

Department Improvement Plan & Line Management Record 2024 - 2025

Line Manager: CCT

Improvement Objective	Define 'Good'	Actions	Tracking					
			Au1	Au2	Sp1	Sp2	Su1	Su2
<i>Objective derived from department QA findings</i> Improve the consistency and quality of KS3 assessment.	<ul style="list-style-type: none"> Standardised grids to be created for all key stage 3 assessments that clearly demonstrate pupil progression throughout the task. All staff to use assessment grids consistently and data to be inputted into pupil progress in a timely fashion. 	NL to ensure all department staff understand the process of key assessments and expectations for how these are assessed, evidenced and recorded.						
		NL as part of QA will ensure that assessments in booklets are complete and that these match with grades inputted on class charts.						
		All music departmental staff to use progress/ assessment grids as part of the normal routine so that verbal feedback can be noted by either staff/ students.						
<i>Objective derived from exam outcomes</i> Improve the outcomes for GCSE ensemble performance. (This is weaker than the solo performance following exam analysis data)	<ul style="list-style-type: none"> Ensemble performances to achieve similar average grade to solo performances. Students to demonstrate understanding of features such as balance and expressive intent within ensemble performances. 	Ensemble performances allocated more time in class for preparation than solo to ensure ensemble features can be perfected.						
		NL to request a day off timetable to ensure ensemble recordings can be done in a quiet environment.						
		Department staff to ensure more ensemble performances are completed and assessed year 10, in preparation for the final performance in year 11.						
Set homework more consistently across the department	<ul style="list-style-type: none"> Key stage 3 homework to be set twice a half term. 	NL needs some training on how to set homework for whole year group and at regular intervals (performance).						
		All department staff to set homework on class charts. Where this is performance work it can be set in advance.						
		Department staff to share homework grids on google classrooms in addition to on the website						
		NL to develop wordwall tasks to check knowledge in key stage 3 units.						

Tracking

- Not started or the objective has not been met.
- Actions are ongoing to fulfil the objective, or it has been partially met.
- The objective success criteria have been fulfilled and actions are complete.

[Link to department calendar of quality assurance activities and key assessed task schedule](#)

Update The Agenda and Tasks - Tools - Linked Objects - Update All

Week	Task	SLT Lead	
02/09/2024			
09/09/2024			
16/09/2024	Analysis of Exam Outcomes - Due Friday 20th		
23/09/2024	Open Evening - Wednesday		
30/09/2024	Deadline for Resit entries		
07/10/2024			
14/10/2024	Deadline for BTEC entries (January Series)		
21/10/2024			
Half Term			
04/11/2024			
11/11/2024			
18/11/2024			
25/11/2024	Quality assure Pupil Progress Data all year groups Vocational Mock Exams Friday 29th November		
02/12/2024	Quality assure Pupil Progress Data all year groups		
09/12/2024			
16/12/2024			
Christmas			
06/01/2025	Yr 11 Mock Papers to Exams Office - Friday 10th		
13/01/2025			
20/01/2025	Yr 11 Mock Exams - 23rd Jan - 3rd Feb Submit Yr 13 Mock papers to Exams Office by Friday 24th Jan		
27/01/2025	Friday 31st - Deadline for Exam Entries		
03/02/2025			
10/02/2025			
Half Term			
24/02/2025			
03/03/2025			
10/03/2025			
17/03/2025	Quality assure Pupil Progress Data all year groups		
24/03/2025	Quality assure Pupil Progress Data all year groups		
31/03/2025	April 4th - Deadline for any Exam tier changes or entry amendments		
07/04/2025			
Easter			
28/04/2025	Deadline to submit centre assessed marks GCSE - Friday May 25th		
05/05/2025			
12/05/2025	Deadline to submit centre assessed marks GCE - Thursday 15th May		
19/05/2025			
Half Term			
02/06/2025			
09/06/2025	Yr 12 Exam papers submitted to exams office -Friday 13th June		

16/06/2025	Yr 10 Exam papers submitted to exams office - Friday 20th June		
23/06/2025	Year 12 Exam Week Quality assure Pupil Progress Data all year groups		
30/06/2025	Year 10 Exams Week (core & humanities) Quality assure Pupil Progress Data all year groups		
07/07/2025			
14/07/2025			
Summer			

Time management matrix

	Urgent	Not Urgent
I m p o r t a n t		•
N o t I m p o r t a n t	•	•

September 1

Agenda

- Discuss dept improvement plan objectives
- Xxx
- Xxx
- xxx

Update The Agenda - Tools - Linked Objects - Update All

 Autumn Term QA - Curriulum & KATS

Review of actions from previous meeting:

- Xxx
- Xxx
- xxx

Summary of discussion points from agenda:

- CCT and NL discussed exam performance trends and next steps on short term level
- CCT and NL discussed development plan and possible objectives. Homework grids discussed too.
- CCT and NL discussed Tier 3 vocabulary, which is present in curriculum documents.
- NL updated CCT on extra curricular activities: Christ Church concert and Paris Tour

Have any relevant deadlines been met?

