

Standards & Curriculum Committee

Meeting – Part I Minutes

Date/Time	24 November 2021 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		
Jane Collings	JCO	Trustee	Nicola Dunford	ND	CEO	
Cheryl Mathieson	CM	Chair	Fiona Walters	FW	Trustee	

Apologies	Initials

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

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

	Details of discussion	Action
	Welcome and Apologies: Chair acknowledged CT's request to leave the meeting at 18.30	
	Declaration of Business Interests: The CEO is a Trustee of the Bearnas Education Foundation. JCO is a Trustee of the United Schools Trust and a Governance Advisor for Babcock International	
	Part 1 Minutes of the meeting dated 15.09.2021: The Part 1 minutes of the meeting dated 15.09.2021 were confirmed as a true and correct record and will be signed at the next face to face meeting.	

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1	<p><u>Matters Arising from meeting dated 15.09.2021:</u></p> <p>1.1 Item 2. To note - Website now updated with new Chair details</p> <p>1.2 Item 3. To note - Terms of Reference updated and approved at Board of Trustees meeting 11.10.21</p> <p>1.3 Item 4. Swimming lessons CEO has met with PE Lead. Due to geographic location pupils from Woodleigh in particular have to travel a substantial distance to nearest public pool to the detriment of class/learning time. PE Lead to look into locating more local private pool facilities. Where there are schools with similar difficulties a selective approach will be taken re which pupils attend swimming lessons. Years 3 and 4 will be assessed and only those below the ability criteria will continue to attend. All pupils at schools with local swimming facilities can continue to take lessons. JC mentioned Exeter Riverside has reopened which is more accessible to Woodleigh. CEO to ask PE Lead to look into this.</p> <p>1.4 Item 5. Governor Learning Walks – ATSIL reported that this was discussed at the Working Party including developing focuses to be part of a Learning Walk. She has also included Ofsted Preparation Days for the entire year in her report for this meeting to which all Local Boards are invited.</p> <p>1.5 Item 8. CEO to advise re AH/SENDCo SEND regulations – CEO has looked into this and while the code of conduct indicates that AHs can be SENDCos it is generally felt best practice that they should not be due to their overall workloads. Trust is trying to encourage more teachers to take the relevant qualifications for the role as part of their Professional Pathway however at present only one person is completing the training despite time and resources being provided. This may be due to the substantial workload of assignments required, over two years. However SENDCos can be shared between schools. CEO to produce a 'who's who' SENDCo document soon.</p> <p>1.6 Item 10. To note - Teaching and Learning and Safeguarding and Child Protection Policies circulated via email and approved</p>	<p>CEO /PE Lead</p> <p>CEO</p>
2	<p><u>Local Hub Reports:</u></p> <p>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"> - Some schools concerned that data drop will not happen until close to end of term. CEO not concerned as leaving it later means more time for staff to complete and maximum progress can be shown. - Staff wellbeing – general issue following the pandemic. CEO reassured LC that this is widespread and Trust is aware and doing its best to support staff eg by not overloading with extra work. Reiterated EAP as a support for staff. The HR Officer regularly reminds staff of the existence of the EAP in her monthly Well Being Bulletin and AHs are encouraged to display the details in the staff room. - Parent voice – a general point that some schools had concerns about capturing the parent voice now parents in schools for limited time - Two further points already raised with ATSIL to follow up ie responsibility of local governors toward staff recruitment and health and safety feedback. ATSIL to feedback to next hub meeting <p><u>Raleigh Hub</u> CT had provided a report prior to the meeting and raised the following points:</p> <ul style="list-style-type: none"> - Unfortunately she had not been in school as much as she would like as self and family had Covid however safeguarding visit and audit completed and signed off. - Nursery at Otterton now open and attracting interest - Three new governors – two parents and one staff - Safeguarding cards have gone out to staff. 	

