

Standards & Curriculum Committee

Meeting – Part I Minutes			
Date/Time	17 June 2020 5pm	Location	Conducted using the online platform MS Teams due to the Covid-19 pandemic and social distancing rules

Attendees	Initials			Attendees	Initials		
Jane Collings	JCO	Chair		Nicola Dunford	ND	CEO	
Jason Hayward-Jones	JHJ	Trustee		Fiona Walters	FW	Trustee	

Apologies	Initials	Reason

Absent Apology	without	Initials
Widcombe Rep.		CE

In Attendance	Initials	(anyone who is not a Trustee)
Rachel Hill	RH	Clerk
Sarah Clarke	SC	Academy Trust School Improvement Lead (ATSIL)
Cat Radford	CR	Totnes LB Representative
Jo Carter	JC	Woodleigh Representative
Dominic Course	DC	Moretonhampstead Representative
Corinna Tigg	CT	Raleigh Hub (until 18.08)
Lynda Cooper	LC	Newton & Teign Representative

Minutes to
Attendees
Absent
School Website

	Agenda	Led by
	Welcome and Apologies	JCO
	Declaration of Business Interests	JCO
	Minutes of the previous meetings	JCO
1	Matters Arising	JCO
2	Safeguarding Update	ND
3	In-School Learning Update	SC/ND
4	Home School Learning Update	SC/ND
5	E Learning Update	SC/ND
6	Online Safety within the Risk Register	SC/ND
7	SEND Update	ND
8	SEND Resources Update	LC
9	Updates from Local Boards	Local Boards
10	Policies – Curriculum, Positive Handling, Complaints, Management of Outdoor Educational Visits	All

Agenda Number	Details of discussion	Decision or Action
	Welcome and Apologies: The Chair welcomed all present to the meeting.	
Agenda Number	Details of discussion	Decision or Action
	Declaration of Business Interests: The CEO and Dominic Course (DC) declared their business interest as Directors of South Dartmoor Academy during the closure of this empty MAT.	

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	<p><u>Minutes of the meeting dated 29.04.2020:</u></p> <p>The minutes of the meeting dated 29 April 2020 were confirmed as a true and correct record and will be signed at the next face to face meeting.</p>	
1	<p><u>Matters Arising from meeting dated 29.04.2020:</u></p> <p>1.1 The Chair of the Totnes Local Board, Cat Radford and the Chair of Moretonhampsted Primary School have not yet liaised about governor and Local Board commitments.</p> <p>1.2 All other actions from the minutes of the 29.04.2020 have been completed. The Chair read an email received from the Chair of Trustees who advised that the Academy Trust School Improvement Lead (ATSIL) and the CEO have been reviewing the Local Board element of the Scheme of Delegation. The Chair of Trustees passed on her thanks to the Local Boards for their support with this document.</p> <p>1.3 Item 7. The CEO advised that online matters will be discussed in depth at the next Executive/Academy Heads (E/AH) meeting on Tuesday 23 June.</p>	
2	<p><u>Safeguarding Update:</u></p> <p>The CEO updated those present. Bearnese staff continue to work with families and social workers. The first agenda item at every weekly E/AH meeting is Safeguarding.</p> <p>The meeting moved to Part II minutes</p> <p>The meeting returned to Part I minutes</p> <p>Executive/Academy Heads continue to complete vulnerable sheets and verbally report to the CEO on a weekly basis. New cases are reported by email to the CEO.</p> <p>Hampers have been maintained but numbers required have dropped. The Chair asked if the Trust would be distributing free school vouchers during the summer holidays. The CEO advised that this was currently the responsibility of administrators and the ongoing situation was being reviewed. Hampers will continue to be available for families in dire need, however parents have received a letter advising that the cut-off date for distribution will be 17 July. All families have been put in touch with available alternatives. The Chair suggested that volunteers could deliver vouchers if necessary.</p> <p>The Chair of the Totnes Local Board noted that the current Head Teacher at Bearnese had been very effective in her role and asked if the new Head Teacher would receive sufficient support to ensure a good transition. The CEO replied that the newly appointed Head Teacher had already attended several meetings. The Inclusion Hub Lead will remain in school and be able to support him. He will receive mentoring and will have access to the current Head following the transition. The new Head Teacher should be well supported as there are no other changes in the teaching staff. The SEND and Safeguarding leads will remain the same.</p>	

