

<b>Committee(s)</b>	<b>Dated:</b>
Board of Governors, City of London School for Girls	18 June 2018
<b>Subject:</b> Report of the Headmistress	<b>Public</b>
<b>Report of:</b> Ena Harrop, Headmistress, CLSG	<b>For Information</b>

## Summary

### Main Report

#### Forthcoming Events

18 <sup>th</sup> June	Year 12 BMAT Course
19 <sup>th</sup> June	Year 5 Taster Afternoon
	Year 12 Parent's Evening
20 <sup>th</sup> June	Year 6 Charity Sale
	Prep Open Evening
	Friends Committee Meeting
21 <sup>st</sup> June	Lunchtime Open Concert
	Senior School Open Evening
22 <sup>nd</sup> June	Sponsored Walk
25 <sup>th</sup> June	Y4, Guildhall Armed Forces Day Ceremony
	Year 10 Celebration Day
25 <sup>th</sup> June -5 <sup>th</sup> July	MOATFEST 18
25 <sup>th</sup> June – 6 <sup>th</sup> July	Year 11 Work Experience
26 <sup>th</sup> June	ABRSM Exams
	11+ Welcome Afternoon
27 <sup>th</sup> June	Land of Promises Drama Production
28 <sup>th</sup> June	Leavers Service & Art Exhibition
	Leavers Ball
29 <sup>th</sup> June	Drama Gala Evening
	Prep Opera Performance
2 <sup>nd</sup> July	Staff Tea
	Year 7 Drama Production
3 <sup>rd</sup> July	Year 10 Parents' Evening Prep Summer
	Outing
4 <sup>th</sup> July	Year 9 ILP Evening
	Year 6 Dinner
5 <sup>th</sup> July	Year 8 Shell Trip
	Summer Fair
	Year 11 Dinner
6 <sup>th</sup> July	Staff Breakfasts Year 6 Leavers' Party
	Term Ends 12pm

3 <sup>rd</sup> September	Staff Day
4 <sup>th</sup> September	Staff Day
5 <sup>th</sup> September	Induction Day for Year 3, 7, 12 & 13
6 <sup>th</sup> September	Term begins
12 <sup>th</sup> September	Prep Open Afternoon
13 <sup>th</sup> September	Year 13 Parents' Breakfast
	Year 13 Geography Trip
17 <sup>th</sup> September	Prep Open Afternoon
18 <sup>th</sup> September	11+ Open Morning
20 <sup>th</sup> September	School Photos
	Year 12 Parents' Breakfast
	Year 7 Information Evening
21 <sup>st</sup> September	Year 10 Parents' Breakfast
26 <sup>th</sup> September	Sixth Form Conference
27 <sup>th</sup> September	11+ Open Morning
	Scholars Concert
28 <sup>th</sup> September	Year 11 Parents' Breakfast
4 <sup>th</sup> October	Feeder Head Breakfast
	Year 8 Joint Social
5 <sup>th</sup> October	Prize Day
8 <sup>th</sup> October	Year 7 Challenge

### **Educational Visits**

17 <sup>th</sup> -22 <sup>nd</sup> June	Year 10 Antibes Trip
23 <sup>rd</sup> -25 <sup>th</sup> June	Silver Duke of Edinburgh
23 <sup>rd</sup> -28 <sup>th</sup> June	Year 10 Granada Trip
23 <sup>rd</sup> -29 <sup>th</sup> June	Year 12 Biology Field course
29 <sup>th</sup> June -2 <sup>nd</sup> July	Year 7 and 8 Skern Lodge Trip
30 <sup>th</sup> June -4 <sup>th</sup> July	Gold Duke of Edinburgh
22 <sup>nd</sup> – 28 <sup>th</sup> July	Japan Young Scientists Workshop (Cambridge)
15 <sup>th</sup> – 22 <sup>nd</sup> August	CCF Sailing Trip Corfu
25 <sup>th</sup> – 28 <sup>th</sup> September	Year 5 Grove Trip
26 <sup>th</sup> -27 <sup>th</sup> September	Year 9 Carding Mill and Black Country Trip
27 <sup>th</sup> -30 <sup>th</sup> September	Year 11-13 Art Study Tour of Madrid

### **Governors' Visiting Days**

1. 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. The Governors that have attended this term are:

Mr Robert Merrett on 3<sup>rd</sup> May  
Mrs Elizabeth Phillips on the 11<sup>th</sup> May  
Mr Tijs Broeke on the 16<sup>th</sup> May

- 2 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.