Yes/No

Required actions:

- NL to look at the scripts of two Year 11 candidates to see if they should be remarked as close to grade boundary
- NL to look at JLE's homework grid for the website and edit accordingly
- NL to contact Sites Team to move filing cabinets and timpani in the department

September 2

Agenda

- Review the curriculum questions using the link below
- Finalise dept improvement plan
- Xxx
- xxx

Update The Agenda - Tools - Linked Objects - Update All

Autumn Term QA - Curriulum & KATS

Review of actions from previous meeting:

- NL has reviewed the relevant Year 11 scripts
- NL has reviewed the homework grid
- Significant filing cabinet has been moved

Summary of discussion points from agenda:

- TBA grid discussed and completed
- Homework to be set on ClassCharts: NL has requested CPD on how to set for whole year groups

Have any relevant deadlines been met?

Yes/No

Required actions:

- Homework on Classcharts to be updated
- NL to create Big Questions sheet for KS5 for A-level Music
- NL to confirm departmental objectives before exam analysis meeting

October 1

Agenda

- Xxx
- Xxx
- Xxx
- xxx

Update The Agenda - Tools - Linked Objects - Update All

Autumn Term QA - Curriulum & KATS

Review of actions from previous meeting:

- Xxx
- Xxx
- xxx

Summary of discussion points from agenda:

- Xxx
- Xxx
- xxx

Have any relevant deadlines been met?

Yes/No

Required actions:

- Xxx
- Xxx
- xxx

October 2

Agenda

- Using the link below, QA your KS3 KATs by discussing and answering the questions
- Using the link below, QA your HWK setting by discussing and answering the questions
- Xxx
- xxx

Update The Agenda - Tools - Linked Objects - Update All

☰ Autumn Term QA - Curriulum & KATS

Review of actions from previous meeting:

- NL has attended CPD on ClassCharts and has followed this up with setting homework to all of KS3 and KS4
- Xxx
- xxx

Summary of discussion points from agenda:

- NL discussed practicalities of disseminating exemplar material for KATs when attendance at departmental meetings is not consistent. CCT and NL discussed KAT assessment grid for Year 7 and Year 8.
- NL and CCT discussed practicalities of set changes for next Year 7 and Year 8 assessments. NL and CCT discussed implications for this in light of imminent OFSTED inspection. Year 8 needs reevaluating in the light of this context. Year 9 KAT criteria shared and Pupil Progress up to date for all classes.
- NL and CCT discussed OFSTED logistics. NL to trial briefing email for department with key information for the coming week
- CCT and NL discussed possibility of social media communication channel to raise the profile of Music in the school.

Have any relevant deadlines been met?

Yes/No

Required actions:

- **NL would like website updating for Music Curriculum and assessment grids following October half term to ensure that this is aligned with student booklets and progress grids: CCT to talk to TBA about this**
- **CCT to discuss next steps re social media channel with TME**

- NL to update Big and Small questions for KS5
- NL to align Year 9 success criteria with progress ladder

November 1

Agenda

- Using the link below, QA your KS4 & 5 KATs by discussing and answering the questions
- Xxx
- Xxx
- xxx

Update The Agenda - Tools - Linked Objects - Update All

Autumn Term QA - Curriulum & KATS

Review of actions from previous meeting:

- NL has sent email briefing department on curriculum and assessment matters for each week plus key dates
- NL has prepared Big Questions for KS5
- xxx

Summary of discussion points from agenda:

- Concert at The Halls: Diversity Concert: preparations underway for this event on Monday, November 11. Large ensemble will be performing. KS5 show rehearsals ongoing and NL is giving up two non working days to work with external choreographer.
- Impact of set changes for delivery of KS3 curriculum in Autumn term one
- CCT and NL discussed KAT outcomes and ongoing trends. NL to develop this with department as opportunity for T&L discussion.

Have any relevant deadlines been met?

