

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	Lee Rose	LR

Apologies	Initials	Reason (Category of Trustee)
Ian Courtney	IC	Holiday

ACTIONS
DECISIONS
QUESTIONS AND CHALLENGES

In Attendance	Initials	
Hazel Fox	HF	Vice CEO
Susanne Kiff	SK	CFO
Sally Wood	SW	Governance Manager

Minutes to
Attendees
Apologies

28 - Apologies
<ul style="list-style-type: none"> Apologies were accepted from IC.

29 – Declaration of Interest
<ul style="list-style-type: none"> No declarations of interest were stated.

30 – Agree & sign off previous minutes
<ul style="list-style-type: none"> Part I and Part II minutes from 21:03:18 were agreed and signed by TS.

31– Matters Arising

- All actions from the previous meeting were complete or are agenda items within this meeting / reviewed below.
- Glossary – HF and Executive Head group are continuing to work on this.
- Data training – DF has spoken to Spoke to Jon Lunn who does data training to try to identify a date. Trustees agreed that there is an expectation that all Governors will attend data training. Criticism had been received from OFSTED in the past that Governors may not understand data from both phases. DC to continue to work on identifying a date.
- Risk Register – SK to provide an update at Full Trustees, but a software solution is to be revisited and potentially progressed.
- Conference for LGBs – discussions have been ongoing as to when to hold this, ie weekend, evening etc but it hasn't progressed further.

Trustees asked why it wouldn't be held on a weekend

DC responded if the Trust was serious about work life balance, then a weekend conference wouldn't be appropriate

- Trustees discussed that LGB Governors may struggle to get time off during the week and discussed whether a termly conference in the evening would be more suitable. This would provide regular networking opportunities.
- Trustees also discussed that potentially a LGB School Improvement meeting could be used as a meeting date.
- DC advised Trustees that they were looking to align the three secondary school calendars. 19/20 is set for Tavistock, but potentially on 06:01:20 could be a joint teaching and support staff conference, with potentially LGBs as well. DC and HF to progress.
- Trustees noted that Jon Lunn was working with three teaching schools to bring them together in an alliance. The product would be provided through a generalised platform and would be the same course but would give people the option to attend one potentially closer to home. This was about developing long term sustainability.

Action:

- HF to produce a glossary for Trustees / LGBs
- DC to identify a date for data training
- DC / HF to continue work on conference for LGBs
- DC / HF to progress teaching / support staff conference on 06:01:20

32 – Matters Brought Forward at the Direction of the Chair

- Trustees reviewed a spreadsheet detailing data on primary children and agreed it was a good report from an external point of view. Trustees were keen this was kept updated
- Trustees noted that Classroom Monitor has been purchased as the tracking system for primary schools and that all Trustees would have access to it with the spreadsheet providing information on the statutory data and classroom monitor providing in year data.
- Trustees reviewed the data calendar for the secondary schools and noted it was not the intention to align data trawls, but this information would inform Trustees when data was taken and when they would be able to see it depending on the date of the Trustee meeting.

Trustees queried recent information that OFSTED state to not work on predictions

DC responded that they needed to know where we think we are going in terms of progress. There were targets and therefore they would need to know from the data where those pupils there from which the percentage of children on track to get progress could be obtained.

Trustees asked if schools were being asked for data unnecessarily

HF responded that in primaries, they could have where pupils were going and where they were now but it came back to the stories behind the data.

Trustees asked if secondaries were carrying out formal assessments once a term based on GCSE papers

DC responded this would form part of their assessment but the result of that paper was not being used as their grade. He added that the best way is to assess pupils a few weeks before the end of the term and see where they are.

- HF asked if Trustees were happy for this information to be shared with LGBs and Trustees confirmed they should see it to provide a benchmark.
- Trustees discussed the importance of visibility and noted that IC and DC had visited Okehampton Primary, as well as the three Holsworthy Primary schools. DC will do Exbourne transition and is currently spending a fair amount of time at Holsworthy Community College.

MAT Development and Improvement Plan

- Trustees were presented with this and noted there was a plan for spending the £126k received across EY, phonics, KS1/KS2/KS4. Returns had to be done in respect of the money and this was a one year plan.
- Trustees noted some of the plans included to commission Susie Stevens, Head of the new school to undertake some EY work across the Mat, two individuals would work on phonics for ten days throughout the year. Support would be provided by Kathy and Martin to support reading across the MAT (1/2 day). KS2 would be supported by Alison from Okehampton Primary (1/2 day)

Trustees asked if the costs included the backfill

DC responded this was the SLE rate

- Trustees noted this plan would align with school improvement plans
- **Trustees to review the document and come back with questions.**

Trustees asked why the figures were multiples of £12k

DC responded that the SLE rate was £12k

Action:	ALL to review the MAT Development and Improvement Plan and submit any questions to DC
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33 – Leadership - HCC

- Trustees noted that Andy Sweeney was appointed to the Head of School for HCC and would be in place for September.
- A management agreement is in place with Great Torrington School and SK is their CFO. The agreement enables Tracey Amos to be released two days a week to support in an Executive role over HCC. Her senior team will also provide support to colleagues within HCC.

Trustees asked if the support was all in the agreed rate or if further costs would be incurred

DC responded that the payment was being made for Tracey Amos, but additional support came with that.

Trustees asked about handover arrangements

DC advised that at a meeting yesterday at HCC, they were looking at roles and responsibilities of the senior team for HCC for next term and a second meeting would take place on Monday to progress this further.

The meeting moved to Part II

34 – Cross Phase working across the MAT

- Trustees had already discussed Governors attending data training for both phases regardless of the cluster make up as well as providing opportunities for Governors to network at meetings / conferences going forward.
- Trustees also discussed succession planning for Trustees and if this were to come from LGBs, then Governors must understand the data that would be presented to them.

