

School Improvement Committee – Part I Minutes							
Date/Time	21:03:18 4.00pm	Location		Okehampton College			
Attendees	Initials			Attendees	Initials		
Daryll Chapman	DC	Tania Skeaping	TS	Marilyn Livingstone	ML		

Apologies	Initials	Reason (Category of Trustee)
Lee Rose	LR	Business

ACTIONS
DECISIONS
QUESTIONS AND CHALLENGES

In Attendance	Initials	
Hazel Fox	HF	Vice CEO
Susanne Kiff	SK	CFO
Andy Parkins	AP	COO
Ken Watson	KW	HAF LGB Co-Chair
Kate Scrivener	KS	HAF LGB Co-Chair

Minutes to
Attendees
Apologies

15 - Apologies
<ul style="list-style-type: none"> Apologies were accepted from LR. KW and KS from Holsworthy Area Federation were welcomed to the meeting.

16 – Declaration of Interest
<ul style="list-style-type: none"> No declarations of interest were stated. As the meeting was not quorum, any decisions required would be deferred to the Full Trustee meeting to be held on 27:03:18

17 – Agree & sign off previous minutes
<ul style="list-style-type: none"> The minutes from 31:01:18 were agreed and signed by TS.

18– Matters Arising

- All actions from the previous meeting were complete or are agenda items within this meeting

19 – Matters Brought Forward at the Direction of the Chair

- There were no matters brought forward at the direction of the Chair.

20 – Proposed Professional Development Framework for Dartmoor MAT

- This item was deferred to the Full Trustee Board meeting to be held on 27:03:18

21 – Policies

7.1 Provider Access Policy

- Trustees noted that the wording of this policy had been agreed by Headteachers.
- Policy to be considered for adoption at the Full Trustee Board meeting on 27:03:18

Action:

SW to agenda the Provider Access Policy for Full Trustees on 27:03:18

22 – SENDCOs

- Trustees noted that for the Dartmoor Federation, Cheryl George would continue to cover this and Anne Bunning would continue to cover the Holsworthy Federation Primary schools. There is also a SENDCO lead in place for Okehampton Primary. The Central Hub Cluster (South Tawton, North Tawton and Chagford has coverage for SENDCO within the Schools
- Trustees noted there would be a network meeting arranged so that the SENDCOs can support each other.

[Trustees asked if the coverage for the Central Hub was sufficient](#)

It was confirmed it was as there was areas of expertise within the MAT.

[Trustees queried if there was speech and language coverage](#)

It was confirmed that Teaching assistants at Okehampton Primary have had training, but this could be increased, so they have more specialised training. We need to disseminate this practice further.

Trustees asked about the secondary schools

It was confirmed that Okehampton College, Holsworthy Community College and Tavistock all have coverage, although the SENCO in Tavistock College was new.

23 – Key Performance Indicators

- Trustees discussed the documents showing prediction data for KS4 in individual schools for 2018 & 2019 and the KS4 results for individual schools 2015-2017.
- DC & HF are to meet to **produce a glossary for Trustees of terms which will be used.**
- Trustees received an overview of how the process works. Trustees noted that the data given is predication, this ensures people understand what that means in terms of progress and attainment.
- Trustees noted that moderation and data collection times were not standardised across the MAT so we are not comparing like for like in 2018-2019 data. Data cycles will be reviewed.
- Trustees noted that data documents needed to be sent out prior to meetings to allow Trustees sufficient time to prepare questions.
- Trustees noted they need to ask challenging questions, what are school leaders doing about it, how do we know?
- Trustees noted that secondary data would be presented in this format which they would use to challenge, then by looking at the minutes of the LGB meetings, Trustees would be able to see what is happening and why.
- Trustees noted there was an issue with the progress of YR11 disadvantaged higher attainers in English and Maths (9 pupils) in Okehampton and it was necessary to find out from DB what was happening.
- Trustees suggested a 3-week turnaround for responses and evidence to Trustees/LGBs challenge.

Trustees queried that for 2016 – 17 for SEN no Statement (note small cohorts) there was progress in Maths, but less so in English at Okehampton and Holsworthy.

The response was that Trustees needed to not look at those two subjects in isolation but to also look at Humanities etc. due to the literacy component and requirement within these subjects.

