

## Standards &amp; Curriculum Committee

## Meeting – Part I Minutes

Date/Time	26 January 2022 5pm	Location	Conducted using the online platform MS Teams due to the Covid-19 pandemic. The meeting was also recorded.
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Attendees	Initials		Attendees	Initials		
Cheryl Mathieson	CM	Chair	Graeme Scott	GS		
Nicola Dunford	ND	CEO				

Apologies	Initials
Fiona Walters	FW
Corinna Tigg – may arrive late to meeting	CT

Absent Apology	without	Initials

In Attendance	Initial	(anyone who is not a Trustee)
Elaine Clarke	EC	Clerk
Sarah Clarke	SC/ ATSIL	Academy Trust School Improvement Lead
Corinna Tigg	CT	Raleigh Hub
Cat Radford	CR	Totnes Hub
Jo Carter	JC	Woodleigh Hub
Lynda Cooper	LC	Moorland Hub
Kate Evans	KE	New Trustee pending appointment

Minutes to
Attendees
Absent
School Website

	Agenda	Led by
	Welcome and Apologies	Chair
	Declaration of Business Interests	Chair
	Minutes of the previous meeting	Chair
1	Matters Arising	Chair
2	Local Board Reports	LB Chairs
3	ATSIL & CEO Report	ATSIL/CEO
4	ASIP and ATSIP discussion	ATSIL
5	Safeguarding	CEO
6	Trust Risk Register	Chair/CEO
7	SEND and PP	CEO
8	Policies	Chair
9	Terms of Reference	Chair

	Details of discussion	Action
	<p><b>Welcome and Apologies:</b></p> <p>The Chair welcomed and introduced Graeme Scott as a new foundation trustee and Kate Evans who will become a foundation trustee on completion of paperwork. Both Graeme and Kate will be appointed to the Standards and Curriculum committee.</p> <p>The Chair accepted apologies from Fiona Walters – sanctioned.</p> <p>The Chair accepted apologies from Corinna Tigg that she may be late to the meeting.</p>	

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	JC read out a letter of thanks received from a parent at Yeoford which was well received by the Committee.	
	<b>Declaration of Business Interests:</b> The CEO is a trustee of South Dartmoor Multi Academy Trust (SDMAT) and also a trustee of the Bearnas Education Foundation. Graeme Scott is Executive Chairperson of The Mario Framework.	
	<b>Part 1 Minutes of the meeting dated 24 November 2021:</b> The Part 1 minutes of the meeting dated 24 November 2021 were confirmed as a true and correct record and will be signed at the next face to face meeting subject to the following amendment proposed by CR and agreed by the Committee: <ul style="list-style-type: none"> <li> <b>Item 2. Local Hub Reports Totnes Hub</b> – Wording to be amended regarding the requested change to the Local Board Terms of Reference (ToR)/Scheme of Delegation in respect of Local Board Chairs.           <p>Original wording - 'Change in Terms of Reference so that the Chair could cover several schools'.</p> <p>Amended wording – 'Change in Terms of Reference to allow the Chair to be an additional member of the Local Board Hub and to not necessarily have to be one of either the Parent Governor or Community Governor linked to a specific school setting.'</p> </li> </ul>	
1	<b>Matters Arising from meeting dated 24 November 2021</b> <p><b>1.1 Item 1.3 Item 4. Swimming lessons - CEO to update committee about locating more accessible venue for Woodleigh.</b>          The CEO reported that Matt Tanner is continuing to look at more suitable local venues for Woodleigh Hub, including a nearby holiday park. The Curriculum states that children should be able to swim a certain distance by the end of KS2. The Trust is therefore considering providing swimming lessons for only those children across the Trust who do not meet this criteria. Assessments will be made first.</p> <p><b>1.2 Item 1.5 Item 8. SEND regulations - CEO to update on production of a 'who's who' SENDCo document.</b>          The CEO has worked with Alex Waterman (Trust Safeguarding and SEND Lead) to produce a School Based SEND Lead job description, SENDCo job description and a cross Trust SEND Leadership plan. These documents were circulated shortly before the meeting. She noted that in the past the SENDCo did not have to have a SEND qualification but more recently must be fully qualified to take on the role. KE advised that at the Trust she works with all SENDCos were now qualified and had been asked to take the qualification even if they had originally been in post for a long time, for flexibility and to ensure consistent practice.</p> <p>The CEO reported that they had looked at compliance with the SEND Code of Practice when compiling the cross Trust SEND leadership plan particularly regarding point 6.93 - which states that it may be appropriate for a number of small primary schools to have a shared SENDCo to work across individual schools, but that such a SENDCo should not have a significant teaching commitment and should not be a head at one of the schools. She had also spoken with other trusts to see how they complied but some were unaware of the requirement. The Committee discussed the plan which included both a table showing the current structure of staff fulfilling the SEND roles and a second table showing the structure the Trust were moving towards to become fully compliant. It was agreed that while it was acceptable for the SENDCo to work across several schools in the coordinating role, it was essential for the SEND Lead in each school to be a member of staff in that school in order to adequately know the children and families they were working with. Regarding this point the CEO advised a correction in respect of the second table, ie that the school based SEND Lead positions for Yeoford and Cheriton Bishop would be fulfilled by the respective Academy Head (AH) rather than Adrian Fowle who is at based at Tedburn St Mary. She also noted that Morchard Bishop need to be added to the plan.</p>	