Yes/No

Required actions:

- NL to include CCT in weekly departmental briefing email
- NL would like website updating for Music Curriculum and assessment grids following October half term to ensure that this is aligned with student booklets and progress grids: CCT to talk to TBA about this
- CCT to discuss next steps re social media channel with TMF

November 2

Agenda

- Using the link below, QA your HWK setting by discussing and answering the questions
- Xxx
- xxx

Update The Agenda - Tools - Linked Objects - Update All

Autumn Term QA - Curriculum & KATS

Review of actions from previous meeting:

- Concert at the Halls: Diversity Event. NL reported that this had been a great success and the students had been complimented for their behaviour and enthusiasm. St Peter's were one of three secondary schools who performed. NL will use the planning for this event again.
- Set changes embedding at KS3. NL setting work in TBA's absence.
- NL met with SIAMS inspector to outline the work of the Music department in enabling our students to flourish.
- NL and TMF had discussed next steps re social media channel. CCT to speak to TMF too.
- CCT has received the departmental update email with thanks. Focus was Year 8 booklets QA.

Summary of discussion points from agenda:

- Homework: NL has now developed her knowledge of Classcharts and setting for whole year groups. Every class has had homework set at KS3 (set via Wordwall)
- All homework tasks link to the curriculum.
- NL to discuss contactless payments for Chicago tickets. CCT to discuss this further with TMF and SBL. CCT and NL discussed safeguarding implications for Chicago.

Have any relevant deadlines been met?

Yes

Required actions:

- NL would like website updating for Music Curriculum and assessment grids following October half term to ensure that this is aligned with student booklets and progress grids: CCT to talk to TBA about this
- NL to discuss safeguarding implications of Chicago with J Hall
- xxx

December 1

Agenda

- xxx
- Xxx
- xxx

Update The Agenda - Tools - Linked Objects - Update All

Autumn Term QA - Curriulum & KATS

Review of actions from previous meeting:

- Marking and feedback reflection has been completed by the department and NL has encouraged the team to reflect on this further.
- NL has continued to circulate the departmental memo to ensure consistency.
- NL has emailed JH regarding DBS for student helpers at show

Summary of discussion points from agenda:

- TBA's classes will be missing an assessment for Autumn.
- CCT and NL discussed practicalities for Music activities at the end of term.
- QA task has been completed.
- NL to set additional KS3 homework
- Second year of implementation of new Macs in E70 and challenges associated with this.

Have any relevant deadlines been met?

Yes/No

Required actions:

- NL to meet TMF regarding social media channel next week. NL to discuss with TMF about possibility of Year 7 students watching Chicago in light of adult themes present in the show.
- NL to discuss practicalities of visit to The Halls with TMF
- NL would like website updating for Music Curriculum and assessment grids following October half term to ensure that this is aligned with student booklets and progress grids: CCT to talk to TBA about this
-

January 1

Agenda

- QA the Yr 11 mock exams against agreed criteria
- Xxx
- xxx

Update The Agenda - Tools - Linked Objects - Update All

Review of actions from previous meeting:

- The departmental update email has been sent regarding curriculum and resources for this half term.
- Xxx
- xxx

Summary of discussion points from agenda:

- NL has prepared the materials for Year 11 Mocks and these will be shared with Janine today (17/1/25). NL reported that Year 13 Mock preparation was underway.

- Chicago: NL has created the tickets for Chicago. These were to go on sale on 16/1/25 but NL is now awaiting confirmation of payment strategy before these can be sold. Posters are up in school advertising the event too. NL had advised site team that she will be rehearsing on the Tuesday of half term.
- This term NL will be undertaking QA for KS4: week four this half term. NL and CCT discussed implications for travel arrangements.
- The Halls concert: NL has sent the necessary information to EVOLVE.

Have any relevant deadlines been met?

Yes/No

Required actions:

- ITSU involvement with computers in E70 ongoing as these remain a sticking point in some lessons due to the time they take to load/allow students to log on/save work.
- Clarity regarding ticket sales: URGENT.
- NL to explore cover for assessment of GCSE ensemble performances during school day. This would be in April 2025.

January 2

Agenda

- Check GCSE & A Level/Vocational entries have been prepared and HOD is aware of deadline
- xxx
- Xxx
- xxx

Update The Agenda - Tools - Linked Objects - Update All

Review of actions from previous meeting:

- NL has circulated the departmental memo for this fortnight.
- Ticket sales have been started online for Chicago and NL updated CCT on the progress of this.
- xxx

Summary of discussion points from agenda:

- Presentation expectations clarity: discussed for Music department.
- Assessment Calendar - Ensure all data on PP prior to red weeks: NL and CCT discussed this and NL will explore this further with TBA, as necessary.
- Exam entries: NL has seen email and will act on this. Entries have been prepared.
- NL proposed opportunity with Black Country Music Hub. JP in contact with Mercian Regiment re autumn concert.

Have any relevant deadlines been met?

Yes

Required actions:

- NL to contact SSA for student teacher to observe English lessons next week

- NL to circulate plan for staffing for Chicago performance week to LG. CCT and NL to troubleshoot performance night arrangements next meeting slot.
- NL to attend interviews for Director Of Music at St Peter's Church on Friday, Feb 7.