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3	<p><u>In-School Learning Update:</u></p> <p>The CEO reported. All Schools have had an increasing attendance over the past two weeks. Discussions continue between E/AHs about how to manage the return, at some point, of Years 2,3,4 and 5. Existing arrangements will continue until 03 July. After 03 July one week of school for the remaining years will be opened up so that these pupils can attend before the summer break. This will provide the opportunity for pupils to meet friends and get to know who their teacher will be for the next year. Schools are looking to see if they have the capacity to do this safely. If they can keep Reception, Y1 and Y6 in school they will. This is in addition to key workers and vulnerable children.</p> <p>The CEO continued that schools will ask parents to continue online learning during the holidays to help with gaps in learning as children have not had the level of education they would have had if they were at school. The Chair of the Raleigh Local Board asked if online learning would be available for Y6 as well? The CEO replied that this would be discussed at the next E/AH meeting. JHJ added; reading the results of the recent survey (circulated prior to the meeting) was interesting, particularly the comments about how children have or haven't completed home learning. How will that feed into your assessment? The CEO replied that the survey has identified action points for schools, mainly to improve what we do for parents and to engage more actively with children. JHJ asked what was response rate to the survey? The CEO replied approximately 25 percent with over 330 responses as of today. DC noted that most of the survey comments were about consistency. DC continued if we are finishing school early for Y6 can we make sure their transition to secondary school is not lost? The CEO advised Ivybridge College is coming to Diptford. Newton College is coming into Bearnes. Torquay Boys are doing a virtual tour. KEVICC will be providing a video. QE will be holding a virtual presentation. South Dartmoor are presenting online. DC added this means we can also include the Y6's who are not in school if presentations are held virtually. The Chair was concerned that some families did not have access to IT. The Trust Business Manager is currently working on infrastructure within schools to see whether a lesson delivered in school can be recorded and distributed. FW asked if families could come to school and collect paperwork to supplement lessons? The CEO replied that this had already been happening with the learning packs.</p> <p>The social benefit of online lessons and different platforms which could be used was discussed further. DC asked that if the Trust moved to MSTeams, could it be set up so that parents could also have access? The CEO advised that this would be taken into consideration.</p> <p>The CEO added that shielding staff had been tasked with phoning and talking to children which had been helpful. The benefit of these calls was acknowledged by the Chairs of Local Boards.</p>	
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4	<p><u>Home School Learning Update:</u></p> <p>The ATSIL reported that this agenda item had been partially covered above.</p> <p>The survey is still being completed and the results continue to come in. Coming through clearly in the comments were issues around technical capacity in homes, the ability of parents to teach and their capacity to give their children what they felt they needed. There were also concerns around motivation and children falling behind with learning. There were some worries about work sheets being too rigid with others saying there was too much choice. It is evident that pupils are really missing the face to face element of school.</p> <p>Parent support groups have discussed how to engage with those parents who can't Zoom and how to support those who hadn't responded to the survey. The Raleigh Local Board Chair advised that secondary schools were mixing their learning timetable with life skills training. The ATSIL agreed that incorporating this training was important. The Chair of the Woodleigh Local Board advised that she was impressed with what had been received by her children and that it had been a good experience. She asked if everyone was using a similar structure of teaching. The ATSIL replied that most schools were using SeeSaw or E-schools. DC asked what percentage of pupils are not engaging with online learning? The ATSIL replied that she would research this and get the answer to the committee and continued it is a concern E/AHs bring to every weekly meeting. The percentage is aligned to motivation. There are definitely pupils dropping off in terms of home learning the further we go into lockdown. It is a very real issue and concern.