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	<p>Q - LC expressed concern that in the second table one of the AHs (Alice Eeles – Stoke Gabriel) still remained in the SENDCo role across three schools and questioned whether she had time for this.</p> <p>A - The CEO explained that Alice does not have a teaching commitment and she will be supported by a qualified SENDCo seconded from Wolborough (a school that is about to enter into a management partnership with the Trust). Becky Humphries, the ITH manager, also completes all the SEND paperwork across the Trust as she is very experienced at doing this.</p> <p>The Chair thanked the CEO for this piece of work. The CEO advised that she will update the plan bearing in mind this discussion.</p> <p><b>1.3 Item 2. Local Hub Reports Totnes Hub - CEO to update on change in Scheme of Delegation to allow LB Chairs to cover several schools.</b></p> <p>The Chair advised that clarification of the proposed change had been discussed during agreement of the minutes and this was to look at how the change could be achieved. The CEO had suggested that the Scheme of Delegation rather than the Local Board Terms of Reference could be amended to accommodate the change. CR proposed that LC and she document exactly the proposed changes working with SC. Clerk to then add the proposed change to the current Scheme of Delegation for the trustees to consider.</p> <p><b>1.4 Item 2. Local Hub Reports Totnes Hub - CEO / Clerk to advise on accessibility of policies</b></p> <p>Clerk to add the entire list of Trust policies to SharePoint to include dates of the most recent review/update and next review due date. Clerk also advised that the most up to date versions of many of the Trust policies were posted on the Link MAT website.</p> <p><b>1.5 2. Local Hub Reports Totnes Hub - CEO to pass on to LB Chairs the list of next twelve months Safeguarding Focus when available and advise on the need for a Safeguarding Governor role.</b></p> <p>The CEO advised that the list of the twelve (monthly) sessions was being finalised for this year and she would circulate it as soon as possible.</p> <p><b>CT joined the meeting at this point</b></p> <p>The Committee debated the need for a safeguarding governor role at local board level. It was considered that it was everybody's duty to be involved in safeguarding not just one specific governor but that we needed to make sure that we were consistent with whatever was included in our policies.</p> <p>SC advised that this issue had been debated in the past when looking at the children in care and safeguarding policies. There was now no legal responsibility for local governors on the safeguarding side as this had been moved up to trustee level. She agreed however that if the Trust felt that there was a need for safeguarding expertise at local board level it should be looked at again and the role defined. After some debate, the Committee agreed further discussion was required and the CEO advised that she would work with SC and Alex Waterman to move this forward. It was also acknowledged that the Trust needed to appoint a new Safeguarding Trustee following the departure of Jane Collings.</p> <p><b>1.6 2. Local Hub Reports Totnes Hub - CEO to feedback about Gifted and Talented program alongside disadvantaged children</b></p> <p>The CEO explained that Alice Eeles, AH, is leading this programme. The programme is being designed to provide curriculum enrichment for all, not just for those who are already identified as gifted or talented. As such the programme will provide staff with opportunities to note a gift or talent in a child that can then be taken further. GS commented that he had had experience of both talent identification and talent</p>	<p>CEO</p> <p>CR / LC / Clerk</p> <p>Clerk</p> <p>CEO</p> <p>CEO / SC</p>
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	<p>development models and that in his view the talent development model has always worked so much better.</p> <p><b>1.7 2. Local Hub Reports Woodleigh Hub - CEO to request Andy Keay to send data spreadsheet to Clerk to circulate to Governors and Trustees.</b> Clerk has not received any information from Andy Keay yet – the CEO will chase this up and request it to be sent to the Committee at the end of every term and ensure it is anonymised.</p> <p><b>1.8 Item 3. ATSIL Report - To note SEND information was posted with the meeting documents</b></p> <p><b>1.9 Item 6. Trust Risk Register - See Item 6.</b></p> <p><b>1.10 Item 9. Policies – To note that Anti-Bullying Policy was carried forward to February Board of Trustees meeting pending further amendment.</b></p>	CEO
2	<p><b>Local Hub Reports:</b> CM thanked Local Hub Chairs for their reports</p> <p><u>Moorland Hub</u> LC had provided a report prior to the meeting and raised the following points:</p> <ul style="list-style-type: none"> <li>- A big thank you - at Bearnas 83 food boxes were put together by staff and delivered around the Trust.</li> <li>- Thanks to the CEO for circulating information re staff changes for the Moorland Hub, this was very helpful.</li> <li>- Following concerns from other hubs last meeting there are no concerns re music provision at Moorland and happy with provision from the central music hub.</li> <li>- Website check – LC has carried this out on hub school websites – she noted that while the policies were correct on the policy page of the website, the policy cross references were not being updated – something to double check.</li> <li>- LC asked for feedback on the safeguarding complaint to Ofsted about Widecombe. The CEO reported that although the local authority had investigated on behalf of Ofsted and expressed no concerns, Ofsted had subsequently visited the school. Becky Humphries and Lizzy Lethbridge had attended to support the AH. The Ofsted visit concluded that everything the AH had done showed good practice, including good chronology and training records. There will be a formal report coming out shortly to confirm this and the CEO understands there will be no further action from Ofsted.</li> </ul> <p>Q - KE thanked the CEO for this explanation but commented that given this was a high profile issue for the school and the Trust she was concerned that in the hub report it stated that Penny Young (Clerk to the LB) had had to chase “hard” to get the governors to sign that they had read KCSIE Part II. She asked why the governors had had to be chased so hard when safeguarding seems to have been such a high profile in the hub.</p> <p>A - LC commented that this was linked to meeting attendance being patchy and may be to do with the meetings being remote and not having paperwork in front of them to sign. She will be putting this on the agenda for the next working party meeting to address. LC confirmed that the governors had all undertaken annual safeguarding training.</p> <ul style="list-style-type: none"> <li>- Staff wellbeing – LC reported a drop in morale for teaching staff due to lack of pay increase – she felt this difficult to respond to as a local board member. The Committee discussed the pros and cons of the decision which the Chair reiterated had been made in line with national pay policy but it was being kept under review.</li> </ul> <p>Q - KE asked how strong the feelings were and would this cause teachers to leave? She asked what the local authority and other MATs were doing.</p> <p>A - The CEO responded that the local authority and other MAT leaders she had spoken to were also sticking to the national guidance of no increase - the Trust had considered a partial raise to be offset against a possible future increase but decided against this policy.</p>	