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<p>- Clare Appleby has done a lot of work on metalinguistics and has been recognised in Devon for her work, plus work with ATSIL on phonics for the Trust.</p> <p><u>Totnes Hub</u> CR had provided a report prior to the meeting and raised the following points:</p> <p>- Change in Terms of Reference so that Chair of LB could cover several schools</p> <p>Please note that amendment was requested by CR at the S&C Committee meeting held on 26 January 2022 of the above wording. The Committee agreed the following amendment:</p> <p>- '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> <p>- CEO advised this would be better a change in the Scheme of Delegation as changes to Terms of Reference need to go back through the Diocese which can take some time. FW offered help to CR re going to Diocese over this – CR to send her details. ATSIL asked when this could happen – CEO replied that she would have to look at this to when time available. LC also voiced support for this change and offered help.</p> <p>- KCSiE – it would be useful when this and monthly Safeguarding Focus is published that governors could be shown where the policy review information is so they can see that the policies referred to in it have been actioned – difficult to find. CEO agreed with this – policy cycle is hard to keep up with - and will work with Clerk on this. CEO will pass on to LB Chairs the next twelve months Safeguarding Focus when that list is available to her. CEO thinks the Safeguarding cards are a good idea for Ofsted and will ask for these to be shared across the Trust. JCO also suggested this would be a good time to look at roles of Safeguarding staff, Governors and Trustees across the Trust in terms of responsibilities. CEO advised that it was important that all staff and governors had an understanding of all aspects of safeguarding but that the ultimate responsibility lay with the Designated Safeguarding Leads within the schools, the Trustee with responsibility for Safeguarding and CEO herself. CM asked if there was therefore a need for a Safeguarding Governor role? CEO to do some work on this and produce information to be taken to Local Boards.</p> <p>- Music curriculum – there was a feeling that the provision is patchy and asked that notes on music provision be made available to Governors including CPD provision. CEO reported there is a very small amount of funding for music from Devon. The Trust also has a Music Curriculum Group / Lead – Nicola Miners who has been involved with the Music curriculum for the Woodleigh schools. It is hoped that she will take this forward and share with other schools. The CEO is also hoping to look at a Trust concert. FW hoping that community projects such as those run by Devon Opera will be able to resume in near future. ATSIL reiterated CEO's thoughts on the music curriculum and reported that there will be music development coming through the music curriculum hub. LC asked about the Gifted and Talented program. CEO replied that she is looking at this alongside disadvantaged children and will feedback on this when she has more details.</p> <p><u>Woodleigh</u> JC had provided a report prior to the meeting and raised the following points: Music – Nicola Miners and her husband have worked with their schools – written Nativities etc excellent to have if this can be shared with the other schools. Safeguarding – Elaine Clark Safeguarding Governor – went into a school to do Safeguarding Audit which also raised questions around emails or any notes taken electronically having to be deleted – leading to concerns that email trails of information could be lost – is there a procedure for printing out / storing email? . DPO has been contacted by the AH for advice about this. CEO responded that this area of storage and retrieval of information is very difficult to get right and keep up to date with. CM feels that the whole issue of cyber security needs more attention - internal audit does not currently have the relevant experience. - JC did a Literacy Learning Walk at Yeoford with Literacy Lead – touched on what has been looked at during Ofsted prep meetings which was very useful for non-teachers. JC to put some information on this to take to Local Board Working Party. CEO agreed this would be very helpful and pleased that governors were gaining this level of understanding.</p>	<p>CEO</p> <p>Clerk / CEO CEO</p> <p>CEO</p> <p>CEO</p>
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	<p>-JC advised ATSIL has posted a video in the meeting documents of a recent OPD meeting which was found to be a very useful experience re answering questions and the level of scrutiny required by Ofsted.</p> <p>- JC has received a data spreadsheet from Andy (Keay) – very good – CEO to ask Andy to send to Clerk for distribution to Governors and Trustees. SC advised that Andy would also be coming to the Local Board Working Party to discuss data.</p> <p>- JCO said it was helpful to find out from local governors how schools were faring following Covid lockdowns. JC fed back from schools in her hub.</p>	CEO / Clerk
3	<p><u>ATSIL Report</u></p> <p>SC had provided a report prior to the meeting and raised the following points:</p> <p>- ATSIL advised that following Covid schools are finding Ofsted a challenge. In order to support this OPDs are being upped at schools' requests and they are picking up issues that may have been picked up earlier had Covid not occurred. Teaching specialists are being utilised to support specific areas in other schools for specific periods of time – time has been backfilled in the providing schools. This has been well received by both mentors and mentees. List of OPDs for next year is in the report so Local Boards can be included. JCO thanked SC for her work on the OPDs.</p> <p>- SC advised that she is proud of the success in recently filling most of the Local Board Governor vacancies. Would like to thank the Chairs and others who have been working hard to recruit, induct and generally bring new governors on board with the Trust and updated the meeting on recent recruits and current vacancies. FW offered her help to SC to fill outstanding vacancies.</p> <p>- JC proposed thanks to Sue Howard for her excellent admin/HR work in supporting the recruitment of new governors.</p> <p>Corinna Tigg left the meeting here at 18.34</p> <p>– Phonics – OPDs have highlighted phonics and a Trust-wide response has been implemented. An action plan is in place - a survey has been carried out that shows the effect Covid had and where each school sits and the challenges to our learners. A lot of Trust resources have been put into support this area including the DfE recommended Phonics Bug scheme, also internal training going on and work identifying where there are gaps in teaching knowledge. There will be a Phonics Working Party on January 11th.</p> <p>- Curriculum hub development – leads now in place for all subjects across the Trust. All working effectively and attendance at all meetings is good.</p> <p>- Learning Support and Challenge Triads – feedback has been that these are highly valued already – as an example the safeguarding pocket notes mentioned earlier in the meeting – networking effectively across schools. SC is aware the AHs linked in the triads go to each other first for support and school improvement issues. CR asked how triads were matched – SC advised that these were carefully considered to ensure an experience vs inexperience balance and moving out of Local Board relationships.</p> <p>- SC thanked LC and JC for coming forward to video an OPD meeting which showed that Local Boards have a place in front of Ofsted.</p> <p><u>CEO's Verbal Report</u></p> <p>- Growth across the Trust – Wolborough have now asked to look at a management partnership contract. The Trust has met with their governors to explain how the Trust operates. Some issues to address, however Wolborough would bring expertise in SEND and a good mix with the Trust. Its location is close to Bearnas and capacity is just over 200. Moorsway Federation – three small schools around Ivybridge – the Trust is to present to Moorsway governors the next week. CEO is aware Moorsway are looking at other MATs but they are limited by church articles. Through participation in the Devon Open Schools Calendar the Trust has opened up this week and as a result are talking to a small free school and another MAT re a merger. Growth is proceeding as anticipated and the schools coming to the Trust seem to be the sort of schools the Trust would want to talk to.</p> <p>- TCAF - A successful bid for £100k growth grant has allowed expansion of the central business team in anticipation of growth. TBM now in the role of DCEO and an advert is out for a finance expert to oversee the budget and accounting. There is also an advert out for an income generator. Re cleaning and caretaking – now lost Andy Tranter – and struggling to replace cleaning staff for several schools.</p>	

