

Standards & Curriculum Committee

Meeting – Part I Minutes			
Date/Time	29 April 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					

Apologies	Initials	Reason
Fiona Walters	FW	unwell
Widecombe Rep.	Chris Elliott	

Absent without Apology	Initials

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
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	Update from CEO and ATSIL in light of the Covid-19 situation	SC/ND
3	Update about children attending Hubs and how we encourage our vulnerable children to attend	SC/ND
4	Safeguarding	SC/ND
5	Application for laptops for families with a social worker	ND
6	Update about how home schooling and online learning can occur with SEND children and Early Years	SC/ND
7	Online Safety in the time of Covid-19 and home schooling	ND
8	Update from Local Boards	Local Boards
9	Update about where MATs get their advice from regarding future plans	JCO
10	Policies – Covid Policies x 4 (Safeguarding, Safeguarding of Vulnerable Children during Covid, Schools First Aid and Safer Working Practice), Staff Wellbeing, Positive Mental Health, Curriculum, Positive Handling	All

Standards & Curriculum Committee

Agenda Number	Details of discussion	Decision or Action
	<p><u>Welcome and Apologies:</u></p> <p>The Chair welcomed all present to the meeting.</p>	
Agenda Number	Details of discussion	Decision or Action
	<p><u>Declaration of Business Interests:</u></p> <p>The CEO and Dominic Course (DC) declared their business interest as Directors of South Dartmoor Academy during the closure of this organisation.</p>	
	<p><u>Minutes of the meeting dated 27 November 2019:</u></p> <p>The amended minutes of the meeting dated 27 November 2019 were confirmed as a true and correct record of the meeting.</p> <p><u>Minutes of the meeting dated 29 January 2020:</u></p> <p>The minutes of the meeting dated 29 January 2020 were confirmed as a true and accurate record of the meeting subject.</p>	
1	<p><u>Matters Arising from meeting dated 29 January 2020:</u></p> <ol style="list-style-type: none"> 1. Section 5 of the minutes dated 29 January 2020. The CEO expressed concern about the minute regarding visits from Trustees to schools and stressed that this was the role for Governors and Local Boards. The CEO continued that Trustees are encouraged to create links with local Governors but only Governors should make the visits to schools. The exception would be the Diocesan Trustee. 2. Section 4 of the minutes dated 29 January 2020. Sarah Clarke (SC) reported that the School Improvement map is being developed according to need and is proving to be a valuable document. 	
2 and 3	<p><u>Update from ATSIL and CEO in light of the Covid-19 situation:</u> <u>and</u> <u>Update about children attending Hubs and how vulnerable children are encouraged to attend:</u></p> <p>Sarah Clarke the Academy Trust School Improvement Lead (ATSIL) reported on two aspects (1) Function and Wellbeing and (2) School Improvement.</p> <p><u>Function and Wellbeing.</u> There has been comprehensive changes since the lockdown of schools. Transport is in place for children who require it. Staff are rostered across schools. An online booking system is in place for children attending school which responds to the needs of key workers and vulnerable families. Schools are in regular contact with parents using online platforms, email or telephone calls. Academy Heads meet every Tuesday and report to the CEO on safeguarding, working hub models and staffing. Hampers are being distributed to vulnerable families identified through Academy Heads. The CEO added that hampers are being funded currently by the Trust. The TBM has found a fund to assist towards the cost of hampers. Free school meal vouchers have been organised. A concern is that some vouchers are not being appropriately used and some families might have difficulty using them in their local supermarkets..</p> <p><u>School Improvement</u> This has been on the agenda for Academy Heads every Tuesday since lockdown. Preparations for next year have been discussed along with how the Trust School Improvement Plan will evolve and develop. The CEO has led a piece of work on calculation policies and strengthening curriculum documents around mathematics. Results of this work will be posted on the website next week. The next School Improvement focus will be on special educational</p>	