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	<p>Some suggestions were made re an alternative acknowledgement of thanks to staff eg a bonus.</p> <ul style="list-style-type: none"> <li>- Local board governors were disappointed to be uninvited from the Trust Togetherness day.</li> <li>- LC advised on two further issues she is addressing, one is clarification on the Local Board governor role in staff recruitment and the other on where Local Boards should take any health and safety concerns.</li> </ul> <p>LC then invited any questions.</p> <p><b>Q - GS asked how the Trust was managing staff absences due to Covid.</b></p> <p><b>A - LC responded that anecdotally small schools could be very much affected by a single teacher's absence but noted the Trust had a floating teacher and HLTAs to backfill absences. The CEO followed up with a fuller explanation of these roles and their effectiveness. Online learning was also being provided for pupils who were off sick.</b></p> <p><u>Raleigh Hub</u></p> <p>CT had provided a report prior to the meeting and raised the following points:</p> <ul style="list-style-type: none"> <li>- Her report was mainly around the SEND visit (via Teams). Most governors attended and found it really useful. The main concern from parents was around now not having a dedicated SENDCo in each school but the AH is working on getting the message out to them about support from the Trust Inclusion Hub. Another concern is lead times on EHCP assessments but it was acknowledged this is a national issue.</li> <li>- CT has carried out a learning walk around the schools with the AH and was encouraged by the consistent way work was shown in the school, highlighting a clear progression throughout the years.</li> </ul> <p><b>Q -KE asked if there was a timescale for solving the SENDCos issue.</b></p> <p><b>A - CT said that she knew someone had been identified to take on the SEND role but she was unsure of the timescale. She was aware though that support was currently being provided by Becky Humphreys from the Trust Inclusion Hub. She confirmed that at the moment the AH was the name SENDCo for the schools.</b></p> <p><b>Q -KE also asked about the new intervention model used in the hub's schools.</b></p> <p><b>A - CT explained who leads the interventions and how the 'pre-teaching' model works. The model has been used since just before Christmas with encouraging results so far.</b></p> <p><u>Totnes Hub</u></p> <p>CR had provided a report prior to the meeting and raised the following points:</p> <ul style="list-style-type: none"> <li>- Last term the governors' visits focused on safeguarding. No reports had been written as the safeguarding audits covered any actions. CR had provided in her report further details on the actions from the audit. Some governors had not been able to carry out data visits last term due to the timing of the data drop but these were being picked up now. In addition, the SEND/PP visits would be done in the coming weeks.</li> <li>- The Safeguarding Governor had flagged that there doesn't appear to be a Trust policy on DBS renewals – this is in relation to staff. It was felt that the Trust did have procedures in place but the CEO confirmed that she will check with Sue Howard about renewal of DBS checks and feedback to the Committee.</li> <li>- Due to the late timing of the data drop in term 1, it was suggested to move the date of the focused visit into term 2 and CR had some suggestions as to what could be put into the term 1 slot instead. This would be followed up with SC.</li> <li>- Trustees to confirm arrangements for who the Safeguarding Trustee is – this had been covered earlier in the meeting.</li> </ul> <p><u>Woodleigh</u></p> <p>JC had provided a report prior to the meeting and raised the following points:</p> <ul style="list-style-type: none"> <li>- <b>Q - JC asked following the last meeting whether there was any further information regarding data protection and GDPR, in particular in relation to deleting/storing emails.</b></li> <li>- <b>A -The CEO responded that the Data Protection Officer, Susan Stansfield, had done some updated training and was visiting all the schools to advise on this. She also noted</b></li> </ul>	CEO
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	<p>that the Trust was looking at getting someone in to do an audit of our online/cyber security and hopefully it would cover these areas</p> <ul style="list-style-type: none"> <li>- Robin Scott, AH at Cheriton Bishop, is doing some work with parents on how best to use accelerated reader. Engagement with parents seems to be going well.</li> <li>- School meals – Both the DCEO and Elaine (Clark) have looked at school meals provided by Devon Norse over a week and are not happy with the quality. The CEO advised that the Trust was looking at how meals for the Woodleigh schools could be brought in house. It is hoped that in due course meals will be provided by the Morchard Bishop kitchen.</li> </ul>	
3	<p><b>ATSIL Report</b> SC had provided a report prior to the meeting and invited questions.</p> <p>Q - KE noted that the report outlined concerns about the quality of phonics provision at Morchard Bishop and asked why they are not part of the Phonics Bug purchase. A - SC explained this was because they were new to the Trust and the purchase had been made before they were part of the Trust. There is a plan in place to bring the school into the "Link" way in certain areas and phonics is one of those.</p> <p>Q - KE also asked whether a risk map for all the schools comes to the meeting A - SC responded that the risk map is a fundamental document for the EIT and it is looked at weekly when supporting schools; this could be shared with the Committee on a regular basis if required.</p> <p>Q - GS advised that it was reported by the Education Endowment Foundation that the biggest widening of attainment gap as a result of Covid was in Maths particularly in years 2 and 3 and asked whether this was the experience of the Trust. A - SC responded that the Trust data points to writing being hit quite hard by remote provision, particularly in the first period and is still lagging behind reading and maths. The CEO commented that based on Trust data year 3s have been significantly impacted in every subject area as they have had very little experience of school in the last 2 years. She is aware that gap closing is required for all children but that for children with little experience of being in school the gap is huge.</p> <p>Q - LC asked whether the idea of schools supporting each other in phonics is working and whether it could be rolled out to other areas of the curriculum. A - SC and the CEO explained the role of the Academy Trust Curriculum Hub Lead (ATCHL) in supporting subject areas and teachers requiring support, and how this is having a positive impact.</p> <p>Q - KE expressed interest in the peer MAT review with the Bridge Academy Trust and asked whether the Link is now going to review them, and what were the main learning points from the review. A - SC responded that the Link had already had two visits to the Bridge last year to review their curriculum. This was very valuable in terms of curriculum development for the Link as it was felt the Bridge was four or five years ahead in developing their curriculum model. The learning gained from this review was significant and will benefit the Link's schools, helping develop the ATCHL role and bring together our curriculum model effectively. This has led to a significant piece of work through the curriculum hubs around curriculum statement and intent which is ongoing. The Bridge had recently visited the Link. SC was responsible for reviewing local governance and school improvement with them and she was able to pick up learns in terms of impact that she would bring to the working party. She had found the visit valuable for external validation of our existing practice.</p> <p>The CEO explained that we had asked the Bridge to look at the value added-ness of our Trust for schools joining us. For example the Bridge were asked to look at the governance structure and the inclusion hub. There had been lots of validation and sharing of practice.</p>	