</p> <p>The ATSIL continued there are also conversations held concerning the mental health of families. Strategies are in place to support our families in terms of motivation. Some families might need higher expectations of what is required. It is a difficult balance. FW asked do you contact families randomly or is it more organised? How far behind are students in their academic yearly achievements? The ATSIL replied; with regards to academic yearly achievements - that's why we want all pupils back into school this year if even for a week; to try and assess this. We will be fluid in our curriculum approach next year. Some pupils will have coped well and some will not have accessed what they needed to. It is difficult to know what we are dealing with. With regards to contacting families; when we went into lockdown we focused on vulnerable families but this has been extended to all pupils who we are worried about in terms of home learning. The CEO added it is clear that some schools are putting a lot of time into these calls, quite often because they have a member of staff shielding and so they have the time. The Newton & Teign Chair noted that there can be a lot going on underneath the technology line and it is hard to interrogate it at home.</p> <p>JHJ raised the issue of online education and how in Australia some children don't get to school due to living in remote areas. The CEO replied IT and remote learning would be at the top of the Trust's agenda for discussion next year. She continued that in her opinion the development of online learning would be one of the biggest changes to education that would be witnessed and that we were in for a steep learning curve and change. JHJ asked if there were national guidelines for new innovation or were we allowed to look for our own methods as a Trust? The CEO replied that the Government have put some funds into research. Our local based EdTech centre is at Broadclyst Primary School. Members of staff had completed online training with them. The CEO continued that she was of the opinion online learning was a twofold issue that consisted of education and connectivity. Hennock has received a grant to put fibre in. Two other schools need to improve connectivity.</p> <p>The Raleigh Local Board Chair left the meeting at this point.</p>	<p>The ATSIL will advise the committee the percentage of children who are not engaging with online learning at all.</p>
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	<p>The committee discussed potential future strategies. The CEO thought schools might be allowed to invite children into school according to need. DC suggested that homework could be completed at school with learning completed online. The CEO agreed to work with E/AH's to develop a summary describing the possible future of e-learning.</p>	<p>The CEO to work with E/AHs to develop a summary describing the possible future of e:learning</p>
5	<p><u>E learning update and Online safety within the risk register:</u></p> <p>The CEO reported. Bearnese continue to email an e:learning update every Sunday afternoon. The Online Policy has been reworked.</p> <p>Clerks Note: The Online Safety Policy was reviewed and renewed for 12 months at the Board of Trustees meeting held on 18 May 2020. A copy has been sent to all schools.</p>	
6 & 7	<p><u>SEND and SEND Resources Update:</u></p> <p>The CEO reported. SEND reviews continue to take place and Head Teachers are encouraging SEND pupils to come into schools. The legal requirement for SEND pupils had been relaxed by the Government. <i>The Chair asked if there were lessons the Trust could learn from others in relation to working with SEND pupils online?</i> The CEO replied that this point had come up again in the survey; questioning the provision for SEND families and parents and that not many SEND pupils were coming into schools.</p> <p>The Chair offered to find the contact details for the Sentient Trust. The Chair of Newton & Teign suggested the National Academy. The CEO did not think these organisations were quite right for the Link as it was more about supported communication with pupils. The CEO suggested that specialist material would not be appropriate to share or recommend in this case. The CEO agreed to add the matter to the agenda for the Tuesday E/AHs meeting.</p> <p>The Chair of Newton & Teign Hub suggested that, speaking as a parent, a broader overview of what needed to be covered by SEND pupils over a term would be useful. The CEO replied that all this information was on school websites. It would be useful, however, to look at how to help parents plan for the term and that she would be working on this over the summer break. The Chair of Newton & Teign asked if Local Boards could help with this. The CEO replied that a very basic tick sheet for Y6 would be helpful. This could be sent to the Academy Trust Safeguarding and SEND lead for her comments too.</p>	<p>CEO to ask E/AHs to discuss the provision for SEND families at their next meeting.</p> <p>Chair of Newton & Teign Hub to prepare a basic check list for Y6 SEND students.</p>