## Health and Safety

3. The minutes from the Health and Safety meeting held on the 18<sup>th</sup> April are attached for information (Annex A). An Invac test was carried out on 12<sup>th</sup> March 2018.
4. There have been 3 reportable incidents during the period from January to 18<sup>th</sup> June. 1 member of staff hurt her back lifting an item, she was already suffering from a bad back prior to this. 1 Member of staff fell down stairs due to loose stair nosing and 1 student dislocated her hip whilst doing the splits in a classroom.

## Lettings

Hirer	Dates	Venue
Barbican Lawn Tennis Club	Various Evenings	Tennis Courts
Barbican Residents Association	26th April	Main Hall
BBC	27th January and 27th April	Main Hall
Barts London Water Polo	24th February	Swimming Pool
Crossrail	8th March	Committee Room
Cor et Lumen Christi Community	24th and 25th February	Main Hall
Global Harvesters Fellowship	Every Sunday	Main Hall or New Hall
Go Mammoth	Every Monday, Tues, Wed and Thursday Evenings	Gymnasium
Islington Boat Club	14th February	Swimming Pool
Lloyds Choir	22nd March	Committee Room
Locate Productions	6th April	Committee Room
Justin Craig Education	10th - 17th Feb and 3rd - 14th April	B Floor Classrooms
London Gay Men's Chorus	19th Feb, 19th March and 16th April	New Hall
London Symphony Chorus	2 Jan, 4 Jan, 9 Jan, 10 Jan 11 Jan 16 Jan 18 Jan 22 Jan 30 Jan 1 Feb 15 Feb 20 Feb 22 Feb 6 Mar 8 Mar 13 Mar 15 Mar 20 Mar 22 Mar 27 Mar 5 Apr 12 Apr 17 Apr 19 Apr 24 Apr 26 Apr	Main Hall / New Hall
London Symphony Orchestra	15th April	New Hall
London Philharmonic Choir	14th February and 17th March	Main Hall
London Gay Symphony Orchestra	4, 5, 8 and 14 January and 15 April	Main Hall
Royal Choral Society	Every Monday & the odd Wednesday	Main Hall

MEIWES/BRANDES	22nd April	Black Box
Regnum Christi UK	14th April	Main Hall
Royal Philharmonic Society	27th and 28th January	New Hall
SOS Internationale	4 - 10th April	New Hall / Main Hall
Tri For Fitness	Every Tuesday	Swimming Pool
Swimming Class	Every Sunday	Swimming Pool
Aquavision Synchronised Swimming	Every Sunday	Swimming Pool
Sport & Arts London Swimming	Every Saturday	Swimming Pool
Otter Swimming Club	Every Wednesday	Swimming Pool
3S Swim School	Every Mon, Thurs, Fri and Sunday	Swimming Pool

## Summary of Staff Training Academics Year 17/18

### Current Provision

#### Whole staff

5. For this academic year we have continued to split the training into two clear strands: academic and pastoral, recognising that both elements help to embed and reinforce the initiatives of each other. Whole staff training has been delivered as part of the Staff INSET day, during the staff INSET days.
6. The main academic focus of the training for teaching staff this year has been on embedding evidence based enquiry as a significant element of the school's CPD programme. This has been done by having Collaborative Enquiry Groups (CEGs) in which each teacher undertook a reflective enquiry to research and improve an element of their practice. Although this was predominantly teaching and learning focused, there were also pastoral enquiry questions that all fed into our overarching aim of ensuring every student reaches their potential.
7. Through this process staff made reference and built upon previous CPD training on Thinking Routines, Making Learning Visible, Assessment for Learning (AfL) and related pedagogical techniques.
8. This is the first year where we have run our new structure for CPD, following the agreement from governors and consultation with staff. The school has been finishing at 15:30 on a Monday each week. On week B, there have been sixty minute sessions for teaching staff which were used for either departmental CPD, staff meetings or a choice of CPD sessions (CEGs). In total, there will be between 16-18 sessions in any academic year.