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	<p><u>CEO's Verbal Report</u></p> <p>The CEO made a verbal report and raised the following points:</p> <ul style="list-style-type: none"> <li>- Staff changes are happening in February – which will be managed by using the floating teacher. Tracey Clarke is leaving Bearnas at half term and will be replaced by Georgia Gilby from Diptford. The floating teacher will then slot into her place at Diptford.</li> <li>- Trust growth – there has been a flurry of interest in joining the Trust recently. The Trust are working with Wolborough in Newton Abbot, a local authority school. They will enter into a management partnership with the Trust to establish that there is a mutual good fit. If they then do join the Trust it is expected that the process will take some time due to land issues.</li> </ul> <p>In addition the Trust has already spoken to a group of three small schools under one local board where the head is retiring in September. This may be a quick move as there is unlikely to be time for a management partnership. One of the three is a church school and one of the schools has had a recent 'Good' Ofsted inspection. The Trust has also been approached by a single academy trust which went from very low numbers, was closed, then reopened as a free school and now has a hundred children. Talks are at an early stage with likely competition from other MATs.</p> <p>Due to the anticipated growth the Trust has applied to TCAF and received a grant to extend the central business team to manage all premises and operational issues. The Trust is however still struggling to recruit staff such as cleaners and a premises maintenance worker. The CEO emphasised that the Trust would not jeopardise its existing schools or organisation for the sake of growth. The Trust would only expand in a way that was carefully thought about.</p> <ul style="list-style-type: none"> <li>- The peer to peer reviews with the Bridge have been covered in the ATSIL report. A report will be made to the RSC as to the success of the review and it was felt that the process was mutually beneficial and would continue.</li> <li>- Trust Support and Improvement (TSI) work - as CEO of a successful trust the CEO has been asked to carry out TSI with trusts having difficulties. She has been working with a trust in Cornwall of 19 schools who have recently had 11 Ofsted inspections with some poor outcomes. More recently she has been asked to work with another trust of eight schools and has recently met with the CEO to review practice, and a school with a 'requires improvement' Ofsted inspection.</li> </ul> <p>The CEO explained that over the last 5-6 years the Trust has been looking inward to get our structures right and do things the best we can. Now it is being asked to work with other trusts the CEO feels a moral obligation for the Trust to do so.</p> <ul style="list-style-type: none"> <li>- Cyber security – as mentioned earlier an audit of this is planned to ensure this area is up to standard.</li> </ul> <p>Q - JC asked about which hubs the new schools might be joining.</p> <p>A - The CEO advised the three small schools would be their own hub, with the individual school joining them as geographically close by. She also advised on the possible reorganisation of some of the existing Link hubs.</p>	
4	<p><b><u>Academy School Improvement Plans: ASIP and ATSIP scrutiny / discussion ATSIL to report</u></b></p> <p>Covered in Item 3. ATSIL report.</p>	