- Trustees noted that all secondary schools were using idash now, which is good and is clear to interpret.
- Training on primary and secondary data with DTSA for Trustees to be arranged and LGB's to attend. Trustees noted that moderation for Primaries was crucial. Different schools are using different tracking systems, so alignment has been attempted as best as can be. A tracking system is being looked at that will cover the needs of all schools irrespective of size. Moderation for the year 2018-2019 has now been planned for all year groups and each subject. This can also involve year 7 & 8 teachers. Evaluation has been obtained from Teachers to feedback to SLE's.
- Trustees noted that Bridgerule Primary School and Highampton Primary School didn't attend the MAT writing moderation.
- Trustees noted that next term individual meetings would be held with Headteachers to challenge them.
- Trustees noted concerns at Black Torrington. A whole staff meeting was held there yesterday to discuss concerns with Holsworthy Area Federation Chairs of Governors. Maths in particular is well below average.
- Trustees noted that Maths predictions in the Holsworthy Federation in general were poor
- Trustees queried that only 1 disadvantaged child in Holsworthy Federation primaries (cohort of 9) was expected to make age related progress and asked what LP was doing and whether there was an intervention plan?
- Trustees noted that data would be provided termly for all Schools
- KPI's to be revisited by Headteachers – Attendance etc.

Action:	DC / HF to revisit KPIs at Executive Group meetings DC to arrange primary and secondary data training with DTSA for Trustees / LGBs
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24 – Risk referral and trigger points

- Trustees noted that the Executive Leadership Group would determine trigger points and then feedback to Trustees. DC and HF will coach and review in meetings. Key indicators need to be owned by Headteachers. Quality of teaching to be reported back to this committee in the future. A pro forma will be designed to be populated with appropriate info to inform trustees.
- Trustees agreed that LGB's need to be more robust and challenging and hold schools to account. Evidence needs to be provided of this through minutes, but training will also be given.

Action:	SW to circulate Neil Swaits' visit notes to Committee
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25 – Cross Phase working across the MAT

- Trustees noted that moderation has started across the MAT with cross phase elements. An ICT meeting has been held, looking at Acceptable User Policy, E-Safety etc. The Appraisal group has also been meeting.

26 – LGB Minutes

- Okehampton Primary – School Imp Minutes 01:02:18
 Holsworthy Federation – School Imp Minutes 31:01:18
 Tavistock College – School Imp Minutes 07:03:18
 Dartmoor Federation – School Imp Minutes – 12:01:18
- Trustees noted that the Dartmoor Federation meeting was reconvened due to the snow closure and the minutes were not finalised as yet.
 - Trustees noted good practice in all of the minutes.
 - Good challenge was noted in the Okehampton primary minutes, they were sharp and very impressive and linked to specific data.
 - Trustees agreed that initials should be added going forward, to show that different people are challenging.
 - Holsworthy Federation minutes showed no reference to data in minutes which Trustees would expect to see.
 - Trustees noted there were no minutes from the Central Hub IEB as they are working on 3 items only. Executive Headteacher recruitment, budgets and setting up the LGB.

Action:	SW to circulate Trustees minutes to LGB Chairs
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27 - Risks Identified / Forthcoming Changes

Trustees identified the following risks

- Reputational risk – due to poor results leading to reduced admissions, finances affected etc,
- KPI's – not agreed as yet.
- Predictions – without solid moderation procedures and aligned data collection, predictions may lack robustness.
- Staffing – recruitment and retention of staff.
- Moderation – system needs to be in place in secondary and primaries.
- Not being able to evidence challenge through LGB's.
- Trustees agreed that a conference should be arranged for Trustees and LGB's with session from Carl Sampson and John Lunn and a Clerk's session.
- The meeting moved to Part II

Action:

AP to add risks to Risk Register

DC / HF / SW to arrange conference for Trustees / LGBs

27 – Date of next meeting

- Okehampton College – Thursday 17 May 2018 – 4pm.

Action Table from 21:03:2018

WHO	WHAT	WHEN
SW	Agenda the Provider Access Policy for Full Trustees on 27:03:18	DONE
DC / HF	Produce a glossary for Trustees of terms which will be used	10:05:18
DC / HF	To revisit KPIs at Executive Group meetings	ongoing
DC	To arrange primary and secondary data training with DTSA for Trustees / LGBs	ASAP
SW	Circulate Neil Swaits' visit notes to Committee	Ongoing
AP	To add risks to Risk Register	27:03:18
DC / HF / SW	To arrange conference for Trustees / LGBs	10:05:18