February 1

Agenda

- Xxx
- Xxx
- Xxx
- xxx

Update The Agenda - Tools - Linked Objects - Update All

Review of actions from previous meeting:

- Meeting postponed as CCT on NPQSL
- Xxx
- xxx

Summary of discussion points from agenda:

- Xxx
- Xxx
- xxx

Have any relevant deadlines been met?

Yes/No

Required actions:

- Xxx

- Xxx
- xxx

February 2

Agenda

- Xxx
- Xxx
- Xxx
- xxx

Update The Agenda - Tools - Linked Objects - Update All

Review of actions from previous meeting:

- Xxx
- Xxx
- xxx

Summary of discussion points from agenda:

- Xxx
- Xxx
- xxx

Have any relevant deadlines been met?

Yes/No

Required actions:

- Xxx

- Xxx
- xxx

March 1

Agenda

- Xxx
- Xxx
- Xxx
- xxx

Update The Agenda - Tools - Linked Objects - Update All

Review of actions from previous meeting:

- Chicago show week
- Xxx
- xxx

Summary of discussion points from agenda:

- Xxx
- Xxx
- xxx

Have any relevant deadlines been met?

Yes/No

Required actions:

- Xxx

- Xxx
- xxx

March 2

Agenda

- Xxx
- Xxx
- Xxx
- xxx

Update The Agenda - Tools - Linked Objects - Update All

Review of actions from previous meeting:

- Reflection on show week: Chicago
- Xxx
- xxx

Summary of discussion points from agenda:

- Chicago reflection and NL to thank subcontractors for their involvement: lighting and sound; CCT and NL discussed financial outcome
- March 27 Open Evening boards: NL to action this
- CCT and NL discussed preparations for Departmental Review

- QA: CCT and NL discussed KS3 Yr 9 booklets and next steps for department. QA post 16 work scrutiny carried out and outcomes discussed with CCT.
-

Have any relevant deadlines been met?

Yes/No

Required actions:

- NL explained possibilities of new Cloud-based software for arrangement of compositions. NL to trial with Year 8 group next week.
- Ensure Pupil Progress is updated.
- Meet with JLE to discuss timetable.

April 1

Agenda

- Xxx
- Xxx
- xxx

Update The Agenda - Tools - Linked Objects - Update All

Review of actions from previous meeting:

- Xxx
- Xxx
- xxx

Summary of discussion points from agenda:

- Xxx

- Xxx
- xxx

Have any relevant deadlines been met?

Yes/No

Required actions:

- Xxx
- Xxx
- xxx

May 1

Agenda

- Xxx
- Xxx
- xxx

Update The Agenda - Tools - Linked Objects - Update All

Review of actions from previous meeting:

- Xxx
- Xxx
- xxx

Summary of discussion points from agenda:

- Xxx
- Xxx
- xxx

Have any relevant deadlines been met?

Yes/No

Required actions:

- Xxx
- Xxx
- xxx

May 2

Agenda

- Xxx
- Xxx
- Xxx
- xxx

Update The Agenda - Tools - Linked Objects - Update All

Review of actions from previous meeting:

- Xxx
- Xxx
- xxx

Summary of discussion points from agenda:

- Xxx

- Xxx
- xxx

Have any relevant deadlines been met?

Yes/No

Required actions:

- Xxx
- Xxx
- xxx

June 1

Agenda

- Xxx
- Xxx
- Xxx
- xxx

Update The Agenda - Tools - Linked Objects - Update All

Review of actions from previous meeting:

- Xxx
- Xxx
- xxx

Summary of discussion points from agenda:

- Xxx

- Xxx
- xxx

Have any relevant deadlines been met?

Yes/No

Required actions:

- Xxx
- Xxx
- xxx

June 2

Agenda

- Xxx
- Xxx
- Xxx
- xxx

Update The Agenda - Tools - Linked Objects - Update All

Review of actions from previous meeting:

- Xxx
- Xxx
- xxx

Summary of discussion points from agenda:

- Xxx
- Xxx

- xxx

Have any relevant deadlines been met?

Yes/No

Required actions:

- Xxx
- Xxx
- xxx

July 1

Agenda

- Xxx
- Xxx
- Xxx
- xxx

Update The Agenda - Tools - Linked Objects - Update All

Review of actions from previous meeting:

- Xxx
- Xxx
- xxx

Summary of discussion points from agenda:

- Xxx
- Xxx

- xxx

Have any relevant deadlines been met?

Yes/No

Required actions:

- Xxx
- Xxx
- xxx

From your QA work this year and other evaluative information, Identify 3 strategic improvement objectives for the forthcoming academic year.

1,

2,

3,