35 – SEND Provision for the MAT

- Trustees discussed the SEND provision and the fact the MAT had been unable to appoint the SEN strategic lead.
- Trustees discussed the risks of not having the role in place given the high percentage of SEN in the primaries and the impact that that can have.

Trustees asked if there was a necessity for someone to champion SEN and have that strategic view across the MAT

HF responded that some of those SEN children were performing very well

Trustees raised that SEN wouldn't get any easier

HF agreed that a SENCO was needed to the Dartmoor Federation primary schools and this advert was current.

- HF advised Trustees that they still intended to look at a strategic oversight for SEN, but currently there was no plan and it was down to affordability. Currently the priority was to recruit SENCOs where needed.

Trustees raised the need to have TAs with the correct training to be able to deal with needs

HF responded that was a different level and this was a strategic lead they would be looking at

- HF had completed an audit for the SEN website information and was intending to get the SENCO's together and look to **write a statement to cover SEN provision for the MAT.**
- Trustees agreed to **revisit the SEN strategic lead at the next meeting.**

Action:

HF to coordinate SENCO's with a view to writing the statement to cover SEN provision for the MAT
SW to agenda SEN strategic lead for the next meeting.

36 – Equality Act

- HF had provided Trustees with a paper having audited the Equality Act requirements on websites and there were omissions. There appeared to be some confusion between a policy and a plan, however both were needed.
- HF will set up a working party to look at this areas. Heads needed to go back to their Ethos Committees and consult.
- **Trustees agreed this should be scheduled for the school Ethos Committees next term**
- SK to identify if Community Academies Trust have a Corporate Equality Policy.
- Different between compliance and understanding what you are reading.

Action:

- HF to set up working party to look at Equality Act requirements for schools**
- SK to speak to CAT regarding a Corporate Equality Policy**
- LGBs to ensure that Equality Act is scheduled for the school Ethos Committees next term**

37 – PSHE / Cultural Curriculum

- HF advised Trustees that she had reviewed the websites in terms of curriculum for PSHE / Cultural curriculum and have found content varied greatly across the MAT, South Tawton for example had no mention, Bridestowe had some mention within Science., Tavistock had some specific mentions. Okehampton College had mention of a project undertaken, Chagford had a clear statement, Exbourne had some mention, Bradford mentioned these in very broad terms, HCC had no curriculum page and Okehampton Primary had a curriculum section that describes what is taught PSHE and S/RE.

Trustees asked what best practice was

HF responded there should be a lead on PSHE and R/SE who took best practice in these areas

- Trustees noted the curriculum was happening in schools but it needed to be explicit.
- HF advised that this question could be included the round of schools visits due to take place before the end of the summer term and to ensure that schools are more explicit on their websites about what they do. **HF to action**
- **Trustees agreed to ask the Ethos Committee to look at cultural curriculum / SMSE (making children aware of other cultures) next term**

Trustees asked if this area came up during the exercise on what Heads would wish to be standardised

HF responded yes.

Action:

- HF to ask questions regarding curriculum content for PSHE and S/RE during next round of visits and to ask schools to ensure that schools are more explicit on their websites about what they do**
- SW to agenda the Ethos Committee to look at cultural curriculum / SMSE (making children aware of other cultures) next term**

38 – LGB Minutes

Okehampton Primary – School Improvement Minutes 28:04:18
 Holsworthy Federation – School Improvement Minutes part I / II 20:03:18
 Dartmoor Federation – School Improvement Minutes – 16:03:18

- Trustees noted that some LGB minutes were not showing when the challenges / actions would be completed by.
- Trustees noted that there was a lot more challenge in the minutes from the Holsworthy Cluster and they were a lot more robust in their challenge. LR advised they had agreed for questions to be sent in advance and that had worked well.
- LR had attended the Tavistock meeting but didn't recall time dated actions from that meeting.
- Trustees agreed it was an area that should be looked at.
- LR advised Trustees of a meeting review document they had used with the Holsworthy Cluster which was helpful in reviewing the meeting. Trustees agreed to use this at the next Full Trustees meeting. SW to action.

Action: SW to include the meeting review document at the next Trustee meeting

39 - Risks Identified / Forthcoming Changes

Trustees identified the following risks

- SEND provision at schools
- The meeting moved to Part II

Action: SK to add risks to the risk register

40 – Date of next meeting

- Okehampton College – Wednesday 27 June 2018 – 4pm.

Action Table from 17:05:2018

WHO	WHAT	WHEN
HF	Produce a glossary for Trustees / LGBs	27:06:18
DC	Identify a date for data training	15:06:18
DC / HF	Continue work on conference for LGBs	27:06:18
DC / HF	Progress teaching / support staff conference on 06:01:20	Ongoing

DC	Action from Part II minutes	25:05:18
HF	Coordinate SENCO's with a view to writing the statement to cover SEN provision for the MAT	01:09:18
SW	Agenda SEN strategic lead for the next meeting	DONE
HF	Set up working party to look at Equality Act requirements for schools	30:06:18
SK	Speak to CAT regarding a Corporate Equality Policy	08:06:18
LGBs	To ensure that Equality Act is scheduled for the school Ethos Committees next term	01:09:18
HF	To ask questions regarding curriculum content for PSHE and S/RE during next round of visits and to ask schools to ensure that schools are more explicit on their websites about what they do	25:07:18
SW	Agenda the Ethos Committee to look at cultural curriculum / SMSE (making children aware of other cultures) next term	DONE
SW	Include the meeting review document at the next Trustee meeting	DONE
SK	Add risks to the risk register	25:05:18
ALL	Review the MAT Development and Improvement Plan and submit any questions to DC	27:06:18
SK	Action from Part II minutes	22:05:18