Standards & Curriculum Committee

	<p>needs. Alex Waterman, the Academy SEND lead will work towards ensuring all staff are trained and paperwork is current. Training for TAs has been well received by Academy Heads. Babcock has offered good training without charge. Vocabulary is currently high on the Ofsted agenda and will form part of the Trust School Improvement Plan for 2021. SC will be monitoring training and skills. Modern Foreign Languages will be looked at in detail going forward. Impact on the subjects run has been monitored.</p> <p><i>The Totnes Chair, Cat Radford asked whether TAs were in contact with the children they usually supported at school?</i> SC replied that Academy Heads have taken this into consideration when rostering the school day. Bearnese have RAG rated their families to assess risk. Some TAs can make 'phone calls to the children. SC continued that these relationships are important and will be closely monitored.</p> <p><i>The Newton & Teign Chair, Lynda Cooper asked whether technology was accessible for all families?</i> SC advised that this matter would be covered under item 7 of the agenda.</p> <p><i>JCO asked whether there should be a Trustee monitoring curriculum?</i> The CEO advised that this was a focus for Local Boards.</p> <p><i>JCO asked how do we triangulate school improvement outside of the Trust? What plans do we have?</i> SC replied that she was in contact with a Trust in Cornwall called Aspire. The CEO added that she was part of a South West Group trialling a framework for school improvement. The group share ideas and network rather than monitor although they can monitor each other's schools. The framework has now been rolled out nationally.</p> <p><i>The Moretonhampstead Chair, Dominic Course asked if the CEO and ATSIL were confident that a consistent level of teaching and home learning was being offered?</i> The CEO responded that when she met with SC each week they shared each school's offering and that they were constantly working towards making home learning consistent and easy to use for parents. The Seesaw digital platform was proving useful.</p> <p><i>JHJ asked whether the CEO and ATSIL were receiving feedback from other CEOs about issues which might arise?</i> The CEO responded that she had spoken to KEVICC and Aspire. After conversations with colleagues the Link Academy Trust seems to be operating as effectively as possible. Staff were putting their whole energy into supporting schools. Head Teachers were prioritising pupil welfare before learning. Landscope staff are completing five weekly wellbeing challenges which other schools in the Trust have adopted. SC added that the biggest challenge is supporting vulnerable children and their families. The Academy is working closely with social workers to provide support to families.</p> <p><i>The Woodleigh Chair, Jo Carter asked how the Link Academy Trust currently defined vulnerable?</i> The CEO replied that she receives a vulnerable children's report from all the schools every Friday. Vulnerable children have been identified but the list can be added to. Schools can use neighbours, telephone calls, and drive bys to garner information. An escalation in domestic violence has been noted. All schools can refer straight to social workers in some circumstances. Academy Heads are responsible for completing weekly safeguarding report forms and the CEO is responsible for monitoring 15 forms. Ilington Primary does not currently have a Head Teacher but two senior leads are covering the situation.</p>	
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Standards & Curriculum Committee

4	<p><u>Safeguarding:</u></p> <p>The CEO advised that there were three cases to report.</p> <ul style="list-style-type: none"> • A pupil who is the subject of a Child Protection case. The Social Worker has insisted that the child attends school at all times. • A pupil who is on a child protection plan and lives within a difficult household. The social worker has insisted the child comes to school. Sometimes this does not happen. The school is in touch with the grandmother who is supportive. • A pupil whose family are in Ramadan. This has been resolved. <p>The CEO continued that she now knew how many EHCP children were attending, school Hubs or not.</p> <p>DC congratulated the TAs for the work they have done to enable children to get to school. The CEO agreed to contact Academy Heads and request that they circulate an email to all staff thanking the TAs for their support and hard work.</p>	<p>The CEO agreed to contact Academy Heads and request that they circulate an email to all staff thanking the TAs for their support and hard work.</p>
5	<p><u>Application for laptops for families with a social worker:</u></p> <p>The CEO reported that she would be discussing this with the TBM within the next few days. The fund is coming online this week.</p> <p>SEN resources are being launched next week. Lynda Cooper advised that she would filter information received around SEN resources and forward anything relevant to the CEO.</p>	<p>Lynda Cooper advised that she would filter information received around SEN resources and forward anything relevant to the CEO.</p>
6	<p><u>Update on home schooling and online learning for SEND children and Early Years:</u></p> <p>SC reported. Early Years home schooling is currently functioning well and the online learning journals were supporting progress. Phonics is the current challenge with this group.</p> <p>SEND presents more challenges as to how the Trust can support the diverse means of all pupils.</p> <p>The Academy uses an organisation called MAST (Multi Agency Safeguarding Team) when professional support is required. The Trust is looking at how it can develop this relationship in the future and whether some therapies and SEND work can be put online.</p> <p><i>JC questioned whether SEND children were invited into the Hubs?</i> The CEO replied that this had not been done yet. Other Trusts were taking a different view on key workers. Some Trusts are only allowing children of two key workers to attend Hubs. The Link Academy Trust is enabling children of families who need support to attend.</p>	
7	<p><u>Online Safety in the time of Covid-19 and home schooling:</u></p> <p>The CEO reported. Schools have been asked to use MS Teams whenever they can. Other online platforms are being used for more informal exchanges. All Heads and staff are aware of online protocols and safety aspects. The Online Safety Policy has been brought to all staff's attention.</p> <p>Online safety and how this could be improved for families was discussed. The CEO agreed to ask the IT computing curriculum group leads what else could be sent out on a weekly basis to children.</p> <p><i>JHJ asked if online safety was adequately covered in the risk register?</i> The CEO suggested that this could be an agenda item at the next meeting once IT had advised what should be inserted.</p>	<p>The CEO agreed to ask the IT computing curriculum group leads for advice on what could be sent out on a weekly basis to children regarding online safety.</p> <p>Agenda Item: Online Safety within the Risk Register.</p>