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5	<p><b><u>Safeguarding</u></b> CEO to report The CEO reported as follows:</p> <ul style="list-style-type: none"> <li>- The CEO advised that she had already updated the Committee about Widecombe in Item 2.</li> <li>- Several pupils at Trust schools were either in child protection or 'child in need'. The CEO outlined some of the issues.</li> <li>- Safeguarding audits are continuing and the CEO will forward reports to the Committee.</li> </ul>	CEO
6	<p><b><u>Trust Risk Register</u></b></p> <p>The Chair advised that there was some uncertainty about whether the Risk Register had been updated and re-dated correctly and understood that the Audit Committee were to look at this. The CEO will liaise with the Audit Committee Chair about progress before reviewing any further sections.</p>	CEO
7	<p><b><u>SEND and Pupil Premium</u></b> CEO to report The CEO reported as follows:</p> <ul style="list-style-type: none"> <li>- The CEO met with AHs yesterday and requested Pupil Premium reports be finished by 31<sup>st</sup>. Becky Humphreys is going to check that the correct template is being used as it has recently changed.</li> </ul> <p><b>LC left at this point of the meeting.</b></p> <ul style="list-style-type: none"> <li>- The CEO has yet to receive the latest SEND report from Alex Waterman. She will chase this up ready for the upcoming Full Board meeting and also send it on to the Local Boards.</li> </ul>	CEO



Date/Time	27 April 2022 15 June 2022	Location	Online - possibly summer term face to face
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signature of Chair