The sessions have been split as follows:

2 staff meetings (SDP planning and one other)

7 departmental/faculty based CPD and planning sessions

7 CPD sessions on elected programme where staff have worked in one of six Collaborative Enquiry Groups (CEGS)

The titles of the 6 Collaborative Enquiry Group (2017/18) have been as follows:

- i. How can we reduce marking and improve impact?
- ii. How do we support students with specific learning needs (SEND)?
- iii. How can we get students to take more ownership of their own learning?
- iv. How can we challenge student perfectionism?
- v. How can group and pair work be used to improve learning?
- vi. How does pastoral support affect student progress?

9. There was some disruption to our initial model as one of the CEG sessions fell on the day of the incident that forced a school closure.
10. The year culminated in a Market Place on 21<sup>st</sup> May where staff displayed their findings to their peers. We were joined by Jonnie Noakes from Eton on the day, who commented very positively on the whole staff's engagement with reflective practice. It was obvious that the vast majority of members of staff had benefited hugely from working collaboratively with their peers. There were also some clear outcomes of research that will contribute to improved practice for all at school. To ensure the findings from the staff are valued and potentially acted upon they will be reviewed by the Assistant Head and Researcher in Residence to see if they can feed into the SDP.
11. We are extremely pleased with the outcome of this new model. Staff feedback has been incredibly positive, and we will be refining our approach next year to ensure that we maximise the benefits of the model.
12. Changes for next year will include:
  - a differentiated approach to the CEGs, with some requiring a greater element of individual research than others
  - the CEG research outcome to become one of the appraisal targets
  - facilitators of CEGS are to implement a more systematic research cycle (Look, Think, Act) with all staff
  - further staff training on research methods and active research will be delivered at the start of the year.
13. Departmental training has been led by the HoD's and was used to develop pedagogies specific to their subject. This training ranged from peer coaching or specific external training, to collaborative planning.

14. In addition to the CEG and Departmental training sessions staff also attended 3 sessions delivered by the SEND team (Kathleen O'Connor and Emma Heseltine) to explore specific aspects of how to support students with a SEND profile in our classrooms.

The titles of the three sessions were:

1. How to support students with Autistic Spectrum Disorders
  2. How to support students with Cognitive and Processing difficulties
  3. How to aid student Memory, Retrieval and Revision
15. The sessions were very well received and there is evidence from lesson observations and discussions with staff that the techniques suggested are being implemented.
  16. To fulfill our statutory and ISI Inspection obligations, all staff received 'Updates in Safeguarding' training delivered by the Safeguarding Lead and a Prevent update and a reminder that extremism comes in different forms delivered by the Deputy Safeguarding lead, both in September. The sessions centered on lessons to be learned from two serious case reviews and staff were reminded to report all concerns even if the information could not be verified and to be aware of the way that parents can disguise what is happening especially if they are articulate and in powerful positions. Also that all staff have a duty to take a matter further if they feel the school is not dealing with it adequately.
  17. In the autumn term all new middle leaders undertook Level 2 safeguarding training and one new SMT member completed the Level 3 safeguarding. Existing members of SMT completed a refresher course in Safer recruitment and the Head of PSHCE completed a course on PSHCE education in independent schools.
  18. Mark Cropley from Surrey University delivered an INSET Session on how to 'Work better not longer' - learn how to be more productive by switching off from work in the evenings, worrying less and facing the new working day fresh, full of energy and ambition. This session was a result of the Well-being committee's recommendations
  19. The Digital Sisters from DigitalAwarenessUK delivered an interactive workshop to students and then staff on E-Safety and online awareness in November 2017.