Standards & Curriculum Committee

8	<p><u>Update from Local Boards:</u></p> <p><u>Moretonhampstead Local Governing Body.</u> Dominic Course (DC) advised that Moretonhampstead did not have a clerk at present and asked whose responsibility it was to appoint one? Jo Carter (JC) replied that Woodleigh Local Board had recently interviewed and appointed a clerk. Who pays for the process required clarification in the Scheme of Delegation.</p> <p>The CEO advised that she had attended a Widecombe Local Board meeting. It was her recommendation that the local governing bodies of the Moorland Schools (Moretonhampstead, Widecombe and Ilsington) should continue to meet informally. A trial meeting of Governors from all three schools could be held at a later date. The CEO asked that Governors of the South Dartmoor Schools consider what they might call their future joint Board and advised that there was a possibility that Bearnas and Hennock could join them. DC to talk to Cat Radford (CR) about what it is like for a governing board to be responsible for more than one school.</p> <p><u>Raleigh Hub.</u> Corinna Tigg (CT) reported that the Raleigh Hub had held one meeting before lockdown. They still need to bring in parent and staff governors. Technology for some Governors could be an issue.</p> <p><u>Woodleigh Trust.</u> Jo Carter (JC) reported that concerns raised about who was responsible when the Senior Lead was away had now been resolved.</p> <p><u>Totnes Hub.</u> CR advised that the local governors had questioned how staff were recruited into the Senior Leadership Team. The CEO replied recruitment for senior leads went firstly through staff appraisal. This was followed by training and then put to the Remuneration Committee which also covers Personnel. Roles had not been advertised externally and could start with shadowing a senior leader. Career progression within the Trust was encouraged. CR commented that it was about ensuring that the framework was robust and that the role was measured and asked how this was supported. The CEO replied that whenever a new role was recruited a detailed Job Description was drawn up. Then meetings for the Senior Leadership Team were held and how these roles worked together was discussed.</p>	<p>DC to talk to Cat Radford (CR) about what the commitments are for Governors of a Board who are responsible for more than one school.</p>
9	<p><u>Update about where MAT's get their advice from regarding future plans:</u></p> <p>The Chair advised that as an Academy rules come directly from Government. JCO asked how the Standards & Curriculum committee could help and support staff with future plans.</p> <p>Lynda Cooper left the meeting at 18.51</p> <p>The CEO replied that this was a standing item at the weekly Academy Head's meetings and they were constantly talking through possible future scenarios for opening schools.</p> <p>JHJ flagged up how IT and online learning might become a bigger part of what the Academy does in the future and questioned whether there was enough capability within the Link's staffing structure to understand what we were doing (as well as using the outside consultant, Limbtec). Was there anyone who could help guide the Academy more? The CEO replied that Cornerstone Academy were taking on responsibility across Devon for this and focusing on how to manage online learning safely. Representatives from the Link Academy Trust were going to attend a webinar Cornerstone were holding. The Trust is currently looking at how it can ramp up technical ability internally. The IT group will be maintained and encouraged. Limbtec has worked hard through the process and consistency is now being achieved. JHJ asked does this come with the data and added that he would like to see some staff who were more technically proficient at online education. The CEO advised that there was a group looking at designing a working party within Trustees for this. JCO suggested a Governor at KEVICC who the Trust could liaise with about this as she had expertise in this area. JCO agreed to contact her.</p>	<p>JCO agreed to contact the Governor at KEVICC regarding online education</p>

Standards & Curriculum Committee

10.	<p><u>Policies:</u></p> <p>The following 4 Covid policies were reviewed and it was agreed to put them forward to the Board of Trustees for final ratification:</p> <ul style="list-style-type: none"> • Safeguarding • Safeguarding of Vulnerable Children during Covid • Schools First Aid • Safer Working Practice <p>DC noted that the Safer Working Practice Policy mentions PPE for cleaners and questioned whether the Academy was responsible for providing this. The CEO suggested altering the Policy to read that the expectation was that PPE would be provided by the Cleaning Contractors. It was agreed that some of the schools do not have contracted cleaners and the sentence should be deleted from the Policy in this case.</p> <p>The following two policies were reviewed and it was agreed to put them forward to the Board of Trustees for final ratification:</p> <ul style="list-style-type: none"> • Staff Wellbeing Policy • Positive Mental Health Policy <p>The following two policies were deferred to the next Standards & Curriculum meeting:</p> <ul style="list-style-type: none"> • Curriculum (yet to be addressed by Academy Heads) • Positive Handling (still awaiting for feedback) <p>The CEO to email JCO the list of policies being looked at on a weekly basis by Academy Heads. The CEO and ATSIL to identify which policies should go to local boards for consideration.</p>	<p>The CEO to email JCO the list of policies being looked at on a weekly basis by Academy Heads. The CEO and ATSIL to identify which policies should go to local boards for consideration prior to the Standards & Curriculum committee.</p>
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The meeting closed at: 19.15

Date of next meeting			
Date/Time	17 June 2020	Location	TBA

First issued RH 03.05.2020
Revised JCO/RH 07.05.2020