

<b>Committee:</b> Board of Governors of the City of London School for Girls	<b>Date:</b> 22 <sup>nd</sup> June 2015	
<b>Report of:</b> The Headmistress	<b>Public:</b>	
	<b>For Decision</b>	
<b>Summary</b>		
<b><u>Policies for Board Approval (paragraph 10)</u></b>		
It is <b>recommended</b> that the Board approves the following policies attached at Annex B – F:		
Trip Paperwork		
SMSC Statement – Appendix to Collective Worship Curriculum Policies – revised May 2015		
NQT Induction Policy – revised May 2015		
Anti-Bullying Policy September 2014 (amended May 2015)		
Safeguarding and Child Protection Policy and it's annexes – January 2015 (revised May 2015)		

### **Forthcoming Events**

1.

22 <sup>nd</sup> June	Year 11 Dinner
23 <sup>rd</sup> June	Leavers Services and Art Exhibition
23 <sup>rd</sup> June	7+ New Parents' Welcome Afternoon
24 <sup>th</sup> June	Year 12 Leadership Day
24 <sup>th</sup> June	U2 Flag Raising Ceremony at the Guildhall
25 <sup>th</sup> June	Sixth Form Leavers' Ball
26 <sup>th</sup> June	Sponsored Walk
29 <sup>th</sup> June -10 <sup>th</sup> July	Year 11 Work Experience
29 <sup>th</sup> June	11+ New Parents' Welcome Afternoon
29 <sup>th</sup> June – 9 <sup>th</sup> July	MOAT Festival including Year 10 GCSE Drama performances
30 <sup>th</sup> June	Senior School Sports Day
1 <sup>st</sup> July	Year 9 City Girls in the Arts
2 <sup>nd</sup> July	Senior School Open Evening
6 <sup>th</sup> July	Year 7 & 8 Stubbers Trip
6 <sup>th</sup> July	Prep Opera Performance
8 <sup>th</sup> July	Year 8 City Girls in Science Day
10 <sup>th</sup> July	Term Ends
13 <sup>th</sup> – 17 <sup>th</sup> July	Summer School
1 <sup>st</sup> & 2 <sup>nd</sup> September	Staff Days
3 <sup>rd</sup> September morning	Induction day – Years 3, 7 & 12
3 <sup>rd</sup> September afternoon	Term begins for all Years but 4-6
10 <sup>th</sup> September	Year 7 Transition Evening
11 <sup>th</sup> September	Year 10 Parents' Breakfast
15 <sup>th</sup> September	7+ Open Morning

15 <sup>th</sup> September	Prep Battle of Britain 75 <sup>th</sup> Anniversary Event
16 <sup>th</sup> September	Welcome to Sixth Form Evening
18 <sup>th</sup> September	Year 13 Parents Breakfast
23 <sup>rd</sup> September	11+ Open Morning
25 <sup>th</sup> September	Year 11 Parents' Breakfast
30 <sup>th</sup> September – 3 <sup>rd</sup> October	Erasmus Meeting
1 <sup>st</sup> October	11+ Open Morning
1 <sup>st</sup> October	Prefect Dinner
2 <sup>nd</sup> October	Year 9 Parents' Breakfast
6 <sup>th</sup> October	International University Fair
9 <sup>th</sup> October	Year 8 Parents' Breakfast
9 <sup>th</sup> October	Uniform Information Session
14 <sup>th</sup> October	11+ Open Morning
15 <sup>th</sup> October	Scholars Concert
16 <sup>th</sup> October	Year 7 Parents' Breakfast
22 <sup>nd</sup> October	Board of Governors meeting (TBC)

### **Educational Visits**

2.

17 <sup>th</sup> -18 <sup>th</sup> June	Euro Disney Music Tour
19 <sup>th</sup> – 23 <sup>rd</sup> June	Year 8 Normandy Trip
18 <sup>th</sup> – 25 <sup>th</sup> June	Year 10 German Exchange (AVG here)
27 <sup>th</sup> June – 2 <sup>nd</sup> July	Biology A Level Field Trip
27 <sup>th</sup> June – 4 <sup>th</sup> July	Year 12 German Exchange (AVG here)
3 <sup>rd</sup> July	Year 10 Celebration Trip at Warner Bros Studio
3 <sup>rd</sup> – 5 <sup>th</sup> July	Silver DofE Qualifying Expedition
8 <sup>th</sup> July	Prep Summer Day Trip to the Tower of London
10 <sup>th</sup> – 13 <sup>th</sup> July	Skern Lodge Trip
16 <sup>th</sup> – 18 <sup>th</sup> September	Year 7 Sayers Croft Trip
28 <sup>th</sup> September – 1 <sup>st</sup> October	Prep trip to the Grove
5 <sup>th</sup> – 9 <sup>th</sup> October	U2 trip to Dales Fort FSC (Wales)
17 <sup>th</sup> October – 1 <sup>st</sup> November	Year 12-13 Guatemala Trip

### **Governors' Visiting Days**

3. The School is always delighted to welcome Governors to spend a day in school either attending lessons in a specific subject or else shadowing a particular year group.

Any Governors who would like to make a visit are asked to contact the Deputy Head at the school to discuss possible dates and the programme that would interest them.