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	<ul style="list-style-type: none"> - Trustee recruitment – two good candidates have been found with experience in education and school improvement – will be going to the Full Board meeting next week. A training day has been organised in January for Trustees. The day will include an online talk from Sir David Carter re roles of the Trustees and their strategic accountability – the remainder of day will be workshops around roles and clear boundaries. Venue tbc Isabel (Cherrett) will be returning in January to join the Members Board – part of the TCAF money will enable her to review the protocols around the Members and their understanding of their roles. A further part of the TCAF money will provide a floating TA and teacher – to backfill when other teachers move to provide support in other schools, and a TA has been recruited for Stoke Gabriel. Any of the TCAF unspent by March will need to be given back. - Focus for the year will be Visible Learning - this fits with the work being done by ATSIL and with the Disadvantage Day. Work has started on a charter for disadvantaged children and the gap that has grown. Devon is the third worst in the country for disadvantaged children but this is not often realised because people don't see 'rural poor'. - SEND information has only just been received – Clerk to put up this information with meeting documents. - Staffing – CEO advised the meeting of staff absences and also of the resignation of AHs at Morchard Bishop and Widecombe. Recruitment to start in January for the AHs. - Kickstart program has been very effective for the TAs - CEO reported she is doing external work with two MATs in Devon and Cornwall requiring support. - MAT to MAT review with The Bridge is coming up in December - CEO is working with the Diocese looking at why MASH is effective only in certain areas, in conjunction with SEND and Early Help. CEO has met with Nick Gripper who has joined the LA to scope what is going wrong. 	CEO / Clerk
4	Academy School Improvement Plans: ASIP and ATSIP discussion ATSIL reported verbally. She has been able to go into schools and talk through the ASIP development with AHs. She is happy that all the ASIPs are closely following the ATSIP for example can see writing and Visible Learning coming through.	
5	Safeguarding CEO advised that she has had to make some referrals into LADO. The incidents are being investigated by the Trust. There has also been one family going into child protection.	
6	Trust Risk Register Chair queried whether some items have been updated on the Risk Register – or whether the dates have not been updated. She asked that JCO look at this with her.	Chair / JCO
7	SEND and Pupil Premium: JCO had raised a query regarding the reporting requirements for the recovery fund and the Chair said that she understood that the Trust was required to report the use of the recovery premium and pupil premium funding as a single sum in the strategy statement and we were required to use the DfE template to publish this document by the end of December. . CEO confirmed that this was being done in the correct way with the correct templates.	
9	Policies to be reviewed and recommended to the Board of Trustees for approval: Anti-Bullying – agreed to put forward to the Board for approval	Clerk

Date of next meetings

Date/Time	26 January 2022 27 April 2022 15 June 2022	Location	Online
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