

Ethos Committee – Part I Minutes							
Date/Time	18:01:18 4.00pm	Location		Okehampton College			
<b>Attendees</b>	<b>Initials</b>			<b>Attendees</b>	<b>Initials</b>		
Daryll Chapman	DC	Marilyn Livingstone	ML	Ian Courtney	IC	Amanda French	AF
Lee Rose	LR						

Apologies	Initials	Reason (Category of Trustee)
John Lawlor	JL	Holiday

<b>ACTIONS</b>
<b>DECISIONS</b>
<b>QUESTIONS AND CHALLENGES</b>

In Attendance	Initials	
Hazel Fox	HF	Vice CEO
Susanne Kiff	SK	Chief Financial Officer
Sally Wood	SW	Clerk to Trustees

Minutes to
Attendees
Apologies

1 - Apologies
<ul style="list-style-type: none"> <li>Apologies were accepted from JL.</li> </ul>

2 – Declaration of Interest
<ul style="list-style-type: none"> <li>Trustees present completed their register of business interests and were reminded to declare any conflict of interest that may arise during the meeting</li> </ul>

3 – Election of the Chair – Ethos Committee
<ul style="list-style-type: none"> <li>ML was elected Chair of the Ethos Committee for the period of one year.</li> </ul>

## 4– Election of the Vice Chair – Ethos Committee

- AF was elected Vice Chair of the Ethos Committee for the period of one year.

## 5 – Terms of reference for the Ethos Committee / 6 – Academy Ethos Committees / 7 – Communication / 9 – Annual Report / 10– Ethos Monitoring Arrangements

- Trustees were clear the remit of this Committee was to ensure that Church schools retained their Christian distinctiveness and cooperative schools retained their cooperative distinctiveness.
- Trustees discussed their own experiences where Ethos Committees had been successful and on some occasions where they had struggled for a number of reasons, at times where they had been parental forums with no specific links to the Governing Board.
- Trustees discussed how Governing Boards ensured Christian distinctiveness and whether parental forums / community engagement could be or should be combined with the local Ethos Committee, with effectively an extra agenda item of co-operative values. Church Schools would already have a specific agenda from the Diocese.
- Trustees discussed systems of listening and what feedback would look like for this Committee so that common themes could be recognised.
- Trustees referenced the Scheme of Delegation which stated the remit was to ‘ensure the values set in the vision statement are embedded in all actions’ and acknowledged they required a representation of the impact of values.
- Trustees agreed that at an individual school level, there would be an Ethos Committee which would feed into the LGB as a Committee of that LGB.
- Trustees agreed that a template for information would be used for information to then be provided to the Trustees. The Clerk would merge the LGB reports to produce information for the Trustees, meaning that data was not missed.
- ML and AF to draft the terms of reference for both the Trustee Ethos Committee and the LGB Ethos Committee.
- Trustees discussed and agreed that Liz Wiseman as the member of staff responsible for RE compliance would feed into HF who in turn would report back to this Committee.
- Trustees discussed the questionnaire that was used within schools currently and agreed that the responses of that should be fed back to the LGB and then collated for the Trustees, although that may be split between Trustee Committees depending on the subject. It was agreed that the feedback from the questionnaires should go to the Full Trustee Board via the Ethos Committee.
- DC and HF to use the next meeting of Heads on 30:01:18 to confirm that every School should have an Ethos Committee and that it was the Heads’ responsibility to ensure that this happened. The function of this is to ensure that the values set in the vision statement are embedded in all actions. A report would be done termly, the content of which would stem from the questionnaires which would be broken down over the academic year. Input from the Heads could also be sought on sources of incoming information and additional information to the questionnaire that may be of use.

**Action:**

**ML / AF** to draft terms of reference for Trustee Ethos Committee and for LGB Ethos Committees.  
**CLERK** to agenda draft terms of reference for the next meeting of this Committee  
**DF / HF** to confirm to Heads that every school should have an Ethos Committee and it is their responsibility to ensure this happens.

## 6 – Action / Intervention

- Trustees discussed what would constitute concerns for this Committee.
- Trustees agreed that a SIAMS failure or an OFSTED outcome of 3 or 4 would be obvious triggers.
- Trustees acknowledged the intervention triggers in the Scheme of Delegation and agreed that any event causing ‘damage’ to the Trust would be concern for this Committee.
- Trustees agreed that at the first sign of concern, the Chair of Governors and the Head of School would be invited to this Committee meeting.
- Trustees agreed their remit would continue until they were satisfied that the event has been resolved or that it ceased to cause concern. Trustees also agreed the Committee would make a recommendation to the Full Trustee Board as to whether the intervention triggers should be invoked.
- Trustees agreed they would be looking at changing trends rather than using a specific numerical indicator for highlighting concerns in areas such as attendance, bullying incidents, racism incidents.
- Trustees acknowledged they needed the skill to pick out the key information and to ensure that any important information was not filtered out at LGB level.
- Trustees agreed that the terms of reference should include that relevant individuals would attend this Committee if required to answer challenge and that any concerns could be discussed prior to intervention.

## 7 – Public Celebration / MAT Creation

- Trustees discussed whether there should be a Multi Academy Trust ‘launch’ event, however it was decided not to given that the launch had already occurred.

## 8 – Trustee Visits

- Trustees discussed how Trustee visits may work in terms of the Ethos Committees.
- Trustees were mindful of earned autonomy and were keen that a LGB would not see visits as a dilution of that.
- It was agreed that LGBs should be encouraged to invite Trustees along to meetings and for Trustees to possibly attend local Ethos Committees alongside the LGB Governor.
- Trustees also acknowledged that local Ethos Committees may wish to visit each other.

## 9 – Frequency of Committee Meetings

- Trustees noted the Scheme of Delegation states Ethos Committee meetings should be at least termly. Currently half termly meetings are scheduled.
- Trustees agreed to hold the next meeting as planned and to review the meeting schedule at the next meeting, however the general opinion was that termly meetings felt appropriate.

**Action:** CLERK to agenda meeting frequency review for the next Committee meeting

## 10 – Date of next meeting

- Okehampton College – Wednesday 28 February – 4.00pm

### Action Table from 18:01:2018

WHO	WHAT	WHEN
ML / AF	Draft terms of reference for Trustee Ethos Committee and for LGB Ethos Committees.	08:02:18
CLERK	Agenda draft terms of reference for the next meeting of this Committee	DONE
DC / HF	Confirm to Heads that every school should have an Ethos Committee and it is their responsibility to ensure this happens.	30:01:18
CLERK	Agenda meeting frequency review for the next Committee meeting	DONE