### **Governors' visits**

On 21<sup>st</sup> January 2015 Mr Nick Bensted-Smith came and observed English, French and Maths lessons.

On 3<sup>rd</sup> February 2015 Ms Holmes came and observed seven lessons from Year 7 to 13 with a variety of subjects.

On 13<sup>th</sup> February 2015 Mr Regan came and observed 6 lessons from Year 8 to Year 13 with a variety of subjects.

On 17<sup>th</sup> March 2015 Ms James came and observed five STEM lessons of Sixth Formers.

On 15<sup>th</sup> May 2015 Mr Hayward came and observed four Art and Humanities lessons from Year 7 to 10.

### **Health & Safety**

4. An emergency evacuation drill took place 11<sup>th</sup> February 2015. An emergency evacuation drill will be held in the second half of term.

The minutes of the Health & Safety Committee meeting held on Monday 20<sup>th</sup> April minutes are at Annex A The next meeting of the committee will take place on Tuesday 1st September 2015.

There has been 1 reportable incident during the period from 15th January to 1<sup>st</sup> June 2015. This was an accident concerning a member of Staff where a bag of Citric Acid crystals burst and splashed in her eyes.

The Deputy Head (Pastoral) has revised the current trip paperwork to make the forms more user friendly without changing the content, please see attached at Annex B for approval.

### **Lettings**

- 5.
- |                              |  |                         |
|------------------------------|--|-------------------------|
| Charterhouse School          | 10th and 11th July   | Main Hall               |
| City of London Police Cadets | 28th April   | Lecture Theatre         |
| Crossrail                    | 23rd April, 20th May, 3rd, 17th June   | Committee Room/New Hall |
| Dance a round                | 4th June   | Main Hall               |
| Justin Craig Education       | 2nd to 4th May, 9th, 16th, 25th to 30th May, 6th, 13th, 25th June  | B Floor Classrooms      |
| London Gay Men's Choir       | 27th April   | New Hall & Music Rooms  |
| London Symphony Chorus       | 30th April, 5th, 7th, 12th, 14th, 19th, 21st, 26th 28th May, 2nd, 4th, 9th, 11th 16th, 18th, 19th, June, 10th, 11th, 12th, 13th July | Main Hall or New Hall   |
| London Symphony Orchestra    | 9th & 10th May, 6th June   | Main Hall               |

### **Regular Hirers**

Barbican Lawn Tennis Club	Various Evenings	Tennis Courts
Global Harvesters Fellowship	Every Sunday	Main Hall
Go Mammoth	Every Monday - Thursday Evenings	Gymnasium
Nanuk Swimming	Every Thursday & Saturday	Swimming Pool
Royal Choral Society	Every Monday	Main Hall

### **Summary of Staff Training Academic Year 13/14**

6. For this academic year we have split the training into two clear components: academic and pastoral, recognising that both elements help to embed and reinforce the initiatives of each other.

The main academic focus of whole staff training this school year has continued to be on Assessment for Learning and related pedagogical techniques. Dr Christine Harrison of King's College, London came into school at the start of the Autumn term 2014 to run a workshop for staff on Research Methodologies. The primary aim of this session was to help prepare staff for undertaking active research on specific areas of AfL. Further training and discussion sessions followed. Staff have also met in smaller groups to continue to share best practice and to undertake a small research project designed and implemented by the group members. Each group will be presenting their research findings back to the rest of the teaching staff in June 2015. The programme of peer observation of lessons has underpinned all of this and has served as a means of enabling staff to learn from one another.

On the pastoral side there have been whole staff sessions on the role metacognition has to play within the curriculum and as a means of enhancing the personal development of pupils, heteronormativity, how to have difficult conversations, safeguarding, the use of the pastoral referral pyramid and the sharing of best practice from a tutor's perspective. The SEND Department provided a staff INSET on the new SEND Code of Practice and the school Counsellors ran a workshop on Mental Health in the Classroom. Staff also had the option to elect to attend a session on e-Twinning and British Council and/ or workshops on Mobile Learning. To support staff welfare, we have run sessions on Pensions in light of the recent changes to the Teachers' Pension Scheme.

In addition to whole staff training, teachers have attended a wide range of individual training courses, including subject specific courses on forthcoming changes to examination specifications, training for those with posts of pastoral responsibilities relating to aspects of safeguarding and how to manage children with major pastoral issues and those courses relating to national and statutory changes which impact on the educational provision within school (Radicalisation and Extremism). We have also sought to develop middle and senior managers. The new Head of PE was enrolled on to the HMC/GSA ISQAM level one course to help her to prepare for her role and all members of the SMT meet with their counterparts within the ELC schools to undertake senior leadership training.

### **Policies for Board Approval**

7. Please see attached policies at Annexes C - F.

### **List of Annexes:**

Annex A:	Health and Safety Committee Meeting Minutes
Annex B:	Trip Paperwork
Annex C:	SMSC Statement – Appendix to Collective Worship Curriculum Policies – Revised May 2015
Annex D:	NQT Induction Policy – Revised may 2015

Annex E: Anti-Bullying Policy September 2014 (Amended May 2015)  
Annex F: Safeguarding and Child Protection Policy – January 2015 (Revised May 2015)

Background Papers:  
None

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