff to become Associate SLT members for 2 terms, which would give them the opportunity for greater experience. Other changes included a temporary</p> | |

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| | <p>secondment of the School Business Manager to the Operations Director role at the Trust and the stepping down of the Executive Principal. RM would take on the Principal role and other duties were in the process of being reassigned across the team.</p> <p>RM had had some success in recruiting staff in hard to fill subjects and the NQTs were performing well.</p> <p>It was noted that Surrey were to seek permission from the Secretary of State to transfer 0.5% of revenue (£3.1M) out of the School Budget and into the High Needs Budget, which would result in a greater squeeze on the school budget.</p> <p>The School had been appointed an Apple Distinguished School – only one of 15 in the country. This was a great fillip to Tomlinscote.</p> | |
| 6 | <p>Curriculum</p> <p>A report on proposed changes to the curriculum was received and RM highlighted that now was the time to review the curriculum in order not only to improve the Progress 8 scores but also to meet the needs of the students.</p> <p>The following were agreed:</p> <ol style="list-style-type: none"> a. Not to continue with RE as a compulsory examined GCSE subject in Years 9-11 but instead it will be offered as an Option subject and appropriate RE modules included in the PSHE programme. It was highlighted that the law required the teaching of RE and therefore the school must ensure that PSHE covered it appropriately. There was no implication for the RE staff at the moment from this decision. b. To continue to provide vocational programmes at KS4 in order to meet the needs of our students with the alternative provision of Construction, Hair & Beauty, Child Development and Hospitality & Catering. It was agreed that there was a requirement to maintain vocational provision for students. c. To carry out a review of KS5 vocational provision so a decision about future provision can be made before the end of this term. There were not sustainable numbers on vocational courses and the staff had been in limbo for too long and needed clarity. A consultation had started with vocational staff in order to get their views. The meeting was made aware that any changes to KS5 provision may have a knock on effect for KS4. There was a need to consider the issue holistically, looking at the students, staff and estate and the aim was to offer KS5 provision in some form. d. To not run Mandarin or Japanese in Year 7. The Mandarin teacher was leaving at Christmas and it had not proved possible to recruit a suitable replacement. Moving forward, the plan would be to continue to offer both as extra curricula GCSEs, but drop Year 7 provision in favour of core MFL. e. To not have compulsory French or German at GCSE. Some | |

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| | <p>students had expressed reluctance to continue their language studies to GCSE and some low/mid prior attainment students found a language extremely difficult so other options might be more suitable for them. Students who were thought capable of continuing with languages would have this indicate in their Options booklet. There was concern that this implied others were not-recommended, but the meeting was reassured that any child who wished to study French, German or Spanish would be welcome. The AQC also expressed the view that it was the School's duty to provide an international vision and that the pupils should not be limited.</p> <p>f. To continue with 120 students taking Triple Science.</p> | |
| 7 | <p>Approval of the Child Protection and Safeguarding Policy. The Child Protection and Safeguarding Policy was approved. It was clarified that "staff" referred to all teachers and support staff.</p> <p>RM agreed to recirculate KCSIE</p> | RM |
| 8 | <p>AOB It was agreed to defer the item "Tomlinscote Discussion Item" until the next meeting.</p> <p>IH was thanked for all that he had done for Tomlinscote School and the meeting wished him well with his future endeavours.</p> <p>There would be a staff farewell on 19 Dec 18, to which the AQC were invited.</p> | Clerk All |
| 9 | <p>Dates of Next Meetings The date of the next meetings were confirmed as</p> <ol style="list-style-type: none"> a. Mon 4 Feb 19 b. Mon 18 Mar 19 c. Mon 20 May 19 d. Mon 8 Jul 19 <p>There being no other business, Part 1 of the meeting closed at 2010.</p> | All |

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