### **Training for different stages within a teacher's career**

20. We continue in our commitment to support new teachers to the profession and as such, we currently have two members of staff undertaking their Newly Qualified Teacher (NQT) Induction and PGCE certification with us.
21. We are also developing our CPD provision for aspiring and new middle and senior managers. The Heads of Spanish and German were enrolled on the

Level 1 HMC/GSA ISQAM course. The Heads of History, Maths and Music completed / are completing the HMC/GSA ISQAM level 2 course and Head of D&T completed Level 1. This qualification supports them to lead their departments. Two pastoral middle leaders are also completing the ISPQ. Four teachers are undertaking the Aspiring Leadership Programme with ELC Schools, with a view to progress their career at CLSG. Two members of staff are completing their MA this year with one (potentially two) other staff starting and completing an MA this coming year. Another member of staff is being supported to complete a counselling qualification. In addition to this we have successfully embedded 8 new members of staff who are contributing positively to the school.

### **Individual INSET**

22. In addition to whole staff training, teachers have attended a wide range of individual training courses. These include subject specific courses on changes to examination specifications, training for those with posts of pastoral responsibilities (Conference and the Mental Health and Well-being Conference) and courses relating to developing middle leaders capabilities.
23. Two staff members attended the International Conference on New Pedagogies for Deep Learning (NPDL). The conference has led to new international connections and ideas for the implementation of new pedagogies. The findings will be disseminated to staff over the next year.

### **Partnerships and outreach with other schools**

24. 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. This includes on-going support for the Maths department at The City Academy, Hackney and Shoreditch Park by several members of the CLSG Maths Department. The Head of Classics is working with pupils at Hackney to provide introductory Latin lessons for some of their pupils and one member of the English Department is providing extension lessons for Yr. 7s at Shoreditch Park.

### **Future CPD Provision**

25. Following the successes of the new CPD process (2017-18) the plan for the coming academic year (2018–19) is to keep the format broadly the same.

It will consist of:

2 staff meetings (SDP planning and one other)

7 departmental/faculty based CPD and planning sessions

8 CPD sessions on elected programme where staff have worked in one of six Collaborative Enquiry Groups (CEGS) – This includes the 'Market Place'

26. The dates of the sessions and order of the sessions has been adjusted for the coming year to reflect HoD's requests to have more consecutive week B Mondays to tackle challenges in their subjects.

27. The CEG (2018–19) routes are being finalised currently and will take into account the following:
- What strategies make the biggest difference to student learning
  - The perceived developmental needs identified through observation
  - Staff feedback
28. We will continue to provide SEND, Safeguarding and any other mandatory training during staff and INSET days. Some training will be provided by staff and others by external providers where appropriate.

### **Data Protection Legislation**

30. Late last year the Bursar flagged up to Governors that changes to Data Protection Legislation following the adoption of the General Data Protection Regulation 2016 and Data Protection Act 2018 would impact school policies and procedures. The scale of the work that has been undertaken and will continue to be undertaken throughout the rest of this year is considerable.
31. To date we have updated our Parent and Pupil Data Protection Policy (Annex B) which was approved under urgency procedures and is attached for Governor information, as well as the School's Privacy Notice (Annex C) for information. Both of which are now available on the School website and were launched to Parents ahead of 25 May deadline.
32. We sought views from Pupils on a pupil friendly version of the Privacy Notice and this is currently being drafted following feedback that the original was way too long and they were really only interested in the bits related to the data we hold on them, where to find their rights and how to complain. This will be redrafted with links signposting to the relevant sections of the main Privacy Notice in order to shorten the document.
33. In addition we have written to Alumni directing them to the new Privacy Notice. We will need to follow up with a communication to stay in touch by email regarding fundraising events.
34. Other work that we need to complete in the coming months:
- Review and update the Record of Processing Activity for the school – this is the mastersheet of the types of data we hold, why, how it is protected and who it is shared with;
  - Review:
    - Our data retention policy;
    - CCTV policy
    - Biometric data policy
    - Parent Contract
    - Offer Letters

- Safeguarding policy
  - Visits policy
  - Chase up third party data processors to ensure that they have appropriate policies in place
  - Conclude data sharing arrangements with key parties (UCAS etc)
35. In order to help with this work we have established a data management working group which has met a couple of times so far. It is a useful forum to explore our current practices, check that they are compliant and put things right where they aren't. In addition the group will be the main forum for any future changes to systems to policies to ensure we are compliant with the "Privacy by design" requirement of the new legislation.

### **List of Annexes**

Annex A	Health and Safety Minutes
Annex B	Parent and Pupil Data Protection Policy
Annex C	School's Privacy Notice

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