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8	<p><u>Local Boards Update:</u></p> <ul style="list-style-type: none"> • The CEO advised that the legionnaire concern at Broadhempston Primary School had been actioned. • The CEO apologised to Local Board Chairs, especially Totnes and Newton & Teign, for failing to let them know of the triangle of change for Head Teachers in advance of parents being advised. This had been a communications issue. The Chair of Totnes Local Board thanked the CEO for her apology but added that this action had disenfranchised some parents. The manner in which middle leadership appointments are made is described in the Trust's Scheme of Delegation. The CEO replied that the Remuneration committee had worked with the CEO on these changes. • The ATSIL queried the Newton & Teign and Totnes Local Board's comments about their perceived deprioritisation of ASIP planning. The Chair of the Totnes Local Board advised that this had come about because Landscope Primary School had said that they had deprioritised their ASIP planning whilst going through the RA process. The Chair of Newton & Teign advised that the Academy Head of Hennock had expressed concern about lack of data and that it was going to be difficult to assess when there was limited data to draw on. This had been an observational comment. • The Chair acknowledged the Newton & Teign comment about how it was difficult not to mix Bubbles at the school gates. • Thanks were extended again to the Head Teacher of Bearnese for her tremendous support of vulnerable children over the years. • The Chair asked if the catering issue at Hennock Primary School been resolved. The CEO reported that the deputy caterer at Landscope Primary had been trained up and can assist at Hennock when required. During the summer break the Trust will be reviewing catering at the Moorland Schools and Stoke Gabriel. • DC reported that the Moretonhampstead Primary School Local Board had had an online meeting. Data is looking positive. Y6 students are well prepared to enter secondary school. There are up to 50 pupils in school at present. The school's relationship with the community is positive. 	
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9.	<p><u>Policies:</u></p> <p><u>9.1 Curriculum Policy</u> The Chair of the Totnes Board noted that the main issue with the policy lay in the wording that detailed the responsibility of the Local Board. The CEO suggested that the section of the Scheme of Delegation that hasn't been ratified by Trustees, concerning Local Boards and their responsibility in relation to some policies, could be reviewed to address this. The Policy had been reviewed by Academy Heads who approved the changes. The Chair proposed to accept the policy without the Local Board responsibility paragraph. The CEO maintained that the issue remained with having the correct wording in relation to responsibility within the Scheme of Delegation of the Local Board for some policies.</p> <p><u>9.2 Positive Handling</u> Clerk's Note: This Policy wasn't discussed at the meeting. The Policy, together with comments made by Rebecca Humphreys and Jane Collings, will now go to Trustees for approval at their July 2020 meeting. It was due for renewal in Spring 2019 and is a statutory policy.</p> <p><u>9.3 Complaints Policy</u> This policy has been approved by Academy Heads. It was agreed that the Clerk would email the policy to committee members and request any comments are returned to the Clerk by Friday 26 June. The policy will then go to the Board of Trustees for review and ratification at their July 2020 meeting.</p> <p><u>9.4 Management of Outdoor Educational Visits</u> The Chair of the Totnes Local Board expressed a level of concern with the reference to Local Board's monitoring as this is not currently within their annual cycle. The CEO advised that monitoring should consist of checking off that the trips have gone ahead and to click onto Evolve and check that Risk Assessments had been completed. This should be completed by the Safeguarding governor. The Teacher would complete the Risk Assessment and the Head Teacher signs it off. The LB are also responsible for checking it off. The Chair suggested this could be added to the safeguarding checklist. The Chair of the Totnes Local Board asked if it was appropriate to be added to the duties to be completed during the safeguarding governor visits as these visits were already full.</p>	
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Date of next meeting			
Date/Time	16 September 2020	Location	TBA

First issued RH 23.06.2020
 V 2 issued JCO/RH 30.06.2020