

<b>Committee(s)</b>	<b>Dated:</b>
Board of Governors of the City of London School for Girls	27 June 2016
<b>Subject:</b> Report of the Headmistress	<b>Public</b>
<b>Report of:</b> The Headmistress of the City of London School for Girls	<b>For Decision</b>
<b>Report author:</b> Alan Bubbear, Bursar	

### Summary

Various items for information for the Board of Governors along with a number of policies at Appendix A to M for approval.

### Recommendation(s)

Members are asked to:

- Note the report.
- Approve the revised policies at Appendices A to M
  - Appendix A: Admissions Policy
  - Appendix B: Anti-Bullying Policy
  - Appendix C: Complaints Policy
  - Appendix D: Curriculum Policy
  - Appendix E: Educational Visits Policy
  - Appendix F: English as an Additional Language Policy
  - Appendix G: Predicted Grades Policy
  - Appendix H: PSHCEE Policy
  - Appendix I: Reporting and Feedback Policy
  - Appendix J: Assessment and Recording Policy
  - Appendix K: Safeguarding and Child Protection Policy
  - Appendix L: Sex Education Policy
  - Appendix M: Work Experience Policy
  - Appendix N: Framework for Pupil Performance
  - Appendix O: Collective Worship Policy
  - Appendix P: Teaching and Learning Policy
  - Appendix Q: Internal Assessment Decisions and Appeals Policy

### Main Report

#### Forthcoming Events

28th June	Year 9 Independent Learning Project &
Celebration Evening	
29th June	Year 7 Parents Evening
30th June	Leavers' Service and Art Exhibition
30th June	6th Form Leavers' Ball
1st July	Prep Opera Performance
1st July	Year 10 GCSE Lunchtime Concert
4th July	Senior School Sports Day

5th July	Year 10 Parents' Evening
8th July	U2 Leavers' Party
8th July	Term Ends 12.00pm
11th-15th July	Summer School
5th September	Staff Day 1
6 <sup>th</sup> September	Staff Day 2
7 <sup>th</sup> September	Induction Day
8 <sup>th</sup> September	Full Term Begins
9 <sup>th</sup> September	Year 12 Parents' Breakfast
13 <sup>th</sup> September	School Photos
14 <sup>th</sup> September	7+ Open Morning
15 <sup>th</sup> September	Year 13 Parents' Breakfast
16 <sup>th</sup> September	Year 10 Parents' Breakfast
20 <sup>th</sup> September	7+ Open Morning
21 <sup>st</sup> September	11+ Open Morning
21 <sup>st</sup> September	Shakespeare 400 Lunchtime Concert
23 <sup>rd</sup> September	Year 8 Parents' Breakfast
28 <sup>th</sup> September	Scholars Concert's
30 <sup>th</sup> September	Year 11 Parents' Breakfast
5 <sup>th</sup> October	Year 11 Soloist Lunchtime Concert
7 <sup>th</sup> October	Year 9 Parents' Breakfast
11 <sup>th</sup> October	1+ Open Morning
14 <sup>th</sup> October	Prize Day
18 <sup>th</sup> October	11+ Open Morning
20 <sup>th</sup> -28 <sup>th</sup> October (inclusive)	Half Term

### **Educational Visits**

26 <sup>th</sup> June – 1 <sup>st</sup> July	Antibes Year 10 Trip
26 <sup>th</sup> June – 1 <sup>st</sup> July	Biology Year 12 Field Trip
5 <sup>th</sup> –8th July	Gold DofE Practice Expedition
5 <sup>th</sup> –8th July	Skern Lodge Trip
9 <sup>th</sup> -11 <sup>th</sup> July	Silver DofE Qualifying Expedition
8 <sup>th</sup> -12 <sup>th</sup> September	Slapton Ley Year 11 Geography Trip
14 <sup>th</sup> -16 <sup>th</sup> September Sayers Croft	Year 7 Trip
23 <sup>rd</sup> -25 <sup>th</sup> September	Conover Hall Netball weekend
24 <sup>th</sup> -27 <sup>th</sup> September	Basel 6 <sup>th</sup> Form Art Trip
29 <sup>th</sup> -30 <sup>th</sup> September	Black Country Year 9 History Trip
14 <sup>th</sup> -28 <sup>th</sup> October	Sri Lanka 6 <sup>th</sup> Form Volunteering Trip
15 <sup>th</sup> -20 <sup>th</sup> October	Granada Year 10 Trip
18 <sup>th</sup> -23 <sup>rd</sup> October	Russia Year 11-13 History Trip
24 <sup>th</sup> -27 <sup>th</sup> October	Spain Year 9-11 Netball Tour
23 <sup>rd</sup> -29 <sup>th</sup> October	Possible USA Robotics Trip
2 <sup>nd</sup> –4 <sup>th</sup> November	U1 Hooke Court Trip
26 <sup>th</sup> November – 10 <sup>th</sup> December	de la Salle Year 9 Immersion Exchange

**NB – These dates are all subject to final confirmation**

## **Governors' Visiting Days**

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**

Professor Abulafia	Wednesday 27th January	Lesson Obs and Induction Meeting
Nick Benstead-Smith	Thursday 25th February	To see NC Critical Thinking lesson
Clare James	Wednesday 15 <sup>th</sup> June	To visit the Prep and DT Departments!

## **Health & Safety**

Emergency evacuation drills took place on 27 April and 15 March.

The minutes of the Health & Safety Committee meeting held on Monday 12<sup>th</sup> April are at Appendix R. The next meeting of the committee will take place on 5<sup>th</sup> or 6<sup>th</sup> September 2016.

There have been 2 reportable incidents since the last Board meeting. The first incident occurred when dilute sulphuric acid splashed in a pupil's eye when the student she was working with dropped the test tube. She was wearing goggles and a lab coat at the time. She was given appropriate treatment at school by staff and the nurse before going to hospital for a check up. She was fine. The second incident occurred when a member of staff slipped on some spilt food in the corridor outside the staff room. She suffered an ankle sprain but as she had previously suffered a severe injury to the leg that slipped from under her she was taken to hospital for checks to ensure she was not seriously hurt again. Staff and students have been reminded of the need to transport food in covered containers and to report any spillages to reception immediately so that they can be cleaned up.

## **Lettings**

<b>Hirer</b>	<b>Dates</b>	<b>Venue</b>
3S Swim School	Every Sunday	Swimming Pool
AIM Conferences	3 Mar	Main Hall
Angela's Swim School	Every Saturday	Swimming Pool
Barbican Lawn Tennis Club	Various Evenings	Tennis Courts

Barbican Music Department	6 & 13 Mar	Main Hall
Cor et Lumen Christi Church	13 & 14 Feb	Main Hall
Crossrail	25-Feb	Committee Room
Global Harvesters Fellowship	Every Sunday Every Monday - Thursday	Main Hall or New Hall
Go Mammoth	Evenings	Gymnasium
Justin Craig Education	28 Mar to 9 April	B Floor Classrooms
London Philharmonic Choir	16 Mar	New Hall
	14, 19, 21, 26, 28, 29, Jan 2, 4, 9, 11, 16, 18, 23, 25 Feb 1, 3, 8, 10,	
London Symphony Chorus	15, 17, 22, 29, 31 Mar 5, 7 Apr	Main Hall / New Hall
NANUK Swimming	Every Thursday & Saturday	Swimming Pool
Otter Swimming Club	Every Wednesday	Swimming Pool
Philharmonia Chorus	20 Mar 16, 17 Apr	Main Hall
Royal Choral Society	Every Monday & 23 Mar	Main Hall
Tri for Fitness	Every Monday & Tuesday	Swimming Pool

### **Summary of Staff Training 15/16**

For this academic year we have continued to 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 been on Creating a Thinking Culture within the school. This has helped to embed the previous training received on Assessment for Learning and related pedagogical techniques. Further age specific training on this aspect was also provided for all the tutor teams to help them to develop a greater understanding of the possible barriers to thinking experienced by pupils and how they might take this into consideration as they develop a supportive tutor group. Staff continue to meet in smaller groups to share best practice and undertake peer observation of lessons as an additional means of enabling them to learn from one another. Staff have also had the option to elect to attend sessions on e-Twinning and British Council and workshops on Mobile Learning.

As part of the ELC group, CLSG hosted and ran the first Teach Meet. Over 80 individuals from across the ELC schools attended the event which had a Teaching and Learning focus. It was positively received and provided a fantastic opportunity for sharing best practice and for networking. A second event hosted by Highbury Fields is scheduled for June 2016. This session will focus on various aspects of pastoral provision.

Under the supervision of the Researcher in Residence (RR), a number of staff undertook specific research projects and each group will be presenting their

research findings back to the rest of the teaching staff in June. The RR has also given support to 4 members of staff as they undertake their MA courses.

On the pastoral side, Helen Sharples, Clinical Psychiatrist at Hackney Ark led a whole staff session on Autism and Asperger's as a means of providing them with a toolkit to cope with the increasing number of pupils being diagnosed with both conditions. All teachers also had a session on how to support transgender pupils in order to heighten the awareness of staff in respect of pupils who may be more fluid in their gender. To fulfil our statutory and ISI Inspection obligations, all staff received Prevent training in September 2015 and safeguarding training to Level 1 in May. Members of staff who lead residential trips and Assistant Heads of Section have received Level 2 training and all Designated Safeguarding Leads and Heads of Section have been trained to level 3.

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 Heads of History, Maths and Music were enrolled on to the HMC/GSA ISQAM level one course to help them to prepare for their roles, the Head of PE was enrolled on the Level 2 course and two members of the middle management team were enrolled on the Teachers' Leaders course. Over the course of the academic year, a number of staff have been into the City family of schools to help support their staff in various subjects and the Head of German, following her ISI Inspectors' training for subject leaders has been supporting a number of schools within the HMC.

### **Policies for